



CITY OF JACKSONVILLE

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 including but not limited to, the programs listed below:
- Cultural Service Grant Program pursuant to Chapter 118, Part 6;
 - Arts in Public Places Program pursuant to Chapter 126, Part 9;
 - Kids Hope Alliance program 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;

FY 2020 MVP & Needs

1. Acute. The percentage of available funding allocated to this category shall be 35%.
 - 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.

FY 2020 Priority Populations-cont.

3. Self-Sufficiency. The percentage of available funding allocated to this category shall be 25%.
 - 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.

CITY OF JACKSONVILLE

FY 2020 Public Service Grant Application Instructions

2020 PSG APPLICATION

- ❖ <http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>
- ❖ <http://nonprofits.coj.net/> select Apply For A Grant, then Grant Opportunity, then PSG
- ❖ <http://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

On-Line Application Access

On-Line Application Access

➤ TIME-LINE

- Web-site up and running now
- My office hours are 7:30 AM - 4:30 PM (M-F)
- July 1, 2017 - No Support on Saturday
 - My office hours are until 7:00 PM on 6/30
 - System closes at 12:00 AM 7/02/2019, 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 MVP & Needs
- ❖ 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.

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). Up-Load your document- to include narrative, tables, or charts.

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). Up-Load your document- to include narrative, tables, or charts.

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). Up-Load your document- to include narrative, tables, or charts.

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). Up-Load your document- to include narrative, tables, or charts.

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 2020 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 2017-2018 column, input the expenses actually incurred by the program for the preceding completed program year. Under the Current Budget 2018-2019 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

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;

- Remember goals need to be SMART & for PSG funds only
- What is an examples of a SMART Goal with objectives:
 - Will reduce homeless in Jacksonville - Is this SMART?

Section VI - Program Impact and Effectiveness (cont.)

- (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). Up-Load your document- to include narrative, tables, or charts.

Eligibility Documents (Chapter 118.806)

- **A copy of Good Standing certificate from FL Division of Corp**
- 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
- **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
- A state letter of exemption indicating that the agency is exempt pursuant to F.S. § 496.406(3); and

Eligibility Documents (Chapter 118.806)

- **Complete tax returns for last three (3) years**
- 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); or
- If the Agency does not have the financial information requested, 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.- See me for help

Eligibility Documents (Chapter 118.806)

- **Certificate of Mandatory Application Workshop**
 - Please don't leave without picking it up

- **Office of General Counsel Affidavit**
 - See web-site for template

Courtesy Review of Application (Chapter 118.803)

- 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.
 - Monday, June 24th last day

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

