

# CITY OF JACKSONVILLE

## FY 2023 Public Service Grant Application Training



# Public Service Grant Program

The Public Service Grant Program (PSG) contracts with non-profit agencies to equip residents with necessary tools to facilitate their well being through intervention, education and opportunity. The selection process of PSG awards is outlined in Chapter 118.806 and evaluated by the Public Service Grant Council.

# Mandatory Public Service Grant Requirements

## Chapter 118.805

- Certain Programs Ineligible- A requesting agency's program shall be ineligible to receive a Public Service Grant if the requesting agency's program receives funding through another City program including but not limited to, the programs listed below:
  - Cultural Service Grant Program pursuant to Chapter 118, Part 6;
  - Arts in Public Places Program pursuant to Chapter 126, Part 9;
  - Kids Hope Alliance program pursuant to Chapter 77;
  - Downtown Investment Authority and Office of Economic Development Programs pursuant to Chapter 55 and Chapter 26;
  - Housing and Community Development Division programs pursuant to Chapter 30, Part 7;
  - Social Services Division programs pursuant to Chapter 28, Part 5;

# FY 2023

## Most Vulnerable Persons (MVP) & Needs

- 1. Acute--The percentage of available funding allocated to this category shall be 30%.**
  - Services focused on adult individuals and/or families experiencing a difficult or dangerous situation which requires prompt action to avoid further deterioration of their health, safety, or welfare.
- 2. Prevention--The percentage of available funding allocated to this category shall be 40%.**
  - Services focused on preventing negative changes to the health, safety, and welfare of adult individuals and/or families; or services designed to divert adult individuals and/or families who have experienced negative changes to their health, safety, or welfare from experiencing further deterioration.
- 3. Self-Sufficiency--The percentage of available funding allocated to this category shall be 30%.**
  - Services focused on helping adult individuals and/or families work toward needing no assistance to satisfy their health, safety, and welfare; or services focused on helping adult individuals and/or families work towards a stable level of assistance needed on an ongoing basis.

# FY 2023 Most Vulnerable Persons (MVP) & Needs (Cont.)

## 4. Micro-Grant Pilot Program—TBD

- This pilot program would be funded separately from the normal PSG Council Award/ Budget process. The procedures, requirements, appropriation would be part of separate legislation with PSG Council administration.

### Limitations on Grant Awards

Programmatic grants within each category of Most Vulnerable Persons and Needs shall be based on the high score model for funding purposes. The high score model shall award 100 percent of requested funding for the highest ranked score up to the maximum amount of \$150,000 or 24% of the agency's average revenue over the last 3 years. The next highest ranked score shall be awarded 100 percent of the requested funding up to \$150,000 (or 24% of the agency's average revenue over the last 3 years), and so on until the funds are exhausted.



## **FY 2023 Public Service Grant Application Instructions**

# 2023 PSG APPLICATION

## COJ PSG Page

- <http://www.coj.net/departments/finance/office-of-grants-and-compliance/public-service-grants>

## How to Navigate to PSG Page from COJ Main Page

- <http://coj.net>
  - Government
  - Finance & Administration
  - Office of Grants Compliance Office—upper rt tab
  - Public Service Grants Program all the links and information will be on this screen

## OR

- Search “Public Service Grants” in the top right – 1<sup>st</sup> item on the menu

## How to Navigate to PSG Page from Non-Profit Gateway

- <http://nonprofits.coj.net/> --
  - Under ‘Opportunities’ select ‘ Public Service Grants’
  - Click on the “Click here for more information”
  - This will navigate you to our COJ PSG Page

# On-Line Application Access

- This is the DIRECT Link to the application page
- The link will be posted on the web-site after the training:

<http://qa-cojforms.coj.net/Runtime/Runtime/Form/Public+Service+Grant+Application/>



# On-Line Application Access

## TIMELINE

- Website up and running now
- Our office hours are 7:30 AM – 4:30 PM (M-F)
  - No Support on Saturday's or Sunday's
- **July 1, 2022- Applications due**
  - Our office hours are until 5:00 PM on **July 1**
  - System closes at 12:00 AM 7/02/2022, if your application is not submitted by then, you will have to wait until next fiscal year to apply.
- July 1, 2022-September 30, 2022: PSG Council review & score applications
- October 31, 2022: Deadline for PSG Council to award funding

# QUIZ

Which is **NOT** apart of the PSG Human Services Framework?

1. Self-Sufficiency & Stability
2. Acute
3. Economic Stability
4. Prevention & Diversion

# QUIZ

Which is **NOT** apart of the PSG Human Services Framework?

1. Self-Sufficiency & Stability
2. Acute
3. **Economic Stability**
4. Prevention & Diversion

# Agency Contact Information & Application Format (118.806c)

- Fill in the blanks for all requested information
- Fill in the revenue information for the (3) previous fiscal years within the table.
- Select one of the MVP & Needs Categories
- Make sure First Name, Last Name, Title, & Date for person certifying all the information is true & correct.
- 2022-2023 PSG Request Amount (\$150,0000 max or 24% of average of last three years agency revenue).

