



A NEW DAY.

Public Service Grants Mandatory Application Workshop

May 14, 2024 (10AM)

May 23, 2024 (2PM)



Welcome

Mayor

Donna Deegan

Public Service Grants Council

Jaclyn Blair, Chair

Grants and Contract Compliance Division

Audrey Gibson, Chief

Maribel Hernandez, Grants Administrator

Grants and Contract Compliance Division Staff

John Snyder, Human Services Planner Supervisor

Ashleigh Brew, Human Services Planner III

Willie Coleman, Human Services Planner III

Terry Powell, Human Services Planner III

Housekeeping

- To receive your certificate, please type your name, email address and organization(s) in the Q&A section
- During the workshop, we will try to answer questions in the Q&A section; however, there will be a designated time for questions & answers
- During Q&A, please use the “Raise Your Hand” feature, to be acknowledged, when you have a question

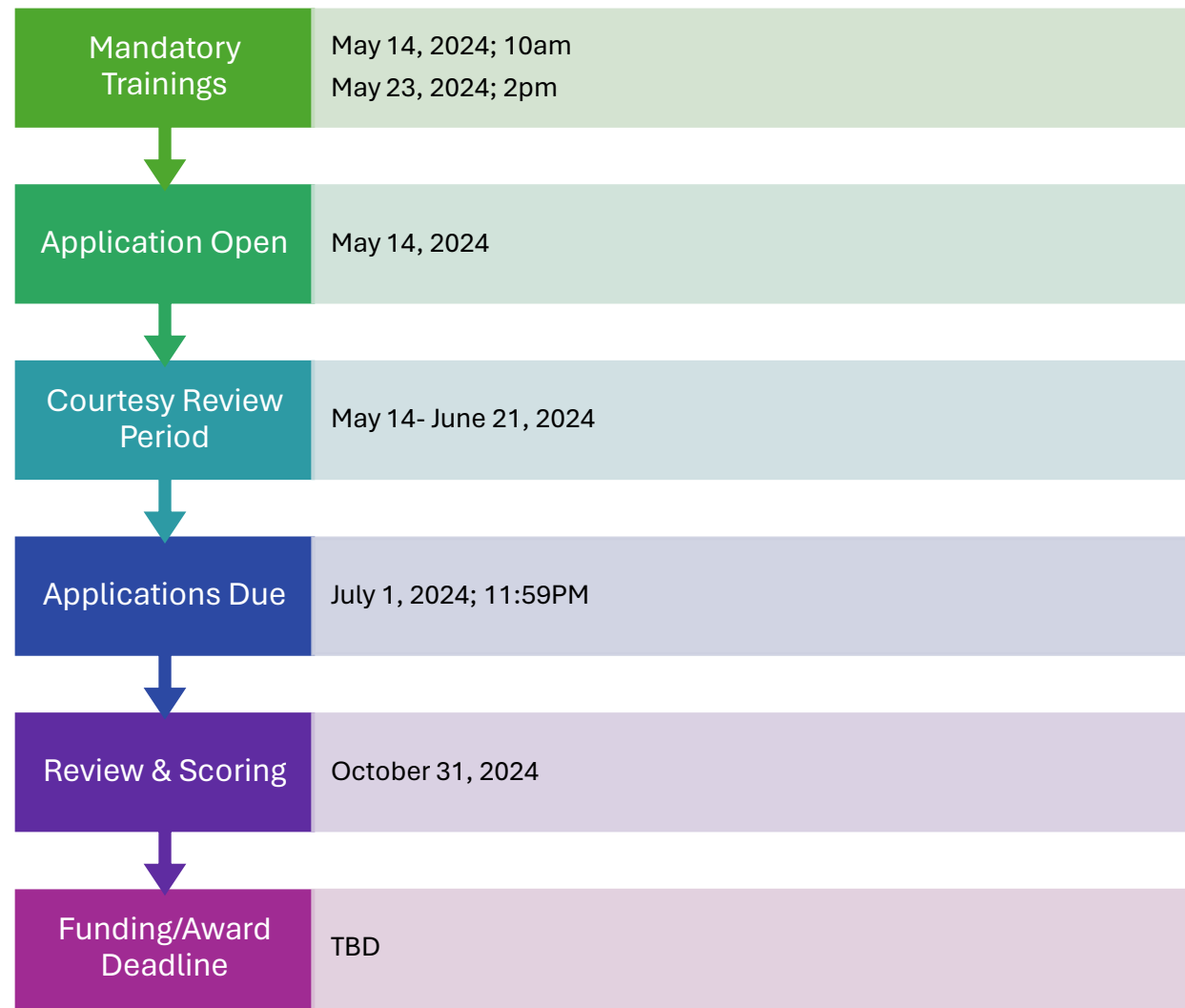


Public Service Grant Program

The Public Service Grant Program (PSG) contracts with non-profit agencies to equip communities with the necessary tools to facilitate their well-being through intervention, education and opportunity. The selection process of PSG awards is outlined in City Ordinance, Chapter 118.806 and evaluated by the Public Service Grant Council.



PSG Application Timeline



Eligibility



- **Ineligible Programs** - 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 or is on the Council Auditor's non-compliance list. Other City programs include, but are not limited to:
 - Cultural Service Grant Program pursuant to Chapter 118, Part 6
 - Arts in Public Places Program pursuant to Chapter 126, Part 9
 - Kids Hope Alliance Programs pursuant to Chapter 77
 - Downtown Investment Authority and Office of Economic Development Programs pursuant to Chapter 55 and Chapter 26
 - Housing and Community Development Division Programs pursuant to Chapter 30, Part 7
 - Social Services Division Programs pursuant to Chapter 28, Part 5

Most Vulnerable Persons (MVP) and Needs



(% of the approved funding source)

- 1. Acute:** The percentage of available funding allocated to this category shall be 30%
 - Services focused on adult individuals and/or families experiencing a difficult or dangerous situation which requires prompt action to avoid further deterioration of their health, safety, or welfare
- 2. Prevention:** The percentage of available funding allocated to this category shall be 40%
