

Introduced by Council Members Lopez-Brosche, Boyer, K. Brown, Crescimbeni, Dennis, Gaffney, and Newby and Amended by the Finance Committee and on the Floor of the Council:



**ORDINANCE 2016-56-E**

AN ORDINANCE REGARDING CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*; CREATING A NEW CHAPTER 80 (PUBLIC SERVICE GRANT COUNCIL), *ORDINANCE CODE*; AMENDING CHAPTER 118 (CITY GRANTS), PART 5 (LIABILITY AND LOSS OF ENTITLEMENT OR ELIGIBILITY FOR CITY GRANTS), SECTION 118.503 (LOSS OF ELIGIBILITY FOR FAILURE TO COMPLY WITH THIS CHAPTER); REPEALING CHAPTER 118 (CITY GRANTS), PART 8 (PUBLIC SERVICE GRANT), *ORDINANCE CODE*; CREATING A NEW CHAPTER 118 (CITY GRANTS), PART 8 (PUBLIC SERVICE GRANTS), *ORDINANCE CODE*; RECOMMENDING STAGGERED APPOINTMENTS OF THE PUBLIC SERVICE GRANT COUNCIL; REPEALING THE PUBLIC SERVICE GRANT APPLICATION FORM APPROVED IN ORDINANCE 2013-116-E; PROVIDING FOR CODIFICATION INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

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

**Section 1. Creating Chapter 80 (Public Service Grant Council), *Ordinance Code*.** Chapter 80 (Public Service Grant Council), *Ordinance Code*, is hereby created to read as follows:

**Chapter 80. Public Service Grant Council.**

**Sec. 80.101. Establishment.**

There is hereby established a council to be known as the

Public Service Grant Council (PSG Council) to act as an advisory body for the City of Jacksonville.

**Sec. 80.102. Composition; Member Qualifications; Terms; Annual Training Requirement; Responsibilities.**

(a) Composition. The Public Service Grant Council shall consist of 15 voting members, eight of whom shall be appointed by the Mayor and confirmed by City Council and seven of whom shall be appointed by the City Council President and confirmed by City Council.

(b) Liaison. The City Council President shall annually appoint a City Council Member to serve as a liaison to the Public Service Grant Council. This is a non-voting position and shall not be considered a member of the PSG Council for sunshine purposes.

(c) Member Qualifications. Members of the Public Service Grant Council shall be chosen to provide community diversity and knowledge of needed services; shall demonstrate an interest in the impact of public service programs in the community, and a willingness to participate fully in the Public Service Grant application process. A minimum of two Mayoral appointees and two City Council appointees shall have prior experience with grant processes, whether as grant writers, applicants, administrators, or recipients.

(d) Terms. Members shall be appointed for staggered three-year terms commencing January 1, but shall serve until their successor is appointed and confirmed by City Council. No member shall serve for more than two consecutive full terms; but appointments to fill vacancies for partial terms (less than 50% of a full term) and initial appointments under the preceding

1 sentence for less than 3-years shall not be deemed to  
2 be full terms, and may be reappointed for up to two  
3 additional consecutive full terms.

- 4 (e) Removal. Public Service Grant Council members appointed  
5 by the Mayor shall serve and be removed at the pleasure  
6 of the Mayor. Members appointed by the City Council  
7 shall serve and be removed at the pleasure of the City  
8 Council President.

9 **Sec. 80.103. Functions, powers and duties.**

10 In addition to such powers, duties and authority as may be  
11 set forth elsewhere in the Ordinance Code, including Chapter 118  
12 (City Grants), the PSG Council is hereby authorized to:

- 13 (a) Review and assess the annual needs of the City for  
14 public services for a program not otherwise funded by  
15 City funds, based on presentations, studies, and  
16 reports submitted to the Public Service Grants Council;  
17 (b) Recommend Priority Populations or Needs to the City  
18 Council and include in such recommendation an assigned  
19 percentage of funding to each Priority Population or  
20 Need;  
21 (c) Recommend the process by which recipients of Public  
22 Service Grants are selected each year, which process  
23 shall be by request for proposal pursuant to Chapter  
24 126, Ordinance Code, or through the grant application  
25 procedures outlined in Chapter 118, Part 8; and  
26 (d) Submit to the MBRC for review an appropriation request  
27 for Public Service Grants for the upcoming fiscal year;  
28 (e) Review, evaluate and score each Public Service Grant  
29 application, subject to completion of the Annual  
30 Training Course in Section 80.104(i);  
31 (f) Participate in on-site evaluations of recipient

1 programs;

2 (g) Attend orientation meetings, the annual training course  
3 required in Section 80.104(i), and any other meetings  
4 related to Chapter 118, Part 8, ethics, public records  
5 and open meetings laws for PSG Council members; and

6 (h) Award and allocate the annual lump sum appropriation  
7 for Public Service Grants contained in the annual  
8 budget ordinance to requesting agencies based on the  
9 review, evaluation and scoring of each requesting  
10 agencies pursuant to Chapter 118, Part 8.

