

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

Chapter 118 - CITY GRANTS [11](#)

[PART 1. - GENERAL PROVISIONS](#)

[PART 2. - DISBURSEMENT OF CITY GRANTS](#)

[PART 3. - ADMINISTRATION OF CITY GRANTS](#)

[PART 4. - DISALLOWANCE OF EXPENDITURES](#)

[PART 5. - LIABILITY AND LOSS OF ENTITLEMENT OR ELIGIBILITY FOR CITY GRANTS](#)

[PART 6. - CULTURAL SERVICE GRANT PROGRAM](#)

[PART 7. - DISABLED ACCESSIBILITY GRANT PROGRAM](#)

[PART 8. - PUBLIC SERVICE GRANT](#)

FOOTNOTE(S):

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Editor's note— Ord. 2009-868-E, §§ 1 and 2, amended the Code by repealing former Ch. 118, §§ 118.101—118.106, 118.201—118.209, 118.301, 118.401—118.405, 118.501—118.505, 118.601—118.610, and 118.701—118.704, and adding a new Ch. 118. Former Ch. 118 pertained to public service grant appropriations, and derived from Ord. 75-1300-614, Ord. 78-1246-691, Ord. 79-359-159, Ord. 83-591-400, Ord. 85-805-565, Ord. 90-214-33, Ord. 93-671-339, Ord. 97-310-E, Ord. 97-608-E, Ord. 98-542-E, Ord. 2001-715-E, Ord. 2003-207-E, Ord. 2004-429-E, Ord. 2004-785-E, Ord. 2006-389-E, Ord. 2006-946-E, Ord. 2007-105-E, Ord. 2008-88-E and Ord. 2008-496-E. [\(Back\)](#)

Charter reference— Finance and taxation, art. 14. [\(Back\)](#)

Cross reference— Finance Department, ch. 24. [\(Back\)](#)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 1. - GENERAL PROVISIONS

PART 1. - GENERAL PROVISIONS

[Sec. 118.101. - Purpose.](#)

[Sec. 118.102. - Scope.](#)

[Sec. 118.103. - Construction.](#)

[Sec. 118.104. - Definitions.](#)

[Sec. 118.105. - Other Ordinances not to Control.](#)

[Sec. 118.106. - Grants for Economic Development, Children's Services.](#)

Sec. 118.101. - Purpose.

This Chapter is enacted to regulate the manner and method by which City grants made by the City Council are obtained and used by the recipients, as defined in [Section 118.104](#). The Recipient provides services and activities determined by the City Council to be beneficial to the general welfare of the people of the City and to their economic, social, medical, cultural and educational improvement and advancement. In aid of these objectives, the City Council appropriates City funds to the Recipient either in the annual budget ordinance or in other appropriation ordinances. The City has a duty to see that the City funds are spent for public purposes as determined by the City Council in the most efficient, economic manner possible, giving due regard to the purposes for which the City funds are appropriated and the particular method or program by which the City funds are to be spent. General review of these requesting agencies and of their operating or program budgets shall be undertaken by an independent Public Service Grant Council, Cultural Council, the Mayor, and the City Council, as applicable, to ensure that the City funds which support or form a part of their budgets are needed and will be properly applied.

(Ord. 2009-868-E, § 2)

Sec. 118.102. - Scope.

This Chapter applies to all City funds received by Recipients as a result of appropriations contained in the annual budget ordinance or City grants contained in other appropriation ordinances. This Chapter also applies to all City funds that are appropriated by the City Council as a lump-sum, unallocated, public service appropriation to Recipients or by the Cultural Council.

(Ord. 2009-868-E, § 2)

Sec. 118.103. - Construction.

This Chapter shall be given a liberal construction on behalf of the City to accomplish the purpose set out in [Section 118.101](#).

(Ord. 2009-868-E, § 2)

Sec. 118.104. - Definitions.

The following words, terms, and phrases (whether or not capitalized), when used in this Chapter, shall have the meaning ascribed to them herein, unless different meanings are clearly indicated by the

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 1. - GENERAL PROVISIONS

context. When not inconsistent with the context, words used in the present tense shall include the future, words in the plural include the singular, and words in the singular include the plural.

- (a) *Agreement* means the written agreement executed between the City and the Recipient regarding the terms and conditions of the City grants.
- (b) *City Council* means the City Council of Jacksonville, Florida, as defined in Section 1.102(g), Ordinance Code.
- (c) *Cultural Council* means the Cultural Council of Greater Jacksonville, Inc., a nonprofit corporation whose cultural objectives and public purposes were approved by Resolution 73-1221-322.
- (d) *City funds* means the moneys appropriated by the City Council for distribution to public and private agencies that are not passthrough funds as contemplated in [Chapter 117](#), Ordinance Code.
- (e) *City Grant* means:
 - (1) An appropriation of City funds by the City Council pursuant to any of the provisions of this Chapter.
 - (2) An allocation by the Cultural Council of City funds to a Requesting Agency.A City Grant shall include without limitation a Public Service Grant and a Cultural Service Grant.
- (f) *Cultural Service Grant* means an allocation by the Cultural Council of appropriated City funds to a requesting agency pursuant to the provisions of Part 6 hereof.
- (g) *Expenditure* means a sum of money paid to satisfy some financial obligation of a recipient.
- (h) *Non-Cash Expense* means a non-cash charge to income (such as depreciation), an accrual for estimates (such as bad debt expense) and general overhead (such as indirect costs). Only General overhead, including specified allocations or items, is allowable as specified by contract.
- (i) *Grant Monitor* means the designated individual by the City Department or by the Cultural Council that is responsible for the monitoring of the appropriation during the term of the agreement.
- (j) *Public Service Grant* means an appropriation made by the City Council to a requesting agency based upon the funding recommendations of the Public Service Grant Council as provided in Part 8 hereof.
- (k) *Public Service Grant Council* means the citizen council appointed in accordance with Part 8 hereof, and which is responsible for making funding recommendations with respect to Public Service Grants.
- (l) *Priority Population* means is a group of citizens with common needs and traits requiring public services from Requesting Agencies, whose needs have justified priority consideration over other deserving populations or groups in competition for City funding.
- (m) *Recipient* means a public or private entity, organization, firm or individual to whom the City Council has appropriated City funds and to whom the Cultural Council has allocated appropriated City funds pursuant to the provisions of this Chapter.
- (n) *Requesting Agency* means a public or private entity, organization, firm or individual who is requesting an appropriation of City funds from the City Council pursuant to the provisions of this Chapter or who is requesting an allocation from the Cultural Council of appropriated City funds pursuant to the provisions of this Chapter.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 1. - GENERAL PROVISIONS

Sec. 118.105. - Other Ordinances not to Control.

