Introduced by Council Member Boylan and amended by the Rules Committee:

**ORDINANCE 2026-624-E**

AN ORDINANCE PROVIDING FOR THE DETERMINATION OF ELIGIBILITY AND APPLICATION REQUIREMENTS OF PSG MICRO-GRANT APPLICATIONS; PROVIDING FOR THE DETERMINATION OF THE PROCESS FOR REVIEW, EVALUATION AND SCORING OF PSG MICRO-GRANT APPLICATIONS; PROVIDING FOR THE PROCESS OF AWARD OF PSG MICRO-GRANT APPLICATIONS; AUTHORIZING USE OF FUNDS FOR AWARD RECIPIENT TRAINING; WAIVING SECTION 118.107 (NONPROFITS TO RECEIVE FUNDING THROUGH A COMPETITIVE EVALUATION AWARD PROCESS; WAIVER AND DISCLOSURES), PART 1 (GENERAL PROVISIONS), CHAPER 118 (CITY GRANTS), *ORDINANCE CODE*, TO ALLOW FOR THE USE OF A COMPETITIVE EVALUATION AWARD PROCESS SPECIFIC TO THE PSG MICRO-GRANT PROGRAM; WAIVING SUBSECTION 118.201(F)(7) (RELEASE OF APPROPRIATIONS), PART 2 (DISBURSEMENT OF CITY GRANTS), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO ALLOW ADVANCE PAYMENTS IN EXCESS OF 10% TO THE AWARDED RECIPIENTS; APPROVING AND AUTHORIZING EXECUTION OF PSG MICRO-GRANT AGREEMENTS; PROVIDING FOR OVERSIGHT BY THE GRANTS AND CONTRACT COMPLIANCE DIVISION OF THE DEPARTMENT OF FINANCE; PROVIDING FOR CARRYOVER TO FISCAL YEAR 2027-2028; PROVIDING AN EFFECTIVE DATE.

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

**Section 1. PSG Micro-Grant Eligibility and Application Requirements.** The Chief of Grants and Contract Compliance shall establish the eligibility criteria and application requirements for the PSG Micro-Grants, which shall be approved by the Director of Finance. The eligibility criteria and application requirements shall include the minimum eligibility requirements listed in the Public Service Grants (PSG) Micro-Grant Program document, a copy of which has been placed **on file** with the Office of Legislative Services. Upon their approval by the Director of Finance, a copy of the eligibility criteria and application requirements shall be provided to City Council.

**Section 2. Review, Evaluation and Scoring of Micro-Grant Applications.** The Chief of Grants and Contract Compliance shall establish the process for review, evaluation and scoring of applications submitted for the PSG Micro-Grant Program. The Chief of Grants and Contract compliance may develop a PSG Micro-Grant scoring rubric that may be used by PSG Council members when scoring PSG Micro-Grant applications.

**Section 3. Award.** PSG Micro-Grants may be awarded in a maximum amount not-to-exceed $20,000 each. PSG Micro-Grants shall not be awarded for less than $10,000 each. PSG Micro-Grants shall be awarded based on the high score model for funding purposes. The high score model shall award 100 percent of the requested funding for the highest score up to the maximum amount. The next highest ranked score shall be awarded 100 percent of the requested funding up to the maximum amount and so on until the funds are exhausted. The Chief of Grants and Contract Compliance shall forward a complete list of PSG Micro-Grant recipients and funding allocations to the Council Auditor's Office, the Office of the Mayor, the City Council and the Director of Finance.

**Section 4. Authorization to Use a Portion of PSG Micro-Grant Program Funding for Award Recipient Training.** The Chief of Grants and Contract Compliance may use up to $3,000 of the funds provided for the PSG Micro-Grant Program to provide training for PSG Micro-Grant award recipients. Any amount not used to provide training shall be made available for PSG Micro-Grant awards.

**Section 5. Waiver of Section 118.107 (Nonprofits to receive funding through a competitive evaluation award process; waiver and disclosures), Part 1 (General Provisions), Chapter 118 (City Grants), *Ordinance Code*.** The provisions of Section 118.107 (Nonprofits to receive funding through a competitive evaluation award process; waiver and disclosures), Part 1 (General Provisions), Chapter 118 (City Grants), *Ordinance Code*, are hereby waived to allow for the use of a competitive evaluation award process specific to the PSG Micro-Grant Program.

**Section 6. Waiver of Subsection 118.201(f)(7) (Release of Appropriations), *Ordinance Code*.** The provisions of subsection 118.201(f)(7) (Release of Appropriations), Part 2 (Disbursement of City Grants), Chapter 118 (City Grants), *Ordinance Code*, are hereby waived to allow advance payments in excess of 10% to the awarded recipients. Specifically, award recipients will receive an advance payment equal to 50% of the grant award amount with the remaining 50% to be paid upon the City's receipt of documentation confirming the expenditure of the initial advance in accordance with the provisions of the grant agreement.

**Section 7. Approval and Authorization to Execute.** The Mayor, or her designee, and the Corporation Secretary are hereby authorized to negotiate and execute grant agreements, including budget and other amendments thereto, in accordance with Chapter 118, Parts 1-5, *Ordinance Code*, with the PSG Micro-Grant recipients identified through the competitive application process outlined

herein. The Chief of Grants and Contract Compliance, or designee, may approve budget changes to a recipient's PSG Micro-Grant agreement. The total budget shall not be increased.

**Section 8. Oversight Department.** The Grants and Contract Compliance Division of the Finance Department shall oversee the grants described herein.

**Section 9. Carryover.** The funds appropriated for the PSG Micro-Grant program shall not lapse but carryover to fiscal year 2027-2028.

**Section 10. Effective Date.** This Ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

Form Approved:

/s/ Mary E. Staffopoulos
Office of General Counsel
Legislation Prepared By: Ashley Smith
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