



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

PUBLIC SERVICE GRANT (PSG) COUNCIL MEETING AGENDA

Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 851

July 11, 2018 – 2:00 PM

Chair: Lara Diettrich

Vice-Chair: Jackie Perry

- I. Welcome & Introduction of PSG Council Members – Ms. Diettrich**
- II. Approval of PSG Council Meeting Minutes – Ms. Diettrich**
- III. Budget Sub-Committee – Ms. Mixon**
- IV. Priority Population Sub-Committee – Dr. Turner**
- V. Rules Sub-Committee – Ms. Jackson**
- VI. Login to Amplifund & Scoring Process – Mr. Snyder**
- VII. Review, scoring and evaluation of Public Service Grant applications- Mr. Snyder**
- VIII. Ethics, public records & open meetings laws for PSG Council members- Ms. Stockwell**
- IX. Priority Population recommendations- Mr. Snyder**
- X. Eligibility qualifications & Appeals for Public Service Grants-Mr. Snyder**
- XI. Public Service Grant application requirements- Mr. Snyder**



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- XII. Limitations on funding allocations-Mr. Snyder**
- XIII. Budget Amendments, & Disallowable Cost**
- XIV. Evaluation & Norming of Sample PSG Application**
- XV. Open Discussion**
- XVI. Public Comment***(Please fill out a card if you wish to speak on a topic that isn't on the agenda)*
- XVII. Adjourn**
- XVIII. Next Meeting Date – August 8, 2018**



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City of Jacksonville, Florida

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**PUBLIC SERVICE GRANT (PSG) COUNCIL
MEETING MINUTES**
Ed Ball Building, 214 N. Hogan, 8TH Floor, Room 825
June 13, 2018- 2:00 PM
PSG Chair: Lara Diettrich
Vice-Chair: Jackie Perry

Committee Meeting Attendance			
X	Lara Diettrich-Chair	X	Tameiko Grant
X	Jackie Perry-Vice Chair	X	Sherry Jackson
X	Dr. Stephen Baker	X	Beth Mixson
X	Bob Baldwin	X	Ann Mackey
E	Chris Warren		
X	Dr. Marcie Turner		

Quorum Present: Yes

Staff: Kristen Hill, Grants & Compliance Office

Sandra Stockwell, OGC

Joyce Morgan, City Council Member District 1

- I. **Welcome & Introduction of PSG Council Members - Ms. Diettrich**
Ms. Diettrich called the meeting to order at 2:07 PM. The meeting began with introduction from members and staff. Ms. Diettrich listed the items in members handouts.
- II. **Approval of PSG Council Meeting Minutes - Ms. Diettrich**
Ms. Diettrich asked for approval of the minutes from the April 11th meeting. Dr. Turner motioned to approve the minutes. Ms. Mixson seconded the motion. **The motion passed unanimously** with the noted changes.
- III. **Budget Sub-Committee - Ms. Mixson**
Ms. Mixson indicated that no meeting has taken place.
- IV. **Priority Population Sub-Committee - Dr. Turner**
Dr. Turner talked about the meeting of June 7th and that members discussed about the need for updates from community agency funders. Member decided that they would like this meeting to be in November.



Ms. Perry added that this should be the scope of the needs assessment which is being addressed in the workshop having an external provider take the data, reports, handouts, etc. that is presented at this meeting and compile it into a recommendation(s) for Priority Populations. The funding for this needs assessment would come from left over PSG funds from the prior year. **All members of the sub-committee vote in favor of this motion.**

Ms. Dietrich mentioned that this is what they are working on in the Workshop and asked OGC if during the "Black-Out Period" they would have to suspend these workshops? Ms. Stockwell indicated that since these meeting would be noticed and minutes taken then they are in the Sunshine. Mr. Baldwin asked if they could have a set scheduled day for the meetings.

V. Rules Sub-Committee – Ms. Jackson

Ms. Jackson indicated that she did have an opportunity to meet with Mr. Snyder and went over the Rules Sub-Committee history. Ms. Jackson added that it is important that she add at least one more member since there are currently only three people on this committee; Dr. Baker, Ms. Mixson, & herself. Ms. Perry asked to move from Budget to Rules, and Ms. Mackey indicated that she would join Rules. (The updated Committee Roster is attached)

VI. Non-Profit Center Workshop #3-Ms. Dietrich

Ms. Dietrich went over the Non-Profit Center Workshop Handout. She also spoke about the OGC handout regarding the purpose and history of the PSGC. She asked members to look it over for discussion at next meeting. Ms. Stockwell indicated that her office would be sending out the electric version of this with the hyperlinks to the legislation.

Ms. Dietrich pointed out that the comments on the sheets are from agencies and that they are not formal adopted policies of the PSGC. Ms. Dietrich asked that members look over these two handouts and be prepared to discuss what are mission should be, and have an understanding of history of PSGC.

Members asked if they could have a questionnaire regarding their use of AmpliFund and what they would like to see in a new product. Members discussed access to quarterly programmatic reports as well as application template.



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VII. Open Discussion -

Ms. Dietrich spoke about her meeting with the Mayor's Budget Review Committee (MBRC) indicating she spoke about all the accomplishments the PSGC has worked on this year as well as the need and purpose for increase funding.

C/M Morgan stated that she looks forward to the Budget process this year as well as working with this committee on how to present these left-over funds toward the needs assessment. She indicated that she will need as much information as possible regarding the scope so that the legislation is strong and can be effective.

Mr. Baldwin motioned that the PSGC voted to support C/M Morgan as PSGC Liaison for 2018/2019. Ms. Perry seconded the motion. **Motion passed unanimously.**

Members asked to have the norming/ scoring training at the July PSGC meeting. Members also asked about having the Non-Profit Workshop at the end of the regular PSGC meeting.

VIII. Public Comments-No comments from Public

IX. Next Meeting Date - July 11, 2018

X. Adjourn at 3:12 PM.

Recorder: John Snyder

Completed - 6/28/2018

An audio recording is available upon request



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PSG Council Committee Assignments

Rules Sub-Committee	
Ms. Sherry Jackson-Chair	
Dr. Stephen Baker	
Ms. Beth Mixson	
Ms. Jackie Perry	
Ms. Ann Mackey	

Priority Population Sub-Committee	
Dr. Marcie Turner-Chair	
Mr. Bob Baldwin	
Dr. Stephen Baker	
Ms. Jackie Perry	
Ms. Tameiko Grant	

Budget Sub-Committee	
Ms. Beth Mixson-Chair	
Dr. Marcie Turner	
Mr. Chris Warren	
Ms. Tameiko Grant	

2019 Public Service Grant Funding Allocation

Priority Population	Organization Name	Application Name	Appl Avg Score	Revised Avg Score	Final Score	Requested Amount	Funded Amount	Total Priority Population Funding
Adults with Physical, Behavioral, or Mental Disabilities	Jacksonville Area Legal Aid	COI FY 2019 PSG Application				\$146,924		\$463,187
	NE Office of Public Guardian, Inc.	COI FY 2019 PSG Application				\$46,163		
	WF School of Special Education	COI FY 2019 PSG Application				\$150,000		
	The Arc Jacksonville	Transition to Employment				\$150,000		
	Pine Castle	Employment Services				\$150,000		
	Jacksonville Area Legal Aid	COI FY 2019 PSG Application				\$149,504		
	I.M. Sulzbacher Center for the Homeless	COI FY 2019 PSG Application				\$150,000		
	Cara White Mission	Comprehensive Emergency Services				\$150,000		
	Ability Housing, Inc.	Permanent Supportive Housing Prg				\$96,500		
	Five STAR Veterans Center, Inc.	Passport to Independence				\$100,000		
Homeless Persons and Families	Youth Crisis Center	House of Hope				\$148,100		
	Farm Share, Inc.	Feeding Homeless Families				\$100,000		
	Changing Homeless, Inc.	COI FY 2019 PSG Application				\$44,985		
	Gateway Community Services	Hope for the Future				\$150,000		
	The Salvation Army of NEFL	TSA Center of Hope				\$150,000		
	Family Support Services of North Florida	Independent Living				\$150,000		
	Hubbard House	Emergency Shelter Program				\$150,000		
	United Way of Northeast Florida	211 Services				\$150,000		
	Jacksonville Area Sexual Minority Youth Network	COI FY 2019 PSG Application				\$150,000		
	Daniel Memorial	Young Adult Homeless Services				\$127,206		
Low-income Persons and Families	I.M. Sulzbacher Center for the Homeless	COI FY 2019 PSG Application				\$50,000		
	Family Foundations of Northeast Florida	Mental Health Counseling Services				\$120,000		
	United Way of Northeast Florida	RealSense Prosperity Campaign				\$150,000		
	Lutheran Social Services of NEFL	Community Food Pantry				\$117,206		
	Vision is Priceless	Eye Care for Low-income Adults				\$88,050		
	Volunteers in Medicine, Jacksonville, Inc.	Well Women's Program				\$78,049		
	Jacksonville Urban League	COI FY 2019 PSG Application				\$150,000		
	Farm Share, Inc.	Feeding Low-income Families				\$100,000		
	Jacksonville Speech & Hearing Center	Hearing Aid Assistance Program				\$150,000		
	Youth Crisis Center	Touchstone Village				\$120,000		
Low-income Persons and Families	Co Inner City	Co Inner City Jacksonville				\$96,456		
	Hubbard House	Outreach Program				\$44,995		
	Irish Family & Community Services	Emergency Financial Assistance				\$150,000		
	Feeding NEFL	Feeding Duval Nutrition Pack				\$150,000		
	The Salvation Army of NEFL	Hope Meal Ministry				\$150,000		
	NEFL Healthy Start	Magnolia Project Freedom Coach				\$150,000		
	Gateway Community Services	Trauma Assistance for Lasting Stability				\$150,000		
	Catholic Charities Bureau	Workforce Development				\$120,000		
	Beaches Emergency Assistance Ministry	Emergency Rent and Utility Program				\$74,291		
	Jacksonville Area Legal Aid	COI FY 2019 PSG Application				\$148,586		
NE Council, Inc., Boy Scouts of American	COI FY 2019 PSG Application				\$100,000			
Low-income, Elderly, and Homebound	We Care Jacksonville	Access to Specialty Medical Care Prg				\$150,000		
	Learn to Read	JAY READS				\$69,546		
	Family Support Services of North Florida	Kinship Caregiver Program				\$150,000		
	Feeding NEFL	Feeding Homebound Duval Seniors Nutrition Pack				\$150,000		
	Aging True Community Senior Services	Meal On Wheels				\$150,000		
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FY 2017 Public Service Grant Application Reviewer Training