 - Services focused on preventing negative changes to the health, safety, and welfare of adult individuals and/or families; or services designed to divert adult individuals and/or families who have experienced negative changes to their health, safety, or welfare from experiencing further deterioration
- 3. Self-Sufficiency & Stability** The percentage of available funding allocated to this category shall be 30%
 - Services focused on helping adult individuals and/or families work toward needing no assistance to satisfy their health, safety, and welfare; or services focused on helping adult individuals and/or families work towards a stable level of assistance needed on an ongoing basis

Waterfall Funding



- Programmatic grants within each category of Most Vulnerable Persons and Needs 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, but not to exceed, in the aggregate, 24 percent of the requesting agency's annual revenue averaged over the previous three tax years
- The next highest ranked score shall be awarded 100 percent of the requested funding, up to \$150,000 (not to exceed, in the aggregate, 24 percent of the requesting agency's annual revenue averaged over the previous three tax years) and so on until the funds are exhausted

Waterfall Effect Visual



Total Pot= \$100,000

Agency A
Score 100
Request- \$50,000



\$100,000-\$50,000
\$50,000 Left

Agency B
Score 99
Request- \$20,000



\$50,000-\$20,000
\$30,000 Left

Agency C
Score 95
Request- \$20,000



\$30,000-\$20,000
\$10,000 Left

Agency D
Score 93
Request- \$20,000



Only
\$10,000
Left for this
Agency

QUIZ



Which is **NOT** a category of the Most Vulnerable Persons (MVP) and Needs framework?

1. Self-Sufficiency & Stability
2. Acute
3. Economic Stability
4. Prevention & Diversion



QUIZ

Which is **NOT** a category of the Most Vulnerable Persons (MVP) and Needs framework?

1. Self-Sufficiency & Stability
2. Acute
3. Economic Stability
4. Prevention & Diversion



A NEW DAY.

Fiscal Year 2025 Public Service Grants Application Instructions



Online Application Access

TIMELINE

For assistant, office hours are:

- 7:30 AM – 4:30 PM (M-F)
- 7:30AM -5:00PM on **July 1** only
- No Support on Saturdays or Sundays

July 1, 2024 - Applications are due

- Application closes at 11:59 PM, July 1, 2024. If your application is not submitted by then, you will have to wait until next fiscal year to apply

July 1, 2024 - September 30, 2024

- PSG Council reviews and scores applications

October 31, 2024

- Deadline for PSG Council to award funding

The Public Service Grants Council recommends that you submit your electronic application 24 to 48 hours before the application due date to avoid any technical problems.

