

FY22 PSG Application Questions and Answers (Updated Weekly)

Week of May 17

Do we have to use FY18, FY19 and FY20 to get our 3-year average, or can we use FY19, FY20 and FY21 if the year-end financials are complete but the 990 has not been filed? And is there a minimum amount you can apply for? Our agency would like to apply for \$45,000 but using the FY18 in the average will bring it down to \$38,000, so I just wanted to check.

The annual revenues must be based on filed 990s, not year end financials. The figures provided as annual revenues will be checked against the 990s you submit, so they need to match.

You may apply for any amount up to \$150,000 as long as it does not exceed 24% of your three-year average annual revenues.

The Certification of Additional Funding Sources can be signed by the President/CFO or signed by each additional funding source? **Only required if awarded, see web-site**

Is it acceptable to submit the Corporate Resolution Certification with the grant? Or will it be requested at later time? **Only required if awarded, see web-site**

Please confirm that Conflicts of Interests forms from the board members, staff and administrators are not being required for submission? **This is CDBG requirement not PSG.**

Is there a cash match % required or a particular cash match ratio recommendation or requirement? **This is a CDBG requirement not PSG**

Do you need to know the volunteer force cash value? And if so, where is it entered on the budget form? **This is a CDBG requirement not PSG**

Under All Other Program Revenues, we will list private donations? Do you need letters of commitment or other document for donations? **This is a CDBG requirement not PSG**

Does PSG accept the Indirect Cost negotiated rate to account for facility and administrative costs and listed under Agency Provided Funding? **No, indirect cost rate is not an allowed expense**

We received funding from CDBG in recent years. Do we enter the prior year funding and the current year budget form the CDBG grant? **You enter your programs budget if that includes CDBG than yes.**

Will the grant Certification be executed electronically or manually this year? **I will e-mail upon completion as stated in the e-mail notice.**

Please clarify what is meant by the "General Overhead" in #6? Is this in reference of the total costs (overhead) of the program according to the budget to be submitted? **You tell me what your program's general overhead is?**

Please clarify whether the Budget Narrative will reflect only the PSG requested funds. **The budget narrative is the COJ form is PSG Funds only, section V of the application is narrative of all funding.**

Can we obtain from you a detail historical document of the past three years of our status on the Council Auditor's Chapter 118 non-compliance list? **Yes, see below**

I'm partnering with an established nonprofit for the project. If they didn't attend, but I did, can my certificate count? Is it possible for the organization to- in essence - subcontract the entirety of the project to us minus their administrative oversight costs? **After discussing this scenario with our Legal Counsel, we were advised that according to 118.803 certificates are issued to the agency attending the workshop not the individual. Therefore, the agency who you would like to enter a contract would not be eligible. If you would like a list of agencies who attended the training, we can provide this.**

I just received our Good Standing Certificate and according to the staff checklist document this certificate is supposed to "list the requesting agency as a Florida non-profit corporation". However, the standard certificate form only states that we are a corporation and does not specify our non-profit status. Is there additional documentation we should be prepared to attach to affirm our 501c3 status to fulfill that requirement? **On the website you will see sample of a Certificate of Good Standing as long as your certificate look like it you are fine. As far as affirming you 501c3 status, we look at your 990's and your required OGC affidavit, also on the website.**

Week of May 24

Does PSG accept the Indirect Cost negotiated rate to account for facility and administrative costs and listed under Agency Provided Funding? Is it acceptable to use as cash match and towards the PSG funding requested? **No, indirect cost rate is not an allowed expense. If you wish to include those cost normally associated with Indirect Cost such as; facilities, rent, electric, clerical person, finance person, or administration. Then you will need to include their salaries/line item expense and whatever percent you feel should go on your grant.**

The two fiscal years the "Elder Health Literacy and Wellness Program" was funded by CDBG We are applying to PSG for the "Health Literacy and Remote Learning Wellness Program.

Question: Even though they represent different programs, do you still want their budgets listed? **Section V, the Budget Detail, and Narrative all relate to the Program to which you are applying. Since you have indicated the two programs are different then your application only needs to list the requested information on the one you are seeking funding.**

Week of May 31

Could you please clarify if the Charitable Solicitation Permit is different than the Consumer's Certificate of Exemption? **Yes, a Charitable Solicitation Permit is different than a Consumer's Certificate of Exemption. However, please check with your business office to see if you are exempt from the Charitable Solicitation Permit. "Chapter 496.401-496.424 do not apply to bona fide religious institutions, educational institutions, and state agencies or other government entities or persons or organizations**

who solicit or act as professional fundraising consultants solely on behalf of those entities, or to blood establishments as defined in s. 381.06014(1)(a). Sections 496.401-496.424 do not apply to political contributions solicited in accordance with the election laws of this state.”