July 13, 2016

Disclosure:

Today's session is being recorded.



Session Goal & Agenda

Session Goal: Familiarize application reviewers with the process of reviewing and scoring an application in AmpliFund

Agenda:

- **Activating Your AmpliFund Account**
 - Creating Your AmpliFund Password
 - Logging into AmpliFund and Accepting the Usage Terms
 - Logging out of AmpliFund
- **Reviewing & Scoring an Application**
 - Logging into AmpliFund
 - Accessing an Application
 - Reviewing an Application
 - Scoring an Application and Adding Comments
- **Additional Notes & Support Procedures**



Activating Your AmpliFund Account

Creating Your AmpliFund Password

The image shows a screenshot of an email and a password reset form. The email is from AmpliFund Administrator <no-reply@gotomygrants.com> and is addressed to P1-Reviewer5. The email content includes the AmpliFund logo and a message inviting the user to use AmpliFund as part of their organization. A yellow box highlights the instruction: "If you've never used AmpliFund, please use this link to set your password and login." Below the email content is a "Reset Password" form with fields for "New Password*" and "Confirm New Password*", along with "Cancel" and "Submit" buttons.

AmpliFund Login Information Inbox x

AmpliFund Administrator <no-reply@gotomygrants.com>
to me

AmpliFund
Grant Management

Dear P1-Reviewer5,
You have been invited to use AmpliFund as part of our organization. This is the product we use to help manage our grant-related activities.
If you've never used AmpliFund, please use this link to set your password and login.
If you are an existing user of AmpliFund, login using your current email address and password. To switch between organizations, use the dropdown in the top right of the screen.

Regards,
AmpliFund Administrator
MB Test Company

AmpliFund™ a Grant Management organizations to manage Grants. As services please visit [StreamLink Services](#)

Reset Password

New Password*

Confirm New Password*

Cancel Submit

To set your password:

1. Click the [link](#) in the AmpliFund Login Information email
2. In the Reset Password window, enter **New Password*** and **Confirm New Password***
3. Click the **Submit** button

Notes:

- The AmpliFund Login Information email will be sent from no-reply@gotomygrants.com.
- If you do not see the AmpliFund Login Information email in your Inbox, check your Spam / Junk folder.

Logging into AmpliFund and Accepting Usage Terms

AmpliFund

Login

Email streamlink.stf.testuser1+P1

Password |

Remember my email [Forgot your password?](#)

Login

To login and accept the usage terms:

1. Enter the **Password** you just created
2. Click the **Login** button
3. Review the usage terms agreement
4. Click the **I Accept** button located in the bottom left corner of the **Click-To-Proceed Agreement** window

Logging out of AmpliFund

The screenshot shows the AmpliFund user interface. At the top, there is a navigation bar with the AmpliFund logo and a user profile dropdown menu. The dropdown menu is open, showing options: "Pi Rivera's Test", "Account Information", "Change Password", "Message Center", "Support", "Terms and Conditions", and "Logout". The "Logout" option is highlighted with a yellow box. Below the navigation bar is a calendar for July 2016. A modal dialog box is overlaid on the calendar, titled "Logout" and containing the text "Are you sure you want to continue?". The dialog box has two buttons: "Logout" and "Cancel".

To log out:

1. Click the **drop-down arrow** next to your name in the top right corner of the AmpliFund menu options
2. Click **Logout**
3. In the **Logout** window that displays, click the **Logout** button to confirm that you want to log out



Application Reviewer Guide

Competitive Award Management for Reviewers

Contents

- 3 Application Reviewer Overview**
- 4 Competitive Award Management Process**
 - 4 Application Review Process
- 5 Application Review**
 - 5 How To Download an Application
 - 5 How To View Application Materials
 - 6 How To Review an Application
- 7 Application Scoring**
 - 7 How To Score an Application

Application Reviewer Overview

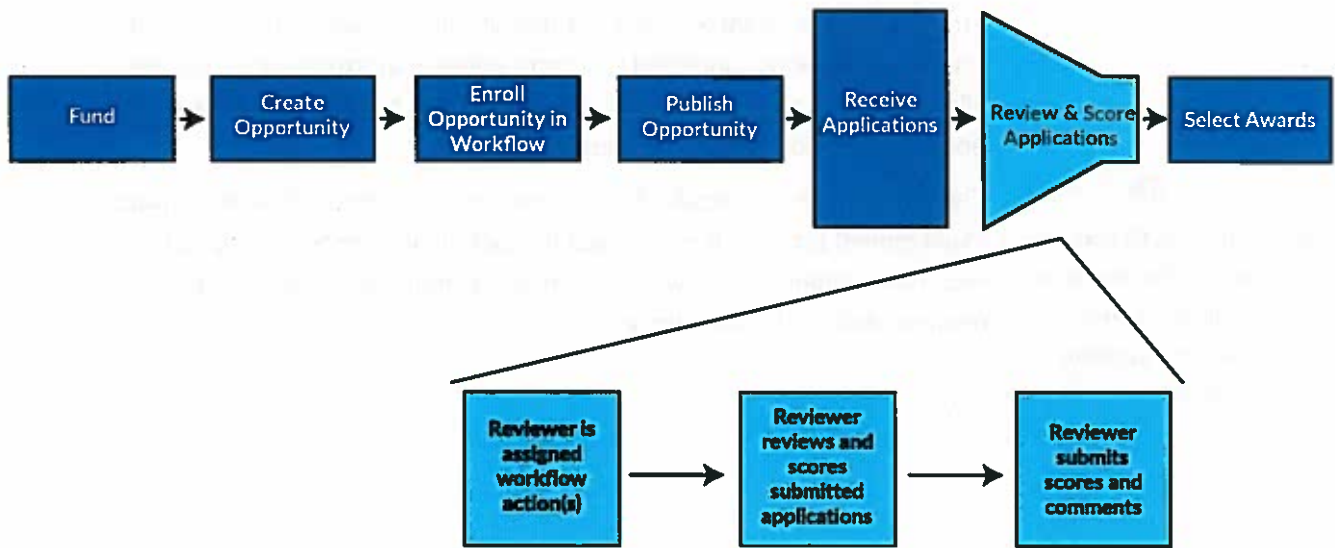
The *Competitive Award Management* module allows funders to solicit and review applications submitted to a competitive opportunity. The module allows users to create competitive opportunities, publish to applicant-facing portal, and evaluate submitted applications.

Note

This guide follows the Opportunity Application Review default workflow instance. Workflow actions may vary depending on your organization's settings.

This guide covers the application review portion of the competitive award management process. It is intended for users that have been assigned workflow actions to review and score applications. All actions will be documented in the Item History.

Competitive Award Management Process



Application Review Process


Icons


-  Print
-  Help
-  Download Application

Application Review

Users assigned the Review Application workflow action can review submitted applications enrolled in the Opportunity Application Review workflow instance.

How To Download an Application

Users can download an application and its materials using the  Application link at any time.

1. Open Award Management>Fund Opportunities.
2. Click an opportunity name.
3. Open the Applications tab.
4. Click an application name.
5. Click the  Application link below the *Icon Bar*.



How To View Application Materials

1. Open Award Management>Fund Opportunities.
2. Click an opportunity name.
3. Open the Applications tab.
4. Click an application name.
5. Open the Application Materials tab>Project Information to view basic information such as application name and total amount of award requested.
6. Open the Application Materials tab>Application Forms and click a form name to view applicant responses.

Name	Status
Project Description	Complete

7. Open the Application Materials tab>Budget to view applicant proposed budget. You can toggle between a detailed and quick view.



8. Open the **Application Materials** tab>**Performance Plan** to view applicant proposed performance plan.

How To Review an Application

Prerequisite: Application must be enrolled in the Opportunity Application Review workflow instance.