Agency Contact Information and Application Requirements (118.806)



- Fill in the blanks for all requested information
- Fill in the revenue information for the (3) previous fiscal years within the table
- Select one of the MVP and Needs Categories
- Make sure first name, last name, title, and date for person certifying all the information is true and correct.
- 2024-2025 PSG Request Amount (\$150,000 max but not to exceed, in the aggregate, 24 percent of the requesting agency's annual revenue averaged over the previous three tax years

Application Overview



- Section I: Community Need & Target Audience
- Section II: Agency Background, Staff and Board Experience
- Section III: Program Management Expertise & Evaluation
- Section IV: Program Activities
- Section V: Program Budget & Fiscal Policies

Application Format



Section I: Community Need & Target Audience

6,000 characters with spaces (approximately 1,000 words or 3 pages)

Section II: Agency Background, Staff & Board Experience

6,000 characters with spaces (approximately 1,000 words or 3 pages)

Section III: Program Management Expertise & Evaluation

7,500 characters with spaces (approximately 1,500 words or 4 pages)

Section IV: Program Activities

4,500 characters with spaces (approximately 750 words or 2 pages)

Section V: Program Budget & Fiscal Policies

6,000 characters with spaces (approximately 1,000 words or 3 pages)

Application Format (cont'd)



The following application formatting guides only need to be considered if paper submissions or document uploads are required; not through an online electronic application, where textboxes are provided.

- The application shall have 1-inch margins and contain no more than fifteen (15) 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 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 appendages. **Make sure pages uploaded do not exceed the limit requirement.**



Scoring Overview

Evaluation Criteria. The PSG Council shall evaluate and score Sections 118.806(b)(3) through (7) of each Public Service Grant application based upon the following evaluation criteria and maximum assigned points to each criterion:

1. Community Need & Target Audience (maximum 15 points)
2. Agency Background, Staff and Board Experience (maximum 15 points)
3. Program Management Expertise & Evaluation (maximum 30 points)
4. Program Activities (maximum 10 points)
5. Program Budget & Fiscal Policies (maximum 15 points)
6. Quality of Program Overall (maximum 15 points)-This section is only for scoring purposes, it is not a section in the application.



Section I

Community Need and Target Audience

- A description of the need for the program
- The target audience for Most Vulnerable Persons and Needs
- The outreach to the target audience
- The anticipated impact and success on the target audience and the anticipated number of people served

(6,000 characters with spaces, approximately 1,000 words or 3 pages maximum)

QUIZ



Should you incorporate the MVP category you are targeting in Section I?

1. No
2. Yes

QUIZ



Should you incorporate the MVP category you are targeting in Section I?

1. No

2. Yes

Section II

Agency Background

Staff and Board Experience



- **A description of the agency's board**
 - Demographics, length of service and professional experience
 - The board's role in governance
 - The strategy for board recruitment
 - The impact of the board's background, relationship, experience or expertise with the agency
- **The agency's executive staff**
 - Demographics, length of service and relevant experience and expertise
 - The executive/key staff's plan or process for the implementation of the program
 - The agency's mission, history, experiences and accomplishments relative to Most Vulnerable Persons and Needs

(6,000 characters with spaces, approximately 1,000 words or 3 pages maximum)

QUIZ



WHAT DOES NOT BELONG?

A DESCRIPTION OF THE AGENCY'S BOARD SHOULD
CONSIST OF THE FOLLOWING:

1. Length of services & professional experience
2. The board's license & registration
3. The impact of the board's strategy for recruitment
4. Demographics

QUIZ



WHAT DOES NOT BELONG?

