

FY  
2020-21



# City of Jacksonville Matching Grant Application Instructions

**APPLICATIONS DUE MONDAY, DECEMBER 14, 2020 BY 5:00 P.M.**

CITY OF JACKSONVILLE | 214 N. Hogan Street 7th Floor, Jacksonville, FL 32202

**The preferred method of completing your matching grant application is electronically utilizing Microsoft Word and developing your budget in Microsoft Excel.**

**Neighborhood Matching Grant Program Website:**

<https://www.coj.net/nmgp>

**For technical assistance, please email us [COJMatchingGrant@coj.net](mailto:COJMatchingGrant@coj.net)  
or call us at 904-255-8272**

**Introduction:**

The FY2020-21 City of Jacksonville's Neighborhood Matching Grant Program is a competitive reimbursement program designed to provide financial assistance to organizations registered in the City of Jacksonville's Directory of Neighborhood Organizations. The FY2020-21 Matching Grant Program provides economic support to registered organizations that assist the City in fighting blight and enhance their local community. As part of the City's continued efforts to improve and strengthen Jacksonville's neighborhoods, \$200,000.00 has been budgeted from the Foreclosed Property Registry.

**Eligibility:**

Neighborhood organizations that are registered in the City of Jacksonville's Directory of Neighborhood Organizations, have been in existence for greater than six (6) months, located within Duval County, Florida and that are able to submit all the necessary application requirements are eligible to apply. Applicants may access the Neighborhoods Directory Database by going to <https://jaxneighborhoodorganization.coj.net/>. FY2020-21 Matching Grant projects must be completed within six (6) months after the effective date of the contract. Projects must address an external, visible, beautification or rehabilitation improvement that benefits their neighborhood within Duval County. Some of the possible uses could be 1) clean up graffiti, 2) repair and install new fencing, 3) replace or develop neighborhood identification or entrance signs, 4) community gardens, and 5) painting/landscaping of pre-selected homes within a represented neighborhood. Projects must also directly involve the neighborhood residents.

**Ineligible Use of Funds:**

Section 118.301(3) of the City's Ordinance Code outlines ineligible uses of funds. The matching grant funds received cannot be used to pay for losses arising from uncollectible accounts, contributions to a contingency reserve or any similar provision for unforeseen events. The organization cannot use the funds to make contribution or donations to other groups or entities, nor can they use the funds to cover amusements, such as social activities including the cost for beverages, lodging, rentals, transportation and gratuities. The funds cannot be used to cover legislative expenses. Programs, interior improvements, decorations, food expense, and block parties do not qualify for grant funding.

**Access to Funds and Contract:**

The maximum award amount for selected applications is up to five thousand dollars (\$5,000.00). Selected projects must receive a fully executed contract from the City of Jacksonville prior to any purchases, volunteer hours or work commencing on the project. Any association who commences the matching grant project prior to receiving a fully executed contract may be deemed ineligible

and may not be awarded funds from the City. Any and all expenses incurred outside a fully executed contract will be the sole responsibility of the association.

Neighborhood organizations awarded funding must sign and return the contract within 45 days of receipt of contract. Organizations that fail to sign and return the contract within the allotted time to the Neighborhoods Department may not be eligible to receive funds.

**Volunteer Hours:**

Community involvement and volunteer hours invested in the FY2020-21 Matching Grant project are valued at ten dollars per hour (\$10.00). Volunteer hours are intended to be used as a match towards the association's financial contribution towards the project. Eligible hours must be directly applicable to the matching grant project. Some examples of qualifying volunteer hours include labor towards the completion of the project, attendance at neighborhood clean-up events and project planning. Some examples of ineligible volunteer hours include hosting a neighborhood block party or social gathering, providing or hosting workshops and or educational programs. Volunteer hours will only be allowed and accepted once the association is under contract with the City of Jacksonville. The total overall value of volunteer hours cannot exceed more than half of the total project cost.

Time spent assembling and submitting the FY2020-21 Matching Grant Application does not qualify as volunteer hours.

**In-Kind Contributions:**

In-kind contributions (from outside vendors, members' donations etc.) are defined as services, discounts or materials donated towards the organization's matching grant project. Supporting documentation must be submitted at the time of application and include the market value of service rendered; food, beverages and celebrations will not be counted as in-kind contributions. In-kind contributions cannot exceed more than half of the total project expenses.

The total combined value of volunteer hours and in-kind contributions cannot exceed more than half of the total project cost.