1. Open **Award Management>Fund Opportunities**.
2. Click an opportunity name.
3. Open the **Applications** tab.
4. Click an application name.
5. Open the **Workflow** tab>**Available Actions>Review Application**.



6. In the pop-up window, select if the applications passes your review in the **Pass Review** dropdown.



7. Add **Comments** (optional). These comments will be visible to users in your organization.
8. Add **Internal Comments** (optional). These comments will only be visible to you.
9. Click **Create**.

Icons

-  Print
-  Help
-  Download Application

Application Scoring

Users assigned the Score Application workflow action can review submitted applications enrolled in the Opportunity Application Review workflow. Users can submit their scores and comments for each section of the application.

How To Score an Application

Prerequisite: Application must be enrolled in the Opportunity Application Review workflow instance and the Scoring workflow queue.

The Score Application workflow action allows users to score and comment on application materials.

1. Open Award Management>Fund Opportunities.
2. Click an opportunity name.
3. Open the Applications tab.
4. Click an application name.
5. Open the Workflow tab>Available Actions>Score Application.



Application Forms

6. In the Application Forms section, click a form name.

Application Forms	
Drag a column header and drop it here to group by that column	
Name	Scored By You
Project Description	No

7. In the Score dropdown next to each field, select your score.



8. Add information in reviewer fields and upload reviewer files as necessary.
9. In the Final Comments section, add Final Comments (optional).
10. Click Save to save your progress or Submit to submit your score.
11. In the confirmation pop-up window, click Yes.

Budget

12. In the Total Proposed Budget by Category section, click Comment to add

comments.

13. In the *Final Comments* section, add **Final Comments**.

14. Click **Submit Comments**.

Performance Plan

15. In the *Proposed Performance Plan* section, click **Comment** to add comments.

16. In the *Final Comments* section, add **Final Comments**.

Note

Once you submit your scores and comments for each section of an application, your review is complete.

17. Click **Submit Comments**.

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 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)

Sec. 118.801. - Purpose.

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

(Ord. 2016-56-E, § 4)

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

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

(Ord. 2016-56-E, § 4)

Sec. 118.803. - Grants Administrator; Responsibilities.

- (a) *Staff Support; Mandatory Application Workshop.* The Grants Administrator and Grants Office shall provide staff support to the PSG Council and assist with the Annual Training Course required in Section 80.104(i). In addition, the Grants Administrator, or his or her designee, shall conduct a mandatory application workshop ("Mandatory Application Workshop") for requesting agencies within thirty (30) days following the effective date of the Priority Population or Priority Need legislation adopted by the City Council. In order for requesting agencies to be eligible to apply for a Public Service Grant, a requesting agency must attend and complete the Mandatory Application Workshop. The Mandatory Application Workshop shall be noticed to the public in the same manner in which PSG Council meetings are noticed. The Mandatory Application Workshop shall be conducted twice in May and a requesting agency may attend either workshop to meet the requirement under this Section.
- (b) *Courtesy Review of Application Checklist.* Annually from the effective date of the Priority Populations or Priority Needs established by the City Council for the upcoming fiscal year and until five business days prior to the grant application deadline (July 1), the Grants Administrator, or his or her designee, shall provide courtesy reviews of a requesting agency's application to confirm whether the application has complied with the eligibility and application requirements in

Sections 118.805 and 118.806. The Grants Administrator shall conduct courtesy reviews in person with the requesting agency upon request and appointments shall be scheduled on a first come, first serve basis.

- (c) *Annual Report to the City Council.* The Grants Administrator shall provide the PSG Council with assistance in providing the annual report required in Chapter 58, Ordinance Code.

(Ord. 2016-56-E, § 4)

Sec. 118.804. - Priority Populations or Needs.

- (a) *Annual Recommendations.* On or before March 1 of each year, the PSG Council shall assess the needs of the community and recommend to the City Council the Priority Populations or Priority Needs for the upcoming fiscal year and provide recommended changes, if any, to the assignment of points to the evaluation criterion in Section 118.807(c). By way of example only, a 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 Population 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 to the Population should be evaluated through the application. If only a specific service is required to meet an identified need, such need should be so listed and prioritized in the recommendation to City Council. The PSG Council's Priority Populations or Priority Needs recommendation shall include:
- (1) The reasons for selecting the Priority Populations or Priority Needs;
 - (2) The recommended percentage of funds appropriated by the City Council to be allocated to each Priority Population or Priority Need; and
 - (3) Whether the PSG Council shall award funding to requesting agencies under this Part via a Request for Proposal pursuant to Chapter 126, Ordinance Code or through the grant application process outlined in this Part; and
 - (4) Recommended changes, if any, to the assignment of points to the evaluation criterion in Section 118.807(c).

The PSG Council's reasons for selecting Priority Populations or Priority Needs may include, but not be limited to, recommendations, studies and reports from JCCI, the Non-Profit Center, Jessie Ball duPont Fund, Community Foundation, United Way, Disabled Services Council, the Health Planning Council of Northeast Florida and other organizations regarding the Priority Populations or Needs.

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

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

Sec. 118.805. - Eligibility to Apply for Public Service Grants.

- (a) *Certain Programs Ineligible.* A requesting agency's program shall be ineligible to receive a Public Service Grant if the requesting agency's program receives funding through another City program, including but not limited to, the programs listed below:
- (1) Cultural Service Grant Program pursuant to Chapter 118, Part 6;
 - (2) Arts in Public Places Program pursuant to Chapter 126, Part 9;
 - (3) Kids Hope Alliance program pursuant to Chapter 77;
 - (4) Downtown Investment Authority and Office of Economic Development Programs pursuant to Chapter 55 and Chapter 26;
 - (5) Housing and Community Development Division programs pursuant to Chapter 30, Part 7;
 - (6) Social Services Division programs pursuant to Chapter 28, Part 5;
- (b) *Eligibility Documents.* Notwithstanding the prohibition in subsection (a) above, a requesting agency shall include the following eligibility documents listed in subsections (1)—(5) below (collectively, the "Eligibility Documents") in its Public Service Grant application submittal. If a requesting agency fails to include the Eligibility Documents in the form and manner prescribed below, the requesting

agency shall be ineligible to apply for a Public Service Grant and such requesting agency's application shall not be reviewed and evaluated by the PSG Council. The Eligibility Documents are as follows:

- (1) A copy of a good standing certificate issued within the last 12 months by the Florida Division of Corporations evidencing that the requesting agency is in good standing and has been in existence for three years prior to the Public Service Grant application deadline; and
- (2) Either:
 - (i) A copy of the requesting agency's current Charitable Solicitation Permit issued by the State of Florida evidencing that the requesting agency is current on state charitable permitting fees; or
 - (ii) A state letter of exemption indicating that the agency is exempt pursuant to F.S. § 496.406(3); and
- (3) The following Financial information as applicable:
 - (i) Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; or
 - (ii) Agencies exempt from filing federal tax returns shall file:
 - (a) IRS certification of exemption; and
 - (b) Copies of audit reports for the last three years. Audit reports shall be conducted in accordance with both GAAS and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" made by a certified public accountant; or
 - (iii) If the Agency does not have the financial information requested in (3)(i) or (3)(ii), then the agency must submit its financial information in form and substance reasonably acceptable to the Department of Finance and Administration. The form shall be identified by the department prior to the commencement of the application cycle and be uniform for all agencies completing the form.
- (4)

A copy of the completed Mandatory Application Workshop certificate issued by the Grants Administrator evidencing the requesting agency's compliance with the Mandatory Application Workshop pursuant to Section 118.803 herein; and

- (5) An original affidavit, in the form provided by the Office of General Counsel, executed by the requesting agency's executive director, chief executive or operating officer, president, vice president or board chairman certifying that:
 - (i) The requesting agency's program will be operated in Duval County and serve the people of the City;
 - (ii) The requesting agency's program will serve a Priority Population or Priority Need designated by the City Council for the grant application cycle in which the requesting agency is applying for;
 - (iii) The requesting agency's program is not eligible to receive funding from any of the City programs listed in Section 118.805(a)(1)–(7);
 - (iv) The requesting agency's appropriation request for multiple or single programs does not exceed in the aggregate 24 percent of the requesting agency's annual revenue (as shown on filed tax returns) averaged over the previous three tax years;
 - (v) The requesting agency is in compliance with the terms of all existing City agreements in which the requesting agency is a party; and
 - (vi) The requesting agency is in compliance with all applicable federal, state, local laws, rules, regulations and ordinances, as the same may exist and may be amended from time to time.
- (c) *Eligibility Notification.* The PSG Council staff shall notify requesting agencies in writing within three business days of its decision to deem a requesting agency eligible or ineligible to apply for a Public Service Grant. In the instances where a requesting agency is deemed ineligible, such notice shall specify the reasons for the requesting agency's ineligibility and information regarding the appeals procedures set forth in Section 118.810. The PSG Council shall be informed by staff of the requesting agencies deemed by staff to be ineligible pursuant to this Section at the earliest PSG Council meeting following the staff's determination.
- (d) *Waiver of Eligibility Requirements.* The eligibility requirements set forth in this Section may not be waived except by two-thirds vote of the City Council.

(Ord. 2016-56-E, § 4; Ord. 2016-140-E, § 16; Ord. 2017-317-E, § 1; Ord. 2017-563-E, § 11)

Sec. 118.806. - Application Requirements.