A DESCRIPTION OF THE AGENCY'S BOARD SHOULD
CONSIST OF THE FOLLOWING:

1. Length of service and professional experience
- 2. The board's license and registration**
3. The impact of the board's strategy for recruitment
4. Demographics

Section III

Program Management Expertise and Evaluation



- **A description of how the program will be designed and managed**
- **How the program's success and impact will be measured**
- **How information will be collected**
 - For an existing program, the section can include past experiences, successes and achievements, and may include one client story
 - For a new program, the section can include why the agency will be able to successfully manage the program, expected outcomes or goals of the program and successes or best practices of similar programs

Section III

Program Management

Expertise and Evaluation (cont'd)

- 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
- This Section shall also include 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

(7,500 characters with spaces, approximately 1,500 words or 4 pages maximum not including the information regarding non-compliance incidents)

QUIZ



What is one example of how information can be collected for a NEW program?

1. Expected outcomes of the program
2. Through the use of A.I.
3. Copy and paste Google content
4. Fabricate datum of novel program

QUIZ



What is one example of how information can be collected for a NEW program?

1. Expected outcomes of the program
2. Through the use of A.I.
3. Copy and paste Google content
4. Fabricate datum of novel program

Section IV

Program Activities



- Overview of program activities
- Description of each activity
- How clients enter the program
- How clients' needs are evaluated and the partnerships strengthening the program

(4,500 characters with spaces, approximately 750 words or 2 pages maximum)

QUIZ



During the application process, which program activity should the agency provide a description of?

1. An overview of the program's monthly theme
2. How consumer(s) of the program express their love language
3. How consumer(s) of the program are evaluated
4. An overview of programs with the Jaguars

QUIZ



During the application process, which program activity should the agency provide a description of?

1. An overview of the program's monthly theme
2. How consumer(s) of the program express their love language
3. How consumer(s) of the program are evaluated
4. An overview of program with the Jaguars

Section V

Program Budget and Fiscal Policies



- **Describe the agency's fiscal policies and procedures ensuring best fiscal practices are in place**
 - Include a description of how the agency's fiscal health is monitored.
 - Describe the experience and expertise of the staff overseeing the financial monitoring of the program serving Most Vulnerable Persons.
 - The section should include the agency's budget, with revenue and expenses balanced, and a list of all line items and revenues to operate the program with a brief description of each.

(6,000 characters with spaces, approximately 1000 words or 3 pages maximum, not including agency's 990s or City Grant Budget Form)

Do not confuse this section with the COJ Excel Budget Form



QUIZ



Does Section V include the
COJ Excel Budget Form?

1. Yes
2. No

QUIZ



Does Section V include the
COJ Excel Budget Form?

1. Yes

2. No

Eligibility Documents (Chapter 118.805)



1. A copy of Good Standing certificate from the Florida Division of Corporation

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

This is not a copy of Sunbiz

**State of Florida
Department of State**

I certify from the records of this office that I _____ is a corporation organized under the laws of the State of Florida, filed on _____

The document number of this corporation is _____

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on _____ and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the _____*



Ken Reitzner
Secretary of State

Trading Number: _____

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Files/CertificateOfStatus/CertificateAuthentication>

Eligibility Documents (cont'd)



2. Charitable Solicitation Permit

- 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~

- If not required to submit a Charitable Solicitation, we need a letter signed by your Board stating that you are exempt under F.S.496.403. (see F.S.)

DIVISION OF CONSUMER SERVICES
(850) 410-3800



THE RHODES BUILDING
2005 APALACHEE PARKWAY
TALLAHASSEE, FLORIDA 32399-6500



A NEW DAY.

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
COMMISSIONER NICOLE "NIKKI" FRIED

Date Sign by Dept

Refer To: CHXXX

Agency Name
Agency Address
JACKSONVILLE, FL 322XX

RE: Agency Name INC.
REGISTRATION#: CHXXX
EXPIRATION DATE: Date Exp (Must be valid by Application Due date-July 1)

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Kayla Creech
Regulatory Consultant
850-410-3769
Fax: 850-410-3804
E-mail: kayla.creech@fdacs.gov

Eligibility Documents (cont'd)



3. Financial Information as applicable

Copies of the requesting agency's fiscal balance sheets **and** statements of income and expenses for the last two fiscal years of the requesting agency

Eligibility Documents (cont'd)



- Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; or
- Agencies exempt from filing federal tax returns shall file:
 - IRS certification of exemption; and
 - 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
 - If the Agency does not have the financial information requested in subsections (3)a—c above, 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.