11 **Sec. 80.104. Organization and proceedings.**

12 (a) *Officers.*

13 1. The PSG Council select a chairperson and any other  
14 positions from among its members to serve for a one-  
15 year term commencing in January and may create and  
16 fill such other offices as it may deem necessary or  
17 desirable.

18 (b) *Rules of procedure.* The PSG Council shall establish  
19 rules of procedure necessary to its governing and the  
20 conduct of its affairs, consistent with the applicable  
21 provisions of the Ordinance Code.

22 (c) *Voting; quorum.* All decisions and recommendations of the  
23 PSG Council shall require a concurring vote of a majority  
24 of the members present. Fifty percent of the full PSG  
25 Council plus one member shall constitute a quorum.

26 (d) *Administrative support.* The PSG Council shall receive  
27 staff support from the Office of Grants and Contract  
28 Compliance.

29 (e) *Meetings.* The PSG Council shall meet at least monthly.  
30 All meetings shall be open to the public, but these are  
31 not public hearings; the public does not have a right to

1 speak but may be invited to speak by the chair or any  
2 member of the PSG Council.

3 (f) *Notice.* Notice of meetings shall be posted at least two  
4 days in advance on the City of Jacksonville web events  
5 calendar. No other advertisement or notification is  
6 required.

7 (g) *Compensation.* Members shall serve without compensation,  
8 pension or retirement benefits; however members may be  
9 compensated for travel expenses as provided in Chapter  
10 106, Part 7, Ordinance Code.

11 (h) *Compliance.* The PSG Council shall be subject to the  
12 provisions of Chapter 112, Part III, Florida Statutes,  
13 and Chapters 50, 58 and 602, Ordinance Code, except as  
14 may be otherwise set forth in this Chapter.

15 (i) *Annual Training Requirement.* In November of each year,  
16 the PSG Council members shall attend and complete a  
17 minimum two hour annual training course ("Annual  
18 Training Course"), which training course shall include,  
19 without limitation, instruction on (i) Priority  
20 Population recommendations; (ii) the eligibility  
21 qualifications for Public Service Grants; (iii) the  
22 Public Service Grant application requirements, (iv) the  
23 review, scoring and evaluation of Public Service Grant  
24 applications; and (v) limitations on funding  
25 allocations. In order to review, evaluate and score  
26 Public Service Grant applications each year, PSG  
27 Council members must attend and complete the Annual  
28 Training Course. The Annual Training Course shall be  
29 conducted by the Office of General Counsel, the Grant  
30 Administrator, or his or her designee, and may include  
31 other organizations specialized in grant writing and

grant review, provided that any such organization participating in the course shall be ineligible to apply for a Public Service Grant in the same fiscal year that such training occurs. The Annual Training Course shall be conducted twice in November and Public Service Grant Council members may attend either course to meet the requirement under this section. The Grant Administrator shall notify and invite the assigned City Council Member liaison to the Annual Training Course. The Grant Administrator shall maintain records regarding each Public Service Grant member's compliance with this section and shall notify both the Mayor's Office and the City Council of any PSG Council members who fail to attend and participate in the annual training course.

**Sec. 80.105. PSG Grant Award Procedures; Phrases and Terms.**

Chapter 118 (City Grants), Parts 1-5 and 8, *Ordinance Code*, establishes the Public Service Grant award and grant requirements. The phrases and terms used in this Chapter 80 shall have the same meanings ascribed to them in Section 118.104 (Definitions) and Part 8 (Public Service Grant) of Chapter 118.

