

**Public Service Grants
Reimbursement Grant
Standard Operating Procedures Manual**

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Insurance Requirements

Each year, new organizations are awarded City of Jacksonville grant funds to provide needed citizen services. As such, Risk Management must review their program scope of service to determine if the standard contract insurance requirements apply or if a deviation from this is acceptable. Once approved, any insurance requirements variations need to be included with the affected contract.

Certificates of Insurance (COI) are required as part of the application process for all grant applicants..

An electronic shared calendar is maintained by the AMIO that indicates when COI's expire. Prior to the expiration date, the Grant Monitor must notify the affected organization of this information and let them know that contract payments will not be processed until the affected COI is renewed.

Application Training

Application training takes place annually for the following fiscal year for new grants. The location needs to be centralized where parking is free and can accommodate a minimum of 100 people. Normally (2) training sessions are offered at varying days/time of the week.

A training session is provided and handouts include a copy of the PowerPoint presentation; application instructions; writing meaningful goals and objectives; budget documents; on-line application materials and access password; grading criteria; customer satisfaction survey.

Each attendee must sign-in; receive a training packet and the on-line application access password. The Copy Center must be used to make all copies of training materials.

Customer satisfaction comments are tabulated and used to make improvements for future training sessions.

Application Review

The first task that must be accomplished by the Grant Monitor is to verify that the application adheres to the mandatory requirements of the grant as follows:

1. Was the application submitted timely?

2. All requesting agencies must operate programs that tangibly affect and improve a Priority Population.
3. The applicant organization must be in operation for at least (3) years.
4. The agency must be a 501 (c)(3) organization, Florida Not-for-Profit or a government agency.
5. The agency must perform services or operate programs in Duval County.
6. The proposed program must directly serve the people of Jacksonville.
7. The proposed grant amount must account for less than 24% of the organization's revenue over the (3) prior years.
8. If applicant is currently receiving a Public Service Grant, they must be in compliance with the terms of the agreement, the appropriating ordinance and Chapter 118.
9. Cultural programs are not eligible.
10. Children's programs are not eligible.
11. Economic development programs are not eligible.
12. Capital projects are not eligible except through Cultural Service Capital Grants.
13. The requesting agency shall be in compliance with all applicable Federal, State and local laws, rules, regulations and ordinances.

Using the Grading Score Sheet, each Grant Monitor will be assigned a number of applications to grade. Scores will be entered into the Excel Grading Score Sheet file and ~~so that~~ each completed document will receive a calculated score. All score sheets need to be filed in the affected contract file. The AMIO will add the scores to the Grant Funding Matrix for further review by the Public Service Grant Council.

Contract Execution Process

The base contract will be updated annually with any pertinent information deemed necessary by the AMIO, Office of General Counsel, Council Auditor's Office and Risk Management.

The AMIO will update all contract Exhibits and post them on the [internet](#) Public Service Grants web site. In addition, the contract mail merge document will be updated with all pertinent information to include:

- a. Organization Legal Name (using SunBiz)
- b. Federal ID Number
- c. Program Name
- d. Funding Amount
- e. Priority Population
- f. Mailing Street Address
- g. City, State, Zip Code, Phone Number
- h. Executive Director and E-Mail Address

- i. Fiscal Year End Date
- j. Program Description

The contract mail merge will be completed with the exception of those organizations with different insurance requirements. The file will be saved on a CD and sent to the Mail Room requesting (3) sets of each contract or e-mail to recipient in Adobe Format.

To process the contracts, the Office of General Counsel requires a current Corporate Resolution or verification through organization By-Laws that the person signing the contract has that authority in order to process the contract.

The (3) sets of the contract are distributed to each affected organization by the Grant Monitor that includes a complete Scope of Service for each. Upon return, the Grant Monitor will send the documents to the Office of General Counsel along with the executed Corporate Resolution and a Legal Request for final processing. The Legal Request needs to include an assigned LR number and be signed by the Deputy Director of the Recreation and Community Services Department or designee.

The Office of General Counsel will return (2) sets back to the Grant Compliance Unit when finalized. One will become the office file copy and the other will be the affected organization's copy.

A copy of the contract needs to be posted on the Public Service Grants Team Site in the appropriate file.

Reporting

Financial

Monthly financial report templates are to be set up for the use of each service provider that mirror each approved program budget line item contained within the executed contract. Each service provider is required to use this document when preparing their monthly financial reports. Monthly reports are due to the Grant Monitor by the 15th of each month for the previous month except for October which is due on the 7th (this date changes annually based on the City's close-out procedures). This is a contractual requirement that can't be altered. Once the Grant Monitor has reviewed all financial back-up, verified all expenses are accurate and expensed to the correct budget line item, they must affix their name on the 0monthly financial report to document their approval for payment.

Expenses requested for reimbursement need to be specific to the organization's program approved budget and grant term and not be a disallowed expense as detailed in Chapter 118 and the executed contract. Service providers should not provide documents that are not pertinent to

their payment request. The Grant Monitor must return items that are not applicable financial back-up to the service provider.

Payroll

- ◆ Payment request should be based on gross pay, not net pay.
- ◆ Payment request should not include an employee bonus.
- ◆ Payment request should not include an employee's mileage – employee mileage should be expensed to local travel if this is an approved budget line item.
- ◆ Payment request should not include allocated employee leave, only paid leave that was included within the affected pay period for reimbursement.
- ◆ Do not allow any work days for payment that fall outside the contract term (i.e. October 1, 2010 – September 30, 2011). The first payroll in October may have some work days in September. We can't pay for any work days in September. In this case, the service provider will have to prorate the payroll based only on the work days in October that apply.
- ◆ Make sure the service provider includes the % allocated for each position – if only a portion of the salary amount is being expensed, then they should include the % with the back-up documentation.

Benefits

- ◆ Payment requests should not include any fringe benefits that were not included in the approved budget. For example, dental insurance is not considered part of health insurance costs. Therefore, dental can't be expensed to an approved budget line item for health insurance.

Occupancy Expenses

- ◆ Rent – we need a copy of the lease agreement.
 - Per the Office of General Counsel, we can pay the principle on a mortgage payment, but not the interest.
- ◆ Utilities – Payment request should not include days of service in September for an October payment request. In this case, the payment request should be prorated based on the days of service for October.

Office Expenses

- ◆ Do not expense postage under an approved budget line item for office supplies. It needs to be expensed in the approved budget line item for postage.
- ◆ Professional fees and services can not pay for an audit.

Travel Expenses

- ◆ Local mileage – request for payment should not include out of town mileage to one of our neighboring counties. Mileage should be for Duval County trips only. Bus tickets for clients should not be expensed to this budget line item. It should be expensed to an approved budget line item for Direct Client Expenses – Bus Tickets

Direct Client Expenses

- ◆ Food – Payment requests should not include items that are not edible – i.e. plates, napkins, cups, eating utensils. These items should be expensed under an approved budget line item under Office Expenses.

Financial Back-up

- ◆ Grantee must provide a copy of the general ledger report for the affected month
- ◆ Grantee must provide a copy of the invoice and copy of the check for each item requested for reimbursement.
- ◆ Grant must indicate the job title for each employee's salary being requested for reimbursement

Programmatic

Programmatic Reports are due to the Grant Monitor quarterly as follows: January 15, April 15, July 15, October 7 (this date changes annually based on the City's close-out procedures). This is a contractual requirement that can't be altered.

- Grant Monitors must check quarterly programmatic reports to ensure:
 - Process Objectives and Short/Long Term Objectives reflect outcomes funded by grant dollars only; verify data back-up to ensure accuracy of measures and determine if progress is being made. If progress is insufficient, the service provider must be contacted to develop an action plan so that projected outcomes can be achieved.
 - Units of service need to reflect the essence of the services provided.
 - Back-up data is required for all data measures quarterly and must be checked and verified.
 - Changes to measures must be requested in writing by the service provider and approved in writing by the Grant Monitor prior to the final deadline date.
 - The Priority Population identified in the affected grant application needs to be exclusively served by Public Service Grant funds. Priority Population information is reported quarterly.
 - Each data measure that is a percentage amount must include the corresponding number as well – i.e 90%, 90 out of 100 clients.
- The quarterly report template will be prepared by the Grant Compliance Unit that is password protected and distributed to each grant recipient for reporting purposes in November annually.
- Once the Grant Monitor has reviewed a quarterly programmatic report and approved it using the information detailed above, they must affix their name to the report to document their approval.

Annual Report

An Annual report is required for grant allocations governed by Chapter 118 of less than \$100,000. It is due to the Council Auditor's Office by November 15 each year. The Grant Monitor must review each annual report to ensure that it was completed with accuracy using the following requirements for verification: Line Item Acct #, Check number, Date, Payee, Purpose, and Amount associated with each expense. It should be prepared by the service

provider in tandem with each monthly reimbursement request. All expenses need to tie back to each approved budget line item. Each budget line item stands on its own and can't offset other budget line items that might be overdrawn or have a balance. Any disallowed expenses need to be returned to the City.

Audit

An audit is required for combined City of Jacksonville allocations in excess of \$100,000 (PSG, JCC, JEDC, etc.). It is due to the Council Auditor's Office within 120 days after the affected organization's fiscal year ends. Grant Monitors should periodically review the Shared calendar to determine when upcoming audits are due so they can follow up with the affected service providers. The Council Auditor's Office requires a separate schedule by approved budget line item to be included with the audit. The FY 2011 Public Service Grant contract Section 5 (vi) states: *"The independent certified public accountant's report shall include separate statements of source and status of funds received from the City, and program costs showing the expenditure of City Funds as compared to the authorized budget for those funds from the City. The report shall include the detailed budget included in the Recipient's Application and approved by the Council and shall be adjusted by any budget changes approved during the term of this Agreement."* As clarification, the statement prepared by the independent auditor should use the budget as reflected within the recipient's grant executed contract and include any approved changes to the original approved budget. The independent auditor must review the affected proceeds and expenditures and **not** base their audit on a compilation or restatement of information. The independent auditor must receive a copy of all monthly financial reports and back-up submitted for use in preparing the required audit schedule. The Grant Monitor must ensure that each grant recipient is familiar with all audit requirements, if applicable.

Payments

After reviewing all financial back-up to verify requested expenses, a Check Request is to be processed by the Grant Monitor monthly for each grant recipient. Each Check Request should include the following information (refer to the sample Check Request): Vendor Number; Vendor Name; Vendor Address; Amount; Index Code; Sub-Object Number; Project Name; Contract Number; Ordinance Number; Description of the payment. The completed check request will be submitted to the AMIO. The Grant Monitor must ensure that the amount requested for reimbursement mirrors the Check Request amount. Any variance will need to be explained to the AMIO. The AMIO will review the Check Request for accuracy. Once approved, it will be returned to the Grant Monitor for final processing to the General Accounting Division (GAD). A copy of each Check Request will be maintained in the affected contract file, posted on the Public Service Grant Team Site and sent to GAD for payment.

Budget Changes

The approved budget for the Recipient, is included in **Exhibit A** of the executed contract. Any changes in the budget which would affect expenditure of funds provided under the terms of the contract must be approved in writing by the Grant Monitor prior to the expenditure of the funds. Funds may be transferred from line item to line item within the line items specified in **Exhibit A** only with prior written approval of the Grant Monitor, provided that no expenditure exceeds the maximum indebtedness of the contract. Budget changes requested by the Recipient must be received by the Grant Monitor no later than September 15. Budget change requests received after that date will not be considered and will be returned to the Recipient. The Grant Monitor must review each budget change request to ensure that new budget line items are not requested; that the overall budget amount is not exceeded and that the affected budget line item is not exceeded based on prior reimbursements. All approved budget changes must be submitted to the Council Auditor's Office annually by October 5 & saved on portal, which Auditor's Office shall have access.

Monitoring

Informal Site Visit

Each contract requires (1) site visits annually. The informal site visit should take place in October-December annually. The Grant Monitor must develop a list of topics for discussion to ensure the visit is beneficial for the service provider. Suggested topics can include: changes to the contract; reporting deadlines; reporting requirements; the next grant application cycle information. The information discussed should be documented using the "Site Visit Report" form and filed in the contract and on the Public Service Grants Team Site.

Formal Annual Site Monitoring

Each grant service provider must receive a formal monitoring annually using the Public Service Grants Standards. Grant Monitors will schedule these visits with the service providers March-May annually. New service providers will need additional training on what they will be required to have available when the Grant Monitor conducts their site monitoring. Any deficit areas noted at the conclusion of the monitoring will require written follow up to the service provider giving them 30 days to correct the deficit(s). If the improvement areas are not corrected within this timeframe, a consultation with the AMIO will be needed to develop a default action plan. The "Site

Monitoring Report” form must be filed in the contract and on the Public Service Grants Team Site along with any supporting documentation.