Name of Agency
Balance Sheet
As of
June 30, 2021



A NEW DAY.

ASSETS		
Current Assets		
Petty Cash	48.00	
Prepaid Rent	1,740.00	
PayPal Account	585.61	
Bank Name Checking - 4664	233,049.17	
Bank Name Money Market - 4639 Vystar	320,674.81	
Bank Name Savings - 1102-(GoS) TIAA	7,504.41	
Bank Oper Acct - 0793	2,185.86	
Bank Name MM Acct - 0807	35,574.41	
Accounts Receivable	<u>27,455.91</u>	
Total Current Assets		632,818.18
Property and Equipment		
Furniture & Equipment	187,888.78	
Accum. Depr - Furniture-Equip	<u>(141,933.55)</u>	
Total Property and Equipment		45,955.23
Other Assets		
Net Intangible Assets	465.00	
Investments - FV Original Transfer Basis	157,147.33	
Endowment Deposit	285,000.00	
New Bond Investment	550,000.00	
Investment Change in FMV	464,979.59	
Bond Inv Change in FMV	40,175.69	
Endowment Earnings YTD	12,544.95	
Endowment Expenses	(125.00)	
Bond Inv Earnings	19,956.76	
Bond Investment Expenses	<u>(4,519.91)</u>	
Total Other Assets		<u>1,525,624.41</u>
Total Assets		<u><u>2,204,397.82</u></u>
FUND BALANCES & CHANGE IN ASSET		
Current Liabilities		
Accounts Payables	11,285.19	
Federal Payroll Taxes Payable	3,341.54	
SUTA Payable	60.42	
Cataract Surgery Fund	7,029.80	
PPP Loan	<u>80,800.00</u>	
Total Liabilities		<u>102,516.95</u>
Fund Balances		
Endowment Investments	708,876.70	
Investment Change in FMV	205,146.88	
Bond Inv Change in FMV	11,846.92	
Endowment Investment Earnings	12,544.95	
Bond Inv Earnings	19,956.76	
Endowment Investment Expenses	(4,644.91)	
Net Unrealized Gains/Losses	10,092.00	
Net Assets	1,091,613.04	
Net Change in Assets	<u>46,448.53</u>	
Net Fund Balances		<u>2,101,880.87</u>
Total Fund Balances		<u><u>2,204,397.82</u></u>



A NEW DAY.

Name of Agency
Balance Sheet
As of
June 30, 2022

ASSETS		
Current Assets		
Petty Cash	38.00	
Prepaid Rent	1,750.00	
PayPal Account	585.61	
Bank Name Checking - 4664	133,049.17	
Bank Name Money Market - 4639 Vystar	420,674.81	
Bank Name Savings - 1102-(GoS) TIAA	7,504.41	
Bank Oper Acct - 0793	4,185.86	
Bank Name MM Acct - 0807	37,574.41	
Accounts Receivable	27,455.91	
	<hr/>	
Total Current Assets		632,818.18
Property and Equipment		
Furniture & Equipment	187,888.78	
Accum. Depr - Furniture-Equip	(141,933.55)	
	<hr/>	
Total Property and Equipment		45,955.23
Other Assets		
Net Intangible Assets	465.00	
Investments - FV Original Transfer Basis	157,147.33	
Endowment Deposit	285,000.00	
New Bond Investment	550,000.00	
Investment Change in FMV	464,979.59	
Bond Inv Change in FMV	40,175.69	
Endowment Earnings YTD	12,544.95	
Endowment Expenses	(125.00)	
Bond Inv Earnings	19,956.76	
Bond Investment Expenses	(4,519.91)	
	<hr/>	
Total Other Assets		1,525,624.41
		<hr/>
Total Assets		2,204,397.82
FUND BALANCES & CHANGE IN ASSET		
Current Liabilities		
Accounts Payables	11,285.19	
Federal Payroll Taxes Payable	3,341.54	
SUTA Payable	60.42	
Cataract Surgery Fund	7,029.80	
PPP Loan	80,800.00	
	<hr/>	
Total Liabilities		102,516.95
Fund Balances		
Endowment Investments	708,876.70	
Investment Change in FMV	205,146.88	
Bond Inv Change in FMV	11,846.92	
Endowment Investment Earnings	12,544.95	
Bond Inv Earnings	19,956.76	
Endowment Investment Expenses	(4,644.91)	
Net Unrealized Gains/Losses	10,092.00	
Net Assets	1,091,613.04	
Net Change in Assets	46,448.53	
	<hr/>	
Net Fund Balances		2,101,880.87
		<hr/>
Total Fund Balances		2,204,397.82

CODE FOR SCIENCE AND SOCIETY, INC.