This Chapter is the general ordinance concerning the receipt and accounting for of expenditures of City funds appropriated to Recipients for the performance of public services; and other ordinances on the same subject, whether applicable to one or to all Recipients, shall not change, modify or supersede any of the provisions hereof except by means of express language so doing.

(Ord. 2009-868-E, § 2)

Sec. 118.106. - Grants for Economic Development, Children's Services.

Grant proposals that focus on economic development opportunities shall be processed through the Downtown Investment Authority (DIA) utilizing the application process established by the DIA. Grant proposals that focus primarily on services for children, or individuals under the age of 18, shall be processed through the Jacksonville Children's Commission (JCC) utilizing the application process established by the JCC. Evaluation criteria for funding requests made to the DIA or JCC shall be determined by the DIA or JCC respectively.

(Ord. 2009-868-E, § 2; Ord. 2012-364-E, § 10)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 2. - DISBURSEMENT OF CITY GRANTS

PART 2. - DISBURSEMENT OF CITY GRANTS

[Sec. 118.201. - Release of Appropriations.](#)

[Sec. 118.202. - Content of audits by independent certified public accountant.](#)

Sec. 118.201. - Release of Appropriations.

Appropriations made pursuant to this Chapter shall be released and disbursed only subsequent to the execution by the recipient of a written agreement:

- (a) Accepting the funds so appropriated in accordance with the terms of this agreement, the provisions of the ordinance appropriating the funds and of this Chapter as from time to time amended.
- (b) Consenting to abide by F.S. [Ch. 119](#) and successors thereto.
- (c) Agreeing to return within 15 days of demand therefor the City funds appropriated to the recipient in the current or prior fiscal years upon the City Council's, Council Auditor's, or Grant Monitor's finding that the terms of an agreement executed by the recipient, the provisions of an ordinance appropriating funds to such recipient or the provisions of this Chapter have been violated.
- (d) Agreeing to return to the City the funds expended for disallowed expenditures as determined by the City Council, Council Auditor, or Grant Monitor in accordance with Part 4 of this Chapter.
- (e) Agreeing to:
 - (1) To maintain separate bank demand and/or time deposit accounts for each program and deposit the City funds received and no other funds in the accounts and make all disbursements of City funds from the accounts. Provided, however, that if Recipients are on a reimbursement or draw basis the Recipient does not have to maintain a separate bank account; or
 - (2) With the approval of the Council Auditor, to maintain a separate budgetary accounting system so that the receipt and disbursement of City funds can be accurately and adequately determined by reference to the books of accounts of the recipient and a separate bank account need not be maintained.
- (f) Consenting to:
 - (1) Such audits of the financial affairs of the recipients by the Council Auditor's Office as the Council Auditor may require.
 - (2) Producing the documents required by the Council Auditor.
 - (3) In the case of each recipient receiving City funding less than \$100,000 from the City, furnishing an annual report of receipts and expenditures of City funds in such form as the Council Auditor shall prescribe. This report shall be certified as to its accuracy by the Financial Officer/Treasurer of the recipient's organization. This report shall be on a fiscal year of October 1 through September 30 and shall be due on November 15 of each year.
 - (4) In the case of each recipient receiving City funding, either from one City funding source or cumulatively from several City funding sources, an amount from \$100,000 to \$500,000, furnishing the City a copy of an audit report in accordance with Generally Accepted Auditing Standards (GAAS) issued by the Auditing Standards Board of the American

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 2. - DISBURSEMENT OF CITY GRANTS

Institute of Certified Public Accountants (AICPA). This report shall be due within 120 days of the close of the recipient's fiscal year and this report shall present information based on the City's fiscal year of October 1 through September 30.

- (5) In the case of each recipient receiving City funding, either from one City funding source or cumulatively from several City funding sources, an amount in excess of \$500,000, furnishing the City a copy of an audit report 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 Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations," of its financial affairs for its fiscal year ending within the current fiscal year of the City made by an independent certified public accountant. This report shall be due within 120 days of the close of the recipient's fiscal year and, in addition to the information described above, this report shall present information regarding its use of city funding based on the City's fiscal year of October 1 through September 30.
- (6) At least biannual administrative and programmatic reviews directed by the Department responsible for the administration of the recipient's funding. These reviews will be directed toward quality improvement in the recipient's service delivery.
- (7) Contract provisions that provide for payment based upon draws for services performed or reimbursements for work done; reasonable retainages until all reports, audits or accountings are provided by the recipient and accepted by the City; and limitations of ten percent on advance payments for "start-up" costs.
- (8) Any other contractual provisions approved by the Council Auditor, the Director of the Recreation and Parks Department and the Office of the General Counsel that are necessary to protect the City's interest in the Agreement and to accomplish the purpose set out in [Section 118.101](#)

The agreement shall be executed only once in each fiscal year and shall apply to all appropriations made by the City during the fiscal year. The Mayor and Corporation Secretary shall execute the agreement on behalf of the City.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

Sec. 118.202. - Content of audits by independent certified public accountant.

In every case in which a recipient is required to produce or file with the Council Auditor an audit by an independent certified public accountant, the following documents will be supplied:

- (a) For funding by the City of less than \$100,000, an annual report of receipts and expenditures of City funds in such form as the Council Auditor shall prescribe.
- (b) For funding by the City of \$100,000 to \$500,000, an audit conducted in accordance with Generally Accepted Auditing Standards (GAAS).
- (c) For funding by the City in excess of \$500,000, an audit conducted in accordance with both GAAS and GAS, and if applicable the provisions of Office of Management and Budget Circular A-133, "Audits of Institutions of Higher Education and Other Nonprofit Organizations."
- (d) The Council Auditor shall have the authority to waive only the audit requirements related to Government Auditing Standards under any of the following conditions:
 - (1) If the Council Auditor recognizes that the cost of implementing such an audit requirement adds substantially to the total cost of the audit; or

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 2. - DISBURSEMENT OF CITY GRANTS

- (2) If the City is the only entity that is requiring that the audit be conducted in accordance with Government Auditing Standards; or
- (3) The recipient provides other requested information that in the opinion of the Council Auditor satisfies the Government Auditing Standards requirements; or
- (4) If the recipient will no longer receive funding pursuant to this Chapter from the City in future years due to dissolution of its operations; or
- (e) The required audit shall include a separate statement which identifies the source and use of each appropriation approved by the City pursuant to this Chapter, based on the City's fiscal year. The statement should present the actual receipts and expenditures of City funds as compared to the budget. The statement should use the budget as reflected within the recipient's grant contract. Any approved changes to the original budget should be appropriately reflected on the statement.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 3. - ADMINISTRATION OF CITY GRANTS

PART 3. - ADMINISTRATION OF CITY GRANTS

[Sec. 118.301. - Expenditure of appropriated funds.](#)

Sec. 118.301. - Expenditure of appropriated funds.