Public Service Grant Council Visits

Grant Monitors will schedule Public Service Grant Council visits during the grant application cycle March-May annually. A “Site Visit Report” must be completed for each visit to serve as documentation and the completed document must be posted in the contract file and on the Public Service Grants Team Site.

The City’s Public Service Grant Council shall have the absolute right, at all times, during Recipient’s normal business hours, with or without notice, to enter the Recipient’s administrative and programmatic premises for the purpose of conducting on-site evaluations of the administrative and programmatic functioning of the funded program/agency. Failure of the Recipient to allow the Public Service Grant Council and/or its authorized representatives to enter its premises, will be a material breach of the contract and will stand as grounds for the withholding of funds from any source, under the contract. Termination of the contract will require return to the City of all funds paid to the Recipient, under the terms of this Agreement.

Grant Close-Out Procedures

A grant close-out procedures letter will be sent to grant recipients in July annually. To ensure a smooth grant close-out process and avoid the possibility of losing the ability to receive future grants, the following information will be sent to grant recipients taken from the Public Service Grant contract as follows:

Audit - Section II B (6) - Refer to the audit element applicable to your organization

- c) For Recipients receiving funding less than \$100,000.00 from the City, Recipient shall furnish to the City an annual report of receipts and expenditures of City Funds in such form as the Council Auditor shall prescribe. This report shall be certified as to its accuracy by the Financial Officer/Treasurer of the Recipient’s organization. This report shall include the time period of the City’s fiscal year commencing on October 1 and ending on September 30 and shall be due on November 15.
- d) For Recipients receiving funding in an amount from \$100,000.00 to \$500,000.00, either from one (1) City funding source, or cumulatively from two (2) or more City funding sources, the Recipient shall provide the City with an original audit report in accordance with Generally Accepted Auditing Standards (“GAAS”), issued by the Accounting Standards Board of the American Institute of Certified Public Accountants (“AICPA”) This report shall be due

within 120 days of the close of the Recipient's fiscal year; and this report shall present information based upon the City's fiscal Year commencing October 1 and ending September 30.

- e) For Recipients receiving funding, in an amount in excess of \$500,000.00, either from one (1) city funding source or cumulatively from two (2) or more City funding sources, the Recipient shall provide the City with an original audit report 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 Office of Management and Budget Circular A-133, Audits of Institutions of Higher Education and Other nonprofit Organizations, of its financial affairs for its fiscal year ending with the current City fiscal year. Such report shall be made by an independent certified public accountant. Such report shall be due within 120 days of the close of the Recipient's fiscal year; in addition to the information described above, such report shall present information regarding its use of City funding based upon the City's fiscal year commencing October 1 and ending September 30.
- f) The independent certified public accountant's report shall include separate statements of source and status of funds received from the City, and program costs showing the expenditure of City Funds as compared to the authorized budget for those funds from the City. The report shall include the detailed budget included in the Recipient's Application and approved by the Council and shall be adjusted by any budget changes approved during the term of this Agreement.
- g) **Grant Retainage - Section V A:** The City agrees to pay the Recipient the total approved grant amount for the Program (the "**City Funds**"); the above stated amount cannot account for more than twenty-four *per centum* (24%) of the Recipient's annual revenue averaged over the previous three (3) years. Such total sum shall be payable on a monthly basis as reimbursement for expenses paid, during the previous month; *provided however*, a retainage amount of not-to-exceed ten *per-centum* (10%) of the above stated amount shall be held by the City until such time as all accountings, submittals and/or financial reports required by this Agreement pursuant to Section V.B have been approved and accepted by the City as true and correct. The above stated provisions notwithstanding, the City may pay to the Recipient, on or before November 1, an advance payment of not-to-exceed ten *per-centum* (10%) of the above stated amount for "start up" costs; *provided however*, if a Recipient opts to receive such "start up" costs, the retainage amount shall not exceed twenty *per centum* (20%) of the above stated amount and shall be held by the City until such time as all accountings, submittals and/or financial reports, required by this Agreement have been approved and accepted by the City as true and correct. Such "start up" costs are

the only advance payment allowed, pursuant to Section 118.201 (f) (7), *Ordinance Code*. All other payments shall be reimbursements. All accountings, submittals and/or financial reports must have been approved and accepted by the City as true and correct no later than October 7 in order for the Recipient to receive any remaining payments, including retainage amounts, for the Services performed during the grant period prior to October 14.

Final Payment - Section V E: The parties understand and agree that the absolute last date the City can request a check for the payment of grant funds is October 14. Recipient shall submit the final request for funds under this contract no later than October 7 in order for the City to request a check for payment of grant funds, including any retainage amount being held, by October 14.

In addition, requests for budget line item adjustments need to be submitted by **September 15**. The Council Auditor will only approve budget lines with a balance of less than \$5, as long as the total grant amount has been expended within other approved budget line items.

Final Reporting - Section VII (b) - 4th Quarter Programmatic and Monthly Financial reports are due October 7.

Record Retention - Section XI (d) - The **RECIPIENT** shall retain for such inspection all of its records and supporting documentation applicable to this Agreement for five (5) years after receipt of final payment from the **CITY**.

Inventory Declaration - Section XV (a) - Equipment, property or tangible personal property (collectively referred to as the "Property") purchased with funding pursuant to this Agreement shall be non consumable and consistent with City capitalization requirements or Section 122.801(e), *Ordinance Code*, as amended. Such Property must have a useful life of one (1) year or more and shall be inventoried by the Recipient. The Recipient shall retain property inventory records, acquisition documents and usage records. Upon expiration of Recipient's use of the Property for the Program or for a City approved public purpose, the Property shall be transferred free and clear of all liens and encumbrances to the City via a bill of sale or otherwise disposed of as may be authorized in writing by the City.

Residual Funds - XVI - Recipient agrees that any funds provided by the City for the operation of the program or activity during the period October 1, through September 30, including any interest earned by those funds provided by the City, which are residual funds, remaining unspent or unencumbered by any existing (not contingent) legal obligation, shall be returned to the City in the form of a negotiable instrument not later than ninety (90) days after the close of the aforesaid period, except that when a Recipient continues to receive a Miscellaneous Appropriation from the City in the next fiscal year, a limited amount of residual funds may be carried forward from September 30 to October 1, which shall not exceed ten percent

(10%) of the current appropriation to the Recipient or \$500, whichever is greater. The City appropriation for the new fiscal year shall, however, be reduced by the amount of the unencumbered residual funds so carried forward. Any additional unencumbered residual funds shall be returned as provided herein above.

Failure to Comply- A RECIPIENT who fails to comply with this request jeopardizes its ability to receive grants in the future. Refer to Section 118.503 of the Ordinance Code for specific information. Please be governed accordingly.

The specific dates are detailed in each affected grant contract. The Grant Monitor must become familiar with these requirements to ensure compliance.

Cash Collection

Every recipient shall return the amount of questioned expenditures that are not protested and become disallowed within (15) days.

Recipient agrees that any funds provided by the City for the operation of the program or activity during the period October 1 through September 30, including any interest earned by those funds provided by the City, which are residual funds, remaining unspent or unencumbered by any existing (not contingent) legal obligation, shall be returned to the City in the form of a negotiable instrument not later than ninety (90) days after the close of the aforesaid period, except that when a Recipient continues to receive a Miscellaneous Appropriation from the City in the next fiscal year, a limited amount of residual funds may be carried forward from September 30 to October 1, which shall not exceed ten percent (10%) of the current appropriation to the Recipient or \$500, whichever is greater. The City appropriation for the new fiscal year shall, however, be reduced by the amount of the unencumbered residual funds so carried forward. Any additional unencumbered residual funds shall be returned as provided herein above.

The Grant Monitor will provide all pertinent information to the AMIO so that a deposit can be prepared with accuracy and adhere to the City's Cash Collection Procedures. Once the check clears and the revenue is posted in FAMIS, the Council Auditor's Office will be notified.

Contract Orientation

Each year, a mandatory orientation will be conducted for all service providers that details reporting requirements, contract changes and staff assignments.

Non-Compliance

Pursuant to provisions in Chapter 118, Ordinance Code, and except for the City's exercise of its discretion to terminate this Agreement and demand refund of public funding under Section II.B.7 of this Agreement, failure to provide reports (i.e. Annual Report or Independent Audit) as required herein shall result in a certification from the Council Auditor that no further funds shall be disbursed until such reports are provided, received and approved by the Council Auditor and the Council Auditor certifies a restoration of entitlement.

A recipient failing to comply with Chapter 118 and/or contract requirements will be ineligible to apply for or receive a grant pursuant to the provisions of such or a funding recommendation pursuant to the provisions of Part 8 of Chapter 118 as follows:

In the first instance:

- The next fiscal year or
- Until being certified by the Council Auditor as being in compliance and

In the next instances:

- The next succeeding five fiscal years or
- Until being certified by the Council Auditor as being in compliance, whichever is longer.

The Grant Monitor must not process any grant payments while the service provider is non-compliant with Chapter 118 or contract requirements (i.e. Insurance Requirements, on the Council Auditor's Non-Compliance list, etc.).

Public Service Grants Team Site Management

All contract file documents must be posted in a timely manner on the Team Site by the Grant Monitor to ensure transparency.

The AMIO will set up the new fiscal year files in August-September annually to ensure accessibility when needed.

Public Service Grant Council

The (13) member Public Service Grant Council meets monthly. A calendar is established each fiscal year outlining their goals. By November 15 annually, they must recommend the Priority Populations to the City Council for the next fiscal year. Funding recommendations to the Mayor have to be made by June 1 annually.

The AMIO or designee serves as support for the efforts of the Public Service Grant Council. Each meeting must be publically noticed at least 48 hours prior to the meeting date. Meeting packets and materials are prepared so that the meeting can be effectively conducted. All meetings are recorded electronically and minutes are prepared to reflect the essence of the agenda items discussed.

Filing

Once the contract has been executed, the Grant Monitor will set up the office contract file. The Grant Monitor must file all documents within the office contract file copy using the tabs provided. Filing should be completed on an on-going basis so that each contract file is current.

Property Inventory

Equipment, property or tangible personal property (collectively referred to as the "Property") purchased with funding pursuant to this Agreement shall be non consumable and consistent with City capitalization requirements or Section 122.801(e), Ordinance Code, as amended. Such Property must have a useful life of one (1) year or more and shall be inventoried by the Recipient. The Recipient shall retain property inventory records, acquisition documents and usage records. Upon expiration of Recipient's use of the Property for the Program or for a City approved public purpose, the Property shall be transferred free and clear of all liens and encumbrances to the City via a bill of sale or otherwise disposed of as may be authorized in writing by the City. The Grant Monitor must review all City property annually during the annual site monitoring.

Example of Approved Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

UNITE03

OP ID: AJ

DATE (MM/DD/YYYY)

12/08/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Haynes, Peters & Bond Co Inc a Division of Sihle Insurance 751 Oak St Suite 100 Jacksonville, FL 32204-1368 Haynes, Peters & Bond Company		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):
INSURED United Way of Northeast Florida Inc P.O. Box 41428 Jacksonville, FL 32202		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: Philadelphia Indemnity Ins Co.		18058
		INSURER B: Bridgefield Employers Ins. Co.		10701
		INSURER C:		
		INSURER D:		
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	X	PHPK1195438	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> Profes Liab						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY						
	<input checked="" type="checkbox"/> ANY AUTO	X	X	PHPK1195438	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	X					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$
							\$
A	UMBRELLA LIAB						
	<input checked="" type="checkbox"/> EXCESS LIAB			PHUB464392	07/01/2014	07/01/2015	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N		0830-51162	07/01/2014	07/01/2015	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E L EACH ACCIDENT \$ 500,000
							E L DISEASE - EA EMPLOYEE \$ 500,000
							E L DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Public Service Grant - City of Jacksonville, its members, officials, officers, employees and agents are named as additional insured on General Liability, Sexual Molestation and Automobile Liability when required by written contract.

* Continued Next Page*

APPROVED
Insurance & Risk Management

CERTIFICATE HOLDER

CITJACK

City of Jacksonville
117 W Duval St # 335
Jacksonville, FL 32202

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rogan G. Gil

NOTEPAD:

HOLDER CODE

CITJACK

UNITE03

PAGE 2

INSURED'S NAME

United Way of Northeast

OP ID: AJ

Date 12/08/2014

General Liability, Sexual Molestation and Automobile Liability coverage is Primary & Non Contributory when required by written contract.

A Waiver of Subrogation in favor of City of Jacksonville, its members, officials, officers, employees and agents applies to General Liability, Sexual Molestation, Automobile Liability and Workers Compensation when required by written contract.

