

PART 8. - PUBLIC SERVICE GRANTS

Sec. 118.801. - Purpose.

The Public Service Grant Council ("PSG Council") created pursuant to Chapter 80, Ordinance Code, shall review, evaluate and score Public Service Grant applications pursuant to this Part. Unless otherwise provided in this Part 8, the provisions of Chapter 118, Parts 1 through 5 shall apply to Public Service Grants.

(Ord. 2016-56-E, § 4)

Sec. 118.802. - Annual Lump Sum Appropriation for Public Service Grants.

On or before April 1 of each year, the PSG Council shall submit to the Mayor's Budget Review Committee ("MBRC") for review an annual lump sum appropriation request for all Public Service Grants to be awarded annually under this Part. The PSG Council shall include in such request relevant information regarding the appropriation amount and the need for Public Service Grants in the community. MBRC shall review and consider the PSG Council's appropriation request and include a lump sum appropriation request for Public Service Grants in the Mayor's proposed annual budget for the upcoming fiscal year. The aspirational annual funding amount for Public Service Grants shall be ~~\$7,000,000~~ 7,800,000. The Consumer Price Index Calculator shall be applied to the previous year's aspirational funding amount to determine each year's aspirational funding amount. The City Council in its sole discretion shall determine the final annual lump sum appropriation amount in the annual budget ordinance for Public Service Grants. The PSG Council shall not award or allocate funding to requesting agencies under this Part until after the City Council has approved the annual budget ordinance.

(Ord. 2016-56-E, § 4; Ord. 2021-851-E, § 2)

Sec. 118.803. - ~~Grants Administrator~~ Chief of Grants and Contract Compliance, or designee; Responsibilities.

- (a) ~~Staff Support; Mandatory Application Workshop.~~ The ~~Grants Administrator~~ Chief of Grants and Contract Compliance, or designee, and Grants and Contract Compliance Division shall provide staff support to the PSG Council, ~~and~~ assist with the Annual Training Course required in Section 80.104(i), and provide annual professional development training to staff regarding best practices in municipal grant management. In addition, the ~~Grants Administrator~~ Chief of Grants and Contract Compliance, or ~~his or her~~ designee, shall conduct a mandatory application workshop ("Mandatory Application Workshop") for requesting agencies within 30 days following the effective date of the Most Vulnerable Persons and Needs legislation adopted by the City Council. For requesting agencies to be eligible to apply for a Public Service Grant, a requesting agency must attend and complete the Mandatory Application Workshop. The Mandatory Application Workshop

shall be noticed to the public in the same way PSG Council meetings are noticed. The Mandatory Application Workshop shall be conducted twice in May and a requesting agency may attend either workshop to meet the requirement under this Section.

- (b) *Courtesy Review of Application Checklist.* Annually from the effective date of the Most Vulnerable Persons categories and Needs established by the City Council for the upcoming fiscal year and until five business days prior to the grant application deadline (July 1), the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, or ~~his or her~~ designee, shall provide courtesy reviews of a requesting agency's application to confirm whether the application has complied with the eligibility and application requirements in Sections 118.805 and 118.806. The ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, shall conduct courtesy reviews ~~in person~~ with the requesting agency upon request and appointments shall be scheduled on a first come, first serve basis.
- (c) *Annual Report to the City Council.* The ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, shall provide the PSG Council with assistance in providing the annual report required in Chapter 58, Ordinance Code.

(Ord. 2016-56-E, § 4; Ord. 2019-210-E, § 2; Ord. 2023-33-E, § 9)

(d) Annual Site Visits. The Chief of Grants and Contract Compliance, or designee, will conduct a minimum of one annual site visit to each grantee organization.

Sec. 118.804. - Categories of Most Vulnerable Persons and Needs.

- (a) *Annual Recommendations.* On or before March 1 of each year, the PSG Council shall assess the needs of the community and recommend to the City Council the categories of Most Vulnerable Persons and Needs for the upcoming fiscal year and provide recommended changes, if any, to ~~the~~ assignment of points to the evaluation criterion in Section 118.807(c). By way of example only, a category of Most Vulnerable Persons and Needs may include elderly, low-income residents or individuals with particular public safety, medical or social needs, or may identify a particular need such as housing for homeless persons. Such recommendations shall be sufficiently narrow and specific to address a particular gap in service and shall not be so broad that every applicant is eligible. Subcategories of services within an identified category of Most Vulnerable Persons and Needs are discouraged. The services provided to each category should be evaluated through the application. If only a specific service is required to meet an identified need, such need should be so listed and prioritized in the recommendation to City Council. The PSG Council's recommendation of categories of Most Vulnerable Persons and Needs shall include:
- (1) The reasons for selecting the categories;
 - (2) The recommended percentage of funds appropriated by the City Council to be

allocated to each category; and

- (3) Whether the PSG Council shall award funding to requesting agencies under this Part via a Request for Proposal pursuant to Chapter 126, Ordinance Code or through the grant application process outlined in this Part; and Recommended changes, if any, to the assignment of points to the evaluation criterion in Section 118.807(c).

