

1 Introduced by Council Member Morgan and amended by the NCIS
2 Committee and amended on the Floor of Council:

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4
5 **ORDINANCE 2017-317-E**

6 AN ORDINANCE REGARDING THE PUBLIC SERVICE
7 GRANT COMMITTEE; AMENDING PART 8 (PUBLIC
8 SERVICE GRANTS), CHAPTER 118 (CITY GRANTS),
9 ORDINANCE CODE, TO CLARIFY GRANT ELIGIBILITY
10 REQUIREMENTS; APPROVING THE PUBLIC SERVICE
11 GRANT ALTERNATIVE FINANCIAL DISCLOSURE FORM,
12 AS REQUIRED BY SECTION 118.805, ORDINANCE
13 CODE; PROVIDING AN EFFECTIVE DATE.

14
15 **BE IT ORDAINED** by the Council of the City of Jacksonville:

16 **Section 1. Amending Part 8 (Public Service Grants),**
17 **Chapter 118 (City Grants), Ordinance Code.** Part 8 (Public Service
18 Grants), Chapter 118 (City Grants), Ordinance Code, is hereby
19 amended to read as follows:

20 **CHAPTER 118. CITY GRANTS.**

21 * * *

22 **PART 8. PUBLIC SERVICE GRANTS.**

23 * * *

24 **Sec. 118.804. - Priority Populations or Needs.**

25 * * *

26 The PSG Council's reasons for selecting Priority Populations or
27 Priority Needs may include, but not be limited to, recommendations,
28 studies and reports from JCCI, the Non-Profit Center, Jessie Ball
29 ~~Dupont~~ duPont Fund, Community Foundation, United Way, Disabled
30 Services Council, the Health Planning Council of Northeast Florida

1 and other organizations regarding the Priority Populations or
2 Needs. Organizations who provide recommendations regarding the
3 Priority Populations or Priority Needs shall not be eligible to
4 apply for Public Service Grants appropriated in the fiscal year in
5 which the recommendations are given.

6 * * *

7 **Sec. 118.805. - Eligibility to Apply for Public Service**
8 **Grants.**

9 * * *

10 (b) *Eligibility Documents.* Notwithstanding the prohibition in
11 subsection (a) above, a requesting agency shall include the
12 following eligibility documents listed in subsections (1)-(5)
13 below (collectively, the "Eligibility Documents") in its Public
14 Service Grant application submittal. If a requesting agency
15 fails to include the Eligibility Documents in the form and
16 manner prescribed below, the requesting agency shall be
17 ineligible to apply for a Public Service Grant and such
18 requesting agency's application shall not be reviewed and
19 evaluated by the PSG Council. The Eligibility Documents are as
20 follows:

21 (1) A copy of a good standing certificate issued within the last
22 12 months by the Florida Division of Corporations evidencing
23 that the requesting agency is in good standing and has been
24 in existence for three years prior to the Public Service
25 Grant application deadline. ~~The certificate must be dated~~
26 ~~within 60 days of the grant application deadline and list the~~
27 ~~requesting agency as a Florida non-profit corporation, and~~

28 (2) Either:

29 (i) A copy of the requesting agency's current Charitable
30 Solicitation Permit issued by the State of Florida evidencing

that the requesting agency is current on state charitable permitting fees; or

(ii) A state letter of exemption indicating that the agency is exempt pursuant to §496.406(3) Florida Statutes; and

(3) The following Financial information as applicable:

(i) Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; or

(ii) Agencies exempt from filing federal tax returns shall file:

(a) IRS certification of exemption:, and

(b) Copies of audit reports for the last three years.

Audit reports shall be conducted in accordance with both GAAS and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" made by a certified public accountant; or

(iii) If the Agency does not have the financial information requested in 3(i) or 3(ii), then the agency must submit its financial information in form and substance reasonably acceptable to the Department of Administration and Finance. The form shall be identified by the department prior to the commencement of the application cycle and be uniform for all agencies completing the form.