30 day notice of cancellation applies to General Liability, Sexual Molestation, Automobile Liability and Workers Compensation when required by written contract.

Contract Execution Process
Example of a Legal Request
Example of a Corporate Resolution

REQUEST FOR LEGAL SERVICES

2010-112

TO: The Office of General Counsel
117 West Duval Street, Suite 480, Jacksonville, FL 32202

Telephone 904-630-1700
FAX 904-630-1731

FROM: NAME: for Danny A. Kim
Kelley Boree
TITLE: Deputy Director
DEPARTMENT: Recreation and Community Services Department
DIVISION: Office of Director

- A. The Office of General Counsel is requested to provide legal assistance as detailed in this request and supporting documents. Give brief description:
Respectfully request approval of, and processing signatures for Agreement with CULTURAL COUNCIL OF GREATER JACKSONVILLE in the amount of THREE MILLION DOLLARS (\$3,000,000).

Project No.: _____ Vendor Name: Cultural Council of Greater Jacksonville
Solicitation No.: _____ Contract No.: _____ Purchase and Sale Agreement: ☐
Amount: \$3,000,000 Lease Agreement: ☐ License Agreement: ☐ Use Agreement: ☐
Easement: ☐ Land Swap: ☐ Subordination: ☐

- B. Is a specific attorney already involved? Yes ☒ No ☐ Name: Lawsikia Hodges

- C. Date submitted: 10/6/10 Completion is requested by (date): ASAP

- D. For more information or discussion contact:

Name: John Snyder
Title: Human Services Planner II
Telephone: 630-1212x3199 Fax: 630-3639 E-mail: jsnyder@coj.net

- E. Bill to agency (name, address): Recreation and Community Services Department
Bill to account number (index code) RCOD011
F. Department Approval (Name and Title) Kelley Boree, Deputy Director

(For use by Office of General Counsel only)

CLIENT ID: _____ MATTER NO.: _____
CLIENT: _____

WORK DESCRIPTION: _____

CATEGORY CODE: _____ ATTORNEY(S):
Primary _____
Secondary _____
Dept. Head _____

OUTCOME: _____

INDEX CODE: _____ DATE OPENED: _____
DATE CLOSED: _____ CLOSING BOX NO.: _____



Improving the Lives of Women

CORPORATE RESOLUTION CERTIFICATION

The undersigned, Secretary of the Women's Center of Jacksonville, Inc. Florida non profit corporation ("Corporation"), does hereby certify that the following Resolutions were adopted by the Corporation at a meeting of the Board of Directors of the Corporation held on November 11, 2010:

RESOLVED THAT Shirley K. Webb, the Executive Director of the Corporation ("Authority") is hereby authorized and empowered to execute on behalf of the Corporation the 2010-2011 Public Service Grant Agreement between the City of Jacksonville, Florida ("City") and the Corporation for the purpose of receiving a public service grant from the City in the amount of \$28,580 ("City Grant"). and to execute any and all documents necessary in connection with the City Grant.

FURTHER RESOLVED THAT in addition to and without limiting the foregoing, that the Authority of the Corporation be, and hereby is, authorized to take, or cause to be taken, such further action, and to execute and deliver, or cause to be delivered, for and in the name and on behalf of the Corporation, all such instruments and documents as the Authority may deem appropriate in order to effectuate the City Grant and any documents or instruments executed in the accomplishment of any action or actions authorized as stated herein shall be deemed to be conclusive approval thereof by this Corporation and the binding act and obligation of this Corporation.

DATED: November 11, 2010

Juliet Y. Rogers
SECRETARY

Reporting
Example of a Monthly Report
Example of a Quarterly Report
Example of an Annual Report
Example of an Audit Schedule

**PUBLIC SERVICE GRANT PROGRAM
MONTHLY FINANCIAL REPORT
Fiscal Year 2009/2010**

Name of Agency: Serving You, Meeting Today's Challenges

Program Title: Feed the Homeless

Month Beginning: January 1, 2010

Month Ending: January 31, 2010

PART I: RECEIPTS	APPROVED BUDGET	ACTUAL RECEIPTS THIS MONTH	TOTAL RECEIPTS YEAR-TO-DATE	REMAINING BALANCE
Public Service Grant Funds	\$ 50,000.00	\$ 11,896.75	\$ 11,896.75	\$ 38,103.25
PART II: EXPENDITURES				
	APPROVED BUDGET	ACTUAL EXPENDITURES THIS MONTH	TOTAL EXPENDITURES YEAR-TO-DATE	REMAINING BALANCE
Compensation				
Salaries - Program Manager	\$ 5,000.00	\$ 2,874.88	\$ 2,874.88	\$ 2,125.12
Salaries - Case Managers (2)	\$ 10,000.00	\$ 4,846.74	\$ 4,846.74	\$ 5,153.26
Salaries - Cook	\$ 5,500.00	\$ 1,694.50	\$ 1,694.50	\$ 3,805.50
Salaries/Wages (1200)	\$ -	\$ -	\$ -	\$ -
Salaries/Wages (1200)	\$ -	\$ -	\$ -	\$ -
Salaries/Wages (1200)	\$ -	\$ -	\$ -	\$ -
Benefits				
FICA and Med Tax (2101)	\$ 3,500.00	\$ 716.72	\$ 716.72	\$ 2,783.28
Dental	\$ 500.00	\$ 40.00	\$ 40.00	\$ 460.00
Retirement	\$ -	\$ -	\$ -	\$ -
Worker's Compensation	\$ -	\$ -	\$ -	\$ -
Unemployment	\$ -	\$ -	\$ -	\$ -
Disability	\$ 500.00	\$ 147.05	\$ 147.05	\$ 352.95
Direct Client Expenses				
Food	\$ 22,000.00	\$ 1,576.86	\$ 1,576.86	\$ 20,423.14
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
Office Expenses				
Office Supplies	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
Postage	\$ -	\$ -	\$ -	\$ -
Equipment				
Lease/Purchase (4404)	\$ -	\$ -	\$ -	\$ -
Rentals (4402)	\$ -	\$ -	\$ -	\$ -
Maintenance (4681)	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -
TOTALS	\$ 50,000.00	\$ 11,896.75	\$ 11,896.75	\$ 38,103.25

Rev 09/9/10

Prepared By

Agency

Name

Title

Date

Signature

Approved By

Agency

Name

Title

Date

Signature

For COJ Use Only. Do not complete

Approved By

City of Jacksonville

Name

Title

Date

Signature

*This request is submitted pursuant to Section 837.06, Florida Statutes

**Serving You, Meeting Today's Challenges
Feed the Homeless**

January 2010 Payroll

Payroll: 1/3/10

Position #	Budget Amount	Job Title	Voucher #	FICA	Allocated Payroll Amount	% of Salary
1	\$ 5,000.00	Program Manager	010022	\$ 139.23	\$ 1,820.00	100
2	\$ 5,000.00	Case Manager (1)	010023	\$ 79.84	\$ 1,054.87	100
3	\$ 5,000.00	Case Manager (2)	010024	\$ 72.29	\$ 945.00	100
4	\$ 5,500.00	Cook	010025	\$ 89.79	\$ 1,190.50	100
Totals				\$ 381.15	\$ 5,010.37	

Payroll: 1/17/2010

Position #	Budget Amount	Job Title	Voucher #	FICA	Allocated Payroll Amount	% of Salary
1	\$ 5,000.00	Program Manager	030016	\$ 80.69	\$ 1,054.88	100
2	\$ 5,000.00	Case Manager (1)	030017	\$ 137.10	\$ 1,792.00	100
3	\$ 5,000.00	Case Manager (2)	030017	\$ 79.22	\$ 1,054.87	100
4	\$ 5,500.00	Cook	030018	\$ 38.56	\$ 504.00	100
Totals				\$ 335.57	\$ 4,405.75	

FICA

Grand Total \$ 716.72

Program Manager	Case Manager (1)	Case Manager (2)	Cook
Grand Total \$ 2,874.88	\$ 2,846.87	\$ 1,999.87	\$ 1,694.50

Case Managers

Grand Totals \$ 4,846.74

Position Balance Detail

Position #	Budget Amount	January 2010 Payroll	Balance
1	\$ 5,000.00	\$ 2,874.88	\$ 2,125.12
2	\$ 5,000.00	\$ 2,846.87	\$ 2,153.13
3	\$ 5,000.00	\$ 1,999.87	\$ 3,000.13
4	\$ 5,500.00	\$ 1,694.50	\$ 3,805.50

PERSONNEL	HOURS	EARNINGS	GROSS	STATUTORY DEDUCTIONS	VOLUNTARY DEDUCTIONS	NET PAY
File: 046501 Dept: 070341 Clock: FTR Rate: 15.0696	Reg 60.00 O/T 10.00 V Program Manager	Reg 904.18 O/T Earnings 344 150.70 V	1,054.88 FICA + med	114.91 FIT 65.40 SS 15.29 MED < 80.69	856.28 X CHKING 87.03 N- P PENSIO 3.00 U UNITED	Voucher# 030016 .00
File: 050382 Dept: 070341 Clock: PTR Rate: 1792.00	56.00 Case Manager	1,792.00	1,792.00 FICA + med	168.80 FIT 111.11 SS 25.98 MED < 137.10	1486.10 X CHKING 147.84 N- P PENSIO	Voucher# 030017 .00
File: 050363 Dept: 070341 Clock: FTR Rate: 15.0696	50.00 20.00 S Case Manager	753.48 301.39 S	1,054.87 FICA + med	55.34 FIT 64.21 SS 15.01 MED < 79.22	901.08 X CHKING 87.03 N- P PENSIO 19.23 E FSA	Voucher# 030018 .00
File: 050380 Dept: 070341 Clock: PTR Rate: 12.0000	37.00 5.00 S Cook	444.00 60.00 S	504.00 FICA + med	.00 FIT 31.26 SS 7.31 MED < 38.56	465.44 X CHKING	Voucher# 030019 .00
File: 050368 Dept: 070341 Clock: FTR Rate: 17.1514	70.00	1,200.60	1,200.60	54.99 FIT 72.77 SS 17.02 MED	1028.90 V SAVING 99.05 N- P PENSIO 26.92 E FSA	Voucher# 030020 .00
File: 045049 Dept: 070341 Clock: FTR Rate: 1835.91		1,835.91	1,835.91	206.90 FIT 93.03 SS 21.75 MED	1067.52 X CHKING 26.33 D DISABI 25.00 N 403B 231.17 28 BCBS 151.46 N- P PENSIO 57.98 A ADDLIF 76.92 E FSA 2.00 U UNITED 27.31 39 DENT	Voucher# 030021 .00
File: 050388 Dept: 070341 Clock: FTR Rate: 1820.00		1,820.00	1,820.00	77.90 FIT 112.84 SS 26.39 MED	968.87 X CHKING 150.15 N- P PENSIO 634.00 R 403B	Voucher# 030022 .00
File: 050371 Dept: 070341 Clock: NA Rate: 15.0696	63.00 7.00 S JRTIZ, IVONNE	949.38 105.49 S	1,054.87	113.24 FIT 64.72 SS 15.14 MED	839.93 X CHKING 4.62 E FSA 8.82 45 STD 87.03 N- P PENSIO 1.91 D DISABI 6.49 6 DENT	Voucher# 030023 .00
File: 050387 Dept: 070341 Clock: FTR Rate: 13.5000	70.00	945.00	945.00	13.54 FIT 58.59 SS 13.71 MED	859.16 X CHKING 77.96 N- P PENSIO	Voucher# 030024 .00

28964

SEE ENCLOSED FOR DETAILS OF INVOICES PAID.

