

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

Week of June 20

We receive CBDG funding and wanted to know if that makes us ineligible for the PSG.

Yes, you can't receive funding from more than one COJ funding source for a particular **program**. If you want to apply for another program that is not currently funded by the COJ then you most certainly can.

I wanted to get some clarity regarding the requirement for Fiscal balance sheets/ statements of income and expenses. At the end of the template, there is a checklist of eligibility documents that says: Fiscal Balance Sheets and Statement of Income and Expenses for the last two fiscal years (new) But when I go into the electronic application, there is an upload box that states: Additionally, please include 2 years of agencies Balance Sheet or Statement of Income. Is it acceptable to submit the balance sheet OR the statement of income, or are both required? And just to clarify, one or both are required even if we are also submitting the 3 years of 990's?

This is a new requirement this year, so I understand the confusion. The Ordinance (118.805B3a) requires agency's fiscal balance sheet and statement of income for the last two years. These are different than you 990's which your IRS taxes and give more of a complete financial picture of our organization.

Regarding the 2023 PSG application, when completing the budget, should the budget be based upon the City's fiscal year of Oct 1-Sept 30, or on our own agency's fiscal year of Jan 1- Dec 31?

It probably would best to look at it from COJ fiscal year because this is how your funds are awarded and will be spent.

The current budget template does not include a line item for consultants/1099 employees. If funded, we would like to bring on project specific staff as 1099 employees. Where should these employees be added? Or should we list them under the personnel section and note that they are 1099 employees?

Professional Fees & Services

As per the guidelines, all budgets must be "single-sides doubled spaced" however I'm curious how exactly this is done in an Excel spreadsheet. Can you provide more clarity on how the budget follows the guidelines in an Excel spreadsheet? Perhaps provide an example.

The double spacing does not count when you are speaking about required COJ forms. The double spacing pertains to the application sections.

Week of June 27

I'm looking at the actual application and not seeing where specifically I need to attach the Cover Letter. It's mentioned in the application format blurb within numerous sections, but where is COJ looking to have it attached?

The cover letter is the same information on the first page with all the required * next to them. There is no need to attach an actual cover page.

Am I remembering correctly that in section VI, part (iv) about the auditor's noncompliance list is allowed to go over onto page 5 as long as all the other sections are on 4 pages? I don't see it in the Powerpoint or in the actual application directions but thought it was mentioned last year.

Yes part 4 of Section VI does not count toward the page limit.

When I tried to open my application to replace the sections with the necessary changes, I get a message that says that it looks like I already submitted the application and can no longer access it. What do I need to do to reopen it and replace the sections with the corrected ones?

You need to send us an email saying you would like to withdraw your application that was submitted on June X, 2022 and will be submitting another application.

Is the Office of General Counsel Affidavit (OGCA) the same as the Fiscal Year 2022-2023 PSG Grant Application Affidavit Form?

Yes, the OGC affidavit & the Fiscal Year 2022-2023 PSG Grant Application Affidavit Form are the same form

I find in my files a document titled Certification of Additional Funding Sources? Is the PSG applicant required to submit this completed document?

The Certificate of Additional funding is not needed until you are awarded funds and we are preparing your contract.

I have last years Budget Forms. Can I just use the same spreadsheet and make updates?

Yes, please feel free to update the form from 2021-2022 to 2022/2023.

Are we allowed to budget food for clients?

Yes, Client Food is an allowable expense; however, food for staff and volunteers are not an allowable expense.

Can you review the attached Budget for correctness/acceptability?

We are past the Courteous Review period, so our office can no longer comment or offer an opinion on any part of your application. Therefore, since you have over a half of page left on the 2-page limit for Section V you can review and determine if you provided a brief description of each line expense and revenue.

Will the highlighted items (below) be satisfied by completion of the document titled, Fiscal Year 2022-2023 PSG Grant Application Affidavit.docx?

- _____ An original affidavit, in the form provided by the Office of General Counsel
- _____ Requesting agency's program operates in Duval County, and serves the people of the City
- _____ Requesting agency's program will serve a Priority Population or Priority Need designated by the City Council for the grant application cycle in which the requesting agency is applying for
- _____ Requesting agency's program is not eligible to receive funding from any of the City programs listed in Section 118.805(a) (1)-(7)
- _____ The requesting agency's appropriation request for multiple or single programs does not exceed in the aggregate 24 percent of the requesting agency's annual revenue (as shown on filed tax returns) averaged over the previous three tax years
- _____ The requesting agency is in compliance with the terms of all existing City agreements in which the requesting agency is a party; and
- _____ The requesting agency is in compliance with all applicable federal, state, local laws, rules, regulations and ordinances, as the same may exist and may be amended from time to time.

Yes, the signed and notarized affidavit will satisfy those highlighted concerns.

I just want to clarify, that the budget detail and budget narrative section together can only be two pages. Is that correct?

No, the COJ Budget form has no page limit. Section V of the application must abide by the formatting requirements.

The budget form is separate from the rest of the application?

Correct, the Excel Budget Forms are NOT apart of the application section V-Budget. These are two separate parts of the application. The Section V-Budget, has a two page limit and you must abide by the same font and margin parameters as the rest of the application. The FY2023 Budget Forms (Excel sheets) are apart of the eligibility documents that you must upload at the end of the application. There are two tabs that should be completed within this form (Program Budget Detail and Program Budget Narrative).

If we do not have our 2021 990 yet, what should we submit?

If you don't have your 2021 990 completed then your last three years of revenue would be from your 2018, 2019, & 2020. Please go ahead and upload those documents under the 2019, 2020, & 2021 990 uploads provided.

We will upload the 990s for 2018, 2019 and 2020. However, where we have to put in the revenue amounts on the very first page, we will enter zero for the 2021 revenue amount. It will not let us leave it blank. Is that correct?

In those spots you need to put in your 2018, 2019 & 2020 numbers. Those numbers should match that of which you are uploading for your 990s.

The last attachment, Balance Sheet or Statement of Income does not save the pdf. Even the box to click and attach is dotted instead of solid. What to do?

For some reason there is some type of glitch in the system. It will not show as uploaded but it actually is. If you upload it and then hit "submit" and it goes through than it was attached. The system will not allow you to submit if a document is missing.