- (a) *Application Deadline.* A requesting agency may submit a Public Service Grant application after the date that the City Council establishes the Priority Populations pursuant to this Part but no later than July 1 of each fiscal year. Applications may be submitted in person or electronically as prescribed by the Grants Administrator.
- (b) *Application Contents.* Each application for a Public Service Grant submitted by a requesting agency pursuant to this Part shall contain the following information:
- (1) The Eligibility Documents pursuant to Section 118.805 herein.
 - (2) A Cover Page containing the following information:
 - (i) Name of the requesting agency;
 - (ii) Name of the Program;
 - (iii) The Priority Population or Priority Need that the Program will serve;
 - (iv) Amount of the Appropriation Request;
 - (v) The Fiscal Year that the requesting agency is submitting an appropriation request for;
 - (vi) The following certification executed (electronically or manually) by the executive director, chief executive or operating officer, president, vice president or board chairman in the form below:

"I, name/title, hereby certify that the information and representations contained in this Fiscal Year _____ Public Service Grant application is true and correct."
 - (3) A Section entitled "Agency Background and Experience" containing a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief executive or operating officer, chief financial officer), and the agency's experience in the community and accomplishments.

This Section may without limitation describe the agency's mission, future plans, major programs, licensure, certification or accreditation (maximum three pages).

- (4) A Section entitled "Program Overview" containing a description of the program and how the program will assist the Priority Population or Priority Need. This Section may include without limitation partnerships with other programs or agencies as applicable (maximum three pages).
- (5) A Section entitled "Program Activities" containing a list of all activities that the program will offer or provide and a brief description of each activity (maximum one page).
- (6) A Section entitled "Program Management and General Overhead" containing a description of the management and staff positions that will be needed to successfully operate the program and the general overhead of the agency. This Section may include without limitation potential fundraising capacity, plan, strategy and funding partners for the program as well as how the program will be sustained in future years (maximum three pages).
- (7) A Section entitled "Operating Budget and Budget Narrative" which lists all line item expenses and revenues to operate the program during the fiscal year and contains a brief description of each line item expense. The expenses and revenues must balance (maximum two pages, not including the approved form).
- (8) A Section entitled "Program Impact and Effectiveness" containing a description of: (i) the program's goals and objectives and how attainment of the goals and objectives will be measured, (ii) the projected program impact on the Priority Population or Priority Need and the anticipated number of people to be served by the program; and (iii) a listing of each noncompliance incident within the past three years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list. Such list shall set forth with respect to each noncompliance incident: (a) the noncompliance dates (e.g., the start date and end date), and (b) an explanation for the noncompliance (maximum four pages, not including the information required in subsection (iii) above).

(c)

Application Format. The application shall have one-inch margins and contain no more than 16 single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 15-page limit. The Eligibility documents may be included as appendices. The PSG Council may formulate a form application consistent with the requirements of this Part, provided that the PSG Council may not add to or remove any of the application contents prescribed in subsection (b) above without the City Council approval. Grant applications submitted electronically shall approximate the format required in this subsection (c) to the greatest extent possible.

- (d) *Interviews.* The PSG Council may, in its sole discretion, conduct interviews of requesting agencies in a priority population regarding their respective Public Service Grant applications. If the PSG Council elects to interview one requesting agency in a priority population, the PSG Council shall also interview the other requesting agencies in said priority population. Any interviews conducted by the PSG Council pursuant to this Section shall be after the grant application deadline but prior to October 1. The PSG Council shall notify the requesting agency of the place and time of the interviews. Such interviews shall be conducted in the sunshine and for the sole purpose of the requesting agency verbally explaining, clarifying or justifying to the PSG Council any information contained in the requesting agency's application. A requesting agency shall not add any new written information or materials to its application, or present any new written information or materials to the PSG Council regarding its application, during such interviews.
- (e) *Certain Communications Prohibited During the Application Scoring Period.* During the Application Scoring Period, a requesting agency shall be prohibited from communicating with Public Service Grant Council members, the Grants Administrator, and other public service grant involved City employees regarding an application submitted by such agency pursuant to this Section. For purposes of this Section, the "Application Scoring Period" shall mean the period each fiscal year commencing on the day immediately following the Public Service Grant application deadline in Section 118.806 and ending on the day that the Grants Administrator has received the scoring for all eligible applications pursuant to Section 118.807. This prohibition also includes communications by a requesting agency with the

City's Office of General Counsel unless the Grants Administrator has authorized such communications in advance. This prohibition shall not apply to the following communications:

- i. Communications to the Grants Administrator regarding matters of process or procedure contained in Chapter 118, Ordinance Code, including, but not limited to, the grant appeals procedure in Section 118.810;
 - ii. Communications during any publicly noticed meeting under Chapter 286, Florida Statutes, including, but not limited to, Public Service Grant Council meetings and subcommittee meetings; and
 - iii. Communications that are necessary and solely related to the ordinary course of business concerning a requesting agency's existing Public Service Grant contract(s).
- (f) *Disqualification; Notification.* If a requesting agency's application fails to include the items and Section headings specified in Sections 118.806 (b)(1) through 118.806(b)(8)(i) and (ii) or fails to meet the format requirements of 118.806(c) above, such application shall not be considered and reviewed by the PSG Council. As long as an application contains the required Section headings in Sections 118.806(b)(3) through 118.806(b)(8)(i) and (ii) above, together with some information describing the same and is properly formatted, such application shall be deemed to have complied with the requirements of Sections 118.806(b)(3) through 118.806(b)(8)(i) and (ii). Failure by a requesting agency to provide adequate information under each required Section may result in a lower application score and ranking.

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

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

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

- (a) *Scoring Committees; Deadline.* The PSG Council may create a scoring committee for each Priority Population or Priority Need and all grant applications belonging to such Priority Population or Priority Need shall be reviewed, scored and evaluated by said committee, provided however that no application shall be scored by fewer than five members of the PSG Council. Members may be assigned by the Chair to more than one scoring committee established for a Priority Population or Priority Need; however, the same group of Members (five or more) assigned to a scoring committee must score each application assigned to the committee for review. If a Member is unable to review, score and evaluate all of the applications assigned to a scoring committee, the Chair shall assign a new Member to replace such Member. The score sheets for any application completed by any such replaced Member shall not be used and the new assigned Member shall independently review, evaluate and score the applications assigned to such scoring committee. In the event that the PSG Council membership is less than eight members, all members of the PSG Council shall be required to score each grant application. Members shall review, score and evaluate applications and forward completed score sheets for each application to the Grants Administrator on October 1 of each year.
- (b) *Scoring and Rankings.* A score sheet containing the evaluation criteria together with the maximum points assigned to each criterion pursuant to Section 118.807(c) below shall be used to evaluate applications. Each member shall record the scores given to each criterion on the score sheet. The score sheet shall be retained by the Grants Administrator and made available for review as public record at such time that the scoring for all eligible applications is completed. Staff shall not score applications nor provide scoring suggestions to members of the PSG Council. The Grants Administrator shall rank each application belonging to a Priority Population or Priority Need from highest to lowest (e.g., first, second, third, etc.) based on the average of the scores contained on the score sheets for each application. Upon determining the average score for each application, the Grants Administrator shall discard any individual application score that is 20 points more or less than such average score and recalculate the average score for said application based on the remaining scores. The PSG Council shall establish a uniform procedure for breaking tied scores.
- (c)

Evaluation Criteria. The PSG Council shall evaluate and score Sections 118.806(b)(3) through (8) of each Public Service Grant application based upon the following evaluation criteria and maximum assigned points to each criterion:

- (1) Quality of the program (maximum 20 points);
 - (2) Strength of staff and board (maximum five points);
 - (3) Requesting agency's ability to administratively manage the program and budget (maximum ten points);
 - (4) Need for the program within the Priority Population/Need (maximum 15 points);
 - (5) Impact of the program (maximum 15 points) on the Priority Population/Need;
 - (6) Accuracy and appropriateness of the program budget (maximum 15 points);
 - (7) Ability of the requesting agency to perform the program (maximum 15 points); and
 - (8) Ability of the proposed measures to evaluate the effectiveness of the program (maximum five points).
- (d) *Tentative Adoption of Rankings by PSG Council.* The PSG Council shall announce the rankings for each application belonging to a Priority Population or Priority Need at a meeting in the first full week of October of each year and adopt a tentative ranking and funding allocation list. Copies of each requesting agency's completed score sheets, together with any other support information or justification from the application scorer regarding the application score, shall be made available to requesting agencies at such meeting. A requesting agency will also be notified in writing by the Grants Office of its application score and ranking. A requesting agency may appeal a score sheet or ranking decision made pursuant to this Part through the appeals procedure set forth in Section 118.810.

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

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

- (a) *Limitations on Grant Awards.* Individual grants within each Priority Population or Priority Need shall be based on the high score model for funding purposes. The high score model shall award 100 percent of requested funding for the highest

ranked score up to the maximum amount of \$150,000. The next highest ranked score shall be awarded 100 percent of the requested funding up to \$150,000 and so on until the funds are exhausted.