Check: 028964 01/01/2010 GUARDIAN Check Total: 1,784.94

SF4001-1 TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 904-739-5995 HPYL540010000, L615F007030
 SAFEGUARD LITHO USA SF5L2M 007508112M

Remittance Advice

Page: 1

Check: 028964 01/01/2010 Vendor: 0008550 GUARDIAN

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
01/01/2010	JAN2010	GROUP #	1,784.94	0.00	1,784.94
	7116-01-000	Position 1 Dental Insurance	PSG \$ 10.00	42.42	
	7116-10-100	Dental Insurance		112.10	
	7116-10-107	Dental Insurance		8.40	
	7116-10-109	Position 2 Dental Insurance	PSG \$ 10.00	22.25	
	7116-10-123	Dental Insurance:		8.40	
	7116-20-200	Dental Insurance		51.22	
	7116-20-201	Dental Insurance		68.45	
	7116-20-207	Dental Insurance		12.18	
	7116-30-300	Position 3 Dental Insurance	PSG \$ 10.00	23.08	
	7116-30-302	Dental Insurance		0.42	
	7116-30-330	Dental Insurance		2.10	
	7116-30-332	Dental Insurance		0.42	
	7116-30-340	Dental Insurance		50.37	
	7116-30-341	Dental Insurance		1.68	
	7116-40-400	Dental Insurance:		8.40	
	7116-60-602	Dental Insurance		37.36	
	7116-60-603	Dental Insurance:		2.10	
	7116-60-605	Dental Insurance		18.89	
	7116-70-700	Dental Insurance		15.54	
	7116-70-710	Dental Insurance		3.19	
	7116-70-720	Position 4 Dental Insurance	PSG \$ 10.00	31.07	
	7116-70-723	Dental Insurance		8.56	
	7116-70-728	Dental Insurance		0.42	
	7116-80-800	Dental Insurance		33.60	
	1305-00-000	PREPAID EMPLOYEE DENTAL INS		1,222.32	
Totals:			1,784.94	0.00	1,784.94

Serving You, Meeting Today's Challenges
Feed the Homeless

January 2010: Disability

Position #	Budget Amount	Job Title	Check #	Amount
1	\$ 125.00	Program Manager	028972	\$ 38.85
2	\$ 125.00	Case Manager (1)	028972	\$ 30.24
3	\$ 125.00	Case Manager (2)	028972	\$ 38.74
4	\$ 125.00	Cook	028972	\$ 39.22
\$ 500.00		Totals	\$	147.05

Remittance Advice

Page: 1

Check: 028972 01/01/2010 Vendor: 0012724 MUTUAL of OMAHA

Date	Invoice Number	Comment	Amount	Discount Amount	Net Amount
01/01/2010	JAN2010	GROUP	3,168.90	0.00	3,168.90
	7132-01-000	Disability/Life Insurance		157.86	
	7132-10-100	Disability/Life Insurance		167.16	
	7132-10-109	Disability/Life Insurance		33.00	
	7132-10-123	Disability/Life Insurance		18.18	
	7132-20-200	Disability/Life Insurance		69.14	
	7132-20-201	Disability/Life Insurance		88.48	
	7132-20-207	Disability/Life Insurance		16.45	
	7132-30-300	Disability/Life Insurance		38.85	
	7132-30-302	Disability/Life Insurance		9.59	
	7132-30-330	Disability/Life Insurance		3.76	
	7132-30-332	Disability/Life Insurance		2.53	
	7132-30-340	Disability/Life Insurance: LIR		83.00	
	7132-30-341	Disability/Life Insurance: LIR		2.30	
	7132-40-400	Disability/Life Insurance		18.90	
	7132-60-602	Disability/Life Insurance		65.88	
	7132-60-603	Disability/Life Insu:REPPY-REPPSG		2.70	
	7132-60-605	Disability/Life Insurance		30.24	
	7132-70-700	Disability/Life Insurance		39.61	
	7132-70-710	Disability/Life Insurance		4.22	
	7132-70-720	Disability/Life Insurance		53.72	
	7132-70-723	Disability/Life Insurance		11.98	
	7132-70-728	Disability/Life Insurance		0.81	
	7132-80-800	Disability/Life Insurance		74.70	
	7132-01-000	Disability/Life Insurance		0.36	
	7132-10-100	Disability/Life Insurance		147.77	
	7132-10-109	Disability/Life Insurance		165.38	
	7132-10-123	Disability/Life Insurance		32.58	
	7132-20-200	Disability/Life Insurance		17.92	
	7132-20-201	Disability/Life Insurance		68.14	
	7132-20-207	Disability/Life Insurance		87.47	
	7132-30-300	Disability/Life Insurance		16.36	
	7132-30-302	Disability/Life Insurance		38.74	
	7132-30-330	Disability/Life Insurance		9.43	
	7132-30-332	Disability/Life Insurance		3.72	
	7132-30-340	Disability/Life Insurance		2.49	
	7132-30-341	Disability/Life Insurance: LIR		81.99	
	7132-40-400	Disability/Life Insurance: LIR		2.31	
	7132-60-602	Disability/Life Insurance		18.47	
	7132-60-603	Disability/Life Insu:REPPY-REPPSG		64.78	
	7132-60-605	Disability/Life Insurance		2.66	
	7132-70-700	Disability/Life Insurance		29.75	
	7132-70-710	Disability/Life Insurance		39.22	
	7132-70-720	Disability/Life Insurance		4.16	
	7132-70-723	Disability/Life Insurance		53.02	
	7132-70-728	Disability/Life Insurance		11.87	
	7132-80-800	Disability/Life Insurance		0.81	
	7132-01-000	Disability/Life Insurance		73.66	
	2112-00-000	EMPLOYEE SHORT TERM DISABILITY		0.04	
	2117-00-000	EMPLOYEE PRETAX VOLUNTARY LIFE		878.35	
	2118-00-000	EMPLOYEE POSTTAX VOL LIFE		133.36	
				191.83	
Totals:			3,168.90	0.00	3,168.90

**Serving You, Meeting Today's Challenges
Feed the Homeless**

January 2010: Food

Budget Amount	Invoice Number	Check #	Amount
\$ 22,000.00	2778679	011414	\$ 1,314.79
	47550	11374	\$ 262.07
		Totals	\$ 1,576.86

THE MILK COMPANY

MILCOM

SUNTRUST BANK

Vendor Account

Check Number 011374

Date: Jan 29, 2010

Invoice Number	Date	Description	GL Account Numbers	Distribution Reference	Document Amount	Paid Amount
47550	01/28/2010	MILK ORDER	902-716-8906-01005		\$262.07	\$262.07

TOTAL: \$262.07

To reorder, call or email:



JAG

(800) 743-0466 • jeff@jagforms.com

**PUBLIC SERVICE GRANT PROGRAM
QUARTERLY PROGRAMMATIC REPORT
First Quarter Fiscal Year 2010/2011**

Name of Agency:	<input style="width: 95%;" type="text" value="Angelwood, Inc"/>
Program Title:	<input style="width: 95%;" type="text" value="Macaw Group Home"/>
Quarter Reporting	October 1, 2010 to December 31, 2010

I. Briefly state the objectives in your contract/grant. Indicate the percent, source and year of your baseline. Indicate the program's percent level of success in achieving objective for the previous, current and proposed time periods. Example: Objective: 90 participants will be promoted on time. Baseline: Duval County 80 (2007) Completed: 08/09 – 85.

A. Process Program Objectives (Include Baselines)	First Quarter 2010/11	Second Quarter 2010/11	Third Quarter 2010/11	Fourth Quarter 2010/11	YTD 2010/11
Mandatory Objective: Number of Duplicated People Served by September 30, 2011 will be 120 Baseline: 2009-2010 FY Data Source: Attendance Logs	0				0
Objective: 80% of the people in the home will receive at least (6) hours of behavior services monthly during the contract year. Baseline: Agency for persons with disabilities recommendations Data Source: Behavior Service Logs	0				
B. Short-Term Program Objectives (Include Baselines)	First Quarter 2010/11	Second Quarter 2010/11	Third Quarter 2010/11	Fourth Quarter 2010/11	YTD 2010/11
Objective: By 9/30/11, 80% of the men living in the program will attain 75% of least 3 of their IPP (Individual Program Plan) outcome goals. Baseline: FY 08-09 - 100% Data Source: Acquisition Logs	0				0
Objective: 80% of the men living in the home will participate in at least (2) community based outings each month of the contract year. Baseline: FY 08-09 - 100% Data Source: Calendar, monthly summaries and/or log of outings	0				0
C. Long-Term Program Objectives (Include Baselines)	First Quarter 2010/11	Second Quarter 2010/11	Third Quarter 2010/11	Fourth Quarter 2010/11	YTD 2010/11
Objective: 80% of the men will remain in the home (2) years after the conclusion of the program year. Baseline: FY 08-09 - 100% Data Source: Attendance logs	0				0
Objective: 80% of the men in the program will express at least 80% or a 4 (using the Likert scale) satisfaction with their living situation as recorded on satisfaction surveys. Baseline: FY 08-09 - 100% Data Source: Satisfaction surveys completed by those in the program or their designee	0				0

A. What obstacles have you faced in meeting the goals and objectives of this program and how are these obstacles being addressed?

B. How Many volunteers and the number of volunteer hours were be used in the reporting quarter

1. Volunteer Management	First Quarter 2010/11	Second Quarter 2010/11	Third Quarter 2010/11	Fourth Quarter 2010/11	YTD 2010/11
a. Total Volunteers Utilized	0				0
b. Volunteer Hours Utilized	0				0
c. What obstacles have you faced in recruiting and retaining volunteers for this program?					

II. UNIT OF SERVICE

Indicator	First Quarter 2010/11	Second Quarter 2010/11	Third Quarter 2010/11	Fourth Quarter 2010/11	YTD 2010/11
Units of Service (Total)	0				0

A. Please define unit of service:

III. Public Service Grant funds must exclusively serve a priority population. Using the table below, indicate the Total Number of Participants served with Public Service Grant funds and the Total Number of Priority Populations Participants served.

Priority Population - Adults with Physical, Mental and Behavioral Disabilities		Total Participants	Total Priority Population Participants	Percentage
	Quarter Reporting	Number	Number	Percent
	First	0	0	#DIV/0!
	Second			#DIV/0!
	Third			#DIV/0!
	Fourth			#DIV/0!
	Total YTD	0	0	#DIV/0!

Homeless & Low Income Persons and Families - Low Income definition Federal HUD guidelines

Victims of Abuse and Neglect - need to provide an explanation on what method you used to document services being provided under this category

Adults with Physical, Mental and Behavioral Disabilities - need to provide an explanation on what method you used to document services being provided under this category

Residents of Neighborhoods at High Risk of Crime - need to provide an explanation on what method you used to document services being provided under this category

Rev. 9/13/10		For COJ Use Only. Do not complete
* Prepared By:	* Approved By	Approved By:
Agency	Agency	City of Jacksonville
Name	Name	Name:
Title	Title	Title
Date	Date	Date:
Signature	Signature	Signature

* I certify that the above information is true and complete and that funds received were utilized in accordance with Chapter 118 of the City of Jacksonville Municipal Code

**PUBLIC SERVICE GRANT PROGRAM
ANNUAL FINANCIAL REPORT
Fiscal Year 2009/2010**

Name of Agency:		Pine Castle, Inc.	
Program Title:		Training Education Support Services	
Contact Name:		Jonathan W. May	Title: Executive Director
Address: 4911 Spring Park Road		City, State, Zip: Jacksonville, FL 32207	
Phone: 904 733.2650	E-mail: MAY@PINECASTLE.ORG	Fax: 904 733 2681	
Fiscal Year Beginning: October 1, 2009		Fiscal Year Ending: September 30, 2010	
Fiscal Year of Agency:		October 1, 2009 - September 30, 2010	

PART I: REVENUES	APPROVED BUDGET	ACTUAL RECEIPTS THIS YEAR	REMAINING BALANCE
Public Service Grant Funds	\$ 66 137 00	\$ 66 041 09	\$ 95 91
Bank interest earned in past fiscal year		\$	\$ 95 91