**Section 2. Amending Chapter 118 (City Grants), Part 5 (Liability and Loss of Entitlement or Eligibility for City Grants), Section 118.503 Ordinance Code.** Chapter 118 (City Grants), Part 5 (Liability and Loss of Entitlement or Eligibility for City Grants), Section 118.503 (Loss of Eligibility for Failure to Comply with this Chapter), *Ordinance Code*, is hereby amended to read as follows:

**Chapter 118. CITY GRANTS**

\* \* \*

**PART 5. LIABILITY AND LOSS OF ENTITLEMENT OR ELIGIBILITY**

**FOR CITY GRANTS.**

\* \* \*

**Section 118.503. Loss of Eligibility for Failure to Comply with this Chapter.** A recipient failing to comply with requirements of this Chapter shall be ineligible to apply for or receive a City Grant pursuant to the provisions of this Chapter or a funding recommendation pursuant to the provisions of Part 8 ~~for:~~

~~(a) In the first instance:~~

~~(1) The next fiscal year; or~~

~~(2) Until until being certified by the Council Auditor as being in compliance; and~~

~~(b) In the next instances:~~

~~(1) The next succeeding five fiscal years; or~~

~~(2) Until being certified by the Council Auditor as being in compliance, whichever is longer.~~

\* \* \*

**Section 3. Repealing Chapter 118 (City Grants), Part 8, (Public Service Grant), Ordinance Code.** Chapter 118 (City Grants), Part 8 (Public Service Grant), *Ordinance Code*, is hereby repealed in its entirety. A copy of the repealed Chapter 118, Part 8 is attached hereto as **Exhibit 1**.

**Section 4. Creating Chapter 118 (City Grants), Part 8 (Public Service Grants), Ordinance Code.** A new Chapter 118 (City Grants), Part 8 (Public Service Grants), *Ordinance Code*, is hereby created to read as follows:

**Chapter 118. CITY GRANTS**

\* \* \*

**PART 8. PUBLIC SERVICE GRANTS.**

\* \* \*

**Section 118.801. Purpose.**

The Public Service Grant Council ("PSG Council") created

1 pursuant to Chapter 80, Ordinance Code, shall review, evaluate and  
2 score Public Service Grant applications pursuant to this Part.  
3 Unless otherwise provided in this Part 8, the provisions of Chapter  
4 118, Parts 1 through 5 shall apply to Public Service Grants.

5 **Section 118.802. Annual Lump Sum Appropriation for Public**  
6 **Service Grants.**

7 On or before April 1st of each year, the PSG Council shall  
8 submit to the Mayor's Budget Review Committee ("MBRC") for review  
9 an annual lump sum appropriation request for all Public Service  
10 Grants to be awarded annually under this Part. The PSG Council  
11 shall include in such request relevant information regarding the  
12 appropriation amount and the need for Public Service Grants in the  
13 community. MBRC shall review and consider the PSG Council's  
14 appropriation request and include a lump sum appropriation request  
15 for Public Service Grants in the Mayor's proposed annual budget for  
16 the upcoming fiscal year. The City Council in its sole discretion  
17 shall determine the final annual lump sum appropriation amount in  
18 the annual budget ordinance for Public Service Grants. The PSG  
19 Council shall not award or allocate funding to requesting agencies  
20 under this Part until after the City Council has approved the  
21 annual budget ordinance.

22 **Section. 118.803. Grants Administrator; Responsibilities.**

23 (a) Staff Support; Mandatory Application Workshop. The  
24 Grants Administrator and Grants Office shall provide  
25 staff support to the PSG Council and assist with the  
26 Annual Training Course required in Section 80.104(i). In  
27 addition, the Grants Administrator, or his or her  
28 designee, shall conduct a mandatory application workshop  
29 ("Mandatory Application Workshop") for requesting  
30 agencies within thirty (30) days following the effective  
31 date of the Priority Population or Priority Need



1        legislation adopted by the City Council. In order for  
2        requesting agencies to be eligible to apply for a Public  
3        Service Grant, a requesting agency must attend and  
4        complete the Mandatory Application Workshop. The  
5        Mandatory Application Workshop shall be noticed to the  
6        public in the same manner in which PSG Council meetings  
7        are noticed. The Mandatory Application Workshop shall be  
8        conducted twice in May and a requesting agency may attend  
9        either workshop to meet the requirement under this  
10       section.

11       (b) Courtesy Review of Application Checklist. Annually from  
12       the effective date of the Priority Populations or  
13       Priority Needs established by the City Council for the  
14       upcoming fiscal year and until five (5) business days  
15       prior to the grant application deadline (July 1<sup>st</sup>), the  
16       Grants Administrator, or his or her designee, shall  
17       provide courtesy reviews of a requesting agency's  
18       application to confirm whether the application has  
19       complied with the eligibility and application  
20       requirements in Sections 118.805 and 118.806. The Grants  
21       Administrator shall conduct courtesy reviews in person  
22       with the requesting agency upon request and appointments  
23       shall be scheduled on a first come, first serve basis.

24       (c) Annual Report to the City Council. The Grants  
25       Administrator shall provide the PSG Council with  
26       assistance in providing the annual report required in  
27       Chapter 58, Ordinance Code.

