

## LEGISLATIVE FACT SHEET

DATE: April 18, 2018

BT or RC No: \_\_\_\_\_  
(Administration & City Council Bills)

SPONSOR: Finance and Administration  
(Department/Division/Agency/Council Member)

Contact for all inquiries and presentation Office of Grant and Contract Compliance

Provide Name: Damian Cook

Contact Number: 255-8742

Email Address: damianc@coj.net

PURPOSE: White Paper (Explain Why this legislation is necessary? Provide; Who, What, When, Where, How and the Impact.) Council Research will complete this form for Council introduced legislation and the Administration is responsible for all other legislation. (Minimum of 350 words - Maximum of 1 page.)

During the later hours of the budget process, exhibit 2 was approved to award Jacksonville Area Legal Aid (JALA) \$266,000, which represented a shortfall created by the reduced collections from the Interest on Lawyers Trust Accounts (IOLTA). The exhibit that was passed stated, "These one-time funds shall be used to assist in the design of a state-wide 'Veteran's Helpline' similar to the OAA-funded Elder Helpline already in existence in Florida and other related legal issues for an approved low income veteran population. The contract shall be drafted in compliance with Chapter 118 (Public Service Grants), Ordinance Code, and shall be divided into four (4) payments and made contemporaneously with the JALA Article V payments."

After discussions between the Office of General Counsel (OGC), JALA, and this office, OGC determined that an amendment to 2017-504 is needed to correct the language stated above. The amended language should state:

The City appropriates a one-time Fiscal Year 2017-2018 supplement of \$266,000.00 which represents a shortfall created by the reduced collections from IOLTA sources. These one-time funds shall be used to assist in JALA mission-related activities to include: (1) Community Education & Outreach; (2) Intake; (3) Advice & Consulting; (4) Full Representation, Limited Service, or Self-Help; and (5) Referral. The contract shall be drafted in compliance with Chapter 118 (Public Service Grants), Ordinance Code with an effective date of October 1, 2017, and shall be divided into two payments.

Please contact Mr. Damian Cook, Grant Administrator in the Office of Grants and Compliance. Thank you for your consideration in this matter.

APPROPRIATION: Total Amount Appropriated 266,000 as follows:

List the source name and provide Object and Subobject Numbers for each category listed below:

(Name of Fund as it will appear in title of legislation)

Name of Federal Funding Source(s)	From: _____	Amount: _____
	To: _____	Amount: _____

Name of State Funding Source(s)	From: _____	Amount: _____
	To: _____	Amount: _____

Name of City of Jacksonville	From: JXMS011JALA-08201	Amount: \$266,000.00
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Funding Source(s):	To: JXMSΦ11JALA - Φ82Φ1	Amount: \$ 266,000. <sup>00</sup>
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Name of In-Kind Contribution(s):	From:	Amount: _____
	To:	Amount: _____

Name & Number of Bond Account(s):	From:	Amount: _____
	To:	Amount: _____

**PLAIN LANGUAGE OF APPROPRIATION / FINANCIAL IMPACT / OTHER:**

Explain: Where are the funds coming from, going to, how will the funds be used? Does the funding require a match? Is the funding for a specific time frame? Will there be an ongoing maintenance? ... and staffing obligation? Per Chapters 122 & 106 regarding funding of anticipated post-construction operation costs.

(Minimum of 350 words - Maximum of 1 page.)

The funding for this legislation will stay in the listed account. The legislation is necessary allow funding to remain in Duval County. The design of a state-wide "Veteran's Helpline" is a project out of Hillsborough County in which JALA is not invovied. The funds represent a shortfall created by the reduced collections from IOLTA sources. These one-time funds shall be used to assist in JALA mission-related activities to include: (1) Community Education & Outreach; (2) Intake; (3) Advice & Consulting; (4) Full Representation, Limited Service, or Self-Help; and (5) Referral. The contract shall be drafted in compliance with Chapter 118 (Public Service Grants), Ordinance Code with an effective date of October 1, 2017, and shall be divided into two payments.

**ACTION ITEMS: Purpose / Check List.** If "Yes" please provide detail by attaching justification, and code provisions for each.