PART II: EXPENDITURES							
Line Item Acct #	Check Number	Date	Payee	Purpose	Amount	REMAINING BALANCE	
1	1200	Paid Via ACH	10/9/2009	Training Specialist #1	Wages	\$ 747 75 \$ 65 389 25	
2	1200	Paid Via ACH	10/9/2009	Training Specialist #2	Wages	\$ 734 25 \$ 64 655 00	
3	1200	Paid Via ACH	10/9/2009	Training Specialist #3	Wages	\$ 597 30 \$ 64 057 70	
4	1200	Paid Via ACH	10/9/2009	Training Specialist #4	Wages	\$ 1,081 08 \$ 62 976 62	
5	1200	Paid Via ACH	10/23/2009	Training Specialist #1	Wages	\$ 697 90 \$ 82 278 72	
6	1200	Paid Via ACH	10/23/2009	Training Specialist #2	Wages	\$ 685 30 \$ 61,593 42	
7	1200	Paid Via ACH	10/23/2009	Training Specialist #3	Wages	\$ 579 20 \$ 61,014 22	
8	1200	Paid Via ACH	10/23/2009	Training Specialist #4	Wages	\$ 1,264 71 \$ 59 749 51	
9	1200	Paid Via ACH	11/6/2009	Training Specialist #1	Wages	\$ 697 90 \$ 59 051 61	
10	1200	Paid Via ACH	11/6/2009	Training Specialist #2	Wages	\$ 685 30 \$ 58 366 31	
11	1200	Paid Via ACH	11/6/2009	Training Specialist #3	Wages	\$ 579 20 \$ 57,787 11	
12	1200	Paid Via ACH	11/6/2009	Training Specialist #4	Wages	\$ 918 90 \$ 56,8	
13	1200	Paid Via ACH	11/20/2009	Training Specialist #1	Wages	\$ 697 90 \$ 56,1	
14	1200	Paid Via ACH	11/20/2009	Training Specialist #2	Wages	\$ 695 09 \$ 55,4	
15	1200	Paid Via ACH	11/20/2009	Training Specialist #3	Wages	\$ 579 20 \$ 54,8	
16	1200	Paid Via ACH	11/20/2009	Training Specialist #4	Wages	\$ 1,041 83 \$ 53,8	
17	1200	Paid Via ACH	12/4/2009	Training Specialist #1	Wages	\$ 697 90 \$ 53,138	
18	1200	Paid Via ACH	12/4/2009	Training Specialist #2	Wages	\$ 685 30 \$ 52,47	
19	1200	Paid Via ACH	12/4/2009	Training Specialist #3	Wages	\$ 579 20 \$ 51,89	
20	1200	Paid Via ACH	12/4/2009	Training Specialist #4	Wages	\$ 918 90 \$ 50,97	
21	1200	Paid Via ACH	12/18/2009	Training Specialist #1	Wages	\$ 712 80 \$ 50,260	
22	1200	Paid Via ACH	12/18/2009	Training Specialist #2	Wages	\$ 699 99 \$ 49,560	
23	1200	Paid Via ACH	12/18/2009	Training Specialist #3	Wages	\$ 595 99 \$ 48,97	
24	1200	Paid Via ACH	12/18/2009	Training Specialist #4	Wages	\$ 1,054 41 \$ 47,9	
25	1200	Paid Via ACH	1/1/2010	Training Specialist #1	Wages	\$ 517 \$ 47,22	
26	1200	Paid Via ACH	1/1/2010	Training Specialist #2	Wages	\$ 51 64 \$ 4 52	
27	1200	Paid Via ACH	1/1/2010	Training Specialist #3	Wages	\$ \$ 4 94	
28	1200	Paid Via ACH	1/1/2010	Training Specialist #4	Wages	\$ \$ 4 85	
29	1200	Paid Via ACH	1/15/2010	Training Specialist #1	Wages	\$ 47 \$ 44,37	
30	1200	Paid Via ACH	1/15/2010	Training Specialist #2	Wages		
31	1200	Paid Via ACH	1/15/2010	Training Specialist #3	Wages		
32	1200	Paid Via ACH	1/15/2010	Training Specialist #4	Wages		
33	1200	Paid Via ACH	1/29/2010	Training Specialist #1	Wages		
34	1200	Paid Via ACH	1/29/2010	Training Specialist #2	Wages		
35	1200	Paid Via ACH	1/29/2010	Training Specialist #3	Wages		
36	1200	Paid Via ACH	1/29/2010	Training Specialist #4	Wages		
37	1200	Paid Via ACH	2/12/2010	Training Specialist #1	Wages		
38	1200	Paid Via ACH	2/12/2010	Training Specialist #2	Wages		
39	1200	Paid Via ACH	2/12/2010	Training Specialist #3	Wages		
40	1200	Paid Via ACH	2/12/2010	Training Specialist #4	Wages		

41	1200	Paid Via ACH	2/26/2010	Training Specialist #1	Wages	\$ 597.90	\$ 35,585.58
42	1200	Paid Via ACH	2/26/2010	Training Specialist #2	Wages	\$ 695.09	\$ 34,890.47
43	1200	Paid Via ACH	2/26/2010	Training Specialist #3	Wages	\$ 579.21	\$ 34,311.26
44	1200	Paid Via ACH	2/26/2010	Training Specialist #4	Wages	\$ 931.53	\$ 33,379.73
45	1200	Paid Via ACH	3/12/2010	Training Specialist #1	Wages	\$ 697.90	\$ 32,681.83
46	1200	Paid Via ACH	3/12/2010	Training Specialist #2	Wages	\$ 685.30	\$ 31,996.53
47	1200	Paid Via ACH	3/12/2010	Training Specialist #3	Wages	\$ 579.20	\$ 31,417.33
48	1200	Paid Via ACH	3/12/2010	Training Specialist #4	Wages	\$ 926.53	\$ 30,490.80
49	1200	Paid Via ACH	3/26/2010	Training Specialist #1	Wages	\$ 697.90	\$ 29,792.90
50	1200	Paid Via ACH	3/26/2010	Training Specialist #2	Wages	\$ 685.30	\$ 29,107.60
51	1200	Paid Via ACH	3/26/2010	Training Specialist #3	Wages	\$ 583.73	\$ 28,523.87
52	1200	Paid Via ACH	3/26/2010	Training Specialist #4	Wages	\$ 893.32	\$ 27,630.55
53	1200	Paid Via ACH	4/9/2010	Training Specialist #1	Wages	\$ 697.90	\$ 26,932.65
54	1200	Paid Via ACH	4/9/2010	Training Specialist #2	Wages	\$ 685.30	\$ 26,247.35
55	1200	Paid Via ACH	4/9/2010	Training Specialist #3	Wages	\$ 579.20	\$ 25,668.15
56	1200	Paid Via ACH	4/9/2010	Training Specialist #4	Wages	\$ 929.71	\$ 24,738.44
57	1200	Paid Via ACH	4/23/2010	Training Specialist #1	Wages	\$ 697.90	\$ 24,040.54
58	1200	Paid Via ACH	4/23/2010	Training Specialist #2	Wages	\$ 695.09	\$ 23,345.45
59	1200	Paid Via ACH	4/23/2010	Training Specialist #3	Wages	\$ 126.66	\$ 23,218.79
60	1200	Paid Via ACH	4/23/2010	Training Specialist #4	Wages	\$ 1,510.15	\$ 21,708.64
61	1200	Paid Via ACH	5/7/2010	Training Specialist #1	Wages	\$ 697.90	\$ 21,010.74
62	1200	Paid Via ACH	5/7/2010	Training Specialist #2	Wages	\$ 695.09	\$ 20,315.65
63	1200	Paid Via ACH	5/7/2010	Training Specialist #4	Wages	\$ 1,051.23	\$ 19,264.42
64	1200	Paid Via ACH	5/21/2010	Training Specialist #1	Wages	\$ 697.90	\$ 18,566.52
65	1200	Paid Via ACH	5/21/2010	Training Specialist #2	Wages	\$ 685.31	\$ 17,881.21
66	1200	Paid Via ACH	5/21/2010	Training Specialist #4	Wages	\$ 993.69	\$ 16,887.52
67	1200	Paid Via ACH	6/4/2010	Training Specialist #1	Wages	\$ 697.90	\$ 16,189.62
68	1200	Paid Via ACH	6/4/2010	Training Specialist #2	Wages	\$ 685.30	\$ 15,504.32
69	1200	Paid Via ACH	6/4/2010	Training Specialist #4	Wages	\$ 1,052.01	\$ 14,452.31
70	1200	Paid Via ACH	6/18/2010	Training Specialist #1	Wages	\$ 697.90	\$ 13,754.41
71	1200	Paid Via ACH	6/18/2010	Training Specialist #2	Wages	\$ 695.09	\$ 13,059.32
72	1200	Paid Via ACH	6/18/2010	Training Specialist #4	Wages	\$ 1,091.22	\$ 11,968.10
73	1200	Paid Via ACH	7/2/2010	Training Specialist #1	Wages	\$ 697.90	\$ 11,270.20
74	1200	Paid Via ACH	7/2/2010	Training Specialist #2	Wages	\$ 685.30	\$ 10,584.90
75	1200	Paid Via ACH	7/2/2010	Training Specialist #4	Wages	\$ 950.99	\$ 9,633.91
76	1200	Paid Via ACH	7/16/2010	Training Specialist #1	Wages	\$ 697.90	\$ 8,936.01
77	1200	Paid Via ACH	7/16/2010	Training Specialist #2	Wages	\$ 487.05	\$ 8,448.96
78	1200	Paid Via ACH	7/16/2010	Training Specialist #4	Wages	\$ 452.06	\$ 7,990.90
79	1200	Paid Via ACH	7/30/2010	Training Specialist #1	Wages	\$ 697.90	\$ 7,299.00
80	1200	Paid Via ACH	7/30/2010	Training Specialist #2	Wages	\$ 685.30	\$ 6,613.70
81	1200	Paid Via ACH	8/13/2010	Training Specialist #1	Wages	\$ 697.90	\$ 5,915.80
82	1200	Paid Via ACH	8/13/2010	Training Specialist #2	Wages	\$ 695.09	\$ 5,220.71
83	1200	Paid Via ACH	8/13/2010	Training Specialist #4	Wages	\$ 404.40	\$ 4,816.31
84	1200	Paid Via ACH	8/27/2010	Training Specialist #1	Wages	\$ 697.90	\$ 4,118.41
85	1200	Paid Via ACH	08/27/2010	Training Specialist #2	Wages	\$ 714.67	\$ 3,403.74
86	1200	Paid Via ACH	9/10/2010	Training Specialist #1	Wages	\$ 697.90	\$ 2,705.84
87	1200	Paid Via ACH	9/10/2010	Training Specialist #2	Wages	\$ 685.30	\$ 2,020.54
88	1200	Paid Via ACH	9/24/2010	Training Specialist #1	Wages	\$ 697.90	\$ 1,322.64
89	1200	Paid Via ACH	9/24/2010	Training Specialist #2	Wages	\$ 685.30	\$ 637.34
90	1200	49575	9/24/2010	Training Specialist #1	Wages	\$ 270.71	\$ 366.63
91	1200	49511	9/24/2010	Training Specialist #2	Wages	\$ 270.71	\$ 95.92

Notes:

TOTALS

\$ 66,041.08 \$ 95.92

1. Please attach a copy of your September 30th bank statement and a copy of the corresponding bank account reconciliation

Bank Charges Paid For Fiscal Year

\$

Account Balance For End of Year

\$ 95.92

2. On a separate page, please report the amount and description of any outstanding Public Service

1. Name of the Public Service

2. Amount of the Public Service

3. Description of the Public Service

4. Date of the Public Service

5. Location of the Public Service

6. Contact Information of the Public Service

7. Signature of the Public Service

8. Date of the Signature

9. Location of the Signature

YOUTH CRISIS CENTER, INC.
YOUTH CRISIS CENTER FOUNDATION, INC. AND
YCCP, INC.
(NOT-FOR-PROFIT CORPORATIONS)

SCHEDULE OF SOURCE AND EXPENDITURE OF CITY GRANT FUNDS
PER ORDINANCE CODE CHAPTER 118.205(c)
For Audit Year 2009-2010

Receipt of City Funds:

	City FY 2008- 2009 Grant # 6030-33	City FY 2009- 2010 Grant # 6030-37	City FY 2009- 2010 Grant #6030-34
Amount of Award	\$ 241,200	\$ 241,200	\$ 90,500
Actual Funds Received from City in Last Audit Period	(132,447)		
Actual Amount Received this period	(61,004)	(223,046)	(90,382)
Amount Remaining to be Distributed	<u>\$ 47,749</u>	<u>\$ 18,154</u>	<u>\$ 118</u>

	City FY 2009- 2010 Grant # 6030-36	City FY 2009- 2010 Grant # 6030-35
Amount of Award	\$ 90,625	\$ 1,380,900
Actual Funds Received from City in Last Audit Period		
Actual Amount Received this period	(54,672)	(1,380,900)
Amount Remaining to be Distributed	<u>\$ 35,953</u>	<u>\$ -</u>

(continued)

YOUTH CRISIS CENTER, INC.
YOUTH CRISIS CENTER FOUNDATION, INC. AND
YCCP, INC.
(NOT-FOR-PROFIT CORPORATIONS)

SCHEDULE OF SOURCE AND EXPENDITURE OF CITY GRANT FUNDS
PER ORDINANCE CODE CHAPTER 118.205(c)
For Audit Year 2009-2010
Continued

Expenditures of City Funds:

City FY 2008-2009 Grant # 6030-33 - \$241,200

<u>Item</u>	<u>(Unaudited) Budgeted</u>	<u>Actual 7/1/2008- 6/30/2009</u>	<u>Actual 7/1/09- 9/30/2009</u>	<u>Remaining Balance</u>
Salaries	\$ 133,539	\$ 69,069	\$ 38,533	\$ 25,937
Payroll taxes and benefits	25,868	9,404	5,140	11,324
Indirect costs	11,035	5,267	2,299	3,469
Conferences	22,899	22,899	-	-
Insurance	3,484	774	1,548	1,162
Building rent	5,400	3,600	1,800	-
Equipment rent	1,186	741	292	153
Local mileage	3,001	148	380	2,473
Supplies	2,250	1,524	548	178
Telephone	2,954	1,467	921	566
Utilities	3,221	2,148	1,073	-
Computers	9,500	7,188	995	1,317
Other capital outlay	300	218	-	82
Printing	1,063	-	-	1,063
Consultants	15,500	8,000	7,475	25
Total	<u>\$ 241,200</u>	<u>\$ 132,447</u>	<u>\$ 61,004</u>	<u>\$ 47,749</u>