- (a) Each recipient of appropriations made pursuant to this Chapter is responsible for assuring that City funds in its possession are expended as follows:
- (1) City funds expended by a recipient shall be in accordance with governing laws and regulations of the state and the City.
 - (2) Recipients shall expend City funds in accordance with the budget approved by the City Council, Mayor, Public Service Grant Council, Grant Monitor or Cultural Council.
 - (3) Appropriation moneys may not be expended for the following purposes:
 - (i) Losses arising from uncollectible accounts and other claims, and related costs.
 - (ii) Contributions to a contingency reserve or a similar provision for unforeseen events.
 - (iii) Contributions and donations to other groups or organizations.
 - (iv) Costs of amusements, social activities and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities, except for such activities and expenditures relating to the Sister Cities Association Program or the Bob Hayes Invitational Track Meet, Inc.
 - (v) Costs resulting from violations of or failure to comply with federal, state and local laws and regulations.
 - (vi) The salaries and costs of the office of the governor of a state or the chief executive of a political subdivision. These costs are considered a cost of general state or local government.
 - (vii) The salaries and other costs of the Legislature or similar local governmental bodies such as County commissioners, City councils and school boards, whether incurred for purposes of legislation or executive direction.
 - (viii) Interest on borrowings (however represented), bond discounts, cost of financing and refinancing operations and legal and professional fees paid in connection therewith.
 - (ix) Non-cash Expenses as defined in [Section 118.104](#)
 - (x) Costs of any audits required under this Chapter.
 - (4) Equipment, property, or tangible personal property purchased with City Grant funding, must be non-consumable and consistent with City capitalization level requirements over [section 122.801](#)(e) Ordinance Code, as amended and a useful life of one year or more and shall be inventoried. The recipient shall maintain property inventory records, acquisition documents and usage records. Upon the expiration of its use for an approved public purpose, the equipment, property, and tangible personal property shall be transferred free and clear of all liens and encumbrances to the City or disposed of as authorized in writing by the City.
 - (5) Unless otherwise provided in the agreement, the appropriation funds are to be expended during the City's Fiscal year. Any funds which are residual funds remaining unspent or unencumbered

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 3. - ADMINISTRATION OF CITY GRANTS

by any existing (not contingent) legal obligation at the end of the contract period shall be returned to the City in the form of a negotiable instrument not later than 90 days after the close of the period, except that when a recipient continues to receive an appropriation from the City in the next fiscal year, a limited amount of residual funds may be carried forward from September 30 to October 1, which shall not exceed ten percent of the current appropriation to the recipient or \$500, whichever is greater. The City appropriation for the new fiscal year shall, however, be reduced by the amount of the unencumbered residual funds so carried forward. Any additional unencumbered residual funds shall be returned as provided hereinabove.

- (b) A grant monitor shall report changes, if any, in the City funds budget to the City Council Auditor's Office annually.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 4. - DISALLOWANCE OF EXPENDITURES

PART 4. - DISALLOWANCE OF EXPENDITURES

[Sec. 118.401. - City's right to disallow expenditures.](#)

[Sec. 118.402. - Protest of questioned expenditures.](#)

[Sec. 118.403. - Audit Appeals Committee.](#)

[Sec. 118.404. - City Council ruling on protest of questioned expenditures.](#)

[Sec. 118.405. - Return of disallowed expenditures.](#)

Sec. 118.401. - City's right to disallow expenditures.

The City retains the right to disallow expenditures of City funds. The Council Auditor may audit the expenditures of City funds by each recipient. The audit report of the Council Auditor delineating the questioned expenditures shall be delivered, by certified mail, to the recipient affected. If the recipient does not protest the questioned expenditures in accordance with this Part, the questioned expenditures shall be disallowed expenditures and the amount of the disallowed expenditures shall be immediately returned to the City.

(Ord. 2009-868-E, § 2)

Sec. 118.402. - Protest of questioned expenditures.

A recipient may protest one or more of the questioned expenditures by filing a written protest with the City Council President within ten days of receipt of the audit report of the Council Auditor. The City Council President shall refer the protest to the Finance Committee as an Audit Appeals Committee.

(Ord. 2009-868-E, § 2)

Sec. 118.403. - Audit Appeals Committee.

Within 30 days after the protest is referred to the Audit Appeals Committee, a public hearing shall be conducted by the Committee. The Committee shall file a written report on the protest and propose an appropriate resolution for final action by the City Council within 15 days of the conclusion of the hearing. A copy of the report shall be delivered, by certified mail, to the protesting recipient.

(Ord. 2009-868-E, § 2)

Sec. 118.404. - City Council ruling on protest of questioned expenditures.

Upon receipt of the report of the Audit Appeals Committee, the City Council shall take such action, by resolution, as it deems appropriate and notify the recipient affected, by certified mail, of its action. The amount of the protested questioned expenditures disallowed by the City Council shall be disallowed expenditures and immediately returned to the City.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL
Chapter 118 - CITY GRANTS

PART 4. - DISALLOWANCE OF EXPENDITURES

Sec. 118.405. - Return of disallowed expenditures.

Every recipient shall return the amount of:

- (a) Questioned expenditures not protested in accordance with this Part, thereby becoming disallowed, within 15 days of receipt of the audit report of the Council Auditor.
- (b) Questioned expenditures protested, but disallowed by the City Council in accordance with this Part, within 15 days of receipt of notification of the City Council's action.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 5. - LIABILITY AND LOSS OF ENTITLEMENT OR ELIGIBILITY FOR CITY GRANTS

PART 5. - LIABILITY AND LOSS OF ENTITLEMENT OR ELIGIBILITY FOR CITY GRANTS

[Sec. 118.501. - Liability for disallowed expenditures.](#)

[Sec. 118.502. - Loss of entitlement to City Grants.](#)

[Sec. 118.503. - Loss of eligibility for failure to comply with this Chapter.](#)

[Sec. 118.504. - Failure or refusal to make reports and responses.](#)

[Sec. 118.505. - City's right to collect amounts due.](#)

Sec. 118.501. - Liability for disallowed expenditures.