(4) A copy of the completed Mandatory Application Workshop certificate issued by the Grants Administrator evidencing the requesting agency's compliance with the Mandatory Application Workshop pursuant to Section 118.803 herein; and

(5) An original affidavit, in the form provided by the Office of

General Counsel, executed by the requesting agency's executive director, chief executive or operating officer, president, vice president or board chairman certifying that:

(i) The requesting agency's program will be operated in Duval County and serve the people of the City;

(ii) The requesting agency's program will serve a Priority Population or Priority Need designated by the City Council for the grant application cycle in which the requesting agency is applying for;

(iii) The requesting agency's program is not eligible to receive funding from any of the City programs listed in Section 118.805(a)(1)-(7);

(iv) The requesting agency's appropriation request for multiple or single programs does not exceed in the aggregate 24 percent of the requesting agency's annual revenue (as shown on filed tax returns) averaged over the previous three tax years;

(v) The requesting agency is in compliance with the terms of all existing City agreements in which the requesting agency is a party; and

(vi) The requesting agency is in compliance with all applicable federal, state, local laws, rules, regulations and ordinances, as the same may exist and may be amended from time to time.

* * *

Sec. 118.806. - Application Requirements.

* * *

(c) *Application Format.* The application shall have one-inch margins and contain no more than 16 single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12.

1 The Cover Page and Eligibility Documents will not be counted as
2 part of the 15-page limit. The Eligibility documents may be
3 included as appendices. The PSG Council may formulate a form
4 application consistent with the requirements of this Part,
5 provided that the PSG Council may not add to or remove any of
6 the application contents prescribed in subsection (b) above
7 without the City Council approval. Grant applications submitted
8 electronically shall approximate the format required in this
9 subsection (c) to the greatest extent possible.

10 (d) Interviews. The PSG Council may, in its sole discretion, conduct
11 interviews of requesting agencies in a priority population
12 regarding their respective Public Service Grant applications. If
13 the PSG Council elects to interview one requesting agency in a
14 priority population, the PSG Council shall also interview the
15 other requesting agencies in said priority population. Any
16 interviews conducted by the PSG Council pursuant to this Section
17 shall be after the grant application deadline but prior to
18 October 1. The PSG Council shall notify the requesting agency of
19 the place and time of the interviews. Such interviews shall be
20 conducted in the sunshine and for the sole purpose of the
21 requesting agency verbally explaining, clarifying or justifying
22 to the PSG Council any information contained in the requesting
23 agency's application. A requesting agency shall not add any new
24 written information or materials to its application, or present
25 any new written information or materials to the PSG Council
26 regarding its application, during such interviews.

27 (e) Disqualification; Notification. If a requesting agency's
28 application fails to include the items and Section headings
29 specified in Sections 118.806 (b)(1) through 118.806(b)(8)(i)
30 and (ii) or fails to meet the format requirements of 118.806(c)
31 above, such application shall not be considered and reviewed by

1 the PSG Council. As long as an application contains the required
2 Section headings in Sections 118.806(b)(3) through
3 118.806(b)(8)(i) and (ii) above, together with some information
4 describing the same and is properly formatted, such application
5 shall be deemed to have complied with the requirements of
6 Sections 118.806(b)(3) through 118.806(b)(8)(i) and (ii).
7 Failure by a requesting agency to provide adequate information
8 under each required Section may result in a lower application
9 score and ranking.

10 The PSG Council staff shall notify requesting agencies in writing
11 within three business days of its decision to qualify or disqualify
12 such requesting agency's application from consideration and review
13 by the PSG Council. Such notice shall specify the reasons for the
14 disqualification and the requesting agency's right to appeal the
15 decision pursuant to the procedures set forth in Section 118.810.
16 The PSG Council shall be informed by staff of the requesting
17 agencies deemed by staff to be disqualified pursuant to this
18 Section at the earliest PSG Council meeting following the staff's
19 determination.