# Application Format cont.

- The application shall have 1-inch margins and contain no more than sixteen (16) single-sided double-spaced 8½” by 11” pages. The font style shall be Times New Roman or Arial with a minimum font size of 11 and a maximum font size of 12.
  - Section 1: Agency Background and Experience—Max 3 pages
  - Section 2: Program Overview—Max 3 pages
  - Section 3: Program Activities—Max 1 page
  - Section 4: Program Management & General Overhead—Max 3 pages
  - Section 5: Operating Budget & Budget Narrative—Max 2 pages plus approved budget form (Excel)
  - Section 6: Program Impact & Effectiveness—Max 4 pages
- The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendices.
- **Make sure pages uploaded don't exceed the required limit**

# Section I: Agency Background & Experience

Contains a description of the agency's board (number of members, length of service of each member, and professional experience of each member), executive staff (e.g. executive director, chief executive or operating officer, chief financial officer), and the agency's experience in the community and accomplishments.

This section may without limitation describe the agency's mission, future plans, major programs, licensure, certification or accreditation (maximum 3 pages). Upload your document- to include narrative, tables, or charts.

## Section II: Program Overview

Contains a description of the program and how the program will assist the Most Vulnerable Persons Population or Priority Need. This section may include without limitation partnerships with other programs or agencies as applicable. (maximum 3 pages). Upload your document- to include narrative, tables, or charts.

## Section III: Program Activities

Contains a list of all activities that the program will offer or provide and a brief description of each activity (maximum 1 page). Upload your document- to include narrative, tables, or charts.



# Section IV: Program Management and General Overhead

Contains a description of the management and staff positions that will be needed to successfully operate the program and the general overhead of the agency. This section may include without limitation potential fundraising capacity, plan, strategy and funding partners for the program as well as how the program will be sustained in future years (maximum 3 pages). Upload your document- to include narrative, tables, or charts.

# Section V: Operating Budget & Budget Narrative



## Operating Budget and Budget Narrative

- Lists **all** line item **expenses** and **revenues** to operate the **program** during the fiscal year and contains a brief description of each line-item expense. The expenses and revenues must balance (maximum 2 pages, not including the approved form).

# QUIZ:

## TRUE OR FALSE

All program expenses should be listed in the Budget, not just those for PSG?

# **QUIZ:**

## **TRUE OR FALSE**

All program expenses should be listed in the Budget, not just those for PSG?

**TRUE**

# Welcome the Non-Profit Center of NEFL Deirdre Conner

# Section VI: Program Impact and Effectiveness

Contains a description of: (i) the program's goals and objectives and how attainment of the goals and objectives will be measured (ii) the program's achievements during the year immediately preceding the application or, for new programs, a description of national studies, qualitative measures, best practices and successes of similar programs, citing the sources and national standards relied upon for this information;

- Remember goals need to be SMART & for PSG funds only
- What is an example of a SMART Goal with objectives:
  - Will reduce homeless in Jacksonville – Is this SMART?
  - What do you want to accomplish?
  - How can you measure progress?
  - Do you have the skills to achieve the goal?
  - Is it aligned with objectives?
  - What's the deadline & is it realistic?

## Section VI – Program Impact and Effectiveness (cont.)

- (iii) the projected program impact on the category of Most Vulnerable Persons and Needs and the anticipated number of people to be served by the program; and (iv) a listing of each noncompliance incident within the past three years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list. Such list shall set forth with respect to each noncompliance incident: (a) the noncompliance dates (e.g., the start date and end date), and (b) an explanation for the noncompliance (maximum four pages, not including the information required in subsection (iv) above). Upload your document- to include narrative, tables, or charts.

# Eligibility Documents (Chapter 118.805)

## 1. A copy of Good Standing certificate from FL Division of Corp

- A copy of a good standing certificate issued within the last 12 months by the Florida Division of Corporations evidencing that the requesting agency is in good standing and has been in existence for three years prior to the Public Service Grant application deadline; and- This is not a copy of Sunbiz

## 2. Charitable Solicitation Permit

- A copy of the requesting agency's current Charitable Solicitation Permit issued by the State of Florida evidencing that the requesting agency is current on state charitable permitting fees; or
- A state letter of exemption indicating that the agency is exempt pursuant to F.S. § 496.406(3); and **I know state no longer issuing letter. If not required to submit a Charitable Solicitation I need you to tell me why you are exempt in a letter signed by Board that you are exempt under F.S.496.403. (see F.S.)**



# Eligibility Documents (Chapter 118.805)

## 3. Financial Information as applicable:

- Copies of the requesting agency's fiscal balance sheets and statements of income and expenses for the last two fiscal years of the requesting agency;

**AND**

- Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; or
- Agencies exempt from filing federal tax returns shall file:
  - IRS certification of exemption; and
  - Copies of audit reports for the last three years. Audit reports shall be conducted in accordance with both GAAS and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" made by a certified public accountant; or
  - If the Agency does not have the financial information requested in subsections (3)a—c above, then the agency must submit its financial information in form and substance reasonably acceptable to the Department of Finance and Administration. The form shall be identified by the department prior to the commencement of the application cycle and be uniform for all agencies completing the form.