- (b) *Final Funding Allocations.* After the City Council adopts the annual budget ordinance and on November 1 of each year, the PSG Council shall allocate funding to requesting agencies based on the application scoring and rankings pursuant to this Part in an amount not to exceed the appropriation for Public Service Grants contained in the annual budget ordinance. The PSG Council's final funding allocations shall be adopted by the PSG Council at a public meeting following the tentative adoption required in Section 118.807(d) and the appeals procedures outlined in Section 118.810. Upon final adoption of the funding allocations by the PSG Council, the Public Service Grant recipients shall execute an agreement between the recipient and the City in accordance with Section 118.201 of this Chapter. The PSG Council shall forward a complete list of Public Service Grant recipients and funding allocations to the Council Auditor's office, the Office of the Mayor, the City Council and the Director of the Finance and Administration Department.

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

Sec. 118.809. - Amendments to Public Service Grant Budgets by Recipients; Approval by Grants Administrator.

The Grants Administrator may approve budget changes to the recipient Public Service Grant agreement as long as such budget changes are within ten percent of approved budget line items contained in the recipients Public Service Grant application.

(Ord. 2016-56-E, § 4)

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

- (a) *Appeals Board Responsibility; Composition.* The Public Service Grant Appeals Board (the "PSG Appeals Board") shall hear and make final determinations on all appeals made by requesting agencies pursuant to this Section. The PSG Appeals Board shall consist of three members: (i) the Chair of PSG Council, (ii) the Grants Administrator, and (iii) the Chief of Procurement, or his or her designee. The Grants Administrator shall be the Chair of the PSG Appeals Board.

- (b) *Notice of Meetings; Standard of Review.* All meetings of the PSG Appeals Board shall be quasi-judicial, noticed and open to the public. The standard of review for the PSG Appeals Board shall be de novo as to the specific matters contained in the requesting agency's Notice of Appeal.
- (c) *Appealable Matters.* A requesting agency may only appeal a tentative funding allocation or eligibility decision regarding the requesting agency's application to the PSG Appeals Board for one or more of the application or scoring defects stated below:
- (1) Mathematical errors contained on the application score sheet or tentative funding allocation spreadsheet;
 - (2) An error by the application scorer in deducting points from a requesting agency's application score for not including a required application item or attachment that was included in the requesting agency's application submittal and such error was determinative in the requesting agency's inability to receive a funding allocation;
 - (3) A minor irregularity in the application contents or requirements which (i) is not prohibited under Section 118.806; (ii) adversely impacts a requesting agency's eligibility or application score and ranking; and (iii) will not result in an unfair competitive advantage to the requesting agency if such irregularity is waived; and
 - (4) An error made by the PSG Council staff in the eligibility determination or disqualification of a requesting agency's application from consideration pursuant to Sections 118.805 and 118.806, respectively; and
 - (5) A determination made by the PSG Council staff that a requesting agency application is ineligible or disqualified due to such agency being on the Council Auditor's Chapter 118 noncompliance list.
- (d) *Appeals Deadline; Contents; Procedures.* A requesting agency shall have five business days from the decision date of the PSG Council or staff, as applicable, to deem a requesting agency ineligible to apply for a Public Service Grant under Section 118.805, disqualify an application under Section 118.806 or tentative funding allocation under Section 118.807 to file a Notice of Appeal. The Notice of Appeal shall be addressed to the PSG Council staff and must:
- (1)

Identify one or more of the stated reasons in Section 118.810(c) above for the appeal and include any supporting documentation or information evidencing the same;

- (2) State the timeliness of the appeal; and
- (3) State the amount of the requesting agency's application grant request and the PSG Council's tentative funding allocation.

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

- (e) *Remedy.* Any appeals filed under subsections (4) and (5) above and granted in favor of the requesting agency by the PSG Appeals Board shall be immediately allowed into the grant review and evaluation process and the Chair shall assign such application to the PSG Council or subcommittee for review, as applicable. In instances where the PSG Council must make adjustments to tentative funding allocations based on the appeal outcome, the Chair shall call a special meeting of the PSG Council to make adjustments to the tentative funding allocations and adopt final funding allocations pursuant to this Part.
- (f) *Additional Procedures.* The PSG Appeals Board may promulgate additional appeals procedures consistent with the procedures contained in this Section.
- (g) *PSG Appeals Board Decisions to be Final.* All decisions of the PSG Appeals Board shall be final and non-appealable.

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

Sec. 118.811. - Public Service Grant Appropriations Outside of Annual Budget.

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

- (1)

All applications, documentation and requirements otherwise required in this Part for annual Public Service Grants shall be required for Public Service Grants during the fiscal year and such application shall additionally contain an explanation as to why the appropriation being requested was not submitted during the annual application process for Public Service Grants.

- (2) Said appropriation request shall require an affirmative recommendation of the PSG Council.
- (3) The criteria set forth in this Part for public service grant approval outside of the annual budget may not be waived except by two-thirds vote of the City Council.

(Ord. 2016-56-E, § 4)

Sec. 118.812. - Dates and Times.

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

(Ord. 2016-56-E, § 4)

2019 Public Service Grant Application Template

I _____, Grant Administrator for City of Jacksonville, certify that the applicant has submitted all the requirements of Chapter 118.805(b)

Cover Page

Agency Contact Information

Agency Legal Name

Also Known As

Program Name

Address

City

State

FL

Zip Code

Phone

Fax

Website

Contact Person E-mail Address

Executive Director First Name

Executive Director Last Name

2018-2019 PSG Requested Amount. (Are you over 24 %)
(Whole Numbers Only)

Tax ID:

Handout 5

2014 Organizational Annual Revenues
Data Source: IRS Tax Return

2015 Organizational Annual Revenues
Data Source: IRS Tax Return

2016 Organizational Annual Revenues
Data Source: IRS Tax Return

PSG Priority Population Reflecting the Primary Service Proposed to be delivered (Select One);
Homeless Persons and Families, Low-Income Persons and Families, Adults with Physical, Mental and
Behavioral Disabilities, Low-Income Homebound Seniors.

CERTIFICATION: "I _____, hereby certify that the information and
representations contained in the Fiscal Year _____ Public Service Grant application is true and
correct."

BY: _____
Print Name/ Title: _____
Date: _____

Section I – Agency Background & Experience

Containing a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief executive or operating officer, chief financial officer), and the agency's experience in the community and accomplishments. This section may without limitation the agency's mission, future plans, major programs, licensure, certification or accreditation. (maximum 3 pages)

Application Format (118.806c): The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices

Section II - Program Overview

Containing a description of the program and how the program will assist the Priority Population or Need. This section may include without limitation partnerships with other programs or agencies as applicable. (maximum 3 pages)

Application Format (118.806c): The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices

Section III – Program Activities

Containing a list of all activities that the program will offer or provide and a brief description of each activity. (maximum 1 page)

Application Format (118.806c): The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices

Section IV- Program Management and General Overhead

Containing a description of the management and staff positions that will be needed to successfully operate the program and the general overhead of the agency. This section may include without limitation potential fundraising capacity, plan, strategy and funding. (maximum 3 pages)

Application Format (118.806c): The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices

Section V - Budget

Lists all line item expenses and revenues to operate the program during the fiscal year and contains a brief description of each line item expense. The expenses and revenues must balance. (maximum 2 pages)

Application Format (118.806c): The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices

***** Please upload "Public Service Grant FY 2018 Budget Forms" and complete all documents. This includes the budget detail spreadsheet and the budget narrative.**

Certification of Other Funding Sources

Please upload "Certification of Additional Funding Sources" which should list "Other Grant" revenue sources for this program.

Section VI - PSG Program Impact & Effectiveness

Containing a description of: (i) the program's goals and objectives and how attainment of the goals and objectives will be measured, and (ii) the projected program impact on the Priority Population or Need and the anticipated number of people to be served by the program, (iii) a listing of the number of times within the past three (3) years that the requesting agency has been on the Council Auditor's noncompliance list. Such list set forth the date of the noncompliance, the length of the noncompliance and reasons for the noncompliance. (maximum 4 pages)

Application Format (118.806c): The application shall have 1 inch margins and contain no more than sixteen (16) single-sided double-spaced 8½" by 11" pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 points and a maximum font size of 12. The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices

ELIGIBILITY DOCUMENTS (Chapter 118.806)

- A copy of good standing certificate from Florida Division of Corporations
- Charitable Solicitation Permit
- Complete tax returns for last three years
- Certificate of Mandatory Application Workshop
- Office of General Counsel Affidavit

FY 2019 Public Service Grant - Program Budget Detail

Lead Agency:

Program Name:

Agency Fiscal Year:

Categories and Line Items	BUDGET							
	Prior Year Funding FY 2016-2017	Current Year Budget FY 2017-2018	Total Cost of Program FY 2018-2019	Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Funding Partners Federal/State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Title & Name of Employee)								
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy-04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses									
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses									
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tolls - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment Expenses									
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301									
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)									
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Percent of Budget									
Last Modified: 02/12/18									

All PSG items listed must be included in the narrative section of the budget.