(continued)

YOUTH CRISIS CENTER, INC.
YOUTH CRISIS CENTER FOUNDATION, INC. AND
YCCP, INC.
(NOT-FOR-PROFIT CORPORATIONS)

SCHEDULE OF SOURCE AND EXPENDITURE OF CITY GRANT FUNDS
PER ORDINANCE CODE CHAPTER 118.205(e)
For Audit Year 2009-2010
(Continued)

City FY 2009-2010 Grant # 6030-37 - \$241,200

<u>Item</u>	<u>(Unaudited) Budgeted</u>	<u>Actual 10/1/2009 6/30/2010</u>	<u>Actual 7/1/10- 9/30/2010</u>	<u>Remaining Balance</u>
Salaries	\$ 165,927	\$ 158,360	\$ -	\$ 7,567
Payroll taxes and benefits	36,845	28,822	-	8,023
Indirect costs	13,653	12,596	-	1,057
Conferences	300	196	-	104
Insurance - other	4,050	3,966	-	84
Rent - building	5,400	5,400	-	-
Rent - equipment	1,185	1,041	-	144
Local mileage	3,600	3,600	-	-
Supplies	1,450	1,292	-	158
Telephone	3,190	2,519	-	671
Utilities	4,225	4,089	-	136
Computers	900	897	-	3
Other capital outlay	100	-	-	100
Printing	375	268	-	107
Total	<u>\$ 241,200</u>	<u>\$ 223,046</u>	<u>\$ -</u>	<u>\$ 18,154</u>

City FY 2009-2010 Grant # 6030-34 - \$90,500

<u>Item</u>	<u>(Unaudited) Budgeted</u>	<u>Actual 7/1/09- 9/30/2009</u>	<u>Actual 10/1/2009 6/30/2010</u>	<u>Remaining Balance</u>
Salaries	\$ 73,431	\$ 16,946	\$ 56,485	\$ -
Payroll taxes and benefits	13,719	3,269	10,332	118
Supplies	100	7	93	-
Indirect costs	3,250	748	2,502	-
Total	<u>\$ 90,500</u>	<u>\$ 20,970</u>	<u>\$ 69,412</u>	<u>\$ 118</u>

(continued)

YOUTH CRISIS CENTER, INC.
YOUTH CRISIS CENTER FOUNDATION, INC. AND
YCCP, INC.
(NOT-FOR-PROFIT CORPORATIONS)

SCHEDULE OF SOURCE AND EXPENDITURE OF CITY GRANT FUNDS
PER ORDINANCE CODE CHAPTER 118.205(e)
For Audit Year 2009-2010
(Continued)

City FY 2009-2010 Grant # 6030-36 - \$90,625

<u>Item</u>	(Unaudited) <u>Budgeted</u>	Actual 10/1/2009 6/30/2010	Actual 7/1/10- 9/30/2010	Remaining Balance
Salaries	\$ 71,500	\$ 44,135	\$ -	\$ 27,365
Payroll taxes and benefits	17,417	9,348	-	8,069
Local mileage	988	767	-	221
Telephone	720	422	-	298
Total	<u>\$ 90,625</u>	<u>\$ 54,672</u>	<u>\$ -</u>	<u>\$ 35,953</u>

City FY 2009-2010 Grant # 6030-35 - \$1,380,900

<u>Item</u>	(Unaudited) <u>Budgeted</u>	Actual 8/31/2009 6/30/2010	Actual 7/1/10- 9/30/2010	Remaining Balance
Conststruction Contract	\$ 1,000,890	\$ 1,000,890	\$ -	\$ -
Site development	216,373	216,373	-	-
Furnishings	81,501	81,501	-	-
Laundry equipment	7,959	7,959	-	-
Miscellaneous	74,177	74,177	-	-
	<u>\$ 1,380,900</u>	<u>\$ 1,380,900</u>	<u>\$ -</u>	<u>\$ -</u>

Payments

Example of a Check Request

DEPARTMENT OF RECREATION AND COMMUNITY SERVICES



November 15, 2010

MEMORANDUM

TO: Mark Cavill, Account Technician

THROUGH: *Nancy Kins*
Nancy Kins, Assistant Management Improvement Officer
Public Service Grants Compliance Office

FROM: John Snyder, Human Services Planner
Public Service Grants Compliance Office

RE: **Public Service Grant - Request for Payment**

Please process this request for payment using the following information:

Vendor Number: 59-0624472
Vendor Name: Community Connections of Jacksonville, Inc.
Vendor Address: 327 East Duval Street
Jacksonville, Florida 32202

Amount: **\$1,408.14**

Index Code: RCOD011
Sub-Object Number: 08201
Project Name: Davis Center/Resident Assistance Program
Contract Number: 7481-96
Ordinance Number: 2010-557-E
Description: **October's Reimbursement**

Please contact me at 630-2099 if additional information is required.

Budget Changes
Example of a Budget Change Request
Example of a Budget Change Approval

RECREATION & COMMUNITY SERVICES DEPARTMENT



February 10, 2010

John Shockley
Executive Director
Greater Jacksonville Area USO
NAS JAX USO Box 108
Jacksonville, FL 32212-0108

RE: Budget Modification for Contract #7006-18

Dear Mr. Shockley,

I reviewed and approved your request to modify your PSG contract # 7006-18. Your request will zero out the following line items; Payroll Taxes, Health Insurance, Unemployment Taxes, Insurance, Office Supplies, Publications, D&O Insurance. These funds will then be transferred to the salaries of the Mayport, Airport, & NAS Directors. This will bring a balance for the Mayport Director to \$1,219.46; the Airport Director to \$1,000 & the NAS Director to \$979.01.

I would like to personally thank you and the Greater Jacksonville USO for all the work your organization does on behalf of the veterans of Duval County.

Sincerely,

A handwritten signature in black ink, appearing to read "John Snyder".

John Snyder,
Human Services Planner II

CC: Nancy Kirts, AMIO



Greater Jacksonville Area

February 9, 2010

John Snyder
Human Services Planner II
City of Jacksonville
117 West Duval Street Suite 210
Jacksonville, FL 32202

Re: Readjustment of Expenses

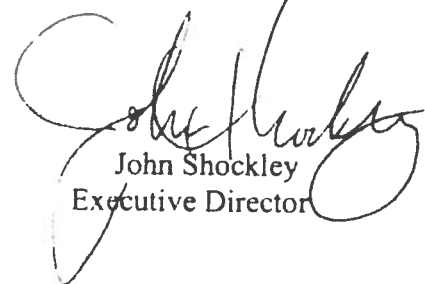
Dear Mr. Snyder:

The Greater Jacksonville Area USO would like to move allocated grant funds due to a readjustment of expenses. Please allow us to split the remaining balances in the following manner:

Transfer		TO	
Phone & IT services # 4181	\$1,411.39	Mayport CTR Director #1200	\$979.00
office supplies #5101	\$1,717.45	NAS CTR Director #1200	\$1,979.01
payroll taxes #02101	\$395.36	Airport CTR Director #1200	\$1000.00
health insurance #02304	\$236.00		
unemployment taxes #02501	\$26.40		
publications #05216	\$53.68		
D & O Insurance	\$117.73		
Total	\$3,958.01	Total	\$3,958.01

Thank you for your assistance in this matter and please don't hesitate to call with any questions.

Sincerely,


John Shockley
Executive Director



Prompt Name: CIPHER CAVE

BUDGET

**Budget Narrative for Selected Items of Cost
FY 2010 Public Service Grant Application
Program Budget Narrative (Max. 3 Pages)
Proposed Funding Period: FY 2009-2010**

Agency: GREATER JAX USO

Program Name:

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking PSG funding. We have included those required elements in the spaces below. See instructions when listing personnel expenses. Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Personnel Expenses *(not related to costs of the office of the governor or a state or the chief executive of a political subdivision)

Salary & Wages

Represent 25% of Wages for three Center Directors operating Cyber Cafes.

NAS JAX Director: \$8,978.98

AIRPORT Director \$1,185.04

MAYPORT Director \$9,978.99

Payroll Taxes & Benefits

Total Benefits for three employees \$1,688.85 shall include but not be limited to:

Payroll Taxes - FICA & Med Tax - 02101

Health Insurance - 02304

Retirement - 02201

Workers Compensation - 02401

II. Operating Expenses

Occupancy

USO does not pay rent on any of Centers - In-kind from JIA/Navy (JAX), but we own Mayport building.

Annual costs:

Phone systems: \$8,240.73 Includes fax services, carrier costs, TV and rental equipment costs.

Maintenance/Repair Costs to maintain Centers: 1,291.25

Insurance/Liability: 4,845.85 on Cyber Café systems and Centers.

Office Expenses

Office Supplies and Postage \$1,703.43

Printing and
Advertising/Publication \$644.16

Professional Fees & Services 8,350.52 includes IT commercial contract/Notary cost

Director's & Officers-Ins \$343.40

Travel Expenses - not related to entertainment expenses

N/A

Equipment Expenses

Included in Occupancy Costs

Direct Client Expenses

Included in Occupancy and Office Expenses

Other Expenses

N/A

III. Operating Capital Outlay:

N/A

IV. Administrative Expenses:

Must explain indirect cost and attach letter from OMB.

N/A

Monitoring
Example of Site Visit Report
Example of Annual Monitoring Report

Site Visit Report

Date/Time	December 13, 2010 - 10:00 a.m. - 12:00 noon
Staff Name(s)	Nancy Kirts, Arnold Tritt - PSGC
Service Provider	Lutheran Social Services
Service Provider Representative(s)	Jim Chynoweth
Program Name(s)	Second Harvest Food Bank

Meeting Notes:

We received a tour of the facility on Jessie Street and watched volunteers stock shelves and non-profit organizations gathering items to complete their order.

I spoke to Mr. Tritt about how many organizations that receive Public Service grants access food through the Second Harvest Food Bank and suggested this could be an opportunity for the first RFP in the future.

Snyder, John

From: Snyder, John
Sent: Friday, May 21, 2010 2:41 PM
To: 'Butch Sims'
Subject: RE: Site Monitoring Follow-up

Butch,

I want to thank you for your attention in this matter. I see no further issues regarding my monitoring of your agency pending your board's action regarding the two mentioned items. Please keep me informed of your board actions and I look forward to continuing working with you next year.

Thanks,

John Snyder

Human Services Planner
Grants Compliance Unit
Recreation & Community Services Department
117 West Duval Street Suite 210
Jacksonville, FL 32202
(630) 1212x3199
Fax (630) 36391

***Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Butch Sims [mailto:butch@ycc.org]
Sent: Friday, May 21, 2010 2:38 PM
To: Snyder, John
Subject: FW: Site Monitoring Follow-up

John,

I sent the attached email last month. Isn't this sufficient until after the June Board meeting?

Butch

Butch Sims

Chief Operating Officer
Youth Crisis Center
3015 Parental Home Road
Jacksonville, FL 32216
904-720-0002
butch@ycc.org

From: Snyder, John [mailto:JSNYDER@coj.net]
Sent: Wednesday, April 21, 2010 7:55 AM
To: Butch Sims
Subject: RE: Site Monitoring Follow-up

Butch,

I appreciate all that you and your team did during my visit just let me know the outcome of your June meeting.

Thanks,

John Snyder

Human Services Planner
Grants Compliance Unit

5/21/2010

Recreation & Community Services Department
117 West Duval Street Suite 210
Jacksonville, FL 32202
(630-1212x3199)
Fax (630-3639)

***Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure.

From: Butch Sims [mailto:butch@ycc.org]
Sent: Tuesday, April 20, 2010 10:53 AM
To: Snyder, John
Cc: Greg Steele; Pam Morgan; Donna Koncinsky
Subject: Site Monitoring Follow-up

John,

This is tendered as a response to the Site Monitoring that was held at YCC on April 19, 2010, for Touchstone Village.

There are two items that we need to respond to, both related to the by-laws.

- 1) The contract states "Board members regularly attend meetings and are actively involved in fulfilling their responsibility to the agency. Board attendance policy is written and enforced."
2. The contract states "The by-laws state that the recipient does not support partisan organizations, politicians, or candidates for political office."

Please be advised that both of these items will be presented to our Board of Directors at their next meeting in June. We will keep you apprised of the action the Board takes.