**ACTION ITEMS:**

	Yes	No	
Emergency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Justification of Emergency: If yes, explanation must include detailed nature of emergency.
			<input type="text"/>
Federal or State Mandate?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Explanation: If yes, explanation must include detailed nature of mandate including Statute or Provision.
			<input type="text"/>

Fiscal Year Carryover?

Note: If yes, note must include explanation of all-year subfund carryover language.

CIP Amendment?

Attachment: If yes, attach appropriate CIP form(s). Include justification for mid-year amendment.

Contract / Agreement Approval?

Attachment & Explanation: If yes, attach the Contract / Agreement and name of Department (and contact name) that will provide oversight. Indicate if negotiations are on-going and with whom. Has OGC reviewed / drafted?

OGC is aware of this proposed amendment

Related RC/BT?

Attachment: If yes, attach appropriate RC/BT form(s).

Waiver of Code?

Code Reference: If yes, identify code section(s) in box below and provide detailed explanation (including impacts) within white paper.

No other waiver is necessary beside carryover authorization.

Code Exception?

Code Reference: If yes, identify code in box below and provide detailed explanation (including impacts) within white paper.

Related Enacted Ordinances?

Code Reference: If yes, identify related code section(s) and ordinance reference number in the box below and provide detailed explanation and any changes necessary within white paper.

**ACTION ITEMS CONTINUED: Purpose / Check List. If "Yes" please provide detail by attaching justification, and code provisions for each.**

**ACTION ITEMS:** Yes No

Continuation of Grant?

Explanation: How will the funds be used? Does the funding require a match? Is the funding for a specific time frame and/or multi-year? If multi-year, note year of grant? Are there long-term implications for the General Fund?

One-time funding

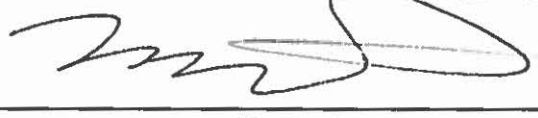
Surplus Property Certification?

Attachment: If yes, attach appropriate form(s).

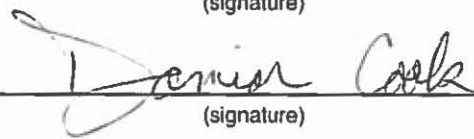
Reporting Requirements?

Explanation: List agencies (including City Council / Auditor) to receive reports and frequency of reports, including when reports are due. Provide Department (include contact name and telephone number) responsible for

These funds will be governed under Chapter 118 parts 1-5.

Division Chief:   
(signature)

Date: 4/26/18

Prepared By:   
(signature)

Date: 4/26/18

**ADMINISTRATIVE TRANSMITTAL**

To: MBRC, c/o Roselyn Chall, Budget Office, St. James Suite 325

Thru: Michael Weinstein, Director of Finance and Administration

(Name, Job Title, Department)

Phone: 630-7660

E-mail: mweinstein@coj.net

From: Damian Cook, Grant Administrator, Finance and Administration

Initiating Department Representative (Name, Job Title, Department)

Phone: 255-8742

E-mail: Damianc@coj.net

Primary Contact: John Snyder, Human Services Planner III, Finance and Administration

(Name, Job Title, Department)

Phone: 255-8202

E-mail: jsnyder@coj.net

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: akshelton@coj.net

**COUNCIL MEMBER / INDEPENDENT AGENCY / CONSTITUTIONAL OFFICER TRANSMITTAL**

To: Peggy Sidman, Office of General Counsel, St. James Suite 480

Phone: 904-630-4647

E-mail: psidman@coj.net

From: Damian Cook, Grant Administrator, Finance and Administration

Initiating Council Member / Independent Agency / Constitutional Officer

Phone: 255-8742

E-mail: damianc@coj.net

Primary Contact: John Snyder, Human Services Planner III, Finance and Administration

(Name, Job Title, Department)

Phone: 255-8202

E-mail: jsnyder@coj.net

CC: Allison Korman Shelton, Director of Intergovernmental Affairs, Office of the Mayor

904-630-1825 E-mail: akshelton@coj.net

Legislation from Independent Agencies requires a resolution from the Independent Agency Board approving the legislation.

Independent Agency Action Item: Yes No

Boards Action / Resolution?

Attachment: If yes, attach appropriate documentation. If no, when is board action scheduled?

**FACT SHEET IS REQUIRED BEFORE LEGISLATION IS INTRODUCED**