Each recipient shall be liable to the City for the full amount of a finally disallowed expenditure.

(Ord. 2009-868-E, § 2)

Sec. 118.502. - Loss of entitlement to City Grants.

A recipient who violates the provisions of [Section 117.109](#) shall lose all entitlement to further disbursement of its City Grants and the Director of Administration and Finance shall withhold disbursement upon certification of this loss of entitlement by the Council Auditor.

(Ord. 2009-868-E, § 2)

Sec. 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 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.

(Ord. 2009-868-E, § 2)

Sec. 118.504. - Failure or refusal to make reports and responses.

Each recipient that shall fail to comply with the terms of the Agreement executed by the Recipient, the provisions of the ordinance appropriating City funds to the recipient or the provisions of this Chapter, including the failure to make the reports and responses required by this Chapter, shall lose all entitlement to further disbursement of its City Grant and the Director of Finance shall withhold disbursement upon

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 5. - LIABILITY AND LOSS OF ENTITLEMENT OR ELIGIBILITY FOR CITY GRANTS

certification of this loss of entitlement by the Council Auditor. Entitlement shall be restored upon a certification by the Council Auditor that the recipient has complied with the provisions of this Chapter.

(Ord. 2009-868-E, § 2)

Sec. 118.505. - City's right to collect amounts due.

Notwithstanding any other provision of this Chapter, the City retains the right to take any legal or equitable action necessary to collect amounts due the City arising out of or connected with a City Grant.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. - CULTURAL SERVICE GRANT PROGRAM

PART 6. - CULTURAL SERVICE GRANT PROGRAM

[Sec. 118.601. - Creation and purpose.](#)

[Sec. 118.602. - Responsibility.](#)

[Sec. 118.603. - Lump sum appropriation to Cultural Council.](#)

[Sec. 118.604. - Allocation by Cultural Council; generally.](#)

[Sec. 118.605. - Cultural Service Grant Committee.](#)

[Sec. 118.606. - Application for cultural service grants.](#)

[Sec. 118.607. - Eligibility for cultural service grant.](#)

[Sec. 118.608. - Criteria for judging applicants for cultural service grants.](#)

[Sec. 118.609. - Restrictions for use of cultural service grants.](#)

[Sec. 118.610. - City contract, review and oversight.](#)

Sec. 118.601. - Creation and purpose.

There is hereby created a Cultural Service Program, which shall be comprised of the Cultural Service Grant and Capital Grant Program and the Art in Public Places Program pursuant to [chapter 126](#), Part 9. The mission and purpose of the Cultural Service Program is to provide public support to organizations which contribute to the cultural quality of life of Jacksonville's citizens and to administer the City's Art in Public Places Program. The provisions of [Chapter 118](#), Parts 1 through 5 shall apply to the Cultural Service Grant program, [Chapter 118](#), Part 6.

(Ord. 2009-868-E, § 2)

Sec. 118.602. - Responsibility.

The Cultural Council of Greater Jacksonville (Cultural Council) is hereby designated as the agent of the City for the purposes of determining and authorizing the allocation of a lump sum Cultural Service Grant and Capital Grant appropriation designated in the annual budget ordinance or in supplemental appropriation ordinances as being appropriated for eligible recipients. The determinations and authorizations made by the Cultural Council and its Cultural Service Grant Committee in accordance with the provisions of this Section shall be final and not subject to further administrative review by any executive or administrative official of the City. No cultural organization as defined in this Chapter may make a request for operating, program or special project support except through an allocation from the Cultural Service Grant and Capital Grant Program, except for:

- (a) Organizations providing children's programs which may be funded through the Jacksonville Children's Commission; or
- (b) Organizations qualifying for City grants administered by City Divisions, which grants do not require specific City Council approval.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. - CULTURAL SERVICE GRANT PROGRAM

Sec. 118.603. - Lump sum appropriation to Cultural Council.

- (a) The process for the annual Cultural Service Grant and Capital Grant Program appropriation will begin with the Cultural Council preparation of an annual appropriation request for all cultural organizations based on information provided by eligible organizations in a "letter of intent." This request will reflect a lump sum appropriation to be indicated in the annual City budget as Cultural Service Grant and Capital Grant Program. Up to 13½ percent of the total lump sum appropriation shall be allocated to the Cultural Council for administration of the grant program and other programs which serve the community. The Capital Grant Program cannot exceed 25 percent of the total City Cultural Council appropriation (example: if the total Cultural Council appropriation is \$4,000,000 from the City, a maximum of \$1,000,000 can be allocated for capital purposes). The Cultural Service Grant and Capital Grant Program request shall be submitted to the Mayor for review by the Mayor's Budget Review Committee which will recommend a lump sum appropriation to be included in the proposed budget for the upcoming fiscal year. The Cultural Council shall include in the request relevant information regarding cultural services to be provided to the community as a result of the funding; and shall be responsible for documenting the validity of the request to the MBRC, the City Council Finance Committee and City Council throughout the budgeting process.
- (b) The process for the annual Cultural Council appropriation for administering the Art in Public Places Program as provided in Part 9 of [Chapter 126](#), Ordinance Code will begin with the Cultural Council preparation of an annual appropriation request to fund all duties required to administer such Program. The appropriation request shall be submitted and processed in the same manner and at the same time as the appropriation request referenced in paragraph (a), above.

(Ord. 2009-868-E, § 2)

Sec. 118.604. - Allocation by Cultural Council; generally.

Recommendations for allocation of the lump sum appropriation to applicant organizations shall be made by the Cultural Service Grant Committee to the Cultural Council Board of Directors. The Board shall make a final determination of funding. Funding will be allocated by contract between the recipient organization and the Cultural Council. Organizations will be notified in writing of the results of their request and will be provided with any support information or justification for the Committee's decision which might be helpful. A complete list of the individual operating amounts and capital amounts allocations will be forwarded to the City Council Auditor's office, the Office of the Mayor, the City Council and the Recreation and Parks Department or other department assigned by the mayor.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

Sec. 118.605. - Cultural Service Grant Committee.

