



Neighborhoods Department

Finance and Operations Section

Stephanie Burch, Director

Julie Adamson, CPA, Operations Director

Laura Stagner, Director – Finance

Karen Stanko, Financial Analyst

Kevin Williams, Accountant



Universal Application Process

Budget & Financial Analysis



COMPLIANCE/THRESHOLD REVIEW

An application will NOT be reviewed if the Recipient is NOT in compliance with the City of Jacksonville.

- **Representations and Warranties of Recipient**
- (i) The Applicant is not in breach of any prior donation agreement or City code provisions by which the City donated property to the Recipient for the development of affordable housing;
- (ii) The Applicant is not on the Council Auditor's noncompliance list pursuant to Chapter 118, or the Vendor Debarment List pursuant to Chapter 126, Ordinance Code;
- (iii) The Applicant is not in breach of any of the conditions or requirements of a City grant award or program;
- (iv) The Applicant is not delinquent on taxes or payment of liens, including code enforcement, nuisance liens, demolition liens, or other municipal liens or fines, on real property owned by the Applicant and incurred after the Applicant took ownership of the real property;
- (v) The Applicant is not in litigation against the City other than as an agent, attorney, guardian, or personal representative of an estate.



SCORING CRITERIA

Maximum points – 30

- Financial ratios & prior performance (10 points)
- Proposed project budget (10 points)
- Match / leverage funding (5 points)
- Agency audit (5 points)



AmpliFund email@email.com | john.doe@email.com

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Budget Form
Budget Form.xlsx

Example Completed Budget Form
SAMPLE PUBLIC SERVICES.xlsx

Example Construction Budget
SAMPLE CONSTRUCTION BUDGET.XLSX

Example Acquisition Budget
SAMPLE ACQUISITION BUDGET.XLSX

Required Documents

Completed Budget Form *

Letters of commitment and/or awards from other funding sources for this project *

Resolutions from the Board of Directors authorizing the application for and use of funds from the City of Jacksonville's Neighborhoods Department, Housing and Community Development Division for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations *

Current 501(c)(3) status *

Articles of Incorporation *

Most recent Organization By-Laws *

Year to date Financial Statement *

Most recent Certified Audit, Management letter and Agency Response *



MATCH

“Agency’s Internal Resources”

The Agency’s contribution toward the costs of the Project

- Can be cash, in-kind or donated resources
- Must be identified, tracked and verifiable in Agency’s financial records
- Match committed to one award cannot be used for any other project or program
- Match resources must be supported by a letter from the Agency’s Board designating the resources to the project
- **If an award is made, the City treats cash match resources as a legal obligation that the Agency must produce before the Grant Agreement will be executed (documented in a separate account). Commitment must coincide with activity applied for and City’s fiscal year (October 1, 2019-September 30, 2020)**
- Agency will be required to document match on each reimbursement request

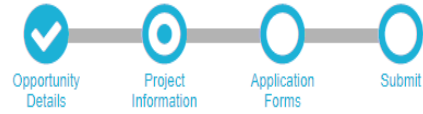


MATCH FUNDING GUIDELINES

- ▶ **Public Service Projects** – Minimum 100% MATCHING FUNDS required (minimum of 50% cash match required and maximum of 50% of matching funds in the form of in-kind contributions and/or volunteer labor. The maximum rate for volunteer match time is \$24.69 per hour.)
- ▶ **Construction/Rehabilitation Projects** – Minimum 100% CASH MATCH required, dedicated to the specific construction project. No in-kind contributions or operating funds will be considered as MATCHING FUNDS.
- ▶ **Acquisition Projects** – Minimum 50% CASH MATCH required, dedicated to the specific acquisition project. No in-kind contributions or operating funds will be considered as MATCHING FUNDS.



COJ FY 18 (CDBG) Community Development Block Grants Application



Project Information

Application Information

Application Name* ✓

Total Amount of Award Requested

Calculated Amount of Cash Match **\$17,500.00**

Total Amount of Cash Match

Calculated Amount of In-Kind Match **\$0.00**

Total Amount of In-Kind Match

Primary Contact Information

Name*



LEVERAGE

“Other People’s Money”

A 3rd party commitment toward the cost of the project

- Can be cash or in-kind resources
- Must be identified, tracked and verifiable in Agency’s financial records
- Leveraged resources committed to one award cannot be used for any other project or program
- Leveraged resources must be documented by a commitment letter from the 3rd party source on the entity’s letterhead in order to be scored



Match / Leverage (5 points)

- If greater than:
 - 4:1 = 4 points
 - 3:1 = 3 points
 - 2:1 = 2 points
 - 1:1 = 1 points
 - Pending = 1 point
- If less than 1:1 or not **Properly** documented, no points will be awarded

Examples

Agency “A” applies for \$25,000 in Universal Application Funding for a project with a total budget of \$100,000. The Agency’s Board of Directors designates \$50,000 in available resources toward the project.

