

Introduced by the Special Committee on the Community Benefits Agreement 2.0 (Council Members Arias, Salem, Amaro, Clark-Murray and Peluso):

ORDINANCE 2025-

AN ORDINANCE ESTABLISHING AN EASTSIDE COMMUNITY GRANTS PROGRAM; CREATING A NEW PART 9 (EASTSIDE COMMUNITY GRANTS PROGRAM), CHAPTER 118 (CITY GRANTS), *ORDINANCE CODE*, TO CREATE A NEW GRANTS PROGRAM PURSUANT TO WHICH FUNDS DESIGNATED FOR PROGRAMS, SERVICES, AND INITIATIVES FOR AFFORDABLE HOUSING, WORKFORCE HOUSING, ECONOMIC DEVELOPMENT AND MITIGATION OF HOMELESSNESS IN THE EASTSIDE, AS DEFINED IN THE SUPPLEMENTAL JACKSONVILLE STADIUM COMMUNITY BENEFITS AGREEMENT APPROVED AND AUTHORIZED BY ORDINANCE 2024-905-E, MAY BE DISBURSED TO QUALIFIED ORGANIZATIONS; PROVIDING FOR OVERSIGHT AND ADMINISTRATION OF THE EASTSIDE COMMUNITY GRANTS PROGRAM BY THE GRANTS AND CONTRACT COMPLIANCE DIVISION OF THE FINANCE DEPARTMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

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

Section 1. Creating a new Part 9 (Eastside Community Grants Program), Chapter 118 (City Grants), Ordinance Code. A new Part 9 (Eastside Community Grants Program), Chapter 118 (City Grants), *Ordinance Code*, is hereby created to read as follows:

CHAPTER 118 - CITY GRANTS

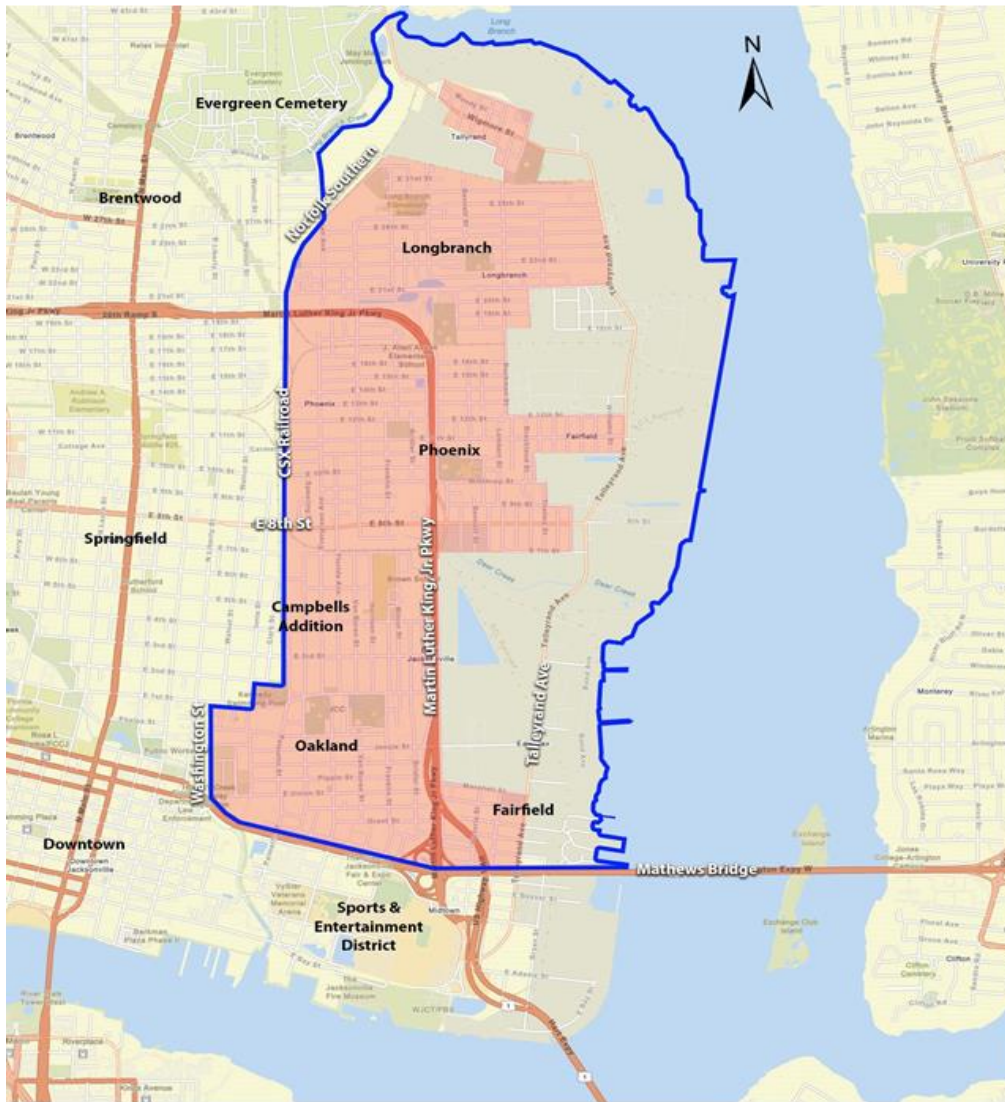
* * *

PART 9. - EASTSIDE COMMUNITY GRANTS PROGRAM

Sec. 118.101. - Purpose.