- (a) The Cultural Council shall be responsible for establishing an annual Cultural Service Grant (CSGP) Committee. The Composition of the CSGP Committee shall include a chairperson, appointed by the President of the Cultural Council Board of Directors; five other Cultural Council Board members selected by the Board President and Committee Chairperson; one City Council member (ex-officio); one representative from the office of the Mayor (ex-officio); and five individuals selected by the above group from a pool of nominations established through a community wide nomination process.
- (b) Members of the CSGP Committee shall be chosen to represent racial, gender, geographic and age diversity; an expression of interest in the impact of culture in the community; a willingness to participate fully in the process.

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. - CULTURAL SERVICE GRANT PROGRAM

- (c) Members shall serve a three-year term and may be reappointed for one additional consecutive full term. City Council and Mayoral representatives shall be appointed annually.
- (d) The President-Elect of the Cultural Council Board of Directors shall serve as an ex-officio member of the Committee.
- (e) All members of the CSGP Committee will be confirmed by the City Council upon appointment or reappointment.
- (f) The responsibilities of the CSGP Committee include:
 - (1) Review and evaluation of all applications based on established criteria;
 - (2) Serve as an on-site evaluator and lead reviewer for a selected number of applicants;
 - (3) Attend an orientation session and all review sessions; and
 - (4) Participate in the allocations process.
- (g) The Cultural Service Grant Committee shall recommend to the Cultural Council Board of Directors the organizations to be funded and the amount of the funding.

(Ord. 2009-868-E, § 2)

Sec. 118.606. - Application for cultural service grants.

- (a) The Cultural Council shall develop and be responsible for the administration of the Cultural Service Grant Program. Administrative and operating procedures shall be established and amended as necessary to meet the mission of the program and current needs of the community. The Cultural Council may classify the cultural organizations in reasonable classifications for the purpose of this program. The procedure prescribed herein, as further developed by the Cultural Council, shall be the only procedure available to cultural organizations for requesting public support.
- (b) The following components shall be included in any administrative and operating procedures developed and implemented by the Cultural Council:
 - (1) The Cultural Council shall publish each year in a newspaper of general circulation in the City, at least one month before the last day on which appropriation request must be submitted to the Cultural Council, a notice that it is accepting Cultural Service Operating and/or Capital Grant requests for the ensuing fiscal year, stating the place where the appropriation request forms may be obtained, the last day on which the completed appropriation requests must be returned to the Cultural Council and when and where the Cultural Council (or a duly authorized committee thereof) will hold a hearing on the appropriation requests (which may include a statement that the hearing may be adjourned from time to time and from place to place until all the appropriation requests have been heard).
 - (2) The Cultural Council shall promulgate a written procedure for the submission of operations and/or capital appropriation requests by eligible agencies, which procedure shall be made known to each requesting agency, or its agent or representative, at the time the appropriation request form is supplied to the requesting agency.
 - (3) The Cultural Council (which, for the purposes of this subsection, includes the duly authorized Cultural Service Grant committee thereof) shall consider appropriation requests returned by the requesting agencies. The Cultural Council shall afford the requesting agencies an opportunity to make an oral or written presentation to justify or explain their respective appropriation requests, and no requesting agency shall be denied this opportunity solely because it has never submitted an appropriation request before or because a previous appropriation request has been denied.

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. - CULTURAL SERVICE GRANT PROGRAM

- (4) All meetings and sessions of the Cultural Service Grant Committee shall be held in a publicly accessible location and shall be noticed and open to the public.

(Ord. 2009-868-E, § 2)

Sec. 118.607. - Eligibility for cultural service grant.

In order to be eligible for funding an organization must meet the following criteria.

- (a) The organization must be tax exempt under Section 501(c)(3) of the Federal Internal Revenue Code. A copy of the organization's letter of exemption from the Internal Revenue Service and all amendments thereto shall be provided when the organization submits its first appropriation request and thereafter when any change is made.
- (b) The organization must be a not-for-profit corporation chartered by the Secretary of State under F.S. Ch. 617. A copy of the corporate charter and all amendments thereto shall be provided when the corporation submits its first appropriation request and thereafter when any change is made.
- (c) The organization must operate in Duval County.
- (d) The organization must have been in existence for at least one year.
- (e) The organization shall have a broad base of community representation in management and membership. The members of the board of directors shall not receive any compensation for their service as directors, but they may be reimbursed for actual monetary expenditures on behalf of the organization. The corporate charter or by-laws shall provide a method of selection of the board of directors which will periodically subject the directors to the possibility of replacement by other qualified persons. The membership of the organization shall be open to as large a portion of the public as possible, subject to such nondiscriminatory conditions and qualifications for membership as may be imposed by the corporate charter or by-laws; provided that this requirement shall not be construed so as to prevent or prohibit an organization from having different classes of membership with different conditions and qualifications for admission and different relative rights, privileges and duties.
- (f) If the organization is a previous recipient of a City Grant or a Cultural Service Grant, the organization must have submitted all required reports for previous grants.
- (g) At least 76 percent of the organizations operating revenue or support shall be derived from sources other than this program.
- (h) The organization shall provide services or activities which benefit or are made available to a broad range of the people of the City and shall be offered on a nondiscriminatory basis to those people.
- (i) To receive general operating support, the organization must as its primary function present, sponsor, exhibit or otherwise offer for public consumption programs or activities in any one or combination of the following disciplines: historic preservation/restoration, arts in education, music, dance, folk arts, humanities, literature, film/video/media, theater and musical theater, visual arts, or collections or exhibits of historical, archeological, scientific or ethnic artifacts, handiwork or objects.
- (j) To receive program support an organization must meet all other eligibility requirements and must be requesting support specifically for cultural programming as defined by this ordinance.
- (k) If a capital allocation is funded at or above \$25,000 the organization must enter into a restrictive covenant agreement with the City of Jacksonville to ensure dedicated use of the relative

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. - CULTURAL SERVICE GRANT PROGRAM

facilities or properties for public proposes and arts-specific purposes for a period of not less than ten years.

- (l) The organization shall make all reasonable efforts to adhere to the City of Jacksonville's procurement requirements for Capital expenditures.
- (m) Each recipient of the Operating and/or Capital grant funds must go through the application process to prove that the recipient can provide at least a one-dollar cash match for each dollar granted. The Cultural council will make requests for disbursements of funds and is responsible for monitoring and ensuring the funds are spent for its intended purpose and reporting on the results and use of these funds to the City of Jacksonville.

(Ord. 2009-868-E, § 2)

Sec. 118.608. - Criteria for judging applicants for cultural service grants.

