

FY24 PSG Application Questions and Answers (Updated Weekly)

May 8th - June 15th

We are beginning to plan our ask for the PSG this year. We have a question regarding how much we can request based on our organization's budget. We had a Financial Review performed by a third party accounting firm. Does this qualify us to apply for more than \$100,000.

It does matter if you have an audit or a Financial Review it depends on your revenue from your 990s. 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 or \$150,000;

If we apply for two grants (Priority B and priority C), can we apply for the 24% max on each grant? Or is it split between the two? **The 24% is based on the organizational application(s), so in your scenario it would be "split between the two"**

I know a nonprofit that is exempt from 990 and wants to apply for PSG but has had audit estimates of \$8,000, and that is just not in their budget. Are there any exceptions or alternatives for first-time applicants in the works? I know there have been discussions in the past about this, and I wonder if there is a funder that would consider helping with this financial burden. Seems like this could be a great matching grant opportunity.

To apply, an audit is not required unless you are except from filing an IRS 990 tax return. In that case, the ordinance does give the Division the option of requiring you to fill out a specific form which I can send after the training.

We are a 501(c)(3) that is located in Nassau County who offers an entrepreneurship, financial management, and life skills training program AT NO COST to individuals from traditionally underserved communities with up to \$1,000 start-up or business growth funding to those who complete the program. Although we are located in Nassau County we serve Nassau, Duval, and Clay counties. Are we eligible to apply?

I appreciate you reaching out regarding your question. You would need to make sure your application focused on the individuals (18 years or older) who live or will be served in Duval County additionally, if you are awarded funding you would need to make sure that your accounting separates your Duval County program from your other program. Also your organization must have been in business for at least 3 years? There are other criteria which will be explained in either of the trainings.

In 2020 we filed a 990N because our budget at that time was under \$50,000. Since then we have filed 990s. Can a 990N be accepted for submission in the PSG grant? **Yes, it will count as \$50,000 toward the average three years of your revenue.**

I was wondering if the Public Service Grant FY 2023 could be awarded to a performing arts organization that serve low income families? **Cultural Arts agencies must apply for funding through the Cultural Council of Greater Jacksonville**

Page 12 of the Application Instructions indicates that the application may not exceed 16 pages not including the cover sheet and eligibility documents. Nevertheless, the breakdown of the number of

pages for each of the five (5) sections only totals 15 pages. The 16 pages were just a typo/Scribner's Error. It is 15 pages revised application on web-site

Would you please provide me with the dates/reasons our agency has been on the non-compliance list the past three years? Sure, you were on for 11-weeks for your last audit being late.

I am working on an application for PSG funding, and it will be the first time for my agency in probably 10 years. Can you please confirm if we can apply even if we don't have to submit a 990?

We are not required to submit a Form 990 to the Internal Revenue Service. When we were granted 501(c)3 status in 1984, it was defined as a "Group of Churches" on the IRS Form 1023. As such, we are recognized as a 501(c)3, but is not required to submit an annual 990.

Yes, If you are not required to file a 990, then you have two options either your Fiscal Balance Sheet & Audit or the Finance & Admin Financial Form.

118.805b(3) The following financial information as applicable:

a. 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; and

b. Copies of the requesting agencies completed and filed federal tax returns for the last three tax years; or

c. Agencies exempt from filing federal tax returns shall file:

1. IRS certification of exemption; and

2. 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

d. 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.

Please e-mail and I'll provide the form.

Our fiscal year and budgets cover January 1 to December 31. I see that the City of Jacksonville's fiscal year is October 1 to September 30. In the "Program Budget Detail" tab of the COJ PSG Excel file, can we complete the fields for our fiscal years as follows? Yes, and no.

- 1/1/22-12/31/22 (Prior Year Funding) - Yes
- 1/1/23-12/31/23 (Current Year Budget) - Yes
- 1/1/24-12/31/24 (Next Year Estimated Cost) – No use COJ Fiscal Year because that is what the contract will be based on.