# Eligibility Documents (Chapter 118.805)

## 4. Certificate of Mandatory Application Workshop

- We will have a list of agencies who are completing this workshop and will e-mail certificates.

## 5. Office of General Counsel Affidavit

- See website for template

**Please make sure your uploaded documents are not password protected & you upload the correct document**

# Budget Forms

## 6. Program Budget Detail

- Complete the section showing the Agency Name and Program Name
- Under Section I Salaries and Wages, list all the positions in the program so that we have an accurate program expense budget not just PSG funding.
- Under the Prior Year Funding 2020-2021 column, input the expenses actually incurred by the program for the preceding completed program year. Under the Current Budget 2021-2022 column, input the approved program budget for the current year as adjusted reflecting any amendments made to date. Total est. Cost of Program is 2022-2023
- The amount you have requested from the funding partner who you have applied to should be entered in the columns to the right of the “**All Other Program Revenue**” column.
- Using the account structure provided, input the anticipated expenses for the proposed grant requested on the form in the appropriate column and row

# Budget Forms - Continued



## Program Budget Narrative

- Explain all **PSG expense** items that are used in the “Program Detail Budget” form. (Name of title, annual salary x % PSG = \$PSG request)
- Good Rule is – If TU or City Council asked you, could you defend how you really needed these dollars for this expense.
- Keep in mind those items that are disallowed under Chapter 118 section 3 & 4:
  - To pay for "Bad Debts"--losses arising from uncollectible accounts and other claims, and related costs, are not allowable such as JEA late fee
  - To pay for "Contingencies"--contributions to a contingency reserve or any similar provision for unforeseen events are not allowable.
  - To make "Contributions or Donations"—contributions and donations to other groups or organizations are not allowable.
  - To pay for "Entertainment"--**costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities are not allowable.**

# Budget Forms - Continued



- **Keep in mind those items that are disallowed:**
  - To pay "Fines and Penalties"--costs resulting from violations of, or failure to comply with, federal, state, and local laws and regulations are not allowable.
  - To pay "Governor's Expenses"--the salaries and expenses of the Office of the Governor of a state or the chief executive of a political subdivision are considered a cost of general state or local government and are not allowable.
  - To pay "Legislative Expenses"--the salaries and other expenses of the State Legislature of similar local governmental bodies such as county supervisors, city councils, school boards, etc., whether incurred for purposes of legislation or executive direction, are not allowable.
  - To pay "Interest and Other Financial Costs"--interest on borrowings (however represented), bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith, are not allowable
  - Audit Cost

# Courtesy Review of Application (Chapter 118.803)

- Annually from the effective date of the Most Vulnerable Persons categories and Needs established by the City Council for the upcoming fiscal year and until five business days prior to the grant application deadline (July 1), the Grants Administrator, or his or her designee, shall provide courtesy reviews of a requesting agency's application to confirm whether the application has complied with the eligibility and application requirements in Sections [118.805](#) and [118.806](#). The Grants Administrator shall conduct courtesy reviews in person with the requesting agency upon request and appointments shall be scheduled on a first come, first serve basis.

# Courtesy Review of Application (Chapter 118.803)

- The last day for Courtesy Review's will be **Friday, June 24<sup>th</sup>**
- A Courtesy Review can be scheduled via Zoom
  - Please E-mail us with your desired date and time so we can set up a private zoom meeting.
- We can still answer questions via e-mail and will update website with Q & A.

# PSG Appeals Board; Appeals Procedure (118.810)

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



# PSG Technical Support Team

## PSG Contact Information

John Snyder – 255-8202

- [jsnyder@coj.net](mailto:jsnyder@coj.net)

Kendra Mervin – 255-5062

- [kmervin@coj.net](mailto:kmervin@coj.net)

Ashleigh Brew – 255-8638

- [abrew@coj.net](mailto:abrew@coj.net)

Najera Stevenson – 255-8207

- [najeraj@coj.net](mailto:najeraj@coj.net)

# QUIZ

What is the BEST way to be sure your application is ready to submit?

1. Call John!
2. Schedule a Courtesy Review
3. Cross your fingers for Good Luck!
4. Double check with a Grant Writer.

# QUIZ

What is the BEST way to be sure your application is ready to submit?

1. Call John!
2. **Schedule a Courtesy Review**
3. Cross your fingers for Good Luck!
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# Questions



**You can always refer to our website to answer many of your questions or reach out to us via phone or email.**