**Project Payments:**

Prior to any project payments, the neighborhood organization must have a fully executed contract and all necessary and applicable permits. All contracted funds will be disbursed on a reimbursement basis once the applicant has completed the FY2020-21 Matching Grant project. In order to receive reimbursement, the applicant must submit all contract exhibits including an invoice from the vendor which captures a cost breakdown of the services or materials provided as well as copies of cleared checks and bank statements reflecting payment. If the transaction was done in cash copies of paid invoices or receipts detailing the transaction are necessary. All payments requested for reimbursement must to be made by the grantee; 3<sup>rd</sup> party payments on behalf of the applicant are not eligible for reimbursement. Once submitted, a City of Jacksonville employee will conduct a final inspection to verify the work has been completed in full. Payments will be delivered to the neighborhood organization within 45 days after the field inspection.

Neighborhood organizations may request an up-front payment equal to ten percent (10%) of the total matching grant award amount. The organization must indicate their request of upfront payment in the FY2020-21 Matching Grant Application. In order to receive this payment, the organization must adhere to the accounting requirements in Chapter 118, as described below. The organization must also include proposals or estimates for labor and materials as well as any other documentation to substantiate the project costs.

**Project Scope or Objective:**

Once the association executes a contract with the City of Jacksonville, no project changes or objectives can be made by the association without receiving the Neighborhoods Department approval. If during the matching grant project, an association would like to make minimal adjustments such as materials, finish types regarding fencing or vegetation selection, they may do so without needing department approval as long as it falls under the same objective and project scope.

**Reservation of Rights:**

The City reserves the right to select matching grant recipients at its sole discretion. The City may select none or any number of the matching grant recipients, and may select all or any part of a proposed matching grant project for funding. An individual neighborhood organization matching grant award amount will not exceed the lesser of five thousand dollars (\$5,000.00) or fifty (50) percent of the total project costs.

**Chapter 118, Ordinance Code:**

Neighborhood organizations receiving the upfront 10% distribution of funds must comply with Chapter 118 of the City's Ordinance Code requiring the neighborhood organization(s) to maintain a separate bank account, where the City's matching funds are to be deposited. In lieu of a separate bank account, the organization may seek the Council Auditor approval of accounting software, guaranteeing separation of monies from general funds, sanctioning accurate deposits and expenditures, in the event of an audit.

If awarded, neighborhood organizations must also provide at the time of project completion an annual report of receipts and expenditures of City funds in the form attached to this application (see Annual Financial Report Exhibit A). This report shall be certified as to its accuracy by the Financial Officer/Treasurer of the neighborhood organization for the current City of Jacksonville fiscal year. The City's fiscal year is October 1<sup>st</sup> through September 30<sup>th</sup> and is due at the end of the matching grant project. Failure to provide this report at the time of project completion will result in the neighborhood organization to be added to the Council Auditor's Chapter 118 Non-Compliance List. This will make the neighborhood organization ineligible to receive future grant funds from the City.

**Application Requirements and Project Selection:**

Failure to submit the following items within the application may deem your application non-responsive.

- A complete FY2020-21 Matching Grant Application including accurate budget form with corresponding estimates and all Letter of Intents (LOIs). A Letter of Intent or letter of contribution is required to be submitted for each contribution made.
- Active and current registration with Division of Corporations with the State of Florida (Sunbiz).
- Evidence of organization existence of greater than six (6) months. Such evidence can include Sunbiz registration, meeting minutes, or meeting attendance reports.
- Registration with Neighborhood Services Office (Neighborhood Organizations Directory).
- Complete and updated IRS W9 form (form must be Rev. October 2018). See Exhibit B. Visit [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.
- Meeting minutes where the association developed the project, discussed and voted on the matching grant application or Board Resolution from the organization approving the proposed project.
- Before photos of project site location including closest intersection or Real Estate Number, if applicable.
- Submit all proposals, cost estimates and fully completed budget report.
- If requesting the available ten percent (10%) upfront payment, provide proof of associations separate bank account, where the City's funds will be deposited or the Council Auditor's approval of the accounting system.
- The Neighborhood organization must demonstrate its financial ability to complete the project in its entirety by submitting recent bank account statement reflecting its capacity to complete the project.

**Right-of-Way Permits:**

Sometimes called a driveway permit, culvert permit or utility permit, a right-of-way permit is required to disturb, excavate, block, obstruct, tamper with or place any construction or other material on or in a city road, right-of-way, or easement (section 744.100 Ordinance Code).

The matching grant application may be submitted for consideration without a right-of-way permit. However, successful applications for the matching grant funds must obtain an approved right-of-way permit and provide a copy of such permit to the Neighborhoods Department before any funds are disbursed if a permit is required for your project. If the applicant is unsuccessful in obtaining a right-of-way permit the application will be deemed incomplete and the award will be invalidated for the FY2