**PSG Application Questions & Answers**

**Week of June 3, 2019**

What items will a church will need to provide?

All applications must submit documents required according to section 118.805 & 118.806.

<https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=TITVADPE_CH118CIGR_PT8PUSEGR>

May I get a copy of last year’s scorecard? Yes, thank you for your e-mail. Please find your scores from your FY2019 PSG Application as an attachment; if you have any further question please let me know.

I was unable to attend the application training. Are there any other workshops? There are no more classes for the current application cycle. You will have to wait until next year. However, there were several private grant writers in attendance and you could work with them on an application or you could partner with one of the agencies who were in attendance. Please see the attached the sign-in sheet with all those in attendance.

Will the audio of the norming exercise be made available and on the PSG Council web-site?

Yes, here is the link

<http://www.coj.net/departments/advisory-boards-and-commissions/public-service-grant-council.aspx>

I am new to the process and have never done this before. Since we work primarily with youth, do we still apply under the PSG? If the program/services you are requesting funding is for youth 18 and younger then you can apply to the Kids Hope Alliance. If the program/services are for individuals 18 and older or for Family (program services for children and adults) then you can apply for a Public Service Grant.

 What is the procedure to see other agency’s PSG applications from last year? Can I get them via email?

Applications are considered public record. Please send an e-mail request to jsnyder@coj.net requesting the application and budget you would like to review.

Can low income persons be included with homeless people in an “acute” application, or must they still be separated? How you clarify and articulate whether your customers fit a particular priority need will be on your ability to effectively communicate that to those scorers in your application.

Will the Q & A document on the website be updated? Yes, typically on Fridays.

We are planning to submit an application in Priority B-Prevention and Diversion, and a separate application in Priority C-Stability and Self-Sufficiency.  Where can I find regulations indicating that I am allowed to do this?  Section 118.805(a) speaks to agencies receiving multiple COJ funding for a single program; however, this section purposely speaks to programs.  Therefore, as long as the programs are different then you can apply for multiple programs.

My understanding is that we can submit an application in either category, but can only be funded in one. Is that the case, or are we precluded from submitting two applications altogether? You can apply for multiple COJ funding opportunities; however, you are only eligible to receive one source of funding from the COJ for a particular program.

Is there a chance that a reviewer will review both of our applications and, if so, will that bias their scoring?  Reviewer’s scores are subjective according Chapter 118.807; however, PSG has a history of a number of agencies applying for multiple programs and receiving funding for multiple programs. Additionally, there are examples of an agency submitting multiple applications and not receiving any funding.

The column in the budget spreadsheet that's titled "Prior year funding" is that PSG funding or what the total costs were for the previous year? It is for the total cost of the whole **program** you are requesting funding not just PSG funding.

I’ve started 2 applications. How do I delete one? Send an email to jsnyder@coj.net and indicate which application you would like to delete.

I noted on the PSG website that the “OGC Affidavit according to Section 118.805(b)5” is not an active link, so cannot download template. Can you send me this document? Still pending OGC’s approval of the updated form.

**Week of June 10, 2019**

The link on the PSG website for “OGC Affidavit according to Section 118.805(b)5” is not an active.
The approved OGC Affidavit is now available on the website.

Are you allowed to offer any suggestions or insight as to what category we would fit best under for the funding priorities this year?

No guidance can be provided. The best way to approach this question is to look at the individuals your program is serving. Are they in need of acute care, preventive or diversion services, or require stabilization and stability?

For the listing of Board members and their corporate or business affiliations, may the list of names be single-spaced? I understand the document itself is double-spaced - just wondering if the list can be single-spaced. For a long list of Board members, that could take two of our three-page max for this section if it needs to be double-spaced as well.

Chapter 118.806© is very specific.

“The application shall have one-inch margins and contain no more than 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 points and a maximum font size of 12. 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. The PSG Council may formulate a form application consistent with the requirements of this Part, provided that the PSG Council may not add to or remove any of the application contents prescribed in subsection (b) above without the City Council approval. Grant applications submitted electronically shall approximate the format required in this subsection (c) to the greatest extent possible.”

If an agency submits multiple applications for program(s) is the 24% calculation a total of the request on all the applications or on each application?

Ordinance 118.805(b) 5iv states requesting agency's appropriation request for multiple or single programs do 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. Therefore, the total of all requests cannot exceed 24% of your agency’s revenue.

Does a church need to submit a CGS? If so, where can I get a copy?

Yes, All Non-Profits have to have a Certificate of Good Standing (CGS). Please see the link below:

[https://services.sunbiz.org/Filings/CertificateOfStatus/StandaloneCertificateStartm?](https://services.sunbiz.org/Filings/CertificateOfStatus/StandaloneCertificateStartm)

During training, I recall that you did not want names of those who are in the staff positions- just the title and function. When doing the Executive Leadership and Board we will still list those by names, correct? Names of employees should not be included the Budget Detail and Budget Narrative sections. If an employee leaves or changes positions, a budget amendment would be warranted and this is to streamline the process. In the Executive Leadership and Board section, specific individuals in executive positions should explicitly be mentioned. The Program Management and General Overhead sections should include descriptions of the management and staff positions necessary to successfully operate the program and the general overhead of the agency.