All applicants to the Cultural Service Grant Program will be evaluated based on the following criteria:

- (a) Quality of programs;
- (b) Community outreach and service to culturally diverse populations;
- (c) Management capability of board and staff;
- (d) Community impact;
- (e) Need for the organization in the community; and
- (f) Exploration of innovative ideas and programming.

(Ord. 2009-868-E, § 2)

Sec. 118.609. - Restrictions for use of cultural service grants.

- (a) Each recipient of appropriations made pursuant to [Chapter 118](#) is responsible for ensuring that City funds are expended pursuant to [Section 118.301](#).
- (b) Cultural service grant funds must be kept in an individual bank account, notwithstanding the provision to the contrary in [Section 118.201](#), separate from other organization funds. It may be an interest bearing account, but the total amount of the grant and the interest must be spent by the end of the contract period; except that a remaining balance may be maintained in the cultural service grant account, notwithstanding the provision to the contrary in [Section 118.301\(a\)\(5\)](#). This balance must be identified and documented in quarterly and year end reports and shall not exceed \$500. This balance shall be returned to the City within the first 90 days of the first fiscal year in which the recipient no longer receives a Cultural Service Grant appropriation. The portion of unspent funds that exceed \$500 shall follow the provisions of [Section 118.301\(a\)\(5\)](#).

(Ord. 2009-868-E, § 2)

Sec. 118.610. - City contract, review and oversight.

- (a) Upon approval of the annual budget by the City Council, one contract will be prepared and administered throughout the Recreation and Parks Department, which will reflect the total amount of the lump sum appropriation for cultural service grants to all cultural organizations. Funds shall be distributed to the Cultural Council on a quarterly basis in amounts to be determined annually,

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 6. - CULTURAL SERVICE GRANT PROGRAM

notwithstanding the provision to the contrary in [Section 118.201](#)(f)(7), upon receipt by the Recreation and Parks Department of a quarterly financial and programmatic report.

- (b) Upon approval of the annual budget by the City Council, a second contract shall be executed between the City and the Cultural Council for administering and performing such duties as required by the Art in Public Places Program, as fully described in [Chapter 126](#), Part 9, Ordinance Code.
- (c) The Cultural Council shall establish a quarterly reporting system for all funded organizations which provides financial and programmatic information documenting the use and impact of the Cultural Service Grant Program funds.
- (d) The Cultural Council shall provide the City Auditor's office with an independently prepared or audited financial statement (depending on grant amount) from all recipients at the conclusion of the grant period. All application forms, procedures, reporting requirements, and contract agreements for recipient organizations (other than the Cultural Council) will be developed by the Cultural Council and will be between the Cultural Council and the individual recipient organizations.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 7. - DISABLED ACCESSIBILITY GRANT PROGRAM

PART 7. - DISABLED ACCESSIBILITY GRANT PROGRAM

[Sec. 118.701. - Creation and purpose.](#)

[Sec. 118.702. - Responsibility.](#)

[Sec. 118.703. - Application for disabled accessibility grants.](#)

[Sec. 118.704. - Criteria for judging applications for disabled accessibility grants.](#)

Sec. 118.701. - Creation and purpose.

There is hereby created a Disabled Accessibility Grant Program. The mission and purpose of the program is to accelerate compliance with the Florida Americans with Disabilities Act and the Florida Accessibility Code for Building Construction by funding partial reimbursement of the cost of removing architectural barriers in existing facilities in cases of economic hardship.

Sec. 118.702. - Responsibility.

The grant program established by this Part shall be administered through the Military Affairs, Veteran's and Disabled Services Department, which shall review and approve disbursements from such funds as may be appropriated from time to time by the City Council for this program.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

Sec. 118.703. - Application for disabled accessibility grants.

Property owners desiring to participate in this grant program shall submit an application to the Military Affairs, Veteran's and Disabled Services Department on a form prescribed by that Division, together with at least two estimates from licensed contractors showing the costs of renovations to remove architectural barriers. The Military Affairs, Veteran's and Disabled Services Division shall review the application and advise the property owner whether the renovations qualify for a reimbursement grant under this subsection. Upon completion of the work necessary to complete the renovations, the property owner shall submit a request for partial reimbursement, which shall include a paid receipt from a licensed contractor for the work done and photographs depicting the property before and after the renovations are made. If deemed necessary by the Chief of the Military Affairs, Veteran's and Disabled Services Division, an inspection of the completed work shall be conducted prior to payment under this Section.

(Ord. 2009-868-E, § 2; Ord. 2011-732-E)

Sec. 118.704. - Criteria for judging applications for disabled accessibility grants.

All applications for funding pursuant to this grant program will be evaluated based on the following criteria:

- (a) The property owner making the renovations maintains a business activity at the same address as the renovations;
- (b) The property owner has suffered a financial or business loss in the last taxable year;

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 7. - DISABLED ACCESSIBILITY GRANT PROGRAM

- (c) Renovations to remove architectural barriers must meet requirements of state and federal law; and
- (d) The amount of any grant shall be the lesser of \$1,000 or 50 percent of the lowest estimate submitted.

(Ord. 2009-868-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 8. - PUBLIC SERVICE GRANT

PART 8. - PUBLIC SERVICE GRANT

[Sec. 118.801. - Creation and purpose.](#)

[Sec. 118.802. - Annual City Council Appropriation.](#)

[Sec. 118.803. - Public Service Grant Council; Terms; Responsibilities.](#)

[Sec. 118.804. - Annual Funding Recommendations by Public Service Grant Council.](#)

[Sec. 118.805. - Eligibility Qualifications for Public Service Grant.](#)

[Sec. 118.806. - Application for Public Service Grants.](#)

[Sec. 118.807. - Review and evaluation of applications.](#)

[Sec. 118.808. - Recommendations by Public Service Grant Council; generally.](#)

[Sec. 118.809. - Public Service Grant Appropriations Outside of the Annual Budget.](#)

Sec. 118.801. - Creation and purpose.

There is hereby established a Public Service Grant Council which shall be responsible for making funding recommendations to the Mayor and City Council for Public Service Grants to requesting agencies that affect and improve the Priority Populations established by City Council. Unless otherwise provided in this Part 8, the provisions of [Chapter 118](#), Parts 1 through 5 shall apply to the Public Service Grants.

(Ord. 2009-868-E, § 2)

Sec. 118.802. - Annual City Council Appropriation.