There is hereby created an Eastside Community Grants Program ("Eastside Grants Program") which shall be administered by the Eastside Grants Committee as described herein. The mission and purpose of the Eastside Grants Program is to provide a process by which funds made available for the Eastside Strategic Focus through the Supplemental Jacksonville Stadium Community Benefits Agreement, approved and authorized by Ordinance 2024-905-E, will be distributed within the Eastside, as depicted in Figure 1 below, to provide public support to organizations operating or administering programs, services, or initiatives for Affordable Housing, Workforce Housing, economic development, and/or mitigation of homelessness in Eastside. Chapter 118, Parts 1 through 5 shall apply to this Part 9.

Figure 1: Eastside Map



Sec. 118.902. - Definitions.

The following terms, wherever used in this Part, shall have the following respective meanings for the purposes of this Part, unless different meanings are clearly indicated by the context or as referenced within specific Sections.

Affordable housing means housing on which the occupant is paying no more than 30 percent of the amount that is equal to 80 percent of the Local Area Median Income for housing costs, including utilities, unless the U.S. Department of Housing and Urban Development publishes a codified definition of "affordable housing" in which case such definition shall be used hereunder.

Eastside shall mean the area shaded in pink and located generally

1 within the boundaries identified on Figure 1 of Section 118.901.

2 *Eastside Strategic Focus* shall mean economic development,
3 Affordable Housing, Workforce Housing and the mitigation of
4 homelessness in Eastside as provided in the Supplemental Jacksonville
5 Stadium Community Benefits Agreement approved and authorized by
6 Ordinance 2024-905-E.

7 *Local Area Median Income* shall mean the median gross income for
8 Duval County, Florida, as published annually by the U.S. Department
9 of Housing and Urban Development (currently the Jacksonville, FL HUD
10 Metro FMR Area).

11 *Workforce Housing* shall mean housing that is not Affordable
12 Housing but is housing on which the occupant is paying no more than
13 30 percent of the amount that is equal to 120 percent of the Local
14 Area Median Income for housing costs, including utilities.

15 **Sec. 118.903. - Eastside Grants Committee Established.**

16 There is hereby established the Eastside Grants Committee (the
17 "Committee") to act as an advisory body for the City of Jacksonville
18 and to review, evaluate, and score grant applications to support
19 organizations operating or administering programs, services or
20 initiatives for the Eastside within the following categories:
21 Affordable Housing, Workforce Housing, economic development, and/or
22 mitigation of homelessness.

23 **Sec. 118.904. - Composition; City Council Liaison; Terms; Removal.**

24 (a) *Composition.* The Committee shall consist of nine voting
25 members, four of whom shall be appointed by the Mayor and
26 confirmed by Council and four of whom shall be appointed by the
27 Council President and confirmed by Council. The ninth voting
28 member shall be a current employee of Jacksonville Jaguars, LLC
29 ("JJL") or its successor organization, to be selected by JJL.

30 (b) To the extent feasible, the Mayor and Council President shall
31 endeavor to appoint members who reside in or have a substantial

1 economic business interest in each of the five neighborhoods
2 that comprise the Eastside as visually depicted in Figure 1 of
3 Section 118.901 as follows:

- 4 (i) Campbells Addition;
- 5 (ii) Fairfield;
- 6 (iii) Longbranch;
- 7 (iv) Oakland; and
- 8 (v) Phoenix.

9 In no event shall more than two of the appointees appointed by
10 the Mayor or more than two of the appointees appointed by the
11 Council President reside in or have a substantial economic
12 business interest in a single neighborhood. No more than three
13 members, regardless of appointing authority, shall reside in or
14 have a substantial business interest in a single neighborhood.

15 (c) All members of the Committee should have demonstrated knowledge
16 of the programs, services and initiatives most needed in the
17 Eastside community and have a willingness to participate fully
18 in the process.

19 (d) *Liaison*. The Council President shall annually designate a City
20 Council Member to serve as a liaison to the Committee. This is
21 a non-voting position and shall not be considered a member of
22 the Committee for Sunshine purposes.

23 (e) *Terms*. Members appointed by the Mayor and Council President
24 shall be appointed for staggered three-year terms commencing
25 July 1 or upon confirmation by Council, whichever is earlier,
26 but shall serve until their successor is appointed and confirmed
27 by the City Council. The Council President's initial
28 appointments shall serve an initial three-year first full term.
29 The Mayor's initial appointments shall serve an initial two-
30 year first full term. No member appointed by the Mayor or the
31 Council President shall serve more than two consecutive full

1 terms; but appointments to fill vacancies for partial terms
2 (less than 50 percent of a full term) and initial appointments
3 of less than three years, shall not be deemed to be full terms
4 and may be reappointed for up to two additional consecutive full
5 terms. The member appointed by JJL shall serve until a successor
6 is appointed by JJL.

- 7 (f) *Removal.* Committee members appointed by the Mayor shall serve
8 and be removed at the pleasure of the Mayor. Members appointed
9 by the City Council shall serve and be removed at the pleasure
10 of the Council President. The Committee member appointed by JJL
11 shall serve and be removed at the pleasure of JJL.