One of my clients was uncertain about applying for the PSG and, thus, did not attend the grant training. However, they've now decided they would very much like to apply. Because I attended - and have a certificate, though not one with their name on it, would my attendance suffice or are they ineligible for not having attended the training?

The answer to your question is “No”. A certificate of attendance for these workshops is issued to the requesting agencies that attend, not the specific individuals who attend the workshop. Therefore, an agency must be represented (present) at the workshop in order to meet this requirement. If an agency was not in attendance at the workshop, they have not fulfilled this requirement and therefore do not qualify to apply for a PSG grant.

I vaguely recall you mentioning that our budget request must be in whole dollars and that we need to submit a budget to match. Is this correct? **Correct, your budget should be in whole numbers and it should match your request on the initial cover screen as well as in your Section V, and budget form.**

Week of June 7

We are working on our PSG affidavit form, and it says that we are “not eligible to receive funding from another City program while providing services under a Public Service Grant award.”

The city just got a grant from the federal government for a transitional housing program, and we are subcontracting with the city to provide advocacy services. I am assuming that money like this that is a pass through from the federal government would not be considered as “city funding” for the purpose of the affidavit. Could you please let me know that my assumption is correct? Or let me know if you need more info. Appreciate your feedback on this. **The affidavit is regarding Ordinance 118.805a; “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.” First, is your program to which you are applying (not agency) receiving these funds. If so, then yes you would be ineligible to receive a PSG Award. However, if the funding is for two separate programs and the funds are tracking separately then there is no issue. It does not matter if the funds are Federal Funds or not only if they are going to the same program.**

Is it required or of a particular benefit to “turn on the Discovery Accessibility mode” before making entries? **This is not required as part of your grant submission.**

Regarding the electronic Certification right after the cover page information, is it required for the executive to do this from his computer? or can the person making entries fill in this information? **Whether your supervisors allow you to submit funding request on behalf of the agency with their approval is an internal decision.**

Week of June 14

We would like to submit an application for our Crisis Care program under the Acute need, and also an application for our Rapid Re-Housing program under the Self-Sufficiency/Stability need. Do the regulations say we can ask for \$150,000.00 for each program, since they are in different priority need areas, or do both programs have to total \$150,000.00? I'd imagine that if we asked for \$150,000.00 for each program, and were awarded both grants, that we would not be able to receive \$300,000.00, as it would either be over the maximum of \$150,000.00 or potentially exceed 24% of our budget. So, am I right in thinking that both applications need to either be totaling \$150,000.00 together or not more than 24% of our budget?

You may apply for up to \$150,000 for each program, but the aggregate amount you request for all programs cannot exceed 24% of your agency's average budget over the last three years. So in your example, you can request \$150,000 for each of the two programs as long as \$300,000 is not more than 24% of your budget's three-year average.

We see that charts and graphs are allowable in the application, are we able to include pictures too? Yes, but you still must stay within the required page limit.

Is it possible to see a budget template from a successful prior application? Sure, you just need to specify which one. All applications are public records.

On the budget template, are we to include only the expenses related to this program or our entire agency budget? We are only asking for direct client expenses in our application, we are not including any general operating expenses. Therefore, we wouldn't have any compensation, office expenses, etc. on the budget template. There are two things/uploads with the Budget:

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

If we are awarded funding, are there any insurance requirements? Please visit the website. We will upload the current insurance requirements.

The insurance piece on the website says that it is workman's comp AND Liability insurance. We do not have Liability insurance because we do not pay for or own the building we are in and we do not pay rent. Our workman's comp covers our drivers, our riders and we have progressive insurance for our vehicles and if there is an accident, God forbid, our riders' injuries. There are no insurance requirements for a PSG application. If you are awarded funding, then there are insurance requirements to receive this funding. The COJ's Risk Management Division has a long history of working with agencies regarding their own unique circumstances and in no way should it preclude you from applying for funding. If awarded funding, the COJ will work with you on your insurance needs for a PSG.

For the OGC, can the Signature of Affidavit be the same as the Notary? **I would say no.** Someone from the board is the Affidavit right? My treasurer, who would sign this, is also a notary. **You may sign the affidavit as Executive Director and have your BOD Treasurer or another notary notarize it.**

Is there any requirement regarding submitting the budget narrative in a particular program format? **Chapter 118.806(C) does not mandate which program you use to submit your application. If you want to use Word, Excel, Word Perfect, Adobe, or some other program it doesn't matter as long as you do not exceed the page limit or any other limitation in 118.806(C).**

We have several business lines that operate under our umbrella organization. Which tax filings should we submit?