Budget Narrative for Selected Items of Cost
FY 2019 Public Service Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2018-2019

Agency: _____

Program Name: _____

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking City Funding Only.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

Salary & Wages

Payroll Taxes & Benefits

II. Operating Expenses

Occupancy Expenses

Office Expenses

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

III. Operating Capital Outlay:

On Council Auditor's Non-Compliance List for less than 3 years from 7/1/2018

United Way of NEFL	10/28/2015	11
Clare White Mission	10/28/2015	2
Daniel	10/28/2015	1
Gateway Community Services	10/28/2015	1
I M Sulzbacher Center	10/28/2015	2
The ARC Jacksonville	2/16/2016	1
DCPS	10/28/2016	3.5
Family Support Services	10/28/2016	8
Youth Crisis Center	11/15/2016	2
Hope Haven	1/30/2017	3
Changing Homelessness	5/2/2017	20
FY 2018		Weeks
DCPS	10/30/2017	
Family Foundations	10/30/2017	3
Family Support Services	10/30/2017	16
Gateway Community Services	10/30/2017	4
IM Sulzbacher Center for the Homeless	10/30/2017	3
United Way of Northeast Florida	10/30/2017	1
Jewish Family & Community Services	10/30/2017	11
Beaches Emergency Assistance Mission	11/15/2017	3
We Care Jacksonville	11/15/2017	4
Youth Crisis Center	11/15/2017	3
Edward Waters College	11/15/2017	4
Mental Health Resource Center	10/30/2017	15
New Heights of NEFL	10/30/2017	19
Hope Haven	1/28/2018	17
Northwest Behavioral Development Corp	1/28/2018	17
*Ordinance 2009-868 signed by Mayor 3/31/2010		

Snyder Foundation for Suicide
Prevention
for
City of Jacksonville
COJFY 2019 PSG Application-
Adults with Physical, Behavioral,
or Mental Disabilities

Opportunity Details

Opportunity Information

Title

COJ FY 2018 PSG Application- Adults with Physical, Behavioral, or Mental Disabilities

Description

This opportunity will fund 20% of the total funds awarded to Public Service Grants for FY 2018

Fund Activity Category**Category Explanation**

FY 2018 PSG Appropriation

Opportunity Manager

John Snyder

Posted Date

5/11/2017

Archive Date

9/30/2018

Funding Opportunity Number**CFDA Number****Public Link**

<https://www.gotomygrants.com/public/opportunities/details/ea1ec738-0a90-4840-bbdb-0caa8aa1f2bf>

Is Published

Yes

Funding Information

Funding Sources

Fund 2018 PSG Application-Adults with Physical, Behavioral, or Mental Disabilities. \$616,630.00

Estimated Total Program Funding
\$616,630.00

Award Information

Award Ceiling
\$150,000.00

Award Floor
\$0.00

Award Start Date
10/1/2017

Award End Date
9/30/2018

Matching Requirement
No

Submission Information

Submission Open Date
5/12/2017 12:00 AM Central Standard Time

Submission Close Date
7/2/2017 12:01 AM Central Standard Time

Submission Timeline Type
One-Time

Allow Multiple Applications
Yes

Eligibility Information

Eligibility Type
Public

Eligible Applicants

Additional Eligibility Information

See Chapter 118.805 and Chapter 118.806 for specific agency eligibility

Additional Information

Additional Information URL

<http://cityclts.coj.net/coj/COJBillList.asp?Bill=2017-0233>

Additional Information URL Description

This application is for services to adults with physical, behavioral, or mental disabilities see Ordinance 2017-0233-E

Project Information

Application Name

Snyder Foundation for Suicide Prevention

Total Amount Of Award Requested

\$45,000.00

2018 PSG Application-Adults with Physical, Behavioral, or Mental Disabilities

This application is for agencies who serve clients who have Physical, Behavioral, or Mental Disabilities.

Cover Page

Agency Legal Name

Snyder Foundation for Suicide Prevention

Also Known As

Program Name

SecureTALK & Mental Health First Aid Suicide Alertness Trainings

Address

214 North Hogan Street, #851

City

Jacksonville

State: FL

Zip Code

32202

Phone

904-255-8202

Fax

NA

Website

www.SFSP.org/northflorida

Contact Person e-mail address

kristenh@sfsp.org

Executive Director First Name

Kristen

Executive Director Last Name

Hill

2017-2018 PSG Requested Amount (Do not go over either the lesser of 24% or \$150,000) Whole Numbers Only

\$45,000.00

Tax ID #:

13-3293393

2013 Organizational Annual Revenue

\$13,015,753.00

2014 Organizational Annual Revenue

\$19,394,815.00

2015 Organizational Annual Revenue

\$21,711,096.00

PSG Priority Population Reflecting the Primary Service Proposed to be delivered

- Homeless Persons and Families
- Low-Income Persons and Families
- Adults with Physical, Mental, or Behavioral Disabilities
- Low-Income Homebound Elderly

CERTIFICATION:

"I _____, hereby certify that the information and representations contained in the Fiscal Year 2018 Public Service Grant application is true and correct."

Certified By:

Entering your First Name, Last Name, Title, and the Date below serves as your digital signature certifying that the information and representations contained in this application are true and correct.

First Name

Kristen

Last Name

Hill

Title

Area Director

Date

6/16/2017

Section I

Agency Background & Experience

Containing a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief executive or operating officer, chief financial officer), and the agency's experience in the community and accomplishments. This section may without limitation the agency's mission, future plans, major programs, licensure, certification or accreditation. (maximum 3 pages)

Enter Agency Background & Experience 7,500 character max

Agency Background & Experience: The Snyder Foundation for Suicide Prevention (SFSP) is the leading national not-for-profit organization exclusively dedicated to understanding and preventing suicide through research, education and advocacy, and to reaching out to people with mental disorders and those impacted by suicide. To fully achieve its mission, SFSP engages in the following Five Core Strategies: • Fund scientific research • Offer educational programs for professionals • Educate the public about mood disorders and suicide prevention • Promote policies and legislation that impact suicide and prevention • Provide programs and resources for survivors of suicide loss and people at risk, and involve them in the work of the Foundation

The Snyder Foundation for Suicide Prevention was established in 1987 by a small group of caring individuals who had a vision to one day live in a world without suicide. They created the organization to establish a private source of support for suicide research and education. Today, we are the leading national not-for-profit organization exclusively dedicated to understanding and preventing suicide through research, education and advocacy, and to reaching out to people with mental disorders and those impacted by suicide. When SFSP was established 26 years ago suicide was misunderstood and not talked about, today our understanding of the causes and prevention of suicide is improving and we are making progress toward reducing the social stigma that has surrounded the mental disorders that can lead to suicide. While we continue to be hopeful about the future, we also recognize the challenges we face. Suicide is currently the 10th leading cause of death in the US. A government survey indicated that more than one million people reported making a suicide attempt. We know from recent statistics that the suicide rate is trending upward, especially among people in the middle years of life, and that there are over 41,000 suicide deaths annually in our country. To begin to reverse this alarming trend, SFSP has increased its investment in research and evidenced-based programs. Research is a critical step towards this goal because what we do must be grounded in what we know about why people die by suicide. SFSP is currently funding over \$4.5 million dollars of research vetted by our scientific counsel and staff members. We believe an even greater investment is needed in suicide research which is why SFSP is playing a lead role on the Research Prioritization Task Force of the National Action Alliance for Suicide Prevention. The goal is to identify the priority studies that will have the greatest impact on preventing suicide over the next decade. The research SFSP funds, also opens doors for innovative interventions. One example is SFSP's anonymous online Interactive Screening Program (ISP), which has been shown effective in bringing at-risk college students into treatment. Listed in the Best Practices Registry for Suicide Prevention, the ISP is now being used by colleges and universities across the country, including many medical schools and for the first time all 10 University of California campuses. We have also evaluated our pilot initiative with the VA and the National Suicide Prevention Lifeline, when the program was adapted for use with veterans. We have now launched similar programs with the NFL and Boston Police Department. SFSP now has 75 community-based chapters (the North Florida Chapter is based here in Jacksonville) working across the country, bringing our prevention

and education programs to tens of thousands of people nationwide. Last year SFSP recruited and trained advocates from all 50 states, and dedicated volunteers from 33 states participated in our annual Advocacy Forum in Washington, DC, making 270 visits to House and Senate offices. They educated their Congressional members and/or staff about the need for implementation of mental health parity and advocated for veteran and military suicide prevention, increased funding for research, and anti-bullying legislation. When a suicide does occur, SFSP is there to offer information and support to the surviving family and friends. Last year, assisting survivors of suicide loss remained a high priority as we increased our International Survivors of Suicide Day healing conferences to 300 sites in 20 countries. We also held 8 regional trainings for survivor support group facilitators (one of which was held in North Florida). In the not so distant past, suicide was poorly understood and rarely talked about. Today, we are making progress toward reducing the stigma that has surrounded depression and other mental disorders that can lead to suicide. While we are hopeful about the future, we also recognize the challenges we face with over 650,000 suicide attempts needing medical attention and 41,000 lives lost each year in our country.

