



# City of Jacksonville, Florida

*Lenny Curry, Mayor*

Administration and Finance Department  
117 W. Duval St.  
Jacksonville, FL 32202  
(904) 630-CITY  
www.coj.net

ONE CITY. ONE JACKSONVILLE.

Dr. Cheryl Brown  
Council Secretary  
Jacksonville City Council  
117 W. Duval St.  
Jacksonville, FL 32202

RE: Public Service Grant Appeals Board Annual Report

Dear Dr. Brown –

As Chair of the Public Service Grant (PSG) Appeals Board, per Sec. 118.810 of the Ord. Code, I submit to you the Board's Annual Report as required by Sec. 50. 810(b).

For the twelve month period of July 1, 2017 thru June 30, 2018, the PSG Appeals Board met three times as required by the Ordinance Code to hear the appeals of applicants for PSG funding. In the first appeals meeting, the Board heard appeals related to the eligibility of applications as defined by Sec. 806 Ord. Code. The Board heard 10 appeals and upheld 7, denying 3. During the second meeting the board reheard a previously denied appeal and upheld that appeal. During the third appeal related to the tentative ranking of PSG applications, the Board heard 4 appeals, denying two and upholding two.

Currently, the board has three members, as required by ordinance code, the Chair of the PSG Council, Ms. Roshanda Jackson, the Chief of Procurement, Mr. Greg Pease, and the Grant Administrator serving as Chair of the Board, myself. There are no vacancies.

The new appeals process the Board was put into action last year and has received very positive feedback from applicants. The Board was able to correct several application defects which would have prevented agencies' applications from being scored or funded because of a minor irregularity. This maintained a competitive pool of applications for the PSG Council to score.

Sincerely,

Damian Cook  
Grant Administrator  
City of Jacksonville – Office of Grant and Contract Compliance  
214 N. Hogan St., Suite 800  
Jacksonville, FL 32202  
(904) 255-8742  
damianc@coj.net