The PSG Council's reasons for selecting categories of Most Vulnerable Persons and Needs may include, but not be limited to, recommendations, studies, and reports from Jacksonville Community Council~~JCCI~~, the Non-~~p~~Profit Center of Northeast Florida, Jessie Ball duPont Fund, Community Foundation, United Way, ~~Disabled Services Council~~, the Florida Department of Health, The Healthy Jacksonville Collaborative ~~Health Planning Council of Northeast Florida~~ and other~~s~~ organizations regarding the Most Vulnerable Persons and Needs.

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

(Ord. 2016-56-E, § 4; Ord. 2017-317-E, § 1; Ord. 2017-424-E, § 1; Ord. 2019-210-E, § 2)

Sec. 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 an~~y~~ other 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) Kids Hope Alliance program pursuant to Chapter 77;
 - (4) Downtown Investment Authority and Office of Economic Development Programs pursuant to Chapter 55 and Chapter 26;
 - (5) Housing and Community Development Division programs pursuant to Chapter 30, Part 7;
 - (6) Social Services Division programs pursuant to Chapter 28, Part 5~~;~~
- (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 within the last 12 months by the Florida Division of Corporations evidencing that the requesting agency is in good standing and has been in existence for three years prior to the Public Service Grant application deadline; and

~~(2) Either:~~

~~a. 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; or~~

~~b. A State letter of exemption indicating that the agency is exempt pursuant to F.S. § 496.406(3); and~~

~~(3)~~(2) The following Financial information as applicable:

- a. Copies of the requesting agency's fiscal balance sheets and statements of income and expenses for the last two fiscal years of the requesting agency; and
- b. Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; or
- c. Agencies exempt from filing federal tax returns shall file:
1. IRS certification of exemption; and
 2. 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
- d. Agencies without the ~~If the Agency does not have the~~ financial information requested in subsections ~~(32)~~(2)a—c above, ~~then the agency~~ must contact the Grants and Contract Compliance Division for guidance regarding how to submit ~~its~~ financial information in form ~~and substance reasonably~~ that is acceptable to the Department of Finance ~~and Administration~~. 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)~~(3) A copy of the completed Mandatory Application Workshop certificate issued by the ~~Grants Administrator~~ Chief of Grants and Contract Compliance, or designee, evidencing the requesting agency's compliance with the Mandatory Application Workshop pursuant to Section 118.803 herein; and

~~(5)~~(4) 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 category of Most Vulnerable Persons and Needs 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~~30 percent of the requesting agency's annual revenue (as shown on filed ~~tax returns~~IRS Form 990) 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~~;~~:-
 - ~~(vi)~~(vii) The requesting agency's request does not include more than one application per category of Most Vulnerable Persons and Needs; and
 - ~~(vii)~~(viii) The requesting agency did not rely on generative artificial intelligence (AI) to create its appropriation request, except to conduct research and/or edit, format, or refine human-generated content.-
- (c) *Eligibility Notification.* The PSG Council staff shall notify requesting agencies in writing within three 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.

(Ord. 2016-56-E, § 4; Ord. 2016-140-E, § 16; Ord. 2017-317-E, § 1; Ord. 2017-563-E, § 11; Ord. 2019-210-E, § 2; Ord. 2021-851-E, § 2)

Sec. 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 categories of Most Vulnerable Persons and Needs pursuant to this Part but no later than July 1 of each fiscal year. Applications may be submitted in person or electronically as prescribed by the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee.

(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 category of Most Vulnerable Persons and Needs 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 "*Community Need and Target Audience*" containing a description of the need for the program, the target audience for Most Vulnerable Persons and Needs, the outreach to the target audience, the anticipated impact and success on the target audience, ~~and~~ the anticipated total number of people served by the program, and the number and percentage of people served by the program who represent the Most Vulnerable Persons and Needs target audience (maximum 7,500 characters~~three pages~~).
- (4) A Section entitled "*Agency Background, Staff and Board Experience*" containing the following information for each member of the board and executive/key staff: a description of the agency's board (demographics (may include gender, age, race/ethnicity, geography and/or other characteristics), length of service, and relevant professional experience/competencies/skills). Describe the organization's staffing structure.; Describe the board's role in governance as well as its; the strategy for board recruiting; Describe the board's background, relationship, experience or expertise with the agency; the agency's executive staff (demographics, length of service and relevant experience and expertise); the executive/key staff's plan or process for the implementation of the program; and Describe the agency's mission, history, experiences, and accomplishments relative to the Most Vulnerable Persons

and Needs [identified in the section entitled "Community Need and Target Audience"](#) (maximum [8,500 characters](#)~~three pages~~).