You should submit the tax filings for the organization under which your tax filings and solicitation permit both are listed.

Are we allowed to put information in the header – such as name of organization and program? **I don't see that as an issue as long as it does not violate the formatting requirements in 118.806(C).**

If awarded, is there a specific grant period or would it be 12 months within our fiscal year? I understand that grants will be finalized by Oct 31st, but would the fiscal year start on Jan 1, 2022 – December 31, 2022?

The funding has to be used for expenses that fall within the City of Jacksonville's fiscal year, which is October 1-September 30.

Week of June 21

Does the cover page to be upload require a certification wet signature to be uploaded? Or is the electronic attestation sufficient? Or both? **Your cover page information is all the information required in the on-line boxes before you get to the Section upload that must be filled out in order to submit your application.**

We will be submitting Tax returns 2019, 2018, and 2017 due to the 2020 Tax return being under an extension with the IRS. The electronic grant application has a section for the 2020 return figures. Where do we enter the 2017 annual revenue....within the 2020 entry spot? Do we upload the 2017 tax return in the 2020 entry spot? **2017, 2018, &2019 are fine. It is your last three years.**

We are applying for a new program under PP3. Since there is no history for this program, do we leave Prior Year and Current Year columns on the budget form blank? **Correct, if you are applying for a new program then in the required budget forms you should not have anything in Prior Year or Current Year.**

On the budget form, In the first column, it states Prior Year Program Funding. In the second column, it states Current Year Program Budget & in the 3rd column, it states Total Cost of Program.

Prior Year Funding: (none received from PSG, leave blank) OR (prior year 2020 total program budget?) **Prior year total program budget (as long as program was in existence)**

Current Year Budget: (Provide current year TOTAL budget of program?): **Correct, Current year total budget of program**

Total Cost of Program (Provide total cost of program for grant period): **Correct, total budget for grant period**

Our 2019 IRS - 990 is for the tax year 7/1/19 - 6/30/20, submitted in 2021. We would not have a 2020 990 yet. Do we put the 2019 in the 2020 spot, and the same logic for the other two sections? **Yes, It is your last three years of 990s, if that is 2018, 2019, 2020 or 2017,2018, or 2019 either is fine.**

The agency has deferred their 2020 990 filing but do have their 2020 audit completed. They deferred due to having an audit. Since they do not have the 990 completed can they still apply? They do have the audit complete, can that be a substitute. **It is your agencies last three years of tax filing, so if that is 2017, 2018, or 2019 or 2018, 2019, or 2020.**

Where can I get the OGCC affidavit listed below? Or do we just answer the questions and who is the letter to be addressed? **See attached and on the website.**

Our accountant hasn't finished our 2020 taxes yet. The dates are preset on the PSG application. Am I able to attach 2017, 2018 and 2019 990's even though the dates won't match?

Yes, it is your last three years of filed tax returns, so 2017, 2018 and 2019 are fine.

Week of June 28

Do you prefer we upload each section as a Word doc or save as PDF and upload that? Our formatting meets PSG specifications; I just want to make sure there aren't formatting issues with us uploading Word docs.

No it does not matter what format you submit your application in-Word or Adobe.

On the budget form under the prior year funding, is this just supposed to be prior year PSG dollars? Or our complete funding for the program for the prior year?

Prior year funding refers to the total program.

is the current year budget just for PSG approved funds? Or our total budget for the program this current year?

Current Year budget is total program budget for current year.

Can we upload our sheets to the application as a PDF? **Any format is fine, Word, Adobe, Word Perfect.**

Is the courtesy review period over? **Yes, last day was 24th.**

While we understand that funding from the PSG grant should only benefit Duval County residents – it is part of our mission to provide better access to care for any persons requiring our services. However, we want to ensure that we are being compliant with funding policy. The majority of our participants are residents of Duval County, with a few coming from outlying counties to participate in our programming. If funded, would it be appropriate to gather zip codes so that we can further determine residents outside of Duval and utilize other sources of funding to cover their cost? In this way, we are not utilizing city funding for non-Duval residents but not denying people access either. **Yes, this model is similar to other agencies who have individuals from other counties .**

Just confirming that the narrative sheet on the budget workbook (Excel) does not have to be double spaced. I know section V is double spaced.

You are correct the Budget Narrative Sheet within the Excel Workbook does not need to be double spaces.