Agency “A” would receive a score of 2 points for a 2:1 match (\$50,000 / \$25,000)

Agency “B” applies for \$25,000 in Universal Application funding for a project with a Total Budget of \$100,000 but does not document any match or leverage funding.

Agency “B” would receive a score of 0



FINANCIAL RATIOS

Designed to evaluate an applicant's financial capacity to deliver a proposed project under the guidelines of the Division's timeliness and reimbursement-only contract provisions



FINANCIAL RATIO SCORES

- Current Ratio – Measure of current liquidity
 - Calculation - Current Assets / Current Liabilities
 - Benchmark = 1.50
- Months of Cash – Measure of current liquidity
 - Calculation – Cash / (Total Expenses / 12)
 - Benchmark = 1.00
- Cash Expense Ratio – Measure of current liquidity
 - Calculation – Cash / Payables & Deferrals
 - Benchmark = 1.00
- Months of Net Assets – Measure of short term capacity
 - Calculation – Unrestricted Net Assets / (Total Expenses/12)
 - Benchmark = 1.00



FINANCIAL RATIO SCORES

- Expense Margin – Measure of short term capacity
 - Calculation – $\text{Change in Unrestricted Net Assets} / \text{Total Expenses}$
 - Benchmark = 0.03 (3%)
- Equity Ratio – Measure of long term capacity
 - Calculation – $\text{Total Net Assets} / \text{Total Assets}$
 - Benchmark = 0.50
- Return on Assets – Measure of long term sustainability
 - Calculation – $\text{Change in Total Net Assets} / \text{Change in Total Assets}$
 - Benchmark = 1.00



AUDITED FINANCIAL STATEMENTS

- The audit must be on-time
- Required to be provided to the City no later than 120 days from the Agency's fiscal year end
- Compiled or reviewed financial statements will be accepted for Agencies that have been in operation for less than one year



AUDIT PERFORMANCE

▶ Management Letter

- A letter from the Agency's CPA that accompanies the Audited Financial Statements and identifies any issues related to the Audit that were not significant enough to be separately identified with the body of the audit

If a management letter is issued, that letter, and the Agency's response, **MUST** be included with the audit (**Threshold**)



AUDIT PERFORMANCE

► Significant Deficiencies

Specific concerns or findings identified in the Audited Financial Statements that do not allow management or employees to prevent, detect or correct deficiencies in a Timely Manner

...We did not identify any deficiencies in internal control over compliance that we consider to be significant deficiencies...

OR

...We identified certain deficiencies in internal control over compliance that we consider to be significant deficiencies as described in the accompanying schedule of findings and questioned costs as Item 2017-1...



AUDIT PERFORMANCE

▶ Material Weaknesses

Specific concerns or findings identified in the Audited Financial Statements that do not allow Management or employees to prevent, detect or correct material deficiencies in a Timely Manner

...We did not identify any deficiencies in Internal Control over compliance that we consider to be material weaknesses...

OR

...We identified certain deficiencies in internal control over compliance that we consider to be material weaknesses as described in the accompanying schedule of findings and questioned costs as Item 2017-1...



AUDIT PERFORMANCE

► Reportable Conditions

Tests of an Agency's compliance with certain laws, regulations, contracts and grants

...The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards...

OR

...The results of our tests disclosed instances of noncompliance that are required to be reported under Government Auditing Standards and which are described in the accompanying schedule of findings and questioned costs as Items 2017-1 and 2017-2...



AUDIT PERFORMANCE

Scoring Criteria 5 pts

- Was audit on time?
 - Yes = 1 Point
- Did audit have questioned costs?
 - No = 1 Point
- Did audit contain significant deficiencies?
 - No = 1 Point
- Did audit contain material weaknesses?
 - No = 1 Point
- Did audit contain reportable conditions?
 - No = 1 Point



AUDIT PERFORMANCE

Important Notes

- ▶ The City must approve the accounting system for each Agency PRIOR to the execution of any contract to verify that it meets the requirements of 2 CFR 200 which states, in part:

...Financial Systems shall provide accurate, current and complete disclosure of the financial results of each Federally sponsored project...

Comingling of Federal funds is not allowed with other funding sources



BUDGET PREPARATION

10 Points



AmpliFund jann.rivera@ymail.com ◀

email@email.com

Section VII – BUDGET (Up to 30 pts.)