In advance of the Public Service Grants appropriation, the Public Service Grant Council shall assess the needs through establishing the priority populations, as approved by the Jacksonville City Council, pursuant to [§ 118.805](#). The PSG Council shall recommend the process by which the recipients shall be chosen. The Public Service Grant Council shall choose to have Public Service Grants Recipients either:

- (1) Awarded through the process of request for proposals; or
- (2) Selected by the PSG Council through the grant process as outlined in [§ 118.807](#)

The Public Service Grant Council shall include the process for the selection, either RFP or Grant process, with the recommendation of the priority populations to City Council, pursuant to [§ 118.805](#). The PSG Council shall be considered a using agency pursuant to [§ 126.102\(q\)](#).

(Ord. 2009-868-E, § 2; Ord. 2013-116-E, § 2)

Sec. 118.803 - Public Service Grant Council; Terms; Responsibilities.

- (a) The Public Service Grant Council shall consist of 13 voting members, seven of whom shall be appointed by the Mayor and confirmed by City Council and six of whom shall be appointed by the City Council President and confirmed by City Council. The City Council President shall annually appoint a City Council Member to serve as a liaison to the Public Service Grant Council. The Public Service Grant Council shall elect a chair annually from among their members.

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 8. - PUBLIC SERVICE GRANT

- (b) 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 process. A minimum of two Mayoral appointees and two Council appointees shall have prior experience with grant processes, whether as grant writers, applicants, administrators, or recipients.
- (c) Members shall serve three-year terms commencing January 1, 2008 or upon confirmation by the City Council, whichever is earlier, and may be reappointed for up to two additional consecutive full terms.
- (d) The Public Service Grant Council shall be subject to all [Chapter 50](#) general obligations, privileges and responsibilities except as may be provided for herein. No Public Service Grant Council member shall be allowed to participate in review or consideration of any application from any organization with which such member is affiliated as an employee, Board Member, or consultant.
- (e) The responsibilities of the Public Service Grant Council include:
 - (1) Review and consideration of the annual needs of the City for public services for a program not otherwise funded by City funds, based on presentations and reports submitted to the Public Service Grants Council;
 - (2) Establishment of recommended priorities for such services, whether by population served or service provided, which recommendation shall include an allocation of percentage of priorities;
 - (3) Review and evaluation of all Public Service Grant applications based on the information contained in the application and the evaluation criteria specified herein;
 - (4) Service as an on-site evaluator and lead reviewer for a selected number of applicants;
 - (5) Attendance at orientation sessions and all review sessions for Public Service Grant Council members; and
 - (6) Participation in the funding recommendation process.
- (f) Public Service Grant Council members appointed by the Mayor shall serve at the pleasure of the Mayor. Members appointed by the City Council shall serve at the pleasure of the City Council President.
- (g) The Public Service Grant Council shall be supported by the Mayor and the City Council as coordinated between the Mayor and City Council President.

(Ord. 2009-868-E, § 2; Ord. 2012-576-E, § 1; Ord. 2013-116-E, § 2)

Sec. 118.804. - Annual Funding Recommendations by Public Service Grant Council.

The Public Service Grant Council shall make an annual Public Service Grant funding recommendation to the Mayor no later than June 1st of each fiscal year for inclusion in the proposed budget for the upcoming fiscal year. The funding recommendation shall be reviewed by the Mayor's Budget Review Committee (MBRC) and shall contain a list of the funding recommendations for each requesting agency as approved by the Public Service Grant Council during the annual Public Service Grant application process. At the request of the Mayor or City Council, the Public Service Grant Council shall provide the Mayor and City Council with any support information or justification for the funding recommendations. Such supporting documentation shall include the approved Public Service Grant Council score sheet completed by each board member for each application scored.

(Ord. 2009-868-E, § 2; Ord. 2013-116-E, § 2)

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 8. - PUBLIC SERVICE GRANT

Sec. 118.805. - Eligibility Qualifications for Public Service Grant.

In order to be eligible to apply for or receive a Public Service Grant a requesting agency must meet the following qualifications:

- (a) All requesting agencies must operate programs that tangibly affect and improve a Priority Population/Need. Annually, on or before November 15, the Public Service Grant Council shall recommend to the City Council the Priority Populations and/or Priority Needs for the upcoming fiscal year. Additionally, annually, the Public Service Grant Council shall give weight to each Priority Population/Need with the percentage of funds to be given to each Priority Population/Need and provide the reasons for such weight, which may include, but are not limited to, recommendations from JCCI, the Non-Profit Center, Jessie Ball Dupont, Community Foundation, United Way, Disabled Services Council and the Health Planning Council of Northeast Florida. Organizations who provide priority weight recommendations that are utilized by the PSG Council shall not apply for public service grants appropriated in the fiscal year in which the recommendations apply to. Individual grants within each priority population/need shall be based on the high score model. The high score model shall award 100 percent of requested funding for the highest score up to the maximum amount of \$150,000. The next highest score shall be awarded 100 percent of the requested funding up to \$150,000 and so on until the funds are exhausted. The City Council shall review the recommended Priority Populations/Needs recommended by the Public Service Grant Council and establish Priority Populations/Needs to be served through the Public Service Grant appropriations by February 15 of every year for the upcoming fiscal year. By way of example only, a Priority Population 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 Priority 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 Priority Population are discouraged. If the Population is a Priority, the services provided should be evaluated through application questions. 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. Except for the annual establishment, Priority Populations/Needs may only be revised or amended by a two-thirds vote of the City Council.
- (b) A requesting agency's appropriation request may not be in excess of 24 percent of the recipient's annual revenue averaged over the three previous years as shown on IRS Form 990 for the previous three years or other required federal, state or local revenue reports.
- (c) Except upon recommendation by the Public Service Grant Council, a requesting agency must have been in existence for at least three years.
- (d) A requesting agency shall be required to be registered as a [§ 501\(c\)\(3\)](#) organization or a Florida not-for-profit corporation pursuant to Chapter 617, Florida Statutes. Recipient Government agencies need not be [501\(c\)\(3\)](#) corporations.
- (e) The requesting agency must perform services or operate the program(s) in Duval County, Florida and must serve the people of the City.
- (f) If the requesting agency is a recipient of a City Grant, the requesting agency must be in compliance with the terms of the agreement, the provisions of the appropriating ordinance and the provisions of this Chapter.
- (g) The program must be for a public purpose; provided however, that a requesting agency shall not be eligible to receive a funding recommendation pursuant to this Part if the primary function of the requesting agency's program pertains to a cultural activity as specified in [Section 118.607\(i\)](#) of this Chapter. The Arts in Public Places Program and any other cultural activity program administered by Cultural Council shall be ineligible for a funding recommendation

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 8. - PUBLIC SERVICE GRANT

pursuant to this Part. Children's programs shall be funded through the Jacksonville Children's Commission and shall be ineligible for funding recommendations under this Part. Economic Grants shall be funded through the Downtown Investment Authority shall be ineligible for funding recommendations under this part.