28       **Section 118.804. Priority Populations or Needs.**

29       (a) Annual Recommendations. On or before March 1<sup>st</sup> of each  
30       year, the PSG Council shall assess the needs of the  
31       community and recommend to the City Council the Priority

1 Populations or Priority Needs for the upcoming fiscal  
2 year and provide recommended changes, if any, to the  
3 assignment of points to the evaluation criterion in  
4 Section 118.807(c). By way of example only, a Priority  
5 Population may include elderly, low-income residents or  
6 individuals with particular public safety, medical or  
7 social needs, or may identify a particular need such as  
8 housing for homeless persons. Such Priority Population  
9 recommendations shall be sufficiently narrow and specific  
10 to address a particular gap in service and shall not be  
11 so broad that every applicant is eligible. Subcategories  
12 of services within an identified Priority Population are  
13 discouraged. If the Population is a Priority, the  
14 services provided to the Population should be evaluated  
15 through the application. If only a specific service is  
16 required to meet an identified need, such need should be  
17 so listed and prioritized in the recommendation to City  
18 Council. The PSG Council's Priority Populations or  
19 Priority Needs recommendation shall include:

- 20 (i) the reasons for selecting the Priority Populations  
21 or Priority Needs;
- 22 (ii) the recommended percentage of funds appropriated by  
23 the City Council to be allocated to each Priority  
24 Population or Priority Need; and
- 25 (iii) whether the PSG Council shall award funding to  
26 requesting agencies under this Part via a Request  
27 for Proposal pursuant to Chapter 126, Ordinance Code  
28 or through the grant application process outlined in  
29 this Part; and
- 30 (iv) recommended changes, if any, to the assignment of  
31 points to the evaluation criterion in Section

118.807(c).

The PSG Council's reasons for selecting Priority Populations or Priority Needs may include, but not be limited to, recommendations, studies and reports from JCCI, the Non-Profit Center, Jessie Ball Dupont, Community Foundation, United Way, Disabled Services Council, the Health Planning Council of Northeast Florida and other organizations regarding the Priority Populations or Needs. Organizations who provide recommendations regarding the Priority Populations or Priority Needs shall not be eligible to apply for Public Service Grants appropriated in the fiscal year in which the recommendations are given.

(b) Annual Establishment. The City Council shall review the Priority Populations or Priority Needs recommended by the PSG Council and establish the Priority Populations or Priority Needs on or before May 1<sup>st</sup> of each year. The Public Service Grants recipients awarded under this Part shall provide services to the Priority Populations or Priority Needs. Except for the annual establishment, Priority Populations or Needs may only be revised or amended by a two-thirds vote of the City Council.

**Section 118.805. Eligibility to Apply for Public Service Grants.**

(a) Certain Programs Ineligible. A requesting agency's program shall be ineligible to receive a Public Service Grant if the requesting agency's program receives funding through another City program, including but not limited to, the programs listed below:

- (1) Cultural Service Grant Program pursuant to Chapter 118, Part 6;
- (2) Arts in Public Places Program pursuant to Chapter 126, Part 9;

- (3) Jacksonville Children's Commission program pursuant to Chapter 51A;
- (4) Downtown Investment Authority and Office of Economic Development Programs pursuant to Chapter 55, Parts 1-3;
- (5) Housing and Community Development Division programs pursuant to Chapter 30, Part 7;
- (6) Social Services Division programs pursuant to Chapter 28, Part 5;
- (7) Jax Journey programs pursuant to Chapter 75.

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

- (1) A copy of a good standing certificate issued by the Florida Division of Corporations evidencing that the requesting agency is in good standing and has been in existence for three (3) years prior to the Public Service Grant application deadline. The certificate must be dated within 60 days of the grant application deadline and list the requesting agency as a Florida non-profit corporation;
- (2) A copy of the requesting agency's current Charitable Solicitation Permit issued by the State of Florida

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

(3) Copies of the requesting agency's completed and filed federal tax returns for the last three (3) tax years;

(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.

(c) Eligibility Notification. The PSG Council staff shall notify requesting agencies in writing within three (3) business days of its decision to deem a requesting agency eligible or ineligible to apply for a Public Service Grant. In the instances where a requesting agency is deemed ineligible, such notice shall specify the reasons for the requesting agency's ineligibility and information regarding the appeals procedures set forth in Section 118.810. The PSG Council shall be informed by staff of the requesting agencies deemed by staff to be ineligible pursuant to this section at the earliest PSG Council meeting following the staff's determination.

(d) Waiver of Eligibility Requirements. The eligibility requirements set forth in this section may not be waived except by two-thirds vote of the City Council.

