



Mandatory Public Service Grant Requirements Chapter 118.805

- **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.
- **Eligibility Documents-2017-317 updated**
 - A copy of a good standing certificate within the last 12 months
 - Charitable Solicitation Permit or letter from state granting exemption
 - Copies of the requesting agency's completed and filed federal tax returns for the last three (3) tax years, or 3 years audits, or approved Financial Forms from
 - A copy of the completed Mandatory Application Workshop certificate
 - An original affidavit

FY 2017 Priority Populations

Homeless Persons and Families (35% of the funding). U.S. Federal Government-United States Code 11302-Title 42-The Public Health and Welfare:

- People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided.
- People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled up situation, within 14 days and lack resources or support networks to remain in housing.
- Families with children or unaccompanied youth who are unstably housed and likely to continue in that state.
- People who are fleeing or attempting to flee domestic violence, have no other residence, and lack the resources or support networks to obtain other permanent housing.

FY 2017 Priority Populations-cont.

Low-Income Persons & Families (40% of funding)-U.S. Federal Government-United States Code

- Low income for Uniform Act purposes is income which does not exceed 80 percent of the median family income for the applicable area as determined by the U.S. Department of Housing and Urban Development.
- Low income has often been defined in terms of the US Department of Health and Human Services' poverty line. Common definitions include 125%, 150% and 200% of the poverty line for a family of four.
- See the revised section 8 Income Limits January 2013 Median Family Income (MFI) - \$63,200

FY 2017 Priority Populations-cont.

Adult with Physical, Mental and Behavioral/Physical Disabilities (20% of funding) Source: Abbreviated from the Americans with Disability Act (2008)

The ADA defines "disability" as:

- A physical or mental impairment that substantially limits one or more major life activities (sometimes referred to in the regulations as an "actual disability"); or
- A record of a physical or mental impairment that substantially limited a major life activity ("record of"); or
- When a covered entity takes an action prohibited by the ADA because of an actual or perceived impairment that is not both transitory and minor ("regarded as").

FY 2017 Priority Populations-cont.

**Low-Income, Elderly, Homebound (5% of funding) Source:
Abbreviated from the Older Americans Act (2006)**

The Act defines :

- Elderly - 60 years or older
- Homebound - Individuals who are not able to leave the home without assistance.
- Low-income - (Source: U.S. Federal Government-United States Code)-see Low-Income definition

Low income for Uniform Act purposes is income which does not exceed 80 percent of the median family income for the applicable area as determined by the U.S. Department of Housing and Urban Development.



FY 2017 Public Service Grant Application Instructions

2017 PSG APPLICATION

- ❖ <http://www.coj.net/departments/intra-governmental-services/office-of-grants-and-compliance/public-service-grants.aspx>
- ❖ WWW.COJ.NET/GRANT - select Public Service Grants
- ❖ WWW.COJ.NET
 - ❖ Government
 - ❖ Finance & Administration
 - ❖ Office of Grants Compliance Office-upper rt tab
 - ❖ Public Service Grants Program all the links and information will be on this screen
 - ❖ Search Public Service Grants - 2nd item on the menu
 - ❖ **Select the correct Priority Population link!**

On-Line Application Access

- Streamlink Provide information

On-Line Application Access

➤ TIME-LINE

- Web-site up and running now
- My office hours are 7:30 AM - 4:30 PM (M-F)
- Stream Link available through 1-216-377-5500 from 8:00 AM - 8:00 PM (M-F)
- E-mail response within 2 hours
- July 1, 2017 - No Support on Saturday
 - My office hours are until 7:00 PM on 6/30
 - System closes at 12:00 AM 7/02/2016, if not submitted by then you can't.

Agency Contact Information & Application Format (118.806c)

- ❖ 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 Priority Populations
- ❖ Make sure First Name, Last Name, Title, & Date for person certifying all the information is true & correct.
- ❖ 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.
- ❖ Copy and paste your narrative to the on-line form, character limits estimated at 2,500 per page with no tables or charts.

Section I: Agency Background & Experience

Contains 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 3 pages-7,500 characters).

Section II: Program Overview

Contains 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 3 pages-7,500 characters).

Section III: Program Activities

Contains a list of all activities that the program will offer or provide and a brief description of each activity (maximum 1 pages-2,500 characters).

Section IV – Program Management and General Overhead

Contains 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 3 pages-7,500 pages).

Section V: Operating Budget & Budget Narrative



Program 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, not including the approved form).
- ❖ Please upload "Public Service Grant FY 2018 Budget Forms" and complete all documents. This includes the budget detail spreadsheet and the budget narrative-detailed.
- ❖ Certification of Other Funding Sources - Please upload "Certification of Additional Funding Sources" which should list "Other Grant" revenue sources for this program.

Budget Forms - cont.

Program Budget Detail

- ❖ Complete the section showing the Agency Name and Program Name
- ❖ Under Section I Salaries and Wages, list all the positions in the program so that we have an accurate program expense budget.
- ❖ Under the Prior Year Funding 2015-2016 column, input the expenses actually incurred by the program for the preceding completed program year. Under the Current Budget 2016-2017 column, input the approved budget for the current year as adjusted reflecting any amendments made to date.
- ❖ The amount you have requested from the funding partner who you have applied to should be entered in the columns to the right of the "All Other Program Revenue" column.
- ❖ Using the account structure provided, input the anticipated expenses for the proposed grant requested on the form in the appropriate column and row

Budget Forms - Continued



Program Budget Narrative

- ❖ Explain all PSG expense items that are used in the "Program Detail Budget" form. (Name of title, annual salary x % PSG = \$PSG request)
- ❖ Good Rule is - If TU or City Council asked you could you defend how you really needed these dollars for this expense.
- ❖ Keep in mind those items that are disallowed under Chapter 118 section 4:
 - ❖ To pay for "Bad Debts"--losses arising from uncollectible accounts and other claims, and related costs, are not allowable.
 - ❖ To pay for "Contingencies"--contributions to a contingency reserve or any similar provision for unforeseen events are not allowable.
 - ❖ To make "Contributions or Donations"—contributions and donations to other groups or organizations are not allowable.
 - ❖ To pay for "Entertainment"--costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities are not allowable.

Budget Forms - Continued



❖ Keep in mind those items that are disallowed:

- ❖ To pay "Fines and Penalties"--costs resulting from violations of, or failure to comply with, federal, state, and local laws and regulations are not allowable.
- ❖ To pay "Governor's Expenses"--the 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 and are not allowable.
- ❖ To pay "Legislative Expenses"--the 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, are not allowable.
- ❖ To pay "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, are not allowable
- ❖ Audit Cost

Section VI - Program Impact and Effectiveness

Contains 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 (3) 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

Eligibility Documents (Chapter 118.806)

- A copy of Good Standing certificate from FL Division of Corp
- Charitable Solicitation Permit
- Complete tax returns for last three (3) years
- Certificate of Mandatory Application Workshop
- Office of General Counsel Affidavit

PSG Appeals Board; Appeals Procedure (118.810)

- Appeals Board Responsibility; Composition
- Notice of Meetings; Standard of Review
- Appealable Matters.
- Appeals Deadline; Contents; Procedures.
- Remedy.
- Additional Procedures.
- PSG Appeals Board Decisions to be Final.

PSG Technical Support Team

PSG Contact Information

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Questions-also see web-site