Board of Directors The Snyder Foundation of Suicide Prevention (SFSP) board is composed of esteemed scientists, dedicated survivors of suicide loss, people with mental disorders and their families, and business and community leaders who play leading roles in the Foundation's work. Officers: Nancy Farrell, M.P.A., Chair*, Regina Villa Associates Yeates Conwell, M.D., President*, University of Rochester Maria Oquendo, M.D., Vice President*, Columbia University Alan Weeks, Secretary* James Compton, Treasurer*, United Airlines Directors: Michael Ballard Philip Chappell, Pfizer Inc. David A. Dodd, Aeterna Zentaris Dwight L. Evans, M.D., University of Pennsylvania John Greden, M.D., University of Michigan Shirley Kaminsky* Richard B. Kirchhoff, D.D.S. J. John Mann, M.D., Columbia University Medical Center Charles B. Nemeroff, M.D., Ph.D., University of Miami Philip T. Ninan, M.D. David Norton, Immediate Past Chair* Ray Paul, Jr. Kelly Posner, Ph.D., Columbia University Medical Center Andrew Rogoff*, Pepper Hamilton, LLP Jerry Rosenbaum, M.D.*, Massachusetts General Hospital Phillip Satow, The Jed Foundation Steve Siple, BBVA Compass Andrew Slaby, M.D., Ph.D., M.P.H., New York University Medical School Lawrence Sprung, Mitlin Financial Inc. Marco Taglietti, Scynexis, Inc. Mary Weiler Pro Bono Legal Counsel: Michael Student, Esq., Sullivan & Worcester LLP* Member of the Executive Committee SFSP has been in Duval County since 2012 and has provided suicide prevention materials, resources and trainings to over 4,000 Duval County citizens including Duval County School personnel, Jacksonville Sheriffs and Victim's Advocates, parents, and everyday citizens.

Section II

Program Overview

Containing a description of the program and how the program will assist the Priority Population or Need. This section may include without limitation partnerships with other programs or agencies as applicable. (maximum 3 pages)

Enter Program Overview Information 7,500 character max

The target population of SecureTALK and Mental Health First Aid trainings are all Duval County individuals over the age of 15 year. Both trainings are appropriate for anyone in the community (meaning not just for those working in the mental health field) including parents, teachers, LGBTQ+ community members, first responders, police, fire rescue personnel and more). SecureTALK SecureTALK is a half-day suicide-alertness training that prepares anyone over the age of 15, regardless of prior experience or training, to become a suicide-alert helper. Most people with thoughts of suicide don't truly want to die, but are struggling with the pain in their lives. Through their words and actions, they invite help to stay alive. SecureTALK-trained helpers can recognize these invitations and take action by connecting them with life-saving intervention resources, such as caregivers trained in ASIST, and other mental health personnel. Since its development in 2006, SecureTALK has been used in over 20 countries around the world, and

more than 200 selectable video vignettes have been produced to tailor the program's audio-visual component for diverse audiences. SecureTALK-trained helpers are an important part of suicide-safer communities, working alongside intervention resources to identify and avert suicide risks. Training features: Presentations and guidance from a Living Works registered trainer Access to support from a local community resource person Powerful audiovisual learning aids The simple yet effective TALK steps: Tell, Ask, Listen, and Keep Safe Hands-on skills practice and development SecureTALK helps expand the reach of suicide intervention skills in communities around the world. Mental Health First Aid: Before you can know how to help, you need to know when to help. We call this mental health literacy – or a basic understanding of what different mental illnesses and addictions are, how they can affect a person's daily life, and what helps individuals experiencing these challenges get well. You learn about: Depression and mood disorders Anxiety disorders Trauma Psychosis Substance Use disorders Mental Health First Aid (and 8-hour certification course) teaches about recovery and resiliency – the belief that individuals experiencing these challenges can and do get better, and use their strengths to stay well. Interventions Learned: When you take a course, you learn how to apply the Mental Health First Aid action plan in a variety of situations, including when someone is experiencing: Panic attacks Suicidal thoughts or behaviors Nonsuicidal self-injury Acute psychosis (e.g., hallucinations or delusions) Overdose or withdrawal from alcohol or drug use Reaction to a traumatic event The opportunity to practice — through role plays, scenarios, and activities — makes it easier to apply these skills in a real-life situation. Both of these programs are ideal for Duval County, as Duval has one of the highest rates of suicide in the state of Florida at 17.8% in 2015 (the last year that CDC data is available). The average rate in the state of Florida was 14.8% for that same year.

Section III

Program Activities

Containing a list of all activities that the program will offer or provide and a brief description of each activity. (maximum 1 page)

Enter Program Activities Information 2,500 character max

We would like to host an additional 5 Mental Health First Aid Trainings and 15 SecureTALK trainings throughout the next 12 months to train over 150 Duval County citizens in Mental Health First Aid and over 320 Duval County citizens in SecureTALK. The implications of having this increased number of Duval County citizens certified are endless. The more people trained in suicide prevention and life-saving resources, the more lives we can truly save in our community and start to positively affect the number of lives touched by suicide in Duval County each year. Suicide is preventable - and it's through courses like these that we can (and should) make our community more suicide safe. The number one reason people give for not helping someone that was in a mental health crisis was that they didn't know how to help. If we can teach our community what to look for, and then how to help those people by connecting them with life-saving resources, we can greatly reduce the number of lives lost to suicide. In our everyday, busy lives, it is very easy to miss, dismiss and avoid the signs that someone is in a mental health and suicide crisis. The signs are missed because they have not been shown what to look for. The signs can be dismissed because they don't think that suicide could possibly be what that person is considering, although suicide is far too common. Or the signs may be avoided, as the person who sees the signs maybe not know how to help, or may feel like they already have too much on their own plate to help someone else. While these are all common reasons why someone in a suicidal crisis may not be helped, we teach our attendees how not to miss, dismiss or avoid these signs and to do the right thing by connecting those struggling with resources to help, and in turn, giving them the hope to live. Additionally, there are times when a person needs a place that is more secure for them and they do not want the stigma of being taken to a hospital in the back of a JSO vehicle. We will then transport them to a hospital thus saving the tax payers the time and expensive of a JSO police officer.

Section IV

Program Management and General Overhead

Containing a description of the management and staff positions that will be needed to successfully operate the program and the general overhead of the agency. This section may include without limitation potential fundraising capacity, plan, strategy and funding. (maximum 3 pages)

Enter Program Management & General Overhead Information 7,500 character max

Kristen Hill- North Florida Area Director for the Snyder Foundation for Suicide Prevention is a SecureTALK trainer. Approximately 45 hours of her time would be applied to this grant, while currently 50% of her salary is designated for other trainings outside of what is being applied for with this grant. We do not have a staff person that is trained in Mental Health First Aid, however, we have local partners that have provided a trainer to us for this course, including I Still Matter and Mental Health America. The Snyder Foundation for Suicide Prevention provides all logistics, materials and advertising for the course and pays for any other costs associated with this training, while the other partnering organizations provide the trainer to us at no cost. All of our Duval County programs are currently funded through our one fundraising event, the Jacksonville Out of the Darkness Walk, which takes place every October in downtown Jacksonville. After expenses, this accounts for about \$41,500 raised for training & educational programs. The additional \$45,000 would go a long ways in helping us to train a greater base of constituents and creating a safer community; as well as safely transport individuals to safe place without the need of a police vehicle. Our goal is to continue to grow and expand our fundraising of that walk in order to increase our reach through trainings and educational programs. We also will continue our support to those struggling with mental illnesses, those caring for someone with a mental illness, those who have lost a loved one to suicide, as well as teachers, first responders, and everyday laypeople in the community.

Section V

Budget

BUDGET SECTION: Lists all line item expenses and revenues to operate the program during the fiscal year and contains a brief description of each line item expense. The expenses and revenues must balance. (maximum 2 pages)

Enter Entire Program Budget Narrative 5,000 character max

Personnel - 01201 (list Title & Name of Employee) 1 Kristen Hill (Area Director): \$1,530.00 - \$34/hour x 45 hrs for programs 2 Fringe Benefits Payroll Taxes - FICA & Med Tax - 02101: \$300.00 Retirement - 02201: \$150.00 3 Office Expenses Office and Other Supplies - 05101: \$650.00 - ink/toner, envelopes, pencils, pens, notebooks, clipboards, easel, large notepad for easel Postage - 04101: \$150.00 - mailing of information, shipping of booklets Printing and Advertising - 04801: \$500.00 - flyers, Facebook ads 4 Travel Expenses Local Mileage - 04021: \$1,400.00 - 1,070 miles x \$.535/mile Parking & Tools - 04028: \$50.00 5 Direct Client Expenses - 08301 Client Rent - Room Rental for Trainings: \$1,000.00 - 10 rooms x \$50=\$500 + 5 rooms x \$100=\$500 for \$1,000 total (5 rooms to be donated to us for free use) Client Food - \$250.00 - coffee, snacks, bottles water for Mental Health First Aid 8 hour trainings Client Educational - booklets & other materials: \$4,020.00 - cost of booklets are \$16/person for Mental Health First Aid x 150 trainees = \$2,400 + \$5/person for SecureTALK x 320 trainees = \$1,620 for a total of \$4,020. This vehicle will be used to meet with clients and assess transport them to facility safely without JSO putting them in the back seat of a police vehicle.