**Section 118.806. Application Requirements.**

(a) Application Deadline. A requesting agency may submit a Public Service Grant application after the date that the City Council establishes the Priority Populations pursuant to this Part but no later than July 1<sup>st</sup> of each fiscal year. Applications may be submitted in person or

electronically as prescribed by the Grants Administrator.

(b) Application Contents. Each application for a Public Service Grant submitted by a requesting agency pursuant to this Part shall contain the following information:

(1) The Eligibility Documents pursuant to Section 118.805 herein.

(2) A Cover Page containing the following information:

(i) Name of the requesting agency;

(ii) Name of the Program;

(iii) The Priority Population or Priority Need that the Program will serve;

(iv) Amount of the Appropriation Request;

(v) The Fiscal Year that the requesting agency is submitting an appropriation request for;

(vi) The following certification executed (electronically or manually) by the executive director, chief executive or operating officer, president, vice president or board chairman in the form below:

"I, name/title, hereby certify that the information and representations contained in this Fiscal Year \_\_\_\_\_ Public Service Grant application is true and correct."

By: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_

(3) A section entitled "Agency Background and Experience" containing a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief

1 executive or operating officer, chief financial  
2 officer), and the agency's experience in the  
3 community and accomplishments. This section may  
4 without limitation describe the agency's mission,  
5 future plans, major programs, licensure,  
6 certification or accreditation (maximum 3 pages).

7 (4) A section entitled "Program Overview" containing a  
8 description of the program and how the program will  
9 assist the Priority Population or Priority Need.  
10 This section may include without limitation  
11 partnerships with other programs or agencies as  
12 applicable. (maximum 3 pages).

13 (5) A section entitled "Program Activities" containing a  
14 list of all activities that the program will offer  
15 or provide and a brief description of each activity  
16 (maximum 1 pages).

17 (6) A section entitled "Program Management and General  
18 Overhead" containing a description of the management  
19 and staff positions that will be needed to  
20 successfully operate the program and the general  
21 overhead of the agency. This section may include  
22 without limitation potential fundraising capacity,  
23 plan, strategy and funding partners for the program  
24 as well as how the program will be sustained in  
25 future years (maximum 3 pages).

26 (7) A section entitled "Operating Budget and Budget  
27 Narrative" which lists all line item expenses and  
28 revenues to operate the program during the fiscal  
29 year and contains a brief description of each line  
30 item expense. The expenses and revenues must  
31 balance (maximum 2 pages, not including the approved



form).

- (8) A section entitled "Program Impact and Effectiveness" containing a description of: (i) the program's goals and objectives and how attainment of the goals and objectives will be measured, (ii) the projected program impact on the Priority Population or Priority Need and the anticipated number of people to be served by the program; and (iii) a listing of each noncompliance incident within the past three (3) years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list. Such list shall set forth with respect to each noncompliance incident: (a) the noncompliance dates (e.g., the start date and end date), and (b) an explanation for the noncompliance (maximum 4 pages, not including the information required in subsection (iii) above).
- (c) Application Format. The application shall have 1 inch margins and contain no more than sixteen (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. The Cover Page and Eligibility Documents will not be counted as part of the 15-page limit. The Eligibility documents may be included as appendices. The PSG Council may formulate a form application consistent with the requirements of this Part, provided that the PSG Council may not add to or remove any of the application contents prescribed in subsection (b) above without the City Council approval.
- (d) Interviews. The PSG Council may, in its sole discretion,

1       conduct interviews of requesting agencies in a priority  
2       population regarding their respective Public Service  
3       Grant applications. If the PSG Council elects to  
4       interview one requesting agency in a priority population,  
5       the PSG Council shall also interview the other requesting  
6       agencies in said priority population. Any interviews  
7       conducted by the PSG Council pursuant to this section  
8       shall be after the grant application deadline but prior  
9       to October 1<sup>st</sup>. The PSG Council shall notify the  
10      requesting agency of the place and time of the  
11      interviews. Such interviews shall be conducted in the  
12      sunshine and for the sole purpose of the requesting  
13      agency verbally explaining, clarifying or justifying to  
14      the PSG Council any information contained in the  
15      requesting agency's application. A requesting agency  
16      shall not add any new written information or materials to  
17      its application, or present any new written information  
18      or materials to the PSG Council regarding its  
19      application, during such interviews.