12 **Sec. 118.905. - Functions, powers and duties.**

13 In addition to such powers, duties and authority as may be set
14 forth elsewhere in this Code, the Committee is hereby authorized to:

- 15 (a) Review and assess the annual needs of the City's Eastside
16 community for programs, services and initiatives related to each
17 of the funded categories described herein not otherwise funded
18 by City funds, based on presentations, studies, and reports
19 submitted to the Committee;
- 20 (b) Recommend the process by which recipients of Eastside Grants
21 Program grants are selected each year, which process shall be
22 by request for proposal pursuant to Chapter 126, *Ordinance Code*,
23 or through the grant application procedures outlined in this
24 Part;
- 25 (c) Review, evaluate and score each Eastside Grants Program grant
26 application;
- 27 (d) Participate in on-site evaluations of recipient programs,
28 services and initiatives;
- 29 (e) Attend orientation meetings, training courses, and any other
30 meetings related to this Part, ethics, public records and open
31 meetings laws for Committee members; and

- 1 (f) Award and allocate the annual appropriation for the Eastside
2 Grants Program contained in the annual budget ordinance to
3 requesting organizations based on the review, evaluation and
4 scoring of each requesting organization pursuant to this Part.

5 **Sec. 118.906. - Organization and proceedings.**

- 6 (a) *Officers.* The Committee shall select the officers required by
7 Chapter 50 of this Code, and any such other officers as the
8 Committee deems appropriate.
- 9 (b) *Rules of procedure.* The Committee shall establish rules of
10 procedure necessary to its governing and the conduct of its
11 affairs, consistent with the applicable provisions of this Code.
- 12 (c) *Voting; quorum.* All decisions and recommendations of the
13 Committee shall require a concurring vote of a majority of the
14 members present. Five members shall constitute a quorum.
- 15 (d) *Administrative support.* The Committee shall receive staff
16 support from the Grants and Contract Compliance Division of the
17 Finance Department.
- 18 (e) *Meetings.* The Committee shall convene as necessary to timely
19 meet all deadlines and obligations outlined in this Part but in
20 no event less than quarterly. All meetings shall be open to the
21 public in accordance with Florida's open meetings law.
- 22 (f) *Notice.* The Committee meetings shall be noticed in accordance
23 with Florida's open meetings law.
- 24 (g) *Compensation.* Members shall serve without compensation, pension
25 or retirement benefits; however, members may be compensated for
26 travel expenses as provided in Chapter 106, Part 7, *Ordinance*
27 *Code.*
- 28 (h) *Compliance.* The Committee shall be subject to the provisions
29 of Chapter 112, Part III, *Florida Statutes*, and Chapters 50, 58
30 and 602, *Ordinance Code*, except as may be set forth in this
31 Chapter.

1 **Sec. 118.907. - Annual Lump Sum Appropriation for Eastside Grants**
2 **Program Grants.**

3 On or before April 1 of each year, the Committee shall submit
4 to the Mayor's Budget Review Committee (the "MBRC") for review an
5 annual lump sum appropriation request for all Eastside Grants Program
6 grants to be awarded annually under this Part. The Committee shall
7 include in such request relevant information regarding the
8 appropriation amount and the need for Eastside Program Grants in the
9 Eastside community. The MBRC shall review and consider the
10 Committee's appropriation request and include a lump sum
11 appropriation for the Eastside Grants Program in the Mayor's proposed
12 annual budget for the upcoming fiscal year. The Committee shall not
13 award or allocate funding to requesting organizations under this Part
14 until after the City Council has approved the annual budget ordinance.
15 The City Council, in its sole discretion, shall determine the final
16 annual lump sum appropriation amount in the annual budget ordinance
17 for Eastside Grants Program grants. Any funds appropriated to the
18 Committee for Eastside Grants Program grants that are not awarded or
19 that remain unencumbered at the end of a fiscal year shall not be
20 returned to the account of origin but shall carry forward to the next
21 fiscal year for subsequent award by the Committee. The City
22 appropriation for the next fiscal year shall not be reduced by the
23 amount of any unencumbered or unawarded residual funds from prior
24 fiscal years.

25 **Sec. 118.908. - Manager of Eastside Grants Program; Responsibilities.**

26 (a) *Staff Support; Mandatory Application Workshop.* The Manager of
27 the Eastside Grants Program (the "Manager") shall be an employee
28 within the Grants and Contract Compliance Division of the
29 Neighborhoods Department who shall provide staff support to the
30 Committee. The Manager, or his or her designee, shall conduct a
31 mandatory application workshop ("Mandatory Application

Workshop") for organizations seeking an Eastside Grants Program grant within 30 days following the effective date of the City Council's approval of allocation of funding to the Eastside Grants Program funded categories. In order for requesting organizations to be eligible to apply for an Eastside Grants Program grant, a requesting organization must attend and complete the Mandatory Application Workshop. The Mandatory Application Workshop shall be noticed to the public in the same manner in which Committee meetings are noticed. The Mandatory Application Workshop shall be conducted twice in May and a requesting organization may attend either workshop to meet the requirement under this Section.