**** Please upload "Budget Form FY18-City Grant" and complete both the detail spreadsheet and the**

budget narrative. **

Budget Forms FY18-City Grant.xlsx

COJ Required Budget Forms

Budget Forms FY18-City Grant SFSP

Please upload "Certification of Additional Funding Sources" which should list "Other Grant" revenue sources for this program

Certification of Additional Funding Sources.doc

COJ Certification of Addition Funding

Cert of Additional Funding SFSP Notarized

Section VI

PSG Program Impact & Effectiveness

Containing a description of: (i) the program's goals and objectives and how attainment of the goals and objectives will be measured, and (ii) the projected program impact on the Priority Population or Need and the anticipated number of people to be served by the program, (iii) a listing of the number of times within the past three (3) years that the requesting agency has been on the Council Auditor's noncompliance list. Such list set forth the date of the noncompliance, the length of the noncompliance and reasons for the noncompliance. (maximum 4 pages)

Enter Program Impact & Effectiveness 10,000 character max

i) The goals for both suicide prevention programs/trainings is to educate and train 470 Duval County citizens in suicide prevention and awareness. When they leave the trainings, they will have a full understanding on the scope of mental illness and suicide in the United States and Florida, the warning signs of different mental illnesses and suicidal ideation (someone having thoughts of suicide), how to talk to the person with thoughts of suicide, and finally how to connect them with lifesaving resources. We will have participants register online so that we can track their participation from start to finish and follow up with them after the trainings as needed. A survey/quiz is given to all participants before the training and again after the training to see if their knowledge of suicide prevention and comfort level with helping has improved and if they have learned more about the subject. We will then follow up with them two more times (once via email and once via phone) in the next 6 months to see if they need/want any additional training or resources to further their knowledge and comfort level with suicide prevention. ii) The two programs listed in this grant will train 470 individuals in suicide prevention and alertness. Each of those people will directly impact 150 people in their lives (friends, family, neighbors, co-workers, those seen in their daily lives and complete strangers they may come into contact with). These trainings will benefit over 70,000 lives here in Duval County to become more suicide alert and in return, a suicide safer community. iii) As far as I am aware, we have never been on the Council Auditor's noncompliance list. I have checked the link and list on the grant website, and we are not on that noncompliance list.

ELIGIBILITY DOCUMENTS (Chapter 118.805)

A copy of good standing certification from Division of Corporation

Certificate of Good Standing SFSP 2017 FL

Charitable Solicitation Permit
Florida Charitable Registration Certificate Letter

Office of General Counsel Affidavit
Application Affidavit SFSP Notarized

Certificate of Mandatory Application Workshop
Snyder Foundation for Suicide Prevention City of Jax Workshop Certificate

Complete Financial Information as required by 118.805(B)3

Year 1 Financial Information
990 2013

Year 2 Financial Information
990 2014

Year 3 Financial Information
990 2015

FY 2019 Public Service Grant - Program Budget Detail

Lead Agency: American Foundation for Suicide Prevention

Program Name: safeTALK & Mental Health First Aid Suicide Alertness Trainings

Agency Fiscal Year: 18

BUDGET

I. Employee Compensation Personnel - 01201 (list title & name of employee)	Categories and Line Items	Prior Year Funding FY 2015-2016	Current Year Budget FY 2016-2017	Total Cost of Program FY 2017-2018	Agency Provided Funding			Funding Partners	
					Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
1	Kristen Hill (Area Director)	\$0.00	\$1,530.00	\$43,280.00	\$41,750.00	\$0.00	\$1,530.00	\$0.00	\$0.00
2		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation					\$41,750.00	\$0.00	\$1,530.00	\$0.00	\$0.00
Fringe Benefits					\$3,752.00	\$0.00	\$0.00	\$0.00	\$0.00
Payroll Taxes - FICA & Med Tax - 02101					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201					\$4,100.00	\$0.00	\$150.00	\$0.00	\$0.00
Dental - 02301					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits					\$7,852.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation					\$49,602.00	\$0.00	\$1,980.00	\$0.00	\$0.00
II. Operating Expenses									
Occupancy Expenses					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Rent - Occupancy -04408					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Expenses							
Office and Other Supplies - 05101	\$0.00	\$650.00	\$0.00	\$650.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel Expenses							
Local Mileage - 04021	\$0.00	\$1,400.00	\$0.00	\$1,400.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$50.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00
Equipment Expenses							
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Client Expenses - 08301							
Client Rent - Room Rental for Trainings	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational - booklets & other materials	\$0.00	\$4,020.00	\$0.00	\$4,020.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Operating Expenses	\$0.00	\$8,020.00	\$0.00	\$8,020.00	\$0.00	\$0.00	\$0.00
III. Operating Capital Outlay (OVER \$1,000)							
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (vehicle)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Direct Expenses Total	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
Percent of Budget		8.5%		38.3%		0.0%	0.0%
Last Modified: 01/23/13							

All PSG items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost
 FY 2019 Public Service Grant Application
 Program Budget Narrative (Max. 2 Pages)
 Proposed Funding Period: FY 2018-2019**

Agency: Program Name: Mental Health First Aid Suicide Prevention Trainings

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking City Funding Only. We have included those required elements in the spaces below. See instructions when listing personnel expenses. Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor or the chief executive of a political subdivision)

Salary & Wages
 Kristen Hill - Area Director

1530 this accounts for 45 hours of staff time that would be spent doing these trainings only

Payroll Taxes & Benefits

450 this accounts for the taxes that would applicable from the 45 hours of staff time allocated to the additional trainings applied for in this grant

II. Operating Expenses

Occupancy Expenses

Office Expenses

Office and Other Supplies

650 purchase of ink/toner, envelopes, pencils, pens, notebooks, clipboards, easel, large notepad for easel; all items to be used specifically for the 15 additional trainings

Postage

150 shipping and mailing of educational materials to AFSP for use at all trainings; postage for mailing flyers to support groups and other partners for advertising to community

Printing & Advertising

500 printing of flyers and other resources to be given out to all attendees at trainings; purchase of Facebook ads to help advertise the trainings to the community

Travel Expenses - not related to entertainment expenses

Local Mileage

1400 approximately 1,070 miles to be traveled by staff and reimbursed to trainers to attend and facilitate the 15 trainings x \$.535/mile

Parking & Tolls

50 approximate tolls and parking fees to be reimbursed to staff and trainers for travel to trainings

Equipment Expenses

Direct Client Expenses

Room Rentals

1000 10 rooms x \$50=\$500+5 rooms x \$100 =\$500 for \$1,000 total(5 rooms to be donated)

Food for Training Attendees

250 coffee, snacks, bottles water for Mental Health First Aid 8 hour trainings

Educational Booklets & Other F

4020 booklets & other materials: \$4,020.00 - cost of booklets are \$16/person for Mental Health First Aid x 150 trainees = \$2,400 + \$5/person for safeTALK x 320 trainees = \$1,620 for a total of \$4,020

III. Operating Capital Outlay:

Other (Vehicle

35000 This vehicle will be used to meet with clients and assess transport them to facility safely without JSO putting them in the back seat of a police vehicle

Public Service Grant Reviewer Comment Form
FY 2018-19

Agency: _____ Total Grant Application Score: 0

Program Name: _____

Requested Amount: _____ Grant Reviewer Name: _____

Points

1. Quality of Program (20 Points Possible)
Application Reference Sections - Please reference the entire application when evaluating quality of program

Comments/ Questions/ Justification

Points

2. Strength of Staff and Board (5 Points Possible)
Application Reference Sections - (I) Agency Background and Experience, and (IV) Program Management and General Overhead

Comments/ Questions/ Justification

Public Service Grant Reviewer Comment Form
FY 2018-19

Agency: _____ Total Grant Application Score: 0

Program Name: _____

Requested Amount: _____ Grant Reviewer Name: _____

3. Agency's Ability to Administratively Manage Program and Budget (10 Points Possible) Points
Application Reference Sections - (I) Agency Background and Experience, (IV) Program Management and General Overhead, (V) Budget, and (VI) PSG Program Impact and Effectiveness

Comments/ Questions/ Justification

4. Need for the Program as it relates to the Priority Population/ Need (15 Points Possible) Points
Application Reference Sections - (II) Program Overview, and (VI) PSG Program Impact and Effectiveness

Comments/ Questions/ Justification

Public Service Grant Reviewer Comment Form
FY 2018-19

Agency: _____ Total Grant Application Score: 0

Program Name: _____

Requested Amount: _____ Grant Reviewer Name: _____

5. Impact of the Program on the Priority Population/ Need (15 Points Possible) Points
Application Reference Sections - (II) Program Overview, (III) Program Activities, and (VI) PSG Program Impact and Effectiveness

Comments/ Questions/ Justification

6. Accuracy and Appropriateness of the Program Budget (15 Points Possible) Points
Application Reference Section - (IV) Program Management and General Overhead, (V) Budget

Comments/ Questions/ Justification

Public Service Grant Reviewer Comment Form
FY 2018-19

Agency: _____ Total Grant Application Score: 0

Program Name: _____

Requested Amount: _____ Grant Reviewer Name: _____

7. Ability of Agency to Perform the Program (15 Points Possible) Points
Application Reference Sections - (I) Agency Background and Experience, (II) Program Overview, and (VI) PSG Program Impact and Effectiveness

Comments/ Questions/ Justification

8. Ability of the Proposed Measures to Evaluate the Effectiveness of the Program (5 Points Possible) Points

Comments/ Questions/ Justification