

## PSG Application Questions & Answers

### Week of June 2, 2017

1. What day do we need to have our application in for a courtesy review? For the review- do we email our documents to you or submit them via AmpliFund? **I am able to schedule appointments up until 6/23. You can come in and either bring me what you want to upload or login from one of the computers in our office and I'll review it.**
2. How do I log-out? **In the top right hand corner is your e-mail address, click on it and a drop down window will appear. Then select log-out.**
3. Does my program meet X Priority Population? **The definitions of Low-Income Limits and the definitions that were attached to the Priority Populations Ordinance are on the web-site. It is up to the applicant and their ability to detail how their program fits one of those Priority Populations.**
4. Can you clarify for me how much I can request? **It is the lesser of 24% of the average last three years revenue or \$150,000.**
5. On the COJ Budget Form is that for PSG dollars or total program dollars when referencing Prior Years funding, & Current Year's Budget? **The Budget Detail page is a representation of your total program budget. The Budget Narrative is a detailing of your planned expenses of PSG funds.**

### Week of June 16, 2017

1. Section V, Budget expenses and revenues have a 2 page and 5000 character maximum. Are budget detail spreadsheet and budget narrative separate from the 2 page 5000 character maximum? **Yes, the budget narrative in the COJ Budget Form does not count toward the 5000 page maximum.**
2. I'm having trouble downloading the template documents can you send them to me electronically? **Sure, see attached.**
3. In the training you talked about the courteous review and going over the checklist. Can you send me the checklist? **Sure see attached.**
4. I logged into Amplifund to begin my application; however, I did not see any applications? **Did you click on the link of the COJ web-site?** I used the link, but it took me to my calendar as if I was going to submit a report. Please follow the information below.

Recipients who are also applying for funding this cycle can either use the link you provided ([www.gotomygrants.com/public/applications](http://www.gotomygrants.com/public/applications)) or their user settings can be updated - either navigation path will work. The recommended approach is for the users to access the Applicant Portal directly through their existing AmpliFund accounts to eliminate the need for them to keep track of separate links to access AmpliFund. COJ Staff will not be able to make the adjustment to the recipient accounts because COJ Staff do not have direct access to each of their AmpliFund accounts. The following directions can be shared with your recipients if they wish to update their user settings to make the Applicant Portal easier to access.

- a. Go to Administration > System Security > Users
- b. Click on the User's name
- c. Click the edit icon (pencil) in the top right corner
- d. In the field called Applicant Portal Access choose Yes
- e. Click the Update button in the bottom right corner

This will make the Applicant Portal option appears in that user's User Navigation menu which is accessible from any page in AmpliFund.

5. Under Eligibility Documents listed on the application, can you clarify Year 1, 2 and 3 Financial Information? Does this indicate the last 3 years of information for the program (say 2014-2016)? **This is your agency information.** I also want to be sure this is something different than the 2012, 2013 and 2014 IRS documentation for the organization. **It is your IRS documentation (last three 990's).**
6. Again, under Eligibility Documents, is the Office of General Counsel Affidavit the same as FISCAL YEAR 2017-2018 PSG GRANT APPLICATION AFFIDAVIT FORM? **Yes**
7. This is minor...the functionality of the "Choose file" feature, enabling the uploading of documents into the application, seems only to be available for the budget and a few other sections. Online, it is missing for Sections I through IV and Section VI. Is that accurate or a failure of electronics on my end? We can certainly copy and paste from Word, which I believe you mentioned in the workshop. **Sections I-VI has information that is in a narrative format. Section V has three sections the Section V narrative and the COJ Budget Forms, and the Certification of Additional Funders.**
8. I have completed the Corporate Resolution Certificate but do not see where it should be uploaded on the application template. Can you tell me what page it's on? **The Corporate Resolution is required once you have received funding.**
9. Last year, I was able to use graphs and table; however, it appears I'm not able to do that this year. **The new application text box is set up for a defined characters limit. This will help aid in the ease of the reviewers scoring.**

### **Week of June 23, 2017**

10. We will be submitting on this week and I want to make sure we have these items correct.
  1. A copy of good standing certification from Division of Corporation \* (Is this the certificate of status?)
  2. Office of General Counsel Affidavit \* (Is this the affidavit online?)

**Yes, Please visit the web-site so example of each.**

<http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>

11. The IRS 990 Forms to be submitted with our organization document the 3 year revenue as follows:
  1. 2013- \$34,291
  2. 2014- \$35,486
  3. 2015- \$42,059
 Total: 111,836  
 $24\% \times 111,836 = \$26,840$  Is this amount calculated correctly?

**Please review the web-site.**

<http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>

**The average of your agency's revenue for the last 3 years is \$37,279, 24% of that amount is \$8,947. Therefore, the most you can apply for would be \$8,946.**

12. Realizing that all formatting is taken out when copying and pasting your text into Amplifund (such as underlining and bolding, etc), is it also supposed to take out all paragraph sections? I went to print out what I have done in the application so far, which is almost all of it, and when printed, each section reads in one long paragraph (in some cases the entire page) making it very difficult to read. I did not enter the text that way in the application. I did not know if you knew this.