Amount of Funding Requested: *

Total Project Cost: *

Projected/Approximate # of Persons/Participants to be Served: *

Projected/Approximate # of units to be Served: *

Matching/Leveraged Funds: *

In Kind Contributions *

Location of proposed service/program/project:
Street Address: *

Census Tract or Block: *

Council District: *



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email@email.com

1. List source(s), including funding amounts, to which you have committed (documented) for the proposed activity. (Dates, outcomes, etc.)

2. List source(s), including funding amounts, to which your organization has applied for funding the proposed activity.

MATCH FUNDS: (YOUR ORGANIZATION'S CASH FLOW)

Funding Source(s) - COMMITTED	Amount (\$)	Uses
Local	<input type="text"/>	<input type="text"/>
Federal	<input type="text"/>	<input type="text"/>
Federal	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>

LEVERAGING OTHER FUNDS: (OTHER ENTITIES MONEY – OUTSIDE SOURCES)

*FUNDING SOURCE(S) - COMMITTED	Amount (\$)	Uses
Local	<input type="text"/>	<input type="text"/>
Federal	<input type="text"/>	<input type="text"/>
Federal	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>

*FUNDING SOURCE(S) - PENDING – NO CREDIT	Amount (\$)	Uses
Local	<input type="text"/>	<input type="text"/>
Federal	<input type="text"/>	<input type="text"/>
Federal	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>



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email@email.com

Explain why the funding sources are pending: *

1000

Attach documentation from funding source(s) of committed funds to this project/program to be considered matching funds in the Required Documents section "Letters of Commitment and/or awards from other funding sources for this project". If source(s) are not documented and clearly identified for this funding cycle, the source(s) will not be considered in scoring.

PSG:

of people

Cost per Person

Total Cost (# of people x cost per person):

Budget Form
[Budget Form.xlsx](#)

Example Completed Budget Form
[SAMPLE PUBLIC SERVICES.xlsx](#)

Example Construction Budget
[SAMPLE CONSTRUCTION BUDGET.XLSX](#)

Example Acquisition Budget
[SAMPLE ACQUISITION BUDGET.XLSX](#)



BUDGET

Detailed Budget Form

- Complete for each proposed Universal Application funded project
- Shows anticipated expenditures for the proposed project and how expenses are funded
- Use the Excel version of budget forms provided within application
- All costs must be document
- The information must reconcile to other elements of the application
- The budget must accurately represent the match amounts
- Detailed budget forms must be submitted for Public Service Grants (CDBG, ESG and HOPWA), Construction (CDBG) and Acquisition (CDBG)

The Budget is worth 10 points total and is scored on its completeness, accuracy, appropriateness, reasonableness and documentation.



BUDGET

Public Service Grants- 10 points

- ***Services To Clients Expenditures*** – Costs related to the delivery of services to clients.

Note – the percentage of administrative expenditures to total budget is an important factor in determining the reasonable nature of the proposed budget.



BUDGET

Construction Budget - 10 points

Applicants requesting Universal Application funds for Capital Improvement Projects (construction, rehabilitation and infrastructure improvement projects) must complete the Construction Budget Form and provide the required attachments.

A. **Sources of Revenue** - Using the format structure provided, show the anticipated revenues for the proposed Universal Application construction project on the form on the appropriate lines.

B. **Description of Work** - Using the format structure provided, show the description of work and anticipated expenditures for each cost item to be charged to the proposed project in the appropriate columns.



BUDGET

Acquisition Budget - 10 points

Applicants requesting Universal Application funds for Property Acquisition Projects (for the purchase of real property) must complete the Acquisition Budget Form and provide the required attachments.

A. **Sources of Revenue** - Using the format structure provided, show the anticipated revenues for the proposed universal application construction project on the form on the appropriate lines.

B. **Description of Work** - Using the format structure provided, show the description of work and anticipated expenditures for each cost item to be charged to the proposed project in the appropriate columns.



Technical Assistance

- If applicants need additional assistance, questions should be sent to HCDDcomments@coj.net.



Support Procedures

- For all online application technical questions contact StreamLink's Customer Success Team via the AmpliFund Support Portal (<http://amplifund.zendesk.com>)
- StreamLink Software's support hours are 8:00 AM – 8:00 PM Eastern (Monday – Friday)

Contact Information:

- StreamLink Software Support: 216.377.5500
 - Dial 2 for customer support; then dial 1 for AmpliFund Customer Success



Questions





Thank You

Thank you for your attendance and participation in our efforts to improve the Quality of Life for the citizens of Jacksonville!

Don't forget to pick up your Certificate of Attendance!