(b) *Courtesy Review of Application Checklist.* Annually from the effective date of the legislation establishing the funding percentage for each funded category established by the City Council for the upcoming fiscal year, and until five business days prior to the grant application deadline, the Manager, or his or her designee, shall provide a courtesy review of a requesting organization's application to confirm whether the application has complied with the eligibility and application requirements in Sections 118.908 and 118.909. The Manager shall conduct courtesy reviews in person with the requesting organization upon request, and the reviews may be held virtually or in person. Courtesy review appointments shall be scheduled on a first come, first served basis.

(c) *Annual Report to the City Council.* The Manager shall provide the Committee with assistance in providing the annual report required by Chapter 58, *Ordinance Code*.

(d) *Quarterly Report to the City Council.* The Manager, in coordination with the Chair of the Committee, shall provide a quarterly report to the City Council committee of reference

1 charged to review housing, homelessness and related matters
2 regarding the programs, services and initiatives supported by
3 Eastside Grants Program grants and the manner in which such
4 grant funds are being utilized.

5 **Sec. 118.909. - Eastside Grants Program Funded Categories.**

6 (a) *Annual Recommendations.* On or before March 1 of each year, the
7 Committee shall assess the needs of the Eastside community and
8 recommend to the City Council the percentage of funds
9 appropriated by the City Council for the Eastside Grants Program
10 to be allocated to each of the following Eastside Grants Program
11 funded categories:

- 12 (1) Affordable Housing
- 13 (2) Workforce Housing
- 14 (3) Economic development
- 15 (4) Mitigation of homelessness

16 The Committee shall also recommend whether the Committee
17 shall award funding to requesting organizations under this Part
18 via a Request for Proposal pursuant to Chapter 126, *Ordinance*
19 *Code*, or through the grant application process outlined in this
20 Part. For the initial year of Eastside Grants Program (Fiscal
21 Year 2025-2026), the allocation of funding to each funded
22 category shall be: Affordable Housing - 25 percent, Workforce
23 Housing - 25 percent, economic development - 25 percent and
24 mitigation of homelessness - 25 percent. The services, programs
25 and initiatives provided to each funding category should be
26 evaluated through the application.

27 (b) *Annual Establishment.* The City Council shall review the
28 recommendations of the Committee and establish the percentage
29 of funding allocation for each funded category on or before May
30 1 of each year with the exception that the funding allocations
31 for Fiscal Year 2025-2026 shall be as established in Section

1 118.909(a) above. The grant recipients awarded under this Part
2 shall provide programs, services and initiatives within the
3 Eastside to the established funded categories.

4 **Sec. 118.910. - Eligibility to Apply for Eastside Grants Program**
5 **Grants.**

6 (a) *Certain Programs Ineligible.* A requesting organization's
7 program, service or initiative shall be ineligible to receive
8 an Eastside Grants Program grant if the requesting
9 organization's same program, service or initiative receives
10 funding through another City grant program, including but not
11 limited to, the programs listed below:

- 12 (1) Public Service Grant program pursuant to Chapter 118, Part
13 8;
- 14 (2) Kids Hope Alliance program pursuant to Chapter 77;
- 15 (3) Downtown Investment Authority and Office of Economic
16 Development programs pursuant to Chapter 55 and Chapter
17 26, respectively;
- 18 (4) Housing and Community Development Division programs
19 pursuant to Chapter 34, Part 2; and
- 20 (5) Social Services Division programs pursuant to Chapter 28,
21 Part 5.

22 In addition, programs, services and initiatives receiving an
23 Eastside Grants Program grant will be ineligible to receive
24 funding for the same program, service or initiative through any
25 other City program, including but not limited to those listed
26 above.

27 (b) *Eligible Programs and Initiatives.* In order to be eligible to
28 apply for or receive an Eastside Grants Program grant, a
29 requesting organization must meet the following qualifications:

1 (1) All requesting organizations must operate programs that
2 tangibly affect and improve the Eastside community in
3 accordance with the applicable funded category.

4 (2) The requesting organization must perform or operate
5 programs, services or initiatives in Duval County, Florida.
6 Grant funds awarded pursuant to this Part shall be used
7 solely to serve residents of the Eastside within Duval
8 County and all expenditures of grant funds shall be in
9 compliance with the obligations set forth in Chapter 118,
10 Parts 1 - 5, of this Chapter.

11 (c) *Eligibility Documents.* Notwithstanding the prohibition in
12 subsection (a) above, a requesting organization shall include
13 the following eligibility documents listed in subsections (1)-
14 (5) below, as applicable (collectively, the "Eligibility
15 Documents") in its grant application submittal. If a requesting
16 organization fails to include the Eligibility Documents in the
17 form and manner prescribed below, the requesting organization
18 shall be ineligible to apply for an Eastside Grants Program
19 grant and such requesting organization's application shall not
20 be reviewed and evaluated by the Committee. The Eligibility
21 Documents are as follows:

22 (1) A copy of a good standing certificate issued within the
23 last 12 months by the Florida Division of Corporations
24 evidencing that the requesting organization is in good
25 standing and has been in existence for three years prior
26 to the Eastside Grants Program grant application deadline;
27 and

28 (2) Either:

29 a. A copy of the requesting organization's current
30 Charitable Solicitation Permit issued by the State of