STATEMENTS OF FINANCIAL POSITION

June 30, 2021 and 2020



	<u>2021</u>	<u>2020</u>
ASSETS		
Cash and cash equivalents	\$ 4,204,329	\$ 2,162,575
Grants and accounts receivable	533,235	147,437
Deposit with vendor	<u>24,531</u>	<u>24,531</u>
TOTAL ASSETS	<u>\$ 4,762,095</u>	<u>\$ 2,334,543</u>
LIABILITIES AND NET ASSETS		
Liabilities:		
Accounts payable	\$ 173,163	\$ 63,416
Grants payable	91,000	-
Accrued liabilities	-	3,986
Loan payable	<u>-</u>	<u>160,800</u>
Total Liabilities	<u>264,163</u>	<u>228,202</u>
Net Assets:		
Without donor restrictions	445,396	195,233
With donor restrictions	<u>4,052,536</u>	<u>1,911,108</u>
Total Net Assets	<u>4,497,932</u>	<u>2,106,341</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,762,095</u>	<u>\$ 2,334,543</u>

Eligibility Documents (cont'd)



4. Certificate of Mandatory Application Workshop

We will have a list of agencies who have completed this workshop and will e-mail certificates



A NEW DAY.

**FY 2025 PUBLIC SERVICE GRANTS
MANDATORY APPLICATION WORKSHOP
CERTIFICATE OF COMPLETION**

AGENCY NAME

AGENCY NAME

DATE OF ATTENDANCE

Eligibility Documents (cont'd)



5. Office of General Counsel Affidavit

See [website](#) for template

FISCAL YEAR 2024-2025 PSG GRANT APPLICATION AFFIDAVIT FORM



BEFORE ME, the undersigned authority, personally appeared _____,
who was sworn and says:

1. My name is _____ and I am the [note: per the City ordinance code the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman] _____ of _____, an applicant for a Public Service Grant from the City of Jacksonville’s Public Service Grant Council, and I have personal knowledge of the matters stated herein.

2. If awarded, the applicant’s program, to the extent funded by the City of Jacksonville, will be operated in Duval County, Florida, and service the people of the City of Jacksonville. No funds provided by the Public Service Grant Council to the applicant will be used by the applicant for programs provided other than in Duval County, Florida, or other than to the people of the City of Jacksonville.

3. The applicant’s program is not eligible to receive funding from another City program while providing services under a Public Service Grant award for Fiscal Year 2024-2025. Such City program shall include, without limitation, the Cultural Service Grant Program, the Arts in Public Places Program, the Kids Hope Alliance program, Downtown Investment Authority or Office of Economic Development programs, Housing and Community Development Division programs, Social Services Division programs; or, if the applicant’s program is eligible to receive funding from another City program, including but not limited to, the City programs listed above, the applicant has not received any funding from such programs and will not receive or accept any funding from such programs while providing services under a Public Service Grant award for Fiscal Year 2024-2025.

4. The applicant’s funding request for multiple or single programs does not exceed in the aggregate 24% of the applicant’s annual revenue as shown on its filed tax returns and averaged over the previous three tax years.

5. The applicant is in compliance with the terms of all existing City agreements to which it is a party.

6. The applicant is in compliance with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it

Signature of Affiant
Print Name: _____

STATE OF FLORIDA



COUNTY OF DUVAL

Sworn to and subscribed before me, this ____ day of _____, 20____, by _____
_____. Said person is person is personally known OR produced _____
identification.

