

## FY23 PSG Application Questions and Answers (Updated Weekly)

### Week of May 23 & May 30

**On the new requirement for balance sheets and statements of income for the last two years. To comply with that, can we provide our audited financials which includes that information?**

No, your audited financial information is usually about 18 months old. The PSG Council is looking for recent financial position of the organization.

**Reaching out to confirm that this grant could apply to returning citizens and prison reentry work.**

This would be up to you to tell your story and convince the reviewers that your application fits within the Human Services Framework.

**In the past, we received funding through a Non-PSG Grant Annual City Appropriation. Are we eligible to now receive funding through the PSG Funding?**

Yes

**We plan on requesting funds only for marketing. Do we need to provide details for budget items that are not being funded by COJ?**

- Section V of your application must include **ALL PROGRAM EXPENSES AND REVENUE** and meet the formatting guidelines
- The budget form upload has two parts
  - i. Budget Detail Section for all program expenses
  - ii. Budget Narrative Section for only PSG expenses

**If I am a church, what financial information do I submit?**

The following financial information as applicable:

- a. Copies of the requesting agency's fiscal balance sheets and statements of income and expenses for the last two fiscal years of the requesting agency; **and**
- b. Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; **or**
- c. Agencies exempt from filing federal tax returns shall file:
  1. IRS certification of exemption; and
  2. Copies of audit reports for the last three years. Audit reports shall be conducted in accordance with both GAAS and Government Auditing Standards (GAS) issued by the Comptroller General of the United States, and if applicable the provisions of the Office of Management and Budget Circular A-133 "Audits of States, Local Governments and Non-Profit Organizations" made by a certified public accountant; or

**Budget Forms are UPLOADS and Budget Narrative is the second page of the Budget Forms UPLOAD that has a detailed explanation of JUST PSG funding, correct?**

There are two things/uploads with the Budget:

1. Section V (Application) Budget Narrative description of **ALL Program Funding (Expenses & Revenues)** to operate your program (maximum 2 pages).
2. The COJ Budget Form (Under Eligibility Documents) containing both
  - a. Budget Detail-list **all dollar figures** to operation your program from all sources for the last two years and what you expect for next year
  - b. Budget Narrative- Narrative description of your **PSG PROGRAM Request Only**

### **Week of June 6**

**I noticed agency's can not have funding through another COJ program. Our after-school youth program receives funds through KHA but the submitted program is separate. Will this be acceptable with the criteria at will?**

Your organization can receive multiple funding from the COJ; however, you **can't receive funding for a specific program** from more than one COJ funding sources. Additionally, you program must focus on services toward "Adults &/or Families" and how these services will impact one of the three funding categories. Programs that are focused on children need to apply to KHA and programs that are focused on cultural programs need to apply to the Cultural Council.

**I would like to use a logic model to describe Section III, Program Activities. Do you see any problem with that?**

We don't see any issue with using the Logic Model when answering Section III of your application."

**For the financials information, should the current year be one of the two years? If so, do you want it through Year to Date or should we project it to the end of our fiscal year (end of this month)? If not, do you want us to go with FY21 and FY20?**

Please use YTD and last years as a comparison.

**We have previously received funds via direct appropriation. Are the prior year fund columns for PSG funds only?**

No, prior years funds are your prior year program funding.

**I am unclear as to whether we can include a portion of our administrative and overhead costs in the program budget as PSG expense?**

If you want PSG Funds to pay for any Leadership Supervisor/Directors, or administrative positions, then the position has to be spelled out in the budget.

**If our agency did not attend the training, can I apply for a PSG?**

NO, your agency would be ineligible to apply this FY

**Could we be a partner or sub-contractor of services with another agency who applied?**

Yes, if the agency wrote it in their application and lists the agency in their budget under "Professional Fees & Services". The COJ would contract with the applicant, and it would be up to them if they wanted to contract for other services.

**There is no specific revenue that goes with our Case Management Program. We need clarity on the 24% of the last three year's revenue calculation.**

The 24% revenue is based on the agency revenue not the programs.

**Question regarding if you should include your federal grant application as part of both your program and budget sections in the application.**

It would be appropriate to include this information in your application because you are planning your program budget for next year on anticipated expenses and revenue. If this program is awarded funding, then just like all awardees we would require a complete and updated budget as well as a Certificate of Additional Funding for the program.

**We are supposed to use the 990 to compute the 24% of revenue. Specifically which line on the 990 do we use?**

Total Revenue line 12

### **Week of June 13**

**"Tools" under Travel Expenses – can you define this? Can we include travel expenses for site visits under this category or somewhere else on the budget?**

Only expenses under travel are local mileage, & parking & tools.

**Our Program Implementation team are 1099 contractors (not staff). Would we put their costs under 'Professional fee and services'?**

Yes, as well as note it in the Budget Narrative

**Can you please clarify 'Direct Client Expenses'**

These are reimbursements for expenses directly to clients-client's rent, electricity, food, medications, education, etc.

**Is there an administration/salary cap?**

No however, all salaries must be accounted for under Personnel. There is no indirect cost.

**Under 'telephones', could we write-in stipends for staff cell phones?**

Yes, if you lease your cell phone you use that line item. If it for a purchase, then that is Office Expense-Other Equipment under \$1,000. If it is over \$1,000 then capital outlay.

During the training, I thought you mentioned the 990 had to be used to compute the 24% of revenue. Specifically which line on the 990 do we use?

Total Revenue line 12