1 Florida evidencing that the requesting organization is
2 current on state charitable permitting fees; or

3 b. A state letter of exemption indicating that the
4 organization is exempt pursuant to Section 496.406(3),
5 *Florida Statutes*; and

6 (3) The following financial information as applicable:

7 a. Copies of the requesting organization's fiscal balance
8 sheets and statements of income and expenses for the
9 last two fiscal years of the requesting organization;
10 and

11 b. Copies of the requesting organization's completed and
12 filed federal tax returns for the last three tax years;
13 or

14 c. Organizations exempt from filing federal tax returns
15 shall file:

16 i. IRS certification of exemption; and

17 ii. Copies of audit reports for the last three
18 years. Audit reports shall be conducted in
19 accordance with both GAAS and Government
20 Auditing Standards (GAS) issued by the
21 Comptroller General of the United States, and if
22 applicable the provisions of the Office of
23 Management and Budget Circular A-133 "Audits of
24 States, Local Governments and Non-Profit
25 Organizations" made by a certified public
26 accountant; or

27 iii. For organizations that do not have the required
28 audit reports listed in (ii) above, the
29 organization must submit its financial
30 information in form and substance reasonably
31 acceptable to the Finance Department. The form

1 shall be identified by the department prior to
2 the commencement of the application cycle and be
3 uniform for all organizations completing the
4 form.

5 d. If the organization does not have the financial
6 information requested in subsections (3)a–c above, then
7 the organization must submit its financial information
8 in form and substance reasonably acceptable to the
9 Finance Department. The form shall be identified by the
10 department prior to the commencement of the application
11 cycle and be uniform for all organizations completing
12 the form.

13 (4) A copy of the completed Mandatory Application Workshop
14 certificate issued by the Manager evidencing the requesting
15 organization's compliance with the Mandatory Application
16 Workshop pursuant to Section 118.908 herein; and

17 (5) An original and accurate affidavit as verified by the
18 Manager, in the form provided by the Office of General
19 Counsel, executed by the requesting organization's
20 executive director, chief executive or operating officer,
21 president, vice president or board chairman certifying
22 that:

23 a. The requesting organization's program, service or
24 initiative will be operated in Duval County, Florida and
25 serve the people of the City within the Eastside;

26 b. The requesting organization's program, service or
27 initiative will serve an Eastside Grants Program funded
28 category for the grant application cycle in which the
29 requesting organization is applying for a grant;

30 c. The requesting organization's program, service or
31 initiative is not receiving funding from any of the City

1 programs listed in Section 118.910(a) for the fiscal
2 year in which the requesting organization is applying;

3 d. The requesting organization's appropriation request for
4 multiple or single programs, services or initiatives
5 does not exceed in the aggregate 24 percent of the
6 requesting organization's annual revenue (as shown on
7 filed tax returns) averaged over the previous three tax
8 years;

9 e. The requesting organization is in compliance with the
10 terms of all existing City agreements in which the
11 requesting organization is a party; and

12 f. The requesting organization is in compliance with all
13 applicable federal, state, and local laws, rules,
14 regulations and ordinances, as the same may exist and
15 may be amended from time to time.

16 (c) *Eligibility Notification.* The Manager shall notify requesting
17 organizations in writing within three business days of the
18 Manager's decision to deem a requesting organization eligible
19 or ineligible to apply for an Eastside Grants Program grant. In
20 those instances where a requesting organization is deemed
21 ineligible, such notice shall specify the reasons for the
22 requesting organization's ineligibility and information
23 regarding the appeals procedure set forth in Section 118.915.
24 The Committee shall be informed by the Manager of the requesting
25 organizations deemed to be ineligible pursuant to this Section
26 at the earliest Committee meeting following the Manager's
27 determination.

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

31 **Sec. 118.911. - Application Requirements.**

1 (a) *Application Deadline.* A requesting organization may submit an
2 Eastside Grants Program grant application after the date that
3 the City Council approves the percentage of funds allocated to
4 each Eastside Grants Program funded category pursuant to this
5 Part, but no later than July 1 of each fiscal year, with the
6 exception that applications for the initial Eastside Grants
7 Program grant cycle (Fiscal Year 2025-2026) shall be due no
8 later than **March 30, 2026**. Applications may be submitted in
9 person or electronically as prescribed by the Manager.

10 (b) *Application Contents.* Each application for an Eastside Grants
11 Program grant submitted by a requesting organization pursuant
12 to this Part shall contain the following information:

13 (1) The Eligibility Documents pursuant to Section 118.910.

14 (2) A Cover Page containing the following information:

15 a. Name of the requesting organization;

16 b. Name of the program, service or initiative;

17 c. The Eastside Grants Program funded category that the
18 program, service or initiative will serve;

19 d. Amount of the appropriation request;

20 e. The fiscal year for which the requesting organization
21 is submitting an appropriation request;

22 f. The following certification executed (electronically or
23 manually) by the executive director, chief executive or
24 operating officer, president, vice president or board
25 chairman in the form below:

26 "I, name/title, hereby certify that the information
27 and representations contained in this fiscal year
28 _____ Eastside Grants Program grant application is
29 true and correct."