20 **Sec. 118.807. - Review, evaluation and scoring of applications**
21 **by PSG Council.**

22 * * *

23 (b) *Scoring and Rankings.* A score sheet containing the evaluation
24 criteria together with the maximum points assigned to each
25 criterion pursuant to Section 118.807(c) below shall be used to
26 evaluate applications. Each member shall record the scores given
27 to each criterion on the score sheet. The score sheet shall be
28 retained by the Grants Administrator and made available for
29 review as public record at such time that the scoring for all
30 eligible applications is completed. Staff shall not score
31 applications nor provide scoring suggestions to members of the

PSG Council. The Grants Administrator shall rank each application belonging to a Priority Population or Priority Need from highest to lowest (e.g., first, second, third, etc.) based on the average of the scores contained on the score sheets for each application. Upon determining the average score for each application, the Grants Administrator shall discard any individual application score that is 20 points more or less than such average score and recalculate the average score for said application based on the remaining scores. The PSG Council shall establish a uniform procedure for breaking tied scores.

(c) *Evaluation Criteria.* The PSG Council shall evaluate and score Sections 118.806(b)(3) through (8) of each Public Service Grant application based upon the following evaluation criteria and maximum assigned points to each criterion:

- (1) Quality of the program (maximum 20 points);
- (2) Strength of staff and board (maximum five points);
- (3) Requesting agency's ability to administratively points for each criterion: manage the program and budget (maximum ten points);
- (4) Need for the program within the Priority Population/Need (maximum 15 points);
- (5) Impact of the program (maximum 15 points) on the Priority Population/Need;
- (6) Accuracy and appropriateness of the program budget (maximum 15 points);
- (7) Ability of the requesting agency to perform the program (maximum 15 points); and
- (8) Ability of the proposed measures to evaluate the effectiveness of the program (maximum five points).

* * *

1 **Sec. 118.810. - Public Service Grant Appeals Board; Appeals**
2 **Procedure.**

3 * * *

4 (c) *Appealable Matters.* A requesting agency may only appeal a
5 tentative funding allocation or eligibility decision regarding
6 the requesting agency's application to the PSG Appeals Board for
7 one or more of the application or scoring defects stated below:

8 (1) Mathematical errors contained on the application score sheet
9 or tentative funding allocation spreadsheet;

10 (2) An error by the application scorer in deducting points from a
11 requesting agency's application score for not including a
12 required application item or attachment that was included in
13 the requesting agency's application submittal and such error
14 was determinative in the requesting agency's inability to
15 receive a funding allocation;

16 (3) A minor irregularity in the application contents or
17 requirements which (i) is not prohibited under Section
18 118.806; (ii) adversely impacts a requesting agency's
19 eligibility or application score and ranking; and (iii) will
20 not result in an unfair competitive advantage to the
21 requesting agency if such irregularity is waived; and

22 (4) An error made by the PSG Council staff in the eligibility
23 determination or disqualification of a requesting agency's
24 application from consideration pursuant to Sections 118.805
25 and 118.806, respectively; and

26 (5) A determination made by the PSG Council staff that a
27 requesting agency application is ineligible or disqualified
28 due to such agency being on the Council Auditor's Chapter 118
29 noncompliance list.

30 * * *

31 **Section 2. Approval of Public Service Grant Alternative**

1 **Financial Disclosure Form.** The City Council has reviewed the
2 Public Service Grant Alternative Financial Disclosure Form, as
3 required by Section 118.805, *Ordinance Code*, and hereby approves
4 the form as substantially in the form attached hereto as **Exhibit 1.**

5 **Section 3. Effective Date.** This ordinance shall become
6 effective upon signature by the Mayor or upon becoming effective
7 without the Mayor's signature.

8 Form Approved:

9
10 /s/ *Margaret M. Sidman*

11 Office of General Counsel

12 Legislation Prepared By: Margaret M. Sidman.

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