Yes, I am aware that once you print out the application the text box is all one paragraph long. However, in the on-line format it has the paragraph breaks.

13. We have our own Affidavit. Can I scan that and send with our grant application, in lieu of the one provided by the city? According to 118.805(b)5 use the form provided by the Office of General Counsel.

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.

<http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>

14. What are Council members given regarding the agency's prior city funding when scoring applications? The Ordinance is very specific in what is scored and what PSG C/ review and is the application, and COJ budget forms. See 118.806(b)1-8.

15. In Section V- Budget, in addition to the narrative within the Budget Forms, do I also complete the "box area" with a narrative? It, like the other sections, is offering a 5,000 character max, so I will be repeating all of the information from the form?? I recall in past years, budget was merely the 2 page budget form (narrative and program expense detail).

Yes, you have three items that must be attached regarding your budget.

1. 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/ 5,000)

2. COJ Budget Forms

a. Budget Detail-Numerical account of all program expenses over last three years-Not just PSG.

b. Budget Narrative- This is only the proposed PSG expense-How are you going to spend the COJ Funds

16. I am writing 2 applications; one for a new program that we will open soon and one for Touchstone. I have not hired some of the staff for the new program so I can only state this in the application. You told me I could apply for a new program. I just want to confirm this please. Yes, the three year is for the agency's operation and you have been in operation more than three years.

17. I'm working on finalizing our budget for the PSG grant submission and have a last minute question. I know the total request has to be the lesser of 24% of the average last three years revenue or \$150,000; however, is there also a limit on PSG grant dollars as a total percentage of the budget? On the web-site I have the Priority Population legislation which has the % for each Priority Population.

<http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>

#### 2017-2018 Priority Population 2017-0233-E

- Homeless persons and families. The percentage of available funding allocated to this priority population shall be 35%.
- Low-income persons and families. The percentage of available funding allocated to this priority population shall be 40%.
- Adults with physical, mental and behavioral disabilities. The percentage of available funding allocated to this priority population shall be 20%.
- Low-Income Elderly Homebound. The percentage of available funding allocated to this priority population shall be 5%

Detailed definitions of each of the Priority Populations are set forth in Revised Exhibit 2.

Housing and Urban Development has updated the Low-Income table for NEFL see attached

18. When I upload my 990s, do you want the complete 990 or just the 1<sup>st</sup> page? Chapter 118.805(b)3 states completed and filed tax returns. Therefore, we would need your whole 990 for each of the last three years.
19. How do we change the name of our program from COJ FY 2018 PSG Application-Low Income Persons & Families to our program name? In the Project Information tab this is a required space for Program Title. This is where you change from COJ FY 2018 PSG Application to you program.
20. Where do I find the COJ Additional Funding form? I don't remember where it is. On COJ web-site <http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants> [Additional Funding Sources.doc](#)
21. It appears that the character boxes allow no formatting whatsoever. I have tried to put spaces in between parts of a section for readability sake, but based on the review document produced by Amplifund, it does not look like those spaces were accepted. You are correct the spacing is set you can add bullets and numbers; however, highlighting and underline and other formatting will not work.

#### **Week of June 30, 2017**

22. I discovered that I had uploaded the unsigned pdf of Additional Funding Sources for our Low Income application. It won't seem to let me edit the application and upload the correct document. Do I have to withdraw and re-submit? All you need to do is upload the corrected document and it will automatically delete the previous document.
23. I saw no place to upload the Corporate Resolution authorizing Cindy to sign for the corporation. Is this still a required document? The Corporate Resolution is not a required document.
24. It won't upload the new file. I believe it's because the application was submitted and is now not editable. Do I need to withdraw the application and resubmit or can I send you the signed copy? I'm a little nervous about withdrawing as I'm afraid it won't let me resubmit. You are correct. Once you submit your application you cannot add or make any changes without withdrawing the application. However, the Certificate of Additional Funding is not a required document. I will need a signed Certificate if you are awarded funding.

25. Is a 10% Indirect costs rate allowable under PSG funds? Thank you. **There is no indirect cost rate allowable under Chapter 118. You are allowed to claim positions and occupational expenses on a percentage basis.**

26. Can you clarify what information should go on the very first blank on the affidavit form? Is it the date? I don't see anyone else asking this, so I might be the only one!

Before me, the undersigned authority, personally appeared \_\_\_\_\_ who was sworn and says: **The name of the person who the notary is saying appeared before them.**

27. Quick question regarding the PSG application and specifically Section VI – PSG Impact and Effectiveness. In previous years within this section we included information on cost savings or cost avoidance to the City as a result of the program.

a) It this type of information still needed/encouraged for us to provide? **How you choose to answer Section VI is up to you**

b) If so, where might we find information on these specific estimated costs? **I am unable to provide assistance in answering this question at this time; however, JSO has a number of reports.**