30 By: _____

31 Print Name/Title: _____

1 program, service or initiative as well as how the program,
2 service or initiative will be sustained in future years
3 (maximum three pages).

4 (7) A section entitled "Operating Budget and Budget Narrative"
5 which lists all line-item expenses and revenues to operate
6 the program, service or initiative during the fiscal year
7 and contains a brief description of each line item expense.
8 The expenses and revenues must balance (maximum two pages,
9 not including the approved form).

10 (8) A section entitled "Program/Service/Initiative Impact and
11 Effectiveness" containing a description of: (i) the
12 program, service or initiative's goals and objectives and
13 how attainment of the goals and objectives will be
14 measured; (ii) the program, service or initiative's
15 achievements during the year immediately preceding the
16 application or, for new programs, services or initiatives,
17 a description of national studies, qualitative measures,
18 best practices and successes of similar programs, services
19 or initiatives, citing the sources and national standards
20 relied upon for this information; (iii) the projected
21 program/service/initiative impact on the Eastside Grants
22 Program funded category and the anticipated number of
23 people or area of Eastside to be served by the program,
24 service or initiative; and (iv) a listing of each
25 noncompliance incident within the past three years that
26 has resulted in the requesting organization being placed
27 on the Council Auditor's Chapter 118 noncompliance list.
28 Such list shall set forth with respect to each
29 noncompliance incident: (a) the noncompliance dates (e.g.,
30 the start date and end date), and (b) an explanation for
31 the noncompliance (maximum four pages, not including the

1 information required in item (iv) above).

2 (c) *Application Format.* The application shall have one-inch margins
3 and contain no more than 16 single-sided, double-spaced 8½ inch
4 by 11 inch pages. The font style shall be Times New Roman or
5 Arial with a minimum font size of 11 points and a maximum font
6 size of 12. The Cover Page and Eligibility Documents will not
7 be counted as part of the 16-page limit. The Eligibility
8 Documents may be included as appendices. The Committee may
9 create a form application consistent with the requirements of
10 this Part, provided that the Committee may not add to or remove
11 any of the application contents prescribed in subsection (b)
12 above without City Council approval. Eastside Grants Program
13 grant applications submitted electronically shall approximate
14 the format required in this subsection (c) to the greatest extent
15 possible.

16 (d) *Interviews.* The Committee may, in its sole discretion, conduct
17 interviews of requesting organizations in a funding category
18 regarding their respective Eastside Grants Program grant
19 applications. If the Committee elects to interview one
20 requesting organization in a funded category, the Committee
21 shall also interview the other requesting organizations in said
22 funded category. Any interviews conducted by the Committee
23 pursuant to this subsection shall be after the grant application
24 deadline but prior to October 1, with the exception that the
25 Committee may conduct such interviews through May 31, 2026, for
26 the first cycle of grant applications for Fiscal Year 2025-2026.
27 The Committee shall notify the requesting organization of the
28 place and time of the interviews. Such interviews shall be
29 conducted pursuant to Florida's open meetings laws and for the
30 sole purpose of the requesting organization verbally explaining,
31 clarifying or justifying to the Committee any information

1 contained in the requesting organization's application. A
2 requesting organization shall not add any new written
3 information or materials to its application, or present any new
4 written information or materials to the Committee regarding its
5 application, during such interviews.

6 (e) *Certain Communications Prohibited During the Application Scoring*
7 *Period.* During the Application Scoring Period, a requesting
8 organization shall be prohibited from communicating with
9 Committee members, the Manager, and other City employees
10 involved in the Eastside Grants Program grants process regarding
11 an application submitted by such organization pursuant to this
12 Part. For purposes of this Section, the "Application Scoring
13 Period" shall mean the period each fiscal year commencing on the
14 day immediately following the Committee application deadline in
15 Section 118.911 and ending on the day that the Manager has
16 received the scoring for all eligible applications pursuant to
17 Section 118.912. This prohibition also includes communications
18 by a requesting organization with the City's Office of General
19 Counsel unless the Manager has authorized such communications
20 in advance. This prohibition shall not apply to the following
21 communications:

- 22 (1) Communications to the Manager regarding matters of process
23 or procedure contained in this Part, including, but not
24 limited to, the grant appeals procedure in Section 118.915;
- 25 (2) Communications during any publicly noticed meeting under
26 Chapter 286, *Florida Statutes*, including, but not limited
27 to, Committee meetings and subcommittee meetings; and
- 28 (3) Communications that are necessary and solely related to
29 the ordinary course of business concerning a requesting
30 organization's existing Eastside Grants Program grant
31 contract(s), if any.

1 (f) *Disqualification; Notification.* If a requesting organization's
2 application fails to include the items and section headings
3 specified in this Section 118.911, or fails to meet the format
4 requirements of subsection 118.911(c) above, such application
5 shall not be considered and reviewed by the Committee. As long
6 as an application contains the required section headings
7 outlined above, together with some information describing the
8 same, and is properly formatted, such application shall be
9 deemed to have complied with the requirements of this Section.
10 Failure by a requesting organization to provide adequate
11 information under each required section may result in a lower
12 application score and ranking.