Notary Public

(Seal)



Excel Budget Form

6. Program Budget Detail (First Tab)

- Complete the section showing the Agency Name and Program Name
- **Categories and Line Items:** List all program expenses. Under Salaries and Wages, list all the **positions** in the program so that we have an accurate program expense budget not just PSG funding
- **Prior Year Funding 2022-2023** -input the expenses actually incurred by the program for the preceding completed program year
- **Current Budget 2023-2024**-input the approved program budget for the current year as adjusted reflecting any amendments made to date
- **Total est. Cost of Program** is 2024-2025 estimated budget
- **All Other Program Revenue**- input The amount you have requested from the funding partner who you have applied to
- **City of Jacksonville**-input the anticipated expenses for the proposed grant requested

Program Budget Narrative (Second Tab)

- Explain all **PSG expense** items that are used in the “Program Detail Budget” form. (Name of title, annual salary x % PSG = \$PSG request)

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: _____

Program Name: _____

Agency Fiscal Year: _____

Categories and Line Items	Prior Year Prgr Funding FY 2022-2023	Current Year Prgr Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	BUDGET		Funding Partners		
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
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

Budget Narrative for Selected Items of Cost
FY 2024 City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2024-2025
COJ Funding Only

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



Disallowance of Expenditures

- **Bad Debts:** losses arising from uncollectible accounts (e.g. JEA late fees)
- **Contingencies:** contributions to a contingency reserve or any similar provision for unforeseen events
- **Contributions or Donations:** contributions and donations to other groups or organizations
- **Entertainment:** costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities
- **Fines and Penalties:** costs resulting from violations of, or failure to comply with, federal, state, and local laws and regulations

Disallowance of Expenditures (cont'd)



- **Governor's Expenses:** salaries and expenses of the Office of the Governor of a state or the chief executive of a political subdivision are considered a cost of general state or local government
- **Legislative Expenses:** salaries and other expenses of the State Legislature of similar local governmental bodies such as county supervisors, city councils, school boards, etc., whether incurred for purposes of legislation or executive direction
- **Interest and Other Financial Costs:** interest on borrowings (however represented), bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith
- **Audit Costs**

Chapter 118 section 3 & 4

Courtesy Review Period



- May 14 - June 21, 2024
- Conducted via Zoom and scheduled on a first come, first served basis.
- We will also answer questions via e-mail and have an ongoing Q&A form on our website, updated weekly.

Courtesy Review of Application (Chapter 118.803)



- Annually from the effective date of the Most Vulnerable Persons categories and Needs established by the City Council for the upcoming fiscal year and until five business days prior to the grant application deadline (July 1, 2024), 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 served, basis.

PSG Appeals Board; Appeals Procedure (118.810)



- **PSG Appeals Board Responsibility:** Hear and make final determinations on all appeals made by the requesting agency
- **Composition:** PSG Council Chair, PSG Grants Administrator (chairs) and Chief of Procurement
- **Meetings:** Noticed and open to the public
- **Review:** Limited to specific matters in agency's Notice of Appeal
- **Appealable Matters:**
 - Mathematical errors
 - Error by application scorer
 - Minor irregularity in contents or requirements
 - Error by PSG staff
 - Determination on non-compliance list
- **Appeals Deadline:** Five (5) business days from PSG Council/staff decision
- **Procedure/Contents:** Notice of Appeal addressed to PSG Council staff to include reason(s), timeliness, amount of grant request
- **Decisions:** PSG Appeals Board Decisions are FINAL



QUIZ

When is the last day of the
Courtesy Review period?

1. July 1
2. May 31
3. June 25
4. July 4



QUIZ

When is the last day of the
Courtesy Review period?

1. July 1
2. May 31
- 3. June 21**
4. July 4

Questions



Visit our Website (Jacksonville.gov, search grants, Public Service Grants)

<https://www.jacksonville.gov/departments/finance/grants-and-compliance/public-service-grants>

Audrey Gibson, Division Chief
gibsona@coj.net

Maribel Hernandez, Grant Administrator
hernandezm@coj.net

John Snyder, Human Services Planner
Supervisor
jsnyder@coj.net

Ashleigh Brew, Human Services Planner III
abrew@coj.net

Willie Coleman, Human Services Planner III
wcoleman1@coj.net

Terry Powell, Human Services Planner III
terryp@coj.net