- (5) A Section entitled "*Program Management Expertise and Evaluation*" containing a description of how the program will be designed and managed, how the program's success and impact -will be measured and how information will be collected. For an existing program, ~~this~~ section [will include multi-year qualitative and quantitative data regarding program effectiveness.](#) ~~can include past experiences, successes and achievements, and may include one client story; and f~~For a new programs, ~~this~~ section [will](#)~~can~~ include [evidence from research or best practices justifying anticipated program effectiveness.](#) ~~why the agency will be able to successfully manage the program, expected outcomes or goals of the program and successes or best practices of similar programs.~~This ~~S~~section [will list confirmed and anticipated funding partners for the program, the amount of funding for each partner, a description of the organization's](#) ~~may include without limitation potential~~ fundraising capacity, ~~and~~ plan, [and a description of how the program will be sustained following the grant period.](#) ~~strategy and funding partners for the program as well as how the program will be sustained in future years.~~This Section shall also include a listing of each noncompliance incident within the past three 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 [10,000 characters](#)~~four pages~~, not including the information regarding noncompliance incidents).
- (6) A Section entitled "*Program Activities*" containing an overview of program activities, including a description of each activity, how clients enter the program, how clients' needs are evaluated and the partnerships strengthening the program. [Describe the program's staffing structure, identify the individuals responsible for program management and describe their qualifications, and describe the staff's plan or process for the implementation of the program. For each activity, describe the activity and the rationale for the activity. Describe how clients progress through the program and how long they remain in the program. Describe what information the program collects from clients and how the program records are maintained.](#) (maximum [5,000 characters](#)~~two pages~~).
- (7) A Section entitled "*Program Budget and Fiscal Policies*" containing a description of the agency's fiscal policies, the procedures in place for ensuring the best fiscal policies, how the agency's fiscal health is monitored and the experience of the agency's staff overseeing the financial monitoring of the program. The section ~~will~~~~should~~ include [a text description of](#) the agency's budget, [program budget, and program budget narrative, making reference to the spreadsheets and budget narrative upload as attachments.](#) ~~with revenue and expenses balanced, and a list of~~

~~all line item expenses and revenues to operate the program with a brief description of each (maximum 7,500 characters)three pages).~~

~~(7)(8)~~ A Section entitled "Priority Points for Annual Needs and Partnerships" containing a description of how, if applicable, the program addresses the priority needs determined by the PSG Council annually by March 1st and how partnerships help create collective impact. List current and proposed program partners and describe the nature of relationships as well as the roles and responsibilities of each. Partnerships in this section should not include relationships that are limited to funding. (maximum 5,000 characters).

(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. content in sections described in (3) through (7) shall contain no more than 35,000 characters. 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 Grants and Contract Compliance Division may formulate and provide an electronic form application consistent with the requirements of this Part, provided that listed above. In the event that the electronic form application is determined by the Grants and Contract Compliance Division to be unavailable, the application shall be consistent with all character count limits and have one-inch margins, 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. T~~he PSG Council may not add to or remove any of the application contents prescribed in subsection (b) above without the City Council approval. ~~Grant applications submitted electronically shall approximate the format required in this subsection (c) to the greatest extent possible.~~

~~(d) Interviews. The PSG Council may, in its sole discretion, conduct interviews of requesting agencies in a category regarding their respective Public Service Grant applications. If the PSG Council elects to interview one requesting agency in a category of Most Vulnerable Persons and Needs, the PSG Council shall also interview the other requesting agencies in said category. Any interviews conducted by the PSG Council pursuant to this Section shall be after the grant application deadline but prior to the **third Tuesday in September of each year**. The PSG Council shall notify the requesting agency of the place and time of the interviews. Such interviews shall be conducted in the sunshine and for the sole purpose of the requesting agency verbally explaining, clarifying or justifying to the PSG Council any information contained in the requesting agency's application. A requesting agency shall not add any new written information or materials to its application, or present any new written information or materials to the PSG Council regarding its application, during such interviews.~~

~~(e)(d)~~ Certain Communications Prohibited During the Application Scoring Period. During the Application Scoring Period, a requesting agency shall be prohibited from communicating with Public Service Grant Council members, the ~~Grants Administrator~~Chief of Grants and Contract