13 The Manager shall notify requesting organizations, in
14 writing, within three business days of the Manager's decision
15 to qualify or disqualify such requesting organization's
16 application from consideration and review by the Committee. Such
17 notice shall specify the reasons for the disqualification and
18 the requesting organization's right to appeal the decision
19 pursuant to the procedures set forth in Section 118.915. The
20 Manager shall inform the Committee of the requesting
21 organizations deemed by the Manager to be disqualified pursuant
22 to this Section at the earliest Committee meeting following the
23 Manager's determination.

24 **Sec. 118.912. - Review, Evaluation and Scoring of Applications by**
25 **Committee.**

26 (a) *Scoring Committees; Deadline.* The Committee may create a scoring
27 subcommittee for each Eastside Grants Program funded category
28 and all grant applications belonging to such category shall be
29 reviewed, scored and evaluated by said scoring subcommittee,
30 provided however that no application shall be scored by fewer
31 than three members of the Committee. Members may be assigned by

1 the Chair to more than one scoring subcommittee established for
2 a given category; however, the same group of members (three or
3 more) assigned to a scoring subcommittee must score each
4 application assigned to the subcommittee for review. If a member
5 is unable to review, score and evaluate all of the applications
6 assigned to a scoring subcommittee, the Chair shall assign a new
7 member to replace such member. The score sheets for any
8 application completed by any such replaced member shall not be
9 used and the new assigned member shall independently review,
10 evaluate and score the applications assigned to such scoring
11 subcommittee. In the event that the Committee membership is less
12 than five members, all members of the Committee shall be required
13 to score each grant application. Members shall review, score and
14 evaluate applications and forward completed score sheets for each
15 application to the Manager on or before October 1 of each year
16 with the exception that the score sheets for the first round of
17 grant applications for Fiscal Year 2025-2026 shall be completed
18 and submitted to the Manager on or before July 1, 2026.

- 19 (b) *Scoring and Rankings.* A score sheet containing the evaluation
20 criteria, together with the maximum points assigned to each
21 criterion pursuant to Section 118.912(c) below, shall be used
22 to evaluate applications. Each member shall record the scores
23 given to each criterion on the score sheet. The score sheet
24 shall be retained by the Manager and made available for review
25 as public record at such time that the scoring for all eligible
26 applications is completed. City staff shall not score
27 applications nor provide scoring suggestions to members of the
28 Committee. The Manager shall rank each application belonging to
29 an Eastside Grants Program funded category from highest to
30 lowest (e.g., first, second, third, etc.) based on the average
31 of the scores contained on the score sheets for each application.

1 Upon determining the average score for each application, the
2 Manager shall discard any individual application score that is
3 20 points more or less than such average score and recalculate
4 the average score for said application based on the remaining
5 scores. An application must have an average score of 70 points
6 or more to be awarded grant funds pursuant to this Part. The
7 Committee shall establish a uniform procedure for breaking tied
8 scores.

9 (c) *Evaluation Criteria.* The Committee shall evaluate and score
10 Sections 118.911(b) (3)-(8) of each Eastside Grants Program grant
11 application based upon the following evaluation criteria and
12 maximum assigned points to each criterion:

- 13 (1) Quality of the program, service or initiative (maximum 20
14 points);
- 15 (2) Strength of staff and board (maximum five points);
- 16 (3) Requesting organization's ability to administratively
17 manage the program, service or initiative and budget
18 (maximum ten points);
- 19 (4) Need for the program, service or initiative within the
20 applicable funded category and the Eastside (maximum 15
21 points);
- 22 (5) Impact of the program, service or initiative (maximum 15
23 points) on the applicable funded category and the Eastside;
- 24 (6) Accuracy and appropriateness of the program, service or
25 initiative budget (maximum 15 points);
- 26 (7) Ability of the requesting organization to perform and/or
27 complete the program, service or initiative, as applicable
28 (maximum 15 points); and
- 29 (8) Ability of the proposed measures to evaluate the
30 effectiveness of the program, service or initiative
31 (maximum five points).

1 (d) *Tentative Adoption of Rankings by Committee.* The Committee
2 shall announce the rankings for each application belonging to
3 an Eastside Grants Program funded category at a meeting in the
4 first full week of October of each year and adopt a tentative
5 ranking and funding allocation list. For the Fiscal Year 2025-
6 2026 grant cycle, the Committee shall announce the rankings for
7 each application belonging to an Eastside Grants Program funded
8 category at a meeting in the first full week of **November**. Copies
9 of each requesting organization's completed score sheets,
10 together with any other supporting information or justification
11 from the application scorer regarding the application score,
12 shall be made available to requesting organizations at such
13 meeting. A requesting organization will also be notified in
14 writing by the Manager of its application score and ranking. A
15 requesting organization may appeal a score sheet or ranking
16 decision made pursuant to this Part through the appeals
17 procedure set forth in Section 118-915.

18 **Sec. 118.913. - Funding Allocations by Committee; Grant Award**
19 **Limitations.**

20 (a) *Limitations on Grant Awards.* Individual grants within each
21 Eastside Grants Program funded category shall be based on the
22 high score model for funding purposes. The high score model
23 shall award 100 percent of requested funding for the highest-
24 ranked score up to the maximum amount of \$250,000. The next
25 highest-ranked score shall be awarded 100 percent of the
26 requested funding up to \$250,000 and so on until the funds are
27 exhausted.