Respectfully,

Butch

Butch Sims

Chief Operating Officer
Youth Crisis Center
3015 Parental Home Road
Jacksonville, FL 32216
904-720-0002
butch@ycc.org

5/21/2010

A. Administrative Assessment

A. Administrative Assessment		Basic Requirements			Ratings Based Upon:	Notes
I. Board Governance		Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail. Attach supporting documentation
1. Agency has a charter and/or bylaws, which clearly define the agency's purpose and organization and the duties, authority and responsibilities of the governing body. (Review the Charter and the by-laws and verify that the agency's purpose is well defined and that the duties and responsibilities of the governing board are enumerated.)	✓				Defunct, d Dec 1982 By-laws 2004	
2. The Governing authority is held by a volunteer Board of Directors of at least 6 members, who are representative of both the community at large and the population served. (Review the by-laws and ensure that they require a minimum of 6 members and review the composition of the board to see if the community is represented and if a member of the client group is expected.)	✓				2004 Attached	
3. Terms of Board membership are fixed length and the number of successive terms is limited.	✓				1 yr 1 yr, 5 1 yr, 3	
4. Board meetings are held at least once per calendar quarter in accordance with agency bylaws. Minutes are recorded and maintained in agency files.	✓				2001 2001, 3	
5. Board officers are regularly rotated by limiting the length of terms and the number of successive terms that an officer may hold.	✓				2001, 3	
6. No nepotism exists between board and staff or within the board. (Review the composition requirements of the board and note whether the by-laws do not allow nepotism on the voting board or between the voting board and staff. Review board staff rosters for obvious relationships.)	✓				Policy signed 2004	

7. The annual budget and any deviations from the annual budget are approved by the Board of Directors. (Review the board minutes to insure that the board has approved the current operating budget.)	✓			all Boardman	
8. The board employs the agency's chief professional officer, unless it is a government agency.	✓			all (X/L.)	
9. Board members regularly attend meetings and are actively involved in fulfilling their responsibilities to the agency. Board attendance policy is written and enforced. (Check the by-laws to ensure that they require regular attendance of board members. The by-laws should define what constitutes a quorum.)	✓			all minutes all get - 2009 (2008 Board)	
10. No voting board members are employed by the organization unless such employment is provided for in the agency's charter or articles of incorporation. (Review the board and employee listing. If an employee is a voting member of the board, review the charter and the articles of incorporation to verify an approved exception.)	✓			conflict of interest p 17,	
11. Board members receive regular reports from staff on the status of each principal agency program and activity to include regular financial reporting. (Staff reports are included in the board minutes or attached to the minutes as a handout.) Recommended	✓			minutes	
12. The bylaws state that the agency does not support partisan organizations, politicians or candidates for political office through public funds. (Check to see if the prohibition is in the bylaws.)				all get - 2009 (2008 Board)	

OK

13. Board and staff members should act in the best interest of the organization, rather than in the furtherance of personal interests, or in furtherance of personal interests of third parties. RECIPIENT has a written conflict of interest policy or code of professional ethics. This, at a minimum, prohibits agency purchase of any service or product from a member (Board, Staff or Volunteer), employer of a member, or any company in which member has a financial interest, unless there is a clear statement of non-conflict. These policies shall be in place, and shall routinely and systematically be implemented to prevent actual, potential or perceived conflicts of interest. (Review board policies to ensure potential conflicts of interest are addressed).	✓				<u>IX. 6</u>	
14. Board members receive formal training regarding duties and responsibilities of board members. (Check training logs, attendance rosters, or certification of receipt of training.) Recommended	✓				<u>Board Overlook</u>	
15. The Board has developed and approved policies and procedures related to agency operations.	✓				<u>2009 index</u>	
16. Board Membership reflects gender, ethnic and professional diversity appropriate to the organization's mission.	✓				<u>IV. 2)</u>	
17. Organization does not operate in conflict with the policies of the City.	✓				<u>IV. 1</u>	
18. Organization's mission, vision and values are complementary to those of the City.	✓				<u>are organization</u>	
19. Duties and responsibilities of the Board are explicitly defined and understood by all members, including expectations for participation in committee service, fundraising activities and program activities. New members participate in a planned orientation program. Recommended	✓				<u>VI. 5-8</u>	
20. Appropriate committees are established to carry out the work of the board. Recommended	✓				<u>IV-III 1-3</u>	

A. Administrative Assessment	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	
IX. Human Resources Administration					
21. RECIPIENT'S Board of Directors has developed and periodically reviews personnel policies, which are disseminated to the staff.	✓			ask indiv	
22. Agency has personnel policies and procedures in place.	✓			11	
23. Agency has a formal personnel performance review system that is thorough and equitable. (Review personnel policies for the performance evaluation policy. Check a sample of PSG funded personnel files to see if reviews are up to date.)				1 staff 60025 - 3/1/10 27000000 - 3/1/10 30000000 - 3/1/10	
24. The RECIPIENT represents that it will at its sole expense, require all employees, staff and/or volunteers (hereinafter collectively referred to as "RECIPIENT Staff") who work with juveniles or youth (any unmarried person under the age of 18 years and who has not been emancipated by order of a court of competent jurisdiction) and vulnerable adults (elderly or physically, mentally, or emotionally disabled, including victims of crime.) to submit to a criminal history records check. This applies to all positions involving direct contact with juveniles, youth or vulnerable adults with the exception of special event volunteers. For this purpose, a special event volunteer is defined as a volunteer committed to assist on a specific event/project lasting less than two consecutive weeks and where duties are performed under supervision of staff or certified volunteer leadership. In the event that the RECIPIENT Staff is not required by Florida Law to be screened, as a condition of employment, the screening standards to be used shall be the Law.				1 ✓/18/09 2 5/17/09 3 8/11/09 2005	
25. Staff possess the knowledge, skills, and abilities to perform the duties to which assigned.				1 ✓ 2 ✓ 3 ✓	

26. RECIPIENT actively recruits and effectively utilizes volunteers to accomplish the agency's mission. Recommended				✓	See staff change	
27. RECIPIENT has dedicated resources for professional development to guide and facilitate professional and in-house training. Recommended	✓				Training Log	
III. Audits and Records						
28. Financial management and reporting complies with generally accepted accounting principles.	✓				See audit	
29. Board members are provided financial statements, balance sheets, cash flow reports and or such other documentation of the organization's fiscal health at every meeting of the Board of Directors.	✓				See Board Minutes	
30. The Board of Directors hires the Organization's chief professional officer and sets salaries of key staff, including chief professional officer.	✓				See P 1	
31. The Board of Directors reviews and approves the organization's annual budget	✓				See Board Minutes	
32. RECIPIENT'S internal financial management policies and procedures assure adequate control and security.	✓				See Policy	
33. No RECIPIENT is allowed to supplant CITY funds for funds previously provided by another funder without CITY approval. Any costs or services paid for under any other agreement or funding source are not eligible for payment under this agreement.	✓				No funding cost - all state	
34. The RECIPIENT completes either an annual audit or annual report as required by contract with the CITY.	✓				See audit	
35. RECIPIENT must maintain records of programs funded by the City for up to five years to include property inventory.	✓				See index	
36. RECIPIENT'S staff and volunteers who handle funds are bonded or have appropriate credentials, unless employed by a government agency. Recommended	✓				Insurance of employees bonded	

B.H.

36 yrs

37. Investments are managed to achieve optimal return within reasonable risk tolerance. Recommended	✓					GAP guideline	
38. If an audit was performed in the year previous to this review: a). The recommendations/findings noted in the compliance report, internal control report, management letter and any corrective action reports have been followed or otherwise cleared. If not, please explain discrepancies in notes. (Audits are not required for recipients of City of Jacksonville funds of under \$100,000. The City of Jacksonville requires recipients of funds under \$100,000 to submit the Annual Report of City of Jacksonville Funds by November 15. (Review the audit recommendations/management letter comments with agency's finance director or executive director or obtain the agency's written response.) b). The agency has responded to the issues identified in the management letter? c). The most recent IRS Form 990 is available (Tax Return for Non-Profit). d). Is the use of the return and	✓					all audit actual	
39. The Agency has a formal system of accounting. A. Identify the system utilized - software, etc. B. Is a separate checking account maintained for City funds? (If not, has the provider obtained permission not to maintain a separate checking account? C. Agency has on file, a letter from Council Auditor approving the maintenance of a separate budgetary accounting system.	✓					✓	
40. The provider maintains an agency-operating budget detailed by cost center, by source of funds and by expenditure category. If not, or if a different method is used, explain in notes. (Obtain and review the Agency's operating budget. The Provider receiving City of Jacksonville funds who do not maintain a separate checking account, should maintain a separate cost center.)	✓					all Budget	
41. Agency's annual operating budget is balanced.	✓					11	

Yvonne Smith

42. Agency maintains a record of fundraising expenses, which demonstrates that such expenses are justified in terms of fundraising results. (Review the agency's fund raising accounting records.)	✓				Fundations from all Fundraising	20pm 5/31/05
43. Agency has obtained a Registration Letter (Solicitation of Contributions Act) from the Florida Department of Agriculture and Consumer Services.	✓				sup 2/19/11	
44. Agency strives to diversify revenue sources and maximize in-kind resources.	✓				see Budget	
45. The proportion of financial resources expended on administrative support is not excessive (from IRS Form 990). Recommended	✓				see copy	
46. Financial Reports have been submitted timely.	✓				see monthly by	
47. Verify whether expenditures are supported by appropriate documentation such as time sheets, invoice, etc.	✓				original to turnover	
IV. Assignments and Sub-Contracts						
48. Any approved subcontracts funded by the funder contain all the clauses and provisions required by this contract.						
V. Purchasing						
49. Agency has complied with contracted purchasing requirements.					see index	
50. Property with a value of \$1,000 must have a useful life of one (1) year or more and must be inventoried by the RECIPIENT. RECIPIENT must retain property inventory records, acquisition documents and usage records. Upon expiration of its use for an approved public purpose, the Property shall be transferred free and clear of all liens and encumbrances to the CITY or otherwise disposed of as may be authorized, in writing, by the CITY	✓				see JASCO	
VI. Sponsorship						
51. Agency acknowledges its support by including City of Jacksonville logo on signage and public awareness materials, where applicable					will add upon re-branding	

VII. Planning and Budgeting						
52. RECIPIENT uses a formal budgeting process as a planning and management tool	✓				C-19A10 Appendix	
53. RECIPIENT develops an annual work plan and regularly monitors progress in achieving goals and objectives of the plan.	✓					

A. Administrative Assessment		Basic Requirements			Ratings Based Upon:		Notes	
		Pass	Fail	Not Applicable				
VIII. Insurance 54. All insurance policies are current. List all policies, carrier and effective date: Workers Compensation (Florida Statutory Coverage) <u>a.) Commercial General Liability</u> (including premises operations and contractual liability) \$2,000,000 Products/Comp./Ops. Agg. \$1,000,000 Personal/Advertising Injury \$1,000,000 Each Occurrence \$50,000 Fire Damage \$5,000 Medical Expenses <u>b.) Employer's Liability</u> \$100,000 Each Accident \$500,000 Disease Policy Limit \$100,000 Each Employee/Disease <u>c.) Commercial Auto Liability</u> (All automobiles owned, hired or non-owned) \$1,000,000 Combined single limit <u>d.) Professional Liability</u> \$1,000,000 <u>e.) City as additional insured</u> <u>f.) Waiver of Subrogation</u>		Pass				I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	Explain Ratings of Fail, Attach supporting documentation	
IX. Equipment and Physical Facilities 55. Agency's facilities are accessible, safe, well maintained and physically accessible to the consumers served. (Self-Observation)		✓				Secure a copy of the certificate of insurance to verify insurance requirements 2/22/13 3/14/13 12/23/13		

56. Physical facilities and equipment are sufficient in quantity and quality for their intended purposes. (Self observation)	✓				Time 8:45 AM 10/13/14	
57. Agency has established policies and procedures to guide the management of physical facilities and equipment					per out from 8 AM	
X. Legal Concerns						
58. Agency has adopted a written policy prohibiting discrimination on the basis of race, religion, sex, nationality, disability or military status in the following practices and functions					see already	
a) Hiring, assignment, training, promotion and Termination of staff.	✓				10	
b) Selection of board members, and	✓				✓	
c) Provision of services.	✓				✓	
59. Agency observes HIPPA requirements as outlined in Exhibit G (as applicable)	✓					
60. Agency is fully licensed/certified/ accredited by appropriate authorities and/or accrediting bodies. List certification, accreditation and timeframe in notes section.					DCF	
61. Agency has established policies and records management procedures to assure client privacy.	✓				see already	
62. Agency is registered/incorporated as a nonprofit organization under the laws of Florida or is a duly constituted public organization.	✓				see already	
63. Agency possesses a letter of exemption from federal taxes under Section 501 (c) (3), Internal Revenue Code.	✓				see already 2/28/2014	
64. Agency maintains an emergency preparedness plan for clients, employees and volunteers.					see already	