- (h) The requesting agency shall be in compliance with all applicable Federal, State and local laws, rules, regulations and ordinances, as the same exist and may be amended from time to time.

The eligibility qualifications set forth in this section for Public Service Grant Council approval for funding recommendations may not be waived except by two-thirds vote of the City Council.

(Ord. 2009-868-E, § 2; Ord. 2012-364-E, § 10; Ord. 2013-116-E, § 2)

Sec. 118.806 - Application for Public Service Grants.

All requesting agencies seeking an appropriation in the annual budget shall submit an application to the Public Service Grant Council by no later than March 15th of each fiscal year. Each application for a Public Service Grant pursuant to this Part shall be submitted by a requesting agency and shall contain the following information:

- (a) A description of the program work which specifically and succinctly identifies what the program proposes to do, what the ultimate result of the program will be, why the program work is needed and how the program will assist a Priority Population.
- (b) A description, using a list format, of the activities the program will undertake to implement the program work. The activities described must correlate with the grant appropriation request.
- (c) A brief overview of the organization's capacity; including the number of staff and board, the types of programs provided, and details of their operating budget, etc. The applicant shall explain what, if any, experience the organization has had doing the type of work for which support is sought; and will identify who will be responsible for the work and their expertise, whether or not other organizations in the community or nationally are doing similar work and if they are, explaining if the applicant will gather data from them or work with them in any way.
- (d) An explanation of the changes expected as a result of the program's work and how to identify whether or not the change occurs. The applicant shall describe what method(s) will be used to track the progress of the work.
- (e) An explanation of the financial investments the requesting agency and others are making in the program and of the requesting agency's plans for sustaining the work beyond receipt of the Public Service Grant.
- (f) If the program has been operating for more than one year, a description of the program's past effectiveness and impact on the community as evidenced by statistical data, surveys or reports that tracked the past performance of the program.
- (g) Cost effectiveness of the program by providing a unit cost for services rendered by the program. For the purpose of determining the most accurate and reliable unit cost, the requesting agency shall be grouped with other requesting agencies that provide similar services and are capable of measuring the cost of these services with a common unit of measurement (such as per hour, day, client, etc). The unit of measurement utilized shall be determined by the Public Service Grant Council on a group-by-group basis. In determining cost effectiveness, a requesting agency's unit cost shall only be evaluated against other agencies within the same group.
- (h) A stated appropriation request which shall include:
 - (1) The amount of City funds requested.

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 8. - PUBLIC SERVICE GRANT

- (2) A proposed budget of expenditures of the requested City funds which may be:
 - (i) A separate budget from the general operating or program budget of the requesting agency.
 - (ii) A separately identified or designated portion of the general operating or program budget of the requesting agency.
 - (iii) A combination of subparagraphs (i) and (ii) but, in any case, with such specificity or in such detail that the intended application of the requested City funds to the objectives and activities of the requesting agency is clearly evident.
- (3) An explanation of the reasons for the appropriation request, which shall also state any alternative sources of funds.
- (4) Whether the requesting agency intends to use City funds to aid a church, a sect, a religious denomination or a sectarian institution.
- (i) Each requesting agency may be afforded an opportunity by the Public Service Grant Council to give an oral presentation to justify or explain their respective appropriation request. A requesting agency shall not be required to give an oral presentation.

If a requesting agency fails to include any of the items specified in items (a) through (h) above in its application, such application shall be disqualified from consideration and review by the Public Service Grant Council.

(Ord. 2009-868-E, § 2)

Sec. 118.807. - Review and evaluation of applications.

The Public Service Grant Council may create subcommittees for purposes of dividing responsibilities for review and scoring of grant applications, provided however that no application shall be scored by fewer than 4 members of the Council. Applications shall be evaluated and scored based upon criteria in the Public Service Grant Council score sheet. Each member shall record the scores assigned for each question on a scoring sheet which shall be retained and available for review as public record. The high and low score received by any application shall be discarded if more than 5 points different than the nearest score, and the remaining scores shall be averaged to obtain the final application score. Staff shall not score applications nor provide scoring suggestions to members of the Council.

The Public Service Grant Council shall make its funding recommendations for approved requesting agencies based upon its review and evaluation of the information contained in the Public Service Grant applications and the following evaluation criteria:

- (a) Quality of programs;
- (b) Management capability of the requesting agency's board and staff;
- (c) Need for the program in the community;
- (d) Whether the requesting agency can perform or provide the service or activities for which the appropriation is requested;
- (e) Whether and to what extent the services and activities to be performed or provided duplicate similar services and activities performed or provided by the City or other requesting agencies and recipients;
- (f) The frequency of instances that the requesting agency has been in noncompliance with previous City Grants pursuant to this Chapter;

TITLE V - ADMINISTRATION AND PERSONNEL

Chapter 118 - CITY GRANTS

PART 8. - PUBLIC SERVICE GRANT

- (g) Cost effectiveness of the program as contemplated in [Section 118.806](#) (g);
- (h) Impact of the program on the community; and
- (i) On-site evaluations.

In its review and evaluation, the Public Service Grant Council shall establish matrices, weighting, and other formulae in determining its funding recommendations, which shall be documented on a score sheet and be included with the funding recommendations referenced in [Section 118.804](#).

(Ord. 2009-868-E, § 2; Ord. 2013-116-E, § 2)

Sec. 118.808. - Recommendations by Public Service Grant Council; generally.

Requesting agencies must meet the eligibility qualifications and application requirements in this Part to be considered by the Public Service Grant Council for a Public Service Grant; provided however, that by meeting the eligibility qualifications and application requirements of this Part, a requesting agency shall not be entitled to receive a funding recommendation from the Public Service Grant Council. All funding recommendations shall be made by the Public Service Grant Council in its sole discretion and such funding recommendations shall be non-appealable. Organizations will be notified in writing of the results of their request and will be provided with any support information or justification for the Public Service Grant Council's decision which might be helpful.

(Ord. 2009-868-E, § 2)

Sec. 118.809. - Public Service Grant Appropriations Outside of the Annual Budget.

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

- (a) 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.
- (b) Said appropriation request shall require an affirmative recommendation of the Public Service Grant Council.
- (c) 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. 2009-868-E, § 2)