28 (b) *Final Funding Allocations.* After the City Council adopts the
29 annual budget ordinance and on November 1 of each year, the
30 Committee shall allocate funding to requesting organizations
31 based on the application scoring and rankings pursuant to this

1 Part in an amount not to exceed the appropriation for Eastside
2 Grants Program grants contained in the annual budget ordinance
3 with the exception that the Committee shall allocate funding for
4 Fiscal Year 2025-2026 grant cycle on or before December 1, 2026.
5 The Committee's final funding allocations shall be adopted by
6 the Committee at a public meeting following the tentative
7 adoption required in Section 118.912(d) and the appeals
8 procedures outlined in Section 118.915. Upon final adoption of
9 the funding allocations by the Committee, the Eastside Grants
10 Program grant recipients shall execute an agreement between the
11 recipient and the City in accordance with Section 118.201,
12 Ordinance Code. The Committee shall forward a complete list of
13 Eastside Grant Program grant recipients and funding allocations
14 to the Council Auditor's Office, the Office of the Mayor, the
15 City Council and the Director of the Finance Department.

16 **Sec. 119.914. - Amendments to Eastside Grants Program Grant Budgets**
17 **by Recipients; Approval by Manager.**

18 The Manager may approve budget changes to a recipient's Eastside
19 Grants Program grant agreement so long as such budget changes are
20 within ten percent of approved budget line items contained in the
21 recipient's Eastside Grants Program grant application.

22 **Sec. 118.915. - Eastside Grants Program Grant Appeals Board; Appeals**
23 **Procedure.**

24 (a) *Appeals Board Responsibility; Composition.* The Eastside Grants
25 Program Grants Appeals Board (the "Appeals Board") shall hear
26 and make final determinations on all appeals made by requesting
27 organizations pursuant to this Section. The Appeals Board shall
28 consist of three members: (i) the Chair of Committee, (ii) the
29 Manager, and (iii) the Chief of Procurement, or his or her
30 designee. The Manager shall be the Chair of the Appeals Board.

1 (b) *Notice of Meetings; Standard of Review.* All meetings of the
2 Appeals Board shall be quasi-judicial, noticed and open to the
3 public. The standard of review for the Appeals Board shall be
4 *de novo* as to the specific matters contained in the requesting
5 organization's Notice of Appeal.

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

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

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

20 (3) A minor irregularity in the application contents or
21 requirements which (i) is not prohibited under Section
22 118.911; (ii) adversely impacts a requesting
23 organization's eligibility or application score and
24 ranking; and (iii) will not result in an unfair competitive
25 advantage to the requesting organization if such
26 irregularity is waived;

27 (4) An error made by the Manager in the eligibility
28 determination or disqualification of a requesting
29 organization's application from consideration pursuant to
30 Sections 118.910 and 118.911, respectively; and

31 (5) A determination made by the Manager that a requesting

organization's application is ineligible or disqualified due to such organization being on the Council Auditor's Chapter 118 noncompliance list.

- (d) *Appeals Deadline; Contents; Procedures.* A requesting organization shall have five business days from the decision date of the Committee or Manager, as applicable, to deem a requesting organization ineligible to apply for an Eastside Grants Program grant under Section 118.910, disqualify an application under Section 118.911 or tentative funding allocation under Section 118.912 to file a Notice of Appeal. The Notice of Appeal shall be addressed to the Manager and must:
- (1) Identify one or more of the stated reasons in Section 118.915(c) above for the appeal and include any supporting documentation or information evidencing the same;
 - (2) State the timeliness of the appeal; and
 - (3) State the amount of the requesting organization's application grant request and the Committee's tentative funding allocation.

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

- (e) *Remedy.* Any appeals filed under Sections 118.915(c)(4) and (5) above and granted in favor of the requesting organization by the Appeals Board shall be immediately allowed into the grant review and evaluation process and the Chair shall assign such application to the Committee or scoring subcommittee for review, as applicable. In instances where the Committee must make

adjustments to tentative funding allocations based on the appeal outcome, the Chair shall call a special meeting of the Committee to make adjustments to the tentative funding allocations and adopt final funding allocations pursuant to this Part.

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

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

Sec. 118.916. - Dates and Times.

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

Section 3. Severability. The provisions of this Ordinance, including sections and subsections within the Ordinance, are intended to be severable and if any provision is declared invalid or unenforceable by a court of competent jurisdiction, such provision shall be severed and the remainder shall continue in full force and effect, with the Ordinance being deemed amended to the least degree legally permissible.

Section 4. Codification Instructions. The Codifier and the Office of General Counsel are authorized to make all chapter and division "table of contents" consistent with the changes set forth herein. Such editorial changes and any other necessary to make the *Ordinance Code* consistent with the intent of this legislation are approved and directed herein, and the changes to the *Ordinance Code* shall be made forthwith and when inconsistencies are discovered.

Section 5. Effective Date. This Ordinance shall become

1 effective upon signature by the Mayor or upon becoming effective
2 without the Mayor's signature.

3
4 Form Approved:

5
6 _____

7 Office of General Counsel

8 Legislation Prepared By: Mary E. Staffopoulos

9 GC-#1716121-v1-Eastside_Grants_Program_-_Opioid_Model.docx

DRAFT