

Question	Answer
<p>We were awarded the grant during the last grant cycle but decided to send the funds back to the PSG pool since we received CQL funding covering the work under that grant and much more. So technically, we did not have PSG funding for that grant under the Acute category, but the program still existed and expanded. Should we put the numbers under the "2023-2024" column since the program still existed and was funded differently?</p>	<p>The budget form is for the program, not PSG Council Awarded Grants. Therefore, if the program is still operating, you must put those budget line items in the COJ Budget form.</p>
Question	Answer
<p>is there a time on July 1st when the application is due?</p>	<p>Applications must be submitted by 11:59 PM.</p>
Question	Answer
<p>Is there a character count error in Section 1?</p>	<p>Character count error in Section 1: Community Need and Target Audience. Character count with spaces is 5980.</p>
Question	Answer
<p>Can I charge local parking fees to the line-item Local Mileage? We have staff who had to pay for court parking.</p>	<p>No, line items must be reflected as such. Parking fees would need to be stated in the budget and a requested line item for reimbursement.</p>
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<p>In the CyberGrant application, the budget template states 2023-2024 as the project year in column G, and the Funding Narrative Tab has Funding Year 2023-2024. Should it be 2024-2025? Can we type in the update?</p>	<p>We are aware that there are two upload buttons for both FY 2024 and FY 2025 COJ Budget in Section V. We could modify the site without deleting everyone's applications. Therefore, if you want to use the FY 2024 template you may change the (dates, years) if you like before you submit or use the FY 2025 COJ Budget template from the site or website. As long as it's attached to your application, we know it's for this year.</p>

Question	Answer
<p>Our Board made the decision to switch from a calendar year to a fiscal year that runs October 1 to September 30. Per IRS guidelines, to make that change, we filed a 990 that was just 9 months, Jan 1, 2023, to September 30, 2023. Obviously, this would change our calculation and what we are allowed to ask for. Is there any precedent on this? We would clearly need to explain that in our narrative. Thank you in advance for your consideration.</p>	<p>The following is directly from the Ordinance: 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.</p>
Question	Answer
<p>Can an applicant request up to \$150,000 per program application, or is the \$150,000 the maximum that an organization can request regardless of the number of program applications?</p>	<p>The maximum amount you can apply for each application depends on the 24% of the average of your last three years' revenue rule. Let's consider a practical example. If an agency's 24% of the average of their last 3 years' revenue is \$100,000 and they wish to apply for 3 applications, they need to distribute the request of \$100,000 among the 3 applications. If your agency's annual revenue is in the millions, the average will likely exceed \$150,000. In this case, the agency can apply for up to \$150,000 for each application.</p>
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<p>May we submit a 990 for our financial reporting?</p>	<p>Yes, however, it must be the last three filed tax returns (990s), the previous two fiscal years of the statement of income and expenses, as well as your previous two fiscal years fiscal balance sheets.</p>
Question	Answer
<p>We are planning on applying for two different programs. Can they submit two separate applications for each program under the self-sufficiency and stability category? Can we request up to \$150,000 per application for each program?</p>	<p>There is no limit to the number of applications if they are not for the same program and under the agency's 24% average review.</p>
Question	Answer
<p>When will the budget begin if we are awarded a grant?</p>	<p>October 1st, 2024.</p>

Question	Answer
<p>When completing the budget template in Section V.b, am I putting in my fiscal year budget for 2024/2025 (which is July 1, 2024, through June 30, 2025), or am I putting in the City's fiscal year, which I believe is October 1, 2024, through September 30, 2025?</p>	<p>COJ FY October-September</p>
Question	Answer
<p>Our agency receives funding for three different grants, including two PSG grants and one from JFRD's Opioid Prevention funding. We are requesting similar funding again in this next cycle. Does the sum of all three programs requesting funding need to be less than 24% (annual revenue), or is each individual program requesting funding under 24%?</p>	<p>For PSG specifically, the request can be at most 24% of the average of your last three years' revenue for the total amount that your organization is requesting. Scenario—If your 24% average total is \$100,000 and you submit three PSG applications, you must divide that \$100,000 request between the three PSG applications.</p>
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<p>Our auditors have been delayed this year, and we are on the non-compliance list. If we have the audit by the first week of June, will we be eligible to apply for PSG?</p>	<p>If you are off the list by July 1st, your application will be eligible for review. If you are on the list on July 1st but come off within five days and wish to appeal, we can hear your appeal.</p>
Question	Answer
<p>We are working on the PSG application and have a question about Section V. The instructions for Section V.a. ask us to provide the following:</p> <ul style="list-style-type: none"> • Agency's fiscal policies. • Procedures in place for ensuring the best fiscal policies. • How the agency's fiscal health is monitored. • The experience of the staff overseeing the financial monitoring of the program. • 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 line item. 	<p>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 line item.</p>

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<p>In Section V.b., we are asked to provide an Excel document with the budget, line items, and a tab with descriptions of requested PSG-funded line items. I need some clarification on the relationship between the fifth bullet point in V.a. and V.b. If the information that is requested in V.a. will be answered in V.b., do we also have to include it in V.a.?</p>	<p>Va is asking for a description of your agency's budget.</p> <p>Vb, the description tab of the Excel budget form (i.e., the one you currently have for grants) asks for a description of PSG-funded line items.</p> <p>Your detailed description of each bullet in each section of the budget form will not only help us fully understand the PSG-funded line items but also enhance your own understanding of the budget. This mutual benefit is highly appreciated.</p>
Question	Answer
<p>The calculation for what we can request is 24% of the average revenue for our last three years. For both 2021 and 2022, we operated our budget under a calendar year. In 2023, we converted from a calendar year to a fiscal year from October 1 to September 30 to match the FY for the Office of Refugee Resettlement. Please advise whether, with the correct narrative, we can use the number allowing us to treat FY 2023 as if it were 12 months instead of 9.</p>	<p>We get the revenue numbers for your last three years from your previous three files' tax returns (990s). So, whatever your revenue was on your 990s is the number we will use.</p>