Compliance, or designee, and other public service grant involved City employees regarding an application submitted by such agency pursuant to this Section. For purposes of this Section, the "Application Scoring Period" shall mean the period each fiscal year commencing on the day immediately following the Public Service Grant application deadline in Section 118.806 and ending on the day that the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, has received the scoring for all eligible applications pursuant to Section 118.807. This prohibition also includes communications by a requesting agency with the City's Office of General Counsel unless the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, has authorized such communications in advance. This prohibition shall not apply to the following communications:

- i. Communications to the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, regarding matters of process or procedure contained in Chapter 118, Ordinance Code, including, but not limited to, the grant appeals procedure in Section 118.810;
- ii. Communications during any publicly noticed meeting under Chapter 286, Florida Statutes, including, but not limited to, Public Service Grant Council meetings and subcommittee meetings; and
- iii. Communications that are necessary and solely related to the ordinary course of business concerning a requesting agency's existing Public Service Grant contract(s).

~~(f)~~(e) *Disqualification; Notification.* If a requesting agency's application fails to include the items and Section headings specified in Sections 118.806 (b)(1) through 118.806(b)(8)(i) and (ii) or fails to meet the format requirements of 118.806(c) above, such application shall not be considered and reviewed by the PSG Council. As long as an application contains the required Section headings in Sections 118.806(b)(3) through 118.806(b)(8)(i) and (ii) above, together with some information describing the same and is properly formatted, such application shall be deemed to have complied with the requirements of Sections 118.806(b)(3) through 118.806(b)(8)(i) and (ii). Failure by a requesting agency to provide adequate information under each required Section may result in a lower application score and ranking.

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

851-E, § 2; Ord. 2023-238-E, § 1)

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

- (a) *Scoring Committees; Deadline.* The PSG Council ~~shall~~may create a scoring committee for each category of Most Vulnerable Persons and Needs and all grant applications belonging to such category shall be reviewed, scored and evaluated by said committee, provided ~~however~~ that ~~no~~ each application shall be scored by a minimum of fewer than three members and a maximum of one third of the PSG Council. Members are selected randomly and may be assigned by the Chair to more than one scoring committee established for a given category; however, the same group of Members (three or more) assigned to a scoring committee must score each application assigned to the committee for review. The names of scoring committee members shall be anonymized on rankings, final scores, and comments. If a Member is unable to review, score and evaluate all of the applications assigned to a scoring committee, the Chair shall assign a new Member to replace such Member. The score sheets for any application completed by any such replaced Member shall not be used and the new assigned Member shall independently review, evaluate and score the applications assigned to such scoring committee. Members shall review, score and evaluate applications and forward completed score sheets for each application to the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, on **the third Tuesday in September** of each year. Application sections receiving total scores of less than 50-60? percent of the maximum points shall contain a reviewer comment.
- (b) *Scoring and Rankings.* A score sheet containing the evaluation criteria together with the maximum points assigned to each criterion pursuant to Section 118.807(c) below shall be used to evaluate applications. Each member shall record the scores given to each criterion on the score sheet. The score sheet shall be retained by the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, and made available for review as public record at such time that the scoring for all eligible applications is completed. Staff shall not score applications nor provide scoring suggestions to members of the PSG Council. The ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, shall rank each application belonging to a category of Most Vulnerable Persons and Needs 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~~Chief of Grants and Contract Compliance, or designee, 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.
- (c) *Tied Scores.* In the event of tied scores, the higher ranking application shall be determined by the average score in the following categories, considered in this order individually until the tie is broken: "Quality of Program Overall", "Priority Points for Annual Needs and Partnerships", "Program Management Expertise and Evaluation", "Community Need and

Target Audience”, “Program Activities”, “Agency Background, Staff and Board Experience”. In the event that all categories are scored identically, the highest ranking application shall be the one identifying the greatest anticipated number of people served within the Most Vulnerable Persons and Needs category as stated in the section entitled “Community Need and Target Audience”.

~~(b) The PSG Council shall establish a uniform procedure for breaking tied scores.~~

~~(c)~~(d) *Evaluation Criteria.* The PSG Council shall evaluate and score Sections 118.806(b)(3) through (7) of each Public Service Grant application based upon the following evaluation criteria and maximum assigned points to each criterion:

- (1) Community Need and Target Audience (maximum 15 points);
- (2) Agency Background, Staff and Board Experience (maximum 15 points);
- (3) Program Management Expertise and Evaluation (maximum 30 points);
- (4) Program Activities (maximum 10 points);
- (5) Program Budget and Fiscal Policies (maximum 15 points); ~~and~~

(6) Quality of Program Overall (maximum 15 points); and

(7) Priority Points for Annual Needs and Partnerships (maximum X points).