Also, are the next two columns – Agency Provided Funding and All Other Revenues – referring only to the next year estimated cost? Yes, those are estimates

Lastly, I know you've tried to make this clear, but I'm struggling to understand if the "Program Budget Detail" tab must include all expenses incurred by our agency as a whole or only expenses associated with the specific program tied to PSG. Can you clarify? There is overlap such as rent, computers, and telephones, so it may be best to cover everything. But I don't want to do that if that's not what is being

asked. **The Program Budget Detail is for the Program you are requesting money. If the program is not charged by the agency for any expenses relating to rent, computers, and telephones then leave those blank.**

The template asks for Organizational Annual Revenues from IRS tax forms 2019, 2020 and 2021. 2022 is not on the list. Does this mean we can ask for 24% of the total of these three years and we do not include 2022?**It is your last three years of revenue. If you have 2022, then feel free to use it. Most agencies don't have their 2022 done by July 1st.**

“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.”

To clarify, you are seeking the agency’s full budget typed out in the space provided IN ADDITION to the new eligibility document attachments of: "Fiscal Balance Sheets and Statement of Income and Expenses for the last two fiscal years (new)"**Here is a little more clarification—**

o 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.

There are two things here; 1) Agency Budget, with revenue and expenses balanced; and 2) a list of all line items and revenues to operate the program with a brief description of each.

You will also be required to upload the required documentation as well.

In reviewing the Program Activities Section IV in Municipal code, the Grant Application Template states the section should be 2 pages maximum and the Ordinance states the section should be 1 page maximum. Could you please advise?

We apologize for the conflicting information. If you were referring to the Municipal code site, that has not yet been updated with the newly passed Ordinance. The 2-page limit is correct. However, I would urge you to focus more on the character count, as stated in the training. The “CyberGrants” system that you will submit the grant on is based off the character count not the page limit.

Section IV- Program Activities

Provide a program overview of activities including how clients enter the program, how their needs are evaluated, and program activities. List activities with a brief description. Include any partnerships that help strengthen this program.

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

"fiscal balance sheet/statement of income" for the past two fiscal years. Is that an either/or or a both/and? I know the Ordinance says and, so I tell everyone err on the safe side

In going through the 7 questions on the website, I am uncertain on this one. We do receive funds through the City for another program, which were previously done by the City. These funds do not cover mental health services, which is what we use PSG funds for. Can you clarify eligibility? The key word in all this is program. Is your Mental Health Services program receiving COJ funds? If not, then you are fine.

For a staff salary, can the line item request be for more than 25% of that position’s salary?

Is there a rule of thumb for what is acceptable for one salary, so long as the total request is within parameters? It can be 100% PSG funded there is no requirement.

I have a few questions about the PSG application that I thought I would ask now (before our Courtesy Review).

1. Is the maximum funding \$150,000? Or is the maximum 24% of the average revenue over the last three years? 24% of our average revenue over the last three years is more than \$150,000. **\$150,000 is the maximum, provided it is not more than 24% of the average of your last three years of revenue.**
2. On the sample application, it asks for Organizational Annual Revenues for the last three years, and states the data source as "IRS Tax Return." Please confirm that for an agency that does not submit a 990, that we should use the revenue in our annual audits. **You are correct but please see 118.805(b)3 https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=TITVADPE_CH118CI_GR_PT8PUSEGR_S118.805ELAPPUSEGR**
3. We had no non-compliance incidents. Should we state that specifically? **The on-line question is yes or no. If you select no, then you don't have to provide anything. If you select yes, a narrative section will appear for you to answer.**
4. In Section V, where it says we need to include a list of all line items with a brief description, is this referring to the budget template? Or do we need to provide a brief description of the line items in the narrative section and in the budget narrative section? **Section V states, this 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.**
There are **two** things here; 1) Agency Budget, with revenue and expenses balanced; and 2) a list of all line items and revenues to operate the program with a brief description of each.

The required COJ budget form is separate from Section V.

I wanted to confirm that we are able to submit two applications as long as they are for two different programs under different MVP categories. For example, we plan to apply for one program under acute and one program under self sufficiency. Is this okay? **Correct and just to be clear, you can apply for multiple programs under the same category as long as they are separate programs.**

The grant preview form downloaded from the Cyber Grants site is considerably different than the 2024 Public Service Grant Application Preview available on the COJ website. Would you please advise. Unless I hear differently, I'm going with the Cyber Grants template.