2014

B. Programmatic Assessment	Basic Requirements			Ratings Based Upon:	Notes
	Pass	Fail	Not Applicable	I = Interview O = Observation D = Documentation List Who and What, Attach supporting documentation	
I. Program Management					
1. RECIPIENT'S programs meet an identified community need that is documented and supported with current statistical data.	✓			Interview, 1	
2. Programs and services are directly related to the accomplishment of the RECIPIENT'S mission.	✓			Interview, 1	
3. Both the geographical area and the target population to be served by each of the RECIPIENT'S programs are clearly defined.	✓				
4. Program quality and service utilization data support expenditures.	✓			9/25 clients	
5. RECIPIENT maintains adequate (i.e., complete, current, orderly) client services records for planning, report and evaluation purposes.	✓			Interview, 1	
6. Programs are monitored and periodically evaluated in terms of clearly defined objectives and measured outcomes.	✓			Interview, 1	
7. Programs and services are accessible and are responsive to client needs, as documented by customer satisfaction surveys, client evaluations, or other letters of testimony to the RECIPIENT'S quality of services provided and attesting to the reasonable accessibility of the services.	✓			Interview, 1	

2003
9/15

8. No RECIPIENT'S program delivers training or teaching that is purely religious in nature or intent.						
9. RECIPIENT files quarterly programmatic reports, and other reports as required by the City in a timely manner, as required by contract.						
II. Scope of Service						
10. Services are provided according to date, time, and location specified.	✓					
11. Provider met length of service expected						
III. Clients to be Served						
12. Services are provided to eligible clients as per the contract (current clients)						
13. Provider complies with eligibility criteria for new client enrollment.						
14. Service units are provided as defined by the contract.	✓					
IV. Staffing Requirements						
15. Provider staffing levels are maintained as per contract.	✓					
16. Provider maintains qualified professionals, as per contract.	✓					
17. Provider handles staffing changes as per contract.	✓					
18. Program has staff development plan or objective if there are staffing issues.	✓					
V. Deliverables						
19. Programmatic Reports have been submitted timely.	✓					
20. Agency records document and support information submitted on the most recent quarterly reports. Review a quarterly report and supporting documentation.	✓					
VI. Performance Specifications						
21. Provider maintains an adequate data collection system for collecting, recording and reporting performance information.	✓					
22. Data are from accurate sources.	✓					

performance

all contract

overall

9

23. Data collection is a routine part of provider work performance.	✓				daily	
24. Staff responsible for data collection, recording and reporting has received training in these processes.	✓					
25. Data collection system for tracking objectives is appropriate/ current.	✓				after 8:00	
26. Program process objectives are on target or ahead of target.	✓				changes to DEC 2015 and 1/9/25	
27. Program's short-term outcome objectives are on target or ahead of schedule in relation to time of fiscal year.	✓				1 year but not	
28. Program's long-term outcome objectives are on target or ahead of schedule in relation to time of fiscal year.	✓				end of year	
29. Programmatic adjustments are being made when outcome measures are not on target.	✓				will begin 2nd year 8/2015	
30. Program conducts client satisfaction surveys.	✓				next year	
31. Program makes adjustments as needed, as a result of surveys.	✓				one on one meeting on phone	
32. Program involves clients and caregivers.	✓					
VII. Community Relations						
33. RECIPIENT actively seeks and maintains cooperative relationships and collaborates with other agencies when appropriate.	✓				1. 155 2. 105-I 3. Child Agency	4. 8-10-10 5. 10-10-10
34. RECIPIENT actively publicizes the program to neighborhoods, schools, community organizations and the media.	✓				1. 10-10-10 2. 10-10-10	
35. RECIPIENT is encouraged to participate in CITY meetings and events, and mandated Public Service Grant meetings.	✓					
36. The Program is maximizing resources in the community, including volunteers and in-kind resources? Can it document these?	✓					

Grant Close-out Procedures
Example of Grant Close-out Procedures

DEPARTMENT OF RECREATION AND COMMUNITY SERVICES



July 7, 2011

Jacksonville, Florida

RE: FY 2011 Public Service Grant Contract Close-Out Procedures

Dear :

First, let me say that it was a pleasure working with this year. The citizens of Jacksonville have greatly benefited from the services your organization provided through Public Service Grant funding. Pursuant to Section IV of your executed FY 2011 Public Service Grant contract, it officially terminates effective September 30, 2011.

To ensure a smooth grant close-out process and to avoid the possibility of losing the ability to receive future grants, the following information taken from your FY 2011 Public Service Grant contract is provided for your use and is detailed as follows:

Audit - Section II B (6) - Refer to the audit element applicable to your organization

- c) For Recipients receiving funding less than \$100,000.00 from the City, Recipient shall furnish to the City an annual report of receipts and expenditures of City Funds in such form as the Council Auditor shall prescribe. This report shall be certified as to its accuracy by the Financial Officer/Treasurer of the Recipient's organization. This report shall include the time period of the City's fiscal year commencing on October 1, 2010 and ending on September 30, 2011 and shall be due on November 15, 2011.
- d) For Recipients receiving funding in an amount from \$100,000.00 to \$500,000.00, either from one (1) City funding source, or cumulatively from two (2) or more City funding sources, the Recipient shall provide the City with an original audit report in accordance with Generally Accepted Auditing Standards ("GAAS"), issued by the Accounting Standards Board of the American Institute of Certified Public Accountants ("AICPA") This report shall be due within 120 days of the close of the Recipient's fiscal year; and this report shall present information based upon the City's fiscal Year commencing October 1, 2010 and ending September 30, 2011.
- e) For Recipients receiving funding, in an amount in excess of \$500,000.00, either from one (1) city funding source or cumulatively from two (2) or more City funding sources, the Recipient shall provide the City with an original audit report 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 Office of Management and Budget Circular A-133, Audits of Institutions of Higher Education and Other nonprofit Organizations, of its financial affairs for its fiscal year ending with the current City fiscal year. Such report shall be made by an independent certified public accountant. Such report shall be due within 120 days of the close of the Recipient's fiscal year; in addition to the information described above, such report shall present information regarding its use of City funding based upon the City's fiscal year commencing October 1, 2010 and ending September 30, 2011.
- f) The independent certified public accountant's report shall include separate statements of source and status of funds received from the City, and program costs showing the expenditure of City Funds as compared to the authorized budget for those funds from the City. The report shall include the detailed budget included in the Recipient's Application and approved by the Council and shall be adjusted by any budget changes approved during the term of this Agreement.

Grant Retainage - Section V A: The City agrees to pay the Recipient for the Public Service Grant funded Program. The above stated amount cannot account for more than twenty-four per centum (24%) of the Recipient's annual revenue averaged over the previous three (3) years. Such total sum shall be payable on a monthly basis in draws for work or services performed or as reimbursement for expenses paid, during the previous month; provided however, a retainage amount of not-to-exceed ten per-centum (10%) of the

above stated amount shall be held by the City until such time as all audits, accountings submittals and/or other reports, required by this Agreement have been accepted by the City as true and correct. The retainage amount shall not exceed ten per centum (10%) of the contract amount and shall be held by the City until such time as all audits, accountings submittals and/or other reports, required by this Agreement have been accepted by the City as true and correct.

Final Payment - Section V E: The parties understand and agree that the absolute last date the City can request a check for the payment of 2010-2011 funds is October 14, 2011. Recipient shall submit the final request for funds under this contract no later than October 7, 2011 in order for the City to request a check for payment of 2010-2011 funds, including any retainage amount being held, by October 14, 2011.

In addition, requests for budget line item adjustments need to be submitted by **September 15, 2010**. The Council Auditor will only approve budget lines with a balance of less than \$5, as long as the total grant amount has been expended within other approved budget line items.

Final Reporting - Section VII (b) – 4th Quarter Programmatic and monthly Financial reports are due **October 7, 2011**.

Record Retention - Section XI (d) - The **RECIPIENT** shall retain for such inspection all of its records and supporting documentation applicable to this Agreement for five (5) years after receipt of final payment from the **CITY**.

Inventory Declaration - Section XV (a) – Equipment, property or tangible personal property (collectively referred to as the "Property") purchased with funding pursuant to this Agreement shall be non consumable and consistent with City capitalization requirements or Section 122.801(e), Ordinance Code, as amended. Such Property must have a useful life of one (1) year or more and shall be inventoried by the Recipient. The Recipient shall retain property inventory records, acquisition documents and usage records. Upon expiration of Recipient's use of the Property for the Program or for a City approved public purpose, the Property shall be transferred free and clear of all liens and encumbrances to the City via a bill of sale or otherwise disposed of as may be authorized in writing by the City.

Residual Funds – XVI – Recipient agrees that any funds provided by the City for the operation of the program or activity during the period October 1, 2010, through September 30, 2011, including any interest earned by those funds provided by the City, which are residual funds, remaining unspent or unencumbered by any existing (not contingent) legal obligation, shall be returned to the City in the form of a negotiable instrument not later than ninety (90) days after the close of the aforesaid period, except that when a Recipient continues to receive a Miscellaneous Appropriation from the City in the next fiscal year, a limited amount of residual funds may be carried forward from September 30 to October 1, which shall not exceed ten percent (10%) of the current appropriation to the Recipient or \$500, whichever is greater. The City appropriation for the new fiscal year shall, however, be reduced by the amount of the unencumbered residual funds so carried forward. Any additional unencumbered residual funds shall be returned as provided herein above.

Failure to Comply- A RECIPIENT who fails to comply with this request jeopardizes its ability to receive grants in the future. Section 118.503, Ordinance Code provides that failure to comply with audit requests and reports required by Chapter 118, in the first instance, shall prohibit a **RECIPIENT** from being awarded a grant during the next fiscal year. Therefore, please be governed accordingly.

Please call me with any questions and thanks again for your support.

Sincerely,

Nancy A. Kirts, Assistant Management Improvement Officer
Grant Compliance Unit

Cash Collection
Example of Deposit Request

DEPARTMENT OF RECREATION AND COMMUNITY SERVICES



November 29, 2010

MEMORANDUM

TO: Administrative Services Division
FROM: *Nancy A. Kirts*
Nancy A. Kirts, Assistant Management Improvement Officer
RE: **Family Support Services of North Florida, Inc.
FY 2010 Public Service Grant Returned Funds**

Enclosed, is the returned funds collected on FY 2010 Contract # 8318-01:

Family Support Services of North Florida, Inc. – S.T.E.P.S.	<u>\$203.25</u>
Grand Total -	\$203.25

Please deposit into RCOD011, Sub-Object 36914

Note: Check # 021896 is for returned funds relating to a FY 2010 Public Service Grant

Please send me a copy of the Cash Receipt for my files.

Attachments: Check #021896

DEPARTMENT OF RECREATION AND COMMUNITY SERVICES



December 17, 2010

MEMORANDUM

TO: Administrative Services Division

FROM: Nancy A. Kirts, Assistant Management Improvement Officer

RE: **A.P.E.L. Health Services Center, Inc.**
FY 2011 Public Service Grant Returned Funds

Enclosed, is returned funds collected for FY 2011 Public Service Grant Contract # 8907-04 due to an overpayment error. The funds need to be posted to the aforementioned affected contract using RCOD011, Sub-Object 08201.

A.P.E.L. Health Services Center, Inc.	<u>\$200.00</u>
Grand Total -	\$200.00

Please send me a copy of the Cash Receipt for my files.

Attachments: Check #3814

Public Service Grant Council
Example of Public Notice of Meeting
Example of Agenda



NOTICE

Meeting

The Public Service Grant Council of the City of Jacksonville will meet on the Tuesday, January 18, 2011 at 10:00 a.m. to discuss Public Service Grant business. The meeting will be held at the Ed Ball Building, 214 North Hogan Street, 8th Floor Meeting Room. This meeting is open to the public and members of the public are invited to attend.

If a person decides to appeal any decision made by the Public Service Grant Council of the City of Jacksonville, with respect to any matter considered at this meeting, that person will need a record of the proceedings, and that for such purpose, that person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Fla. Stat. Sec. 286.0105(2007).

For More Information, call 630-2099



**PUBLIC SERVICE GRANT COUNCIL
MEETING AGENDA**

January 18, 2011

**Ed Ball Building, 8th Floor, Conference Room
10:00 a.m.**

Welcome

Public Service Grant Council Meeting Minutes – 11/8/10

Ordinance 2010-865 – FY 2012 Priority Populations Update

Adjourn

**Next Meeting – Tuesday, February 15, 2011 at 10:00 a.m.
Ed Ball Building, 8th Floor Conference Room**