~~(d)~~(e) *Tentative Adoption of Rankings by PSG Council.* The PSG Council shall announce the rankings for each application belonging to a Priority Population or Priority Need at a meeting **on the day after the City’s annual budget is adopted** each year and adopt a tentative ranking and funding allocation list. Copies of each requesting agency’s completed score sheets, together with any other support information or justification from the application scorer regarding the application score, shall be made available to requesting agencies ~~at such meeting~~. A requesting agency will also be notified in writing by the Grants and Contract Compliance Division of its application score and ranking. A requesting agency may appeal a score sheet or ranking decision made pursuant to this Part through the appeals procedure set forth in Section 118.810.

(Ord. 2016-56-E, § 4; Ord. 2017-317-E, § 1; Ord. 2019-210-E, § 2; Ord. 2023-33-E, § 9; Ord. 2023-238-E, § 1)

Sec. 118.808. - Funding Allocations by the PSG Council; Grant Award Limitations.

- (a) *Limitations on Grant Awards.* Individual grants within each category of Most Vulnerable Persons and Needs 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 **by the second Friday of October** 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 Finance and Administration Department.

(Ord. 2016-56-E, § 4; Ord. 2016-140-E, § 16; Ord. 2019-210-E, § 2)

Sec. 118.809. - Amendments to Public Service Grant Budgets by Recipients; Approval by ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee.

The ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, may approve budget changes to the recipient Public Service Grant agreement as long as such budget changes are within ten percent of approved budget line items contained in the recipient's Public Service Grant application. Budget changes over ten percent of the approved budget line items shall be approved by the PSG Council.

(Ord. 2016-56-E, § 4)

Sec. 118.810. - Public Service Grant Appeals Board; Appeals Procedure.

- (a) *Appeals Board Responsibility; Composition.* The Public Service Grant Appeals Board (the "PSG Appeals Board") shall hear and make final determinations on all appeals made by requesting agencies pursuant to this Section. The PSG Appeals Board shall consist of three members: (i) the Chair of PSG Council, (ii) the ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, and (iii) the Chief of Procurement, or ~~his or her~~ designee. The ~~Grants Administrator~~Chief of Grants and Contract Compliance, or designee, shall be the Chair of the PSG Appeals Board.
- (b) *Notice of Meetings; Standard of Review.* All meetings of the PSG Appeals Board shall be quasi-judicial, noticed and open to the public. The standard of review for the PSG Appeals Board shall be de novo as to the specific matters contained in the requesting agency's Notice of Appeal.
- (c) *Appealable Matters.* A requesting agency may only appeal a tentative funding allocation or eligibility decision regarding the requesting agency's application to the PSG Appeals Board for one or more of the application or scoring defects stated below:
- (1) Mathematical errors contained on the application score sheet or tentative funding allocation spreadsheet;
 - (2) An error by the application scorer in deducting points from a requesting agency's

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

- (3) A minor irregularity in the application contents or requirements which (i) is not prohibited under Section 118.806; (ii) adversely impacts a requesting agency's eligibility or application score and ranking; and (iii) will not result in an unfair competitive advantage to the requesting agency if such irregularity is waived; and
 - (4) An error made by the PSG Council staff in the eligibility determination or disqualification of a requesting agency's application from consideration pursuant to Sections 118.805 and 118.806, respectively; and
 - (5) A determination made by the PSG Council staff that a requesting agency application is ineligible or disqualified due to such agency being on the Council Auditor's Chapter 118 noncompliance list.
- (d) *Appeals Deadline; Contents; Procedures.* A requesting agency shall have five business days from the decision date of the PSG Council or staff, as applicable, to deem a requesting agency ineligible to apply for a Public Service Grant under Section 118.805, disqualify an application under Section 118.806 or tentative funding allocation under Section 118.807 to file a Notice of Appeal. The Notice of Appeal shall be addressed to the ~~PSG Council~~ Grants and Contract Compliance Division staff and must:
- (1) 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; and
 - ~~(2) State the timeliness of the appeal; and~~
 - ~~(3)~~(2) 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.

(Ord. [2016-56-E](#), § 4; Ord. [2017-317-E](#), § 1)

Sec. 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.

(Ord. [2016-56-E](#), § 4)

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. [In support of other religious faiths, the PSG Council may recognize other days for extension upon request and with prior notice.](#) 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.

(Ord. [2016-56-E](#), § 4)