The section order can't be changed now. We will work with PSG Council to make sure no scoring is deducted on this issue. The application template just combined some of bulleted language and the on-line broke it out. Section VI was just based on the discussion of the Section VI.

Can you tell me how to get the Office of General Counsel Affidavit? **Here It is. It is also on the web-site. <https://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>**

I have a quick question regarding a required document for the PSG application. The application asks for copies of our completed/ filed federal tax returns for the last three years. Our 2022 990 won't be filed until late July, so would providing our tax returns for 2019-2021 satisfy this requirement? **Yes, 2019-2021 are your last three years of 990s.**

June 16- June 23

I am uploading our grant now and came to Section VI. I want to clarify I thought from training that we don't actually write section 6? I thought you said your reviewers answer that part. It indicates it is required, and we will gladly do it if needed, though we ensured our entire grant clearly answered

section 6 questions. Sorry for the confusion. Yes, you do have to do Section VI before you submit your application. In doing the norming exercise, these were given as guidelines to help the reviews come up with a score for "Quality of Program." Therefore, we thought it best to just go ahead and have agencies answer this question instead of review having to come up with a score.

When I put in my dollar amounts under the revenue for the last three years (\$923,152/\$913,887/\$678,856) I get an error message that these are not valid numbers. It could be a browser issue or you have spaces after the numbers is another common error.

Can PSG funds be used to assist undocumented citizens? Yes, as long as they are a "resident of Duval County". Historically, OGC defined resident as someone who claims to live in Duval County.

I do have one more question, for Board member demographics, do you need age, race, ethnicity information or just years of service and experience? Just making sure we don't leave out anything you need. We can only answer what is in the bullets as far as specific question as to Demographic that would be up to you, but age, race, ethnicity, and sexual orientation are all considered demographics.

We would like to know why we were on the Non-Compliance List? We are pretty sure that your last two non-compliance issues were due to a late audit. You can always reach out to Taylor, Kim KTAYLOR@coj.net for any non-compliance list questions or concerns.

The application template indicates section V has a 6,000 character limit, but the software indicates section V has a 5,400 character limit. Have you gone on to CyberGrants web-site yet? I believe it was changes to 6,000.

June 24-June 30

We are submitting our grant but there's been a change on who is going to submit. Is there a way to change the person submitting the grant without starting over? I added Kim Namey as associated with the grant but she only has the view option and cannot edit it. There is not currently a means to change who the applicant is for a particular application. A new application will need to be started.

I just submitted our Self-Sufficiency PSG grant application but just noticed one thing I didn't correct. Is it possible to "unlock" our application so I can make this 2-second correction? We are not able to unlock a grant once it has been submitted. What you would have to do is submit another and send us an email to disregard the previously submitted application.

All narrative sections are double spaced when pasted into the application; on reviewing the completed application, everything appears to be single-spaced. Is this appropriate? Yes, you do not have to worry about the formatting within the cybergrants system—only the word counts.

In determining FTE for the 5b budget narrative, are you looking for it to read "Registered Dietitian (1FTE)" because we have one person full time on staff, or to

specify how much time this person is working on the program “Registered Dietitian (.25 FTE)” **Yes, please use Title of Position .25 FYE**

I’m working on the PSG proposals for Brooks Adaptive Sports and for the Clubhouse. As I am building out the budget, I am thinking about all the tedious work I created getting grocery receipts and such reimbursed. Does the Council and PSG staff look down and score lower for only getting salaries reimbursed? I don’t want to hurt our application if they look more favorably to reimbursing “direct client expenses” instead of salaries. Thank you for any help you are able to provide. **There are a number of awards which are only salaries and benefits.**

Can you clarify for me please because I’ve heard both sides. Is an agency able to apply for both PSG and CDBG? I know in the affidavit we signed, it states that “The applicants program is not eligible.....” One of the mentioned City programs was Housing and Community Development. First question, is that the same as CDBG? **Agency’s program doesn’t receive funding through another COJ program (i.e. CSGP, AIPP, KHA/JCC, DIA/OED, ESG, CDBG, HOPWA, Social Services Division, or direct line item, etc.)**
[Sec. 118.805. - Eligibility to Apply for Public Service Grants. | Code of Ordinances | Jacksonville, FL | Municode Library](#)