

Universal Applications 22-23 Questions and Answers: Part 2  
December 20, 2021

REVISION OF PROCESS for the CoC Endorsement letter requirement. A letter of endorsement from the CoC Governing Council is required for all ESG funding applicants and all CDBG Public Service applicants claiming homeless are their primary clientele. The process for the endorsement letter is listed below:

- Applications submitted by January 6, 2022
- City of Jacksonville (COJ) will provide CoC Governing Council with a list of agencies that applied with homelessness as their primary mission/client population
- CoC Governance Board will provide a letter to COJ confirming the agency's status. The following agency information will be included:
  - The agency is an active member of the CoC (YES, NO)
  - The agency participates in the CoC's coordinated entry process (YES, NO)
  - The agency utilizes HMIS (YES, NO)
  - The agency has adopted the housing first policy (YES, NO)

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Q1: The Universal application lists that the conflict of interests forms must be received from all of the board members. Please confirm whether this is a threshold item, vs points deduction if not all of the conflicts of interest forms are available by submission date?

A1: This is a threshold criteria, no extensions will be provided. Scanned copies of the Conflict-of-Interest forms are acceptable.

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Q2: For the Certificate of Insurance & Liability, what is the exact name/address that needs to be listed as an additional insured on the form?

A2: City of Jacksonville, Attention: Chief of Risk Management, 117 W. Duval Street, Suite 335, Jacksonville FL 32202

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Q3: Pages 30, 56 and 57 of the application lists Financial Ratios that are to be provided, Our most recent independent audit covers our fiscal year, July 1, 2020 through June 30, 2021. Should we calculate our financial ratios based on these audited financial statements? **Or**, we have **unaudited** monthly financial statements for the period July 1, 2021 through September 30, 2021. Should we calculate our financial ratios based on these **unaudited** financial statements?

A3: The City of Jacksonville Universal Application reviewers will utilize the organization's current Year to Date Financial Statement to calculate the financial ratios. Additionally, the origination's audit will be reviewed to confirm consistency of the YTD Financial Statement.

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Q4: I have question regarding the Financials and the auditing process, I am a newly formed nonprofit, my question is I haven't received any funding to be audited I would like to know since I do not have any assets or liabilities do I need to still have an audit done to qualify.

A4: Per the application instructions, organizations in operation for less than one year may provide financial statements that have been reviewed by a licensed CPA in lieu of an audit. ALL organizations must provide current Year to Date Financial Statements.

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