In Section VI, Program Impact and Effectiveness, under the non-compliance area it reads “maximum four pages, not including the information required in subsection (iii) above.” Do I read that correctly that non-compliance information is “in addition to” the four page Section VI narrative?
Yes, the non-compliance information in section iii is not part of the 4-page limit, but still part of Section VI.

I have been designing graphs and charts for our applications, and just remembered the rule about the font. If I am copying a chart or graph from another source, do the headers in that need to be in Times Roman or Arial? Or does that just apply to the narrative?
Chapter 118.806© is very specific.

“The application shall have one-inch margins and contain no more than 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 points and a maximum font size of 12. 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. The PSG Council may formulate a form application consistent with the requirements of this Part, provided that the PSG Council may not add to or remove any of the application contents prescribed in subsection (b) above without the City Council approval. Grant applications submitted electronically shall approximate the format required in this subsection (c) to the greatest extent possible.”

**Week of June 17, 2019**

What do I need to do to remove an attachment, uploaded in error, in the PSG application site?
Upload the new file; it should overwrite the previous document. Use the X icon (remove) in the top right hand corner of the up load button.

I am finalizing our PSG application and realize there is no upload option for the past 3 years of audits. There are uploads for the 990s/tax but not audits. The training paperwork references the audits. Should I group the audits in with the tax return and upload that way?

Sorry for the confusion you are having. However, on page 21 of the PSG Application Instructions it talks about the required financial documents (118.806). If you have 3 years of completed 990s, then there is no need for any audits. The option for an audit refers to those agencies that are not required to submit a IRS 990 (Churches, other government entities, etc.).

I signed up to do the PSG application online, and when I went to sign back in, it says I have to fill it in again. Can you help me with this?

When you signed up you should have received an e-mail with a direct link to your application. You are to use that link going forward.

The budget section states that it is a maximum of two pages for the budget and budget narrative. The budget template itself is two pages long. Is it two pages for the budget and two pages for the narrative?

The Budget Forms do not count toward your 2-page limit under Section V.

I would like to ask if you would confirm that the OGC is all that is required at this time, as part of the PSG submission and that we do not need to submit the Resolution until after we are awarded the funds,

There are a number of required documents; Good Standing Certificate, Solicitation Permit, 3 years of Corp Tax Returns (990s), Workshop Certificate, and OGC Affidavit. However, the Corporate Resolution is only required once you are awarded funding and becomes part of your contract.

Sorry but I cannot remember what you said during the PSG meeting regarding Section V: Operating Budget. Do we list all program expenses here including those for which we are NOT seeking PSG funding or ….only those items that we ARE requesting funding

There are two things with the Budget;

1. The COJ Budget Form containing both

a. Budget Detail-list all dollar figures to operation your program from all sources

b. Budget Narrative- Narrative description of your PSG Request Only

2. Section V Budget Narrative description of ALL Program Funding (Expenses & Revenues) to operate your program (maximum 2 pages).

**Week of June 24, 2019**

Is the cover page the same as “Step 1” of the online application OR is it something separate?

Yes, the cover page is the 1st section of the on-line application.

On the first page of the portal it asks for three years of organizational revenue, but only lists years 2015, 2016, and 2017. That would leave out 2018 and not match the three years of 990's we also upload. Are those years correct or would you like us to input 2016, 2017, and 2018 respectively?

The last three years depends on your agency. Some agencies last three years are 2015, 2016, 2017 and some are 2016, 2017, 2018. I would just make sure the numbers match.

Is the total number of pages 15 or 16?

The total number of pages for the entire PSG Application is 16 pages.

1. Agency Background and Information (3 pages)

2. Program Overview (3 pages

3. Program Activities (1 page)

4. Program Management & General Overhead (3 pages)

5. Budget Narrative (2 pages)

a. COJ Budget Form containing both Budget Detail & Budget Narrative (not counted in overall total number of pages)

6. Program Impact & Effectiveness (4 pages)

I am writing to ask for clarity in required document “Certification of Additional Funding Sources,” what does this entail and do you have an example?

On the web-site it states that the Certification of Additional Funding Sources is not required unless you receive funding.

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

Please confirm for me that I have to have these in before July 1?

Sec. 118.806. - Application Requirements.

(a) Application Deadline. A requesting agency may submit a Public Service Grant application after the date that the City Council establishes the categories of Most Vulnerable Persons and Needs pursuant to this Part but **no later than** July 1 of each fiscal year. Applications may be submitted in person or electronically as prescribed by the Grants Administrator.

No later than July 1st means that as long as it is submitted on July 1st you are fine. Therefore, you have until mid-night to submit.

I noted on the PSG website that the “OGC Affidavit according to Section 118.805(b)5” is not an active link, so cannot download template. Can you send me this document? OGC’s approved the updated form.

The Certification for Additional Funding box on the portal is marked with an red asterisk indicating it is a required field. But, I know you mentioned in your workshop and it says on the web page that it is required only if we are awarded funds. Will the portal let me submit with a red asterisk field still showing blank? There is no box for certification of Other Funding upload. In section V of the application there are two uploads, one for the section V narrative (budget narrative) and the other for the required COJ Budget Forms. I was informed that the Certification of Additional Funding Sources is no longer require during the application, but only once awarded. I could not remove the language without deleting everyone’s application.