- 20      (e) Disqualification; Notification. If a requesting agency's  
21      application fails to include the items and section  
22      headings specified in Sections 118.806 (b)(1) through  
23      118.806(b)(8)(i)-(ii) above, such application shall not  
24      be considered and reviewed by the PSG Council. As long  
25      as an application contains the required section headings  
26      in Sections 118.806(b)(3) through 118.806(b)(8)(i)-(ii)  
27      above, together with some information describing the  
28      same, such application shall be deemed to have complied  
29      with the requirements of Sections 118.806(b)(3) through  
30      118.806(b)(8)(i)-(ii). Failure by a requesting agency to  
31      provide adequate information under each required section

1           may result in a lower application score and ranking.

2           The PSG Council staff shall notify requesting agencies in  
3 writing within three (3) business days of its decision to qualify  
4 or disqualify such requesting agency's application from  
5 consideration and review by the PSG Council. Such notice shall  
6 specify the reasons for the disqualification and the requesting  
7 agency's right to appeal the decision pursuant to the procedures  
8 set forth in Section 118.810. The PSG Council shall be informed by  
9 staff of the requesting agencies deemed by staff to be disqualified  
10 pursuant to this section at the earliest PSG Council meeting  
11 following the staff's determination.

12           **Section 118.807. Review, evaluation and scoring of**  
13 **applications by PSG Council.**

14           (a) Scoring Committees; Deadline. The PSG Council may create  
15 a scoring committees for each Priority Population or  
16 Priority Need and all grant applications belonging to  
17 such Priority Population or Priority Need shall be  
18 reviewed, scored and evaluated by said committee,  
19 provided however that no application shall be scored by  
20 fewer than 5 members of the PSG Council. Members may be  
21 assigned by the Chair to more than one scoring committees  
22 established for a Priority Populations or Priority Need;  
23 however, the same group of Members (5 or more) assigned  
24 to a scoring committee must score each application  
25 assigned to the committee for review. If a Member is  
26 unable to review, score and evaluate all of the  
27 applications assigned to a scoring committee, the Chair  
28 shall assign a new Member to replace such Member. The  
29 score sheets for any application completed by any such  
30 replaced Member shall not be used and the new assigned  
31 Member shall independently review, evaluate and score the

1 applications assigned to such scoring committee. In the  
2 event that the PSG Council membership is less than 8  
3 members, all members of the PSG Council shall be required  
4 to score each grant application. Members shall review,  
5 score and evaluate applications and forward completed  
6 score sheets for each application to the Grants  
7 Administrator on October 1<sup>st</sup> of each year.

8 (b) Scoring and Rankings. A score sheet containing the  
9 evaluation criteria together with the maximum points  
10 assigned to each criterion pursuant to Section 118.807  
11 (c) below shall be used to evaluate applications. Each  
12 member shall record the scores given to each criterion on  
13 the score sheet. The score sheet shall be retained by  
14 the Grants Administrator and made available for review as  
15 public record at such time that the scoring for all  
16 eligible applications is completed. Staff shall not score  
17 applications nor provide scoring suggestions to members  
18 of the PSG Council. The Grants Administrator shall rank  
19 each application belonging to a Priority Population or  
20 Priority Need from highest to lowest (e.g., first,  
21 second, third, etc.) based on the average of the scores  
22 contained on the score sheets for each application. Upon  
23 determining the average score for each application, the  
24 Grants Administrator shall discard any individual  
25 application score that is twenty (20) points more or less  
26 than such average score and recalculate the average score  
27 for said application based on the remaining scores.

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

1 criterion:

- 2 (1) Quality of the program (maximum 20 points);
- 3 (2) Strength of staff and board (maximum 5 points);
- 4 (3) Requesting agency's ability to administratively
- 5 points for each criterion: manage the program and
- 6 budget (maximum 10 points);
- 7 (4) Need for the program in the community (maximum 15
- 8 points);
- 9 (5) Impact of the program (maximum 15 points);
- 10 (6) Accuracy and appropriateness of the program budget
- 11 (maximum 15 points);
- 12 (7) Ability of the requesting agency to perform the
- 13 program (maximum 15 points); and
- 14 (8) Ability of the proposed measures to evaluate the
- 15 effectiveness of the program (maximum 5 points).

16 (d) Tentative Adoption of Rankings by PSG Council. The PSG

17 Council shall announce the rankings for each application

18 belonging to a Priority Population or Priority Need at a

19 meeting in the first full week of October of each year

20 and adopt a tentative ranking and funding allocation

21 list. Copies of each requesting agency's completed score

22 sheets, together with any other support information or

23 justification from the application scorer regarding the

24 application score, shall be made available to requesting

25 agencies at such meeting. A requesting agency will also

26 be notified in writing by the Grants Office of its

27 application score and ranking. A requesting agency may

28 appeal a score sheet or ranking decision made pursuant to

29 this Part through the appeals procedure set forth in

30 Section 118.810.

31 **Section 118.808. Funding Allocations by the PSG Council;**

**Grant Award Limitations.**

(a) Limitations on Grant Awards. Individual grants within each Priority Population or Priority Need shall be based on the high score model for funding purposes. The high score model shall award 100 percent of requested funding for the highest ranked score up to the maximum amount of \$150,000. The next highest ranked score shall be awarded 100 percent of the requested funding up to \$150,000 and so on until the funds are exhausted.

(b) Final Funding Allocations. After the City Council adopts the annual budget ordinance and on November 1<sup>st</sup> of each year, the PSG Council shall allocate funding to requesting agencies based on the application scoring and rankings pursuant to this Part in an amount not to exceed the appropriation for Public Service Grants contained in the annual budget ordinance. The PSG Council's final funding allocations shall be adopted by the PSG Council at a public meeting following the tentative adoption required in Section 118.807(d) and the appeals procedures outlined in Section 118.810. Upon final adoption of the funding allocations by the PSG Council, the Public Service Grant recipients shall execute an agreement between the recipient and the City in accordance with Section 118.201 of this Chapter. The PSG Council shall forward a complete list of Public Service Grant recipients and funding allocations to the Council Auditor's office, the Office of the Mayor, the City Council and the Director of the Intra-Governmental Services Department.

**Section 118.809. Amendments to Public Service Grant Budgets by Recipients; Approval by Grants Administrator.**

1       The Grants Administrator may approve budget changes to the  
2 recipient Public Service Grant agreement as long as such budget  
3 changes are within ten (10%) percent of approved budget line items  
4 contained in the recipients Public Service Grant application.

5       **Section 118.810. Public Service Grant Appeals Board; Appeals**  
6 **Procedure.**

7       (a) Appeals Board Responsibility; Composition. The Public  
8 Service Grant Appeals Board (the "PSG Appeals Board")  
9 shall hear and make final determinations on all appeals  
10 made by requesting agencies pursuant to this section.  
11 The PSG Appeals Board shall consist of three members: (i)  
12 the Chair of PSG Council, (ii) the Grants Administrator,  
13 and (iii) the Chief of Procurement, or his or her  
14 designee. The Grants Administrator shall be the Chair of  
15 the PSG Appeals Board.

16       (b) Notice of Meetings; Standard of Review. All meetings of  
17 the PSG Appeals Board shall be quasi-judicial, noticed  
18 and open to the public. The standard of review for the  
19 PSG Appeals Board shall be de novo as to the specific  
20 matters contained in the requesting agency's Notice of  
21 Appeal.

22       (c) Appealable Matters. A requesting agency may only appeal  
23 a tentative funding allocation decision regarding the  
24 requesting agency's application to the PSG Appeals Board  
25 for one or more of the application or scoring defects  
26 stated below:

27       (1) Mathematical errors contained on the application  
28 score sheet or tentative funding allocation  
29 spreadsheet;

30       (2) An error by the application scorer in deducting  
31 points from a requesting agency's application score

1 for not including a required application item or  
2 attachment that was included in the requesting  
3 agency's application submittal and such error was  
4 determinative in the requesting agency's inability  
5 to receive a funding allocation;

6 (3) A minor irregularity in the application contents or  
7 requirements which (i) is not prohibited under  
8 Section 118.806; (ii) adversely impacts a requesting  
9 agency's application score and ranking; and (iii)  
10 will not result in an unfair competitive advantage  
11 to the requesting agency if such irregularity is  
12 waived; and

13 (4) An error made by the PSG Council staff in the  
14 eligibility determination or disqualification of a  
15 requesting agency's application from consideration  
16 pursuant to Sections 118.805 and 118.806,  
17 respectively; and

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

22 (d) Appeals Deadline; Contents; Procedures. A requesting  
23 agency shall have five (5) business days from the  
24 decision date of the PSG Council or staff, as applicable,  
25 to deem a requesting agency ineligible to apply for a  
26 Public Service Grant under Section 118.805, disqualify an  
27 application under Section 118.806 or tentative funding  
28 allocation under Section 118.807 to file a Notice of  
29 Appeal. The Notice of Appeal shall be addressed to the  
30 PSG Council staff and must:

31 (i) Identify one or more of the stated reasons in



Section 118.810 (c) above for the appeal and include any supporting documentation or information evidencing the same;

(ii) State the timeliness of the appeal; and

(iii) State the amount of the requesting agency's application grant request and the PSG Council's tentative funding allocation.

The PSG Appeals Board shall meet as soon as practicable to hear appeals and render final decisions to grant or deny the same. The PSG Appeals Board shall afford requesting agencies, and as applicable the PSG Council Member(s) pertinent to the appeal, an opportunity to comment at the Notice of Appeal meeting, and the board shall notify the PSG Council of the results and final determinations regarding each appeal.

(e) Remedy. Any appeals filed under subsections (4) and (5) above and granted in favor of the requesting agency by the PSG Appeals Board shall be immediately allowed into the grant review and evaluation process and the Chair shall assign such application to the PSG Council or subcommittee for review, as applicable. In instances where the PSG Council must make adjustments to tentative funding allocations based on the appeal outcome, the Chair shall call a special meeting of the PSG Council to make adjustments to the tentative funding allocations and adopt final funding allocations pursuant to this Part.

(f) Additional Procedures. The PSG Appeals Board may promulgate additional appeals procedures consistent with the procedures contained in this section.

(g) PSG Appeals Board Decisions to be Final. All decisions of the PSG Appeals Board shall be final and non-appealable.

**Section 118.811. Public Service Grant Appropriations Outside of Annual Budget.**

The City Council may consider Public Service Grants during the fiscal year outside of the annual grant application process as set forth below:

(1) All applications, documentation and requirements otherwise required in this Part for annual Public Service Grants shall be required for Public Service Grants during the fiscal year and such application shall additionally contain an explanation as to why the appropriation being requested was not submitted during the annual application process for Public Service Grants.

(2) Said appropriation request shall require an affirmative recommendation of the PSG Council.

(3) The criteria set forth in this Part for public service grant approval outside of the annual budget may not be waived except by two-thirds vote of the City Council.

**Sec. 118.812. Dates and Times.**

In the event that any of the dates referenced in this Part is on a Saturday, Sunday or City observed holiday, such date shall be extended automatically until the next business day. Requesting agencies shall have until the close of business based on the City's normal operating hours to submit any applications, information or documentation, including appeals, under this Part.

**Section 5. Recommendation for Stagger Appointments.** In order to establish the stagger for the existing PSG Council and spreading the new terms between the appointing entities, the following terms are recommended:

**Public Service Grant Council**

<b>Seat</b>	<b>Resolution #/ Name</b>	<b>Appointing Authority</b>	<b>Current Term End</b>	<b>Stagger Term</b>
Council 1	2014-686-A D. Briscoe	Council	12/31/16	12/31/16
Council 2	2015-463-A J. Fliger	Council	12/31/16	12/31/16
Mayor 1	2015-653-A C. Brock	Mayor	12/31/16	12/31/16
Mayor 2	2013-268-A A. Tomas	Mayor	12/31/16	12/31/16
Mayor 3	2015-760-A M. Turner	Mayor	12/31/16	12/31/16
Council 3	2013-750-A R. Jackson	Council	12/31/16	12/31/17
Council 4	2013-574-A K. Monahan	Council	12/31/16	12/31/17
Mayor 4	2015-816-A D. Johnson	Mayor		12/31/17
Mayor 5	2015-817-A G. Dumont	Mayor		12/31/17
Mayor 6	New Seat	Mayor		12/31/17
Council 5	2012-735-A L. Salaun	Council	12/31/16	12/31/18
Council 6	2013-664-A I. Young	Council	12/31/16	12/31/18
Council 7	New Seat	Council		12/31/18
Mayor 7	2014-156-A P. Russell	Mayor		12/31/18
Mayor 8	2011-120-A E. Mathis	Mayor		12/31/18

**Section 6. PSG Application Requirements and Repeal of Application Approved by 2013-116-E.** The PSG Application requirements shall be embodied in the terms of Chapter 118, Part 8 and no additional obligations shall be required for the application. Ordinance 2013-116-E approved the Public Service Grant Application. The application approved by Ordinance 2013-116-E is hereby repealed.

**Section 7. Codification Instructions.** The Codifier and the Office of General Counsel is authorized to make all chapter and

1 division "tables of contents" consistent with the changes set forth  
2 herein. Such editorial changes and any others necessary to make  
3 the *Ordinance Code* consistent with the intent of this legislation  
4 are approved and directed herein, and changes to the *Ordinance Code*  
5 shall be made forthwith and when inconsistencies are discovered.

6 **Section 8. Effective Date.** This ordinance shall become  
7 effective upon signature by the Mayor or upon becoming effective  
8 without the Mayor's signature.

9  
10 Form Approved:

11 /s/ Lawsikia J. Hodges

12 Office of General Counsel

13 Legislation Prepared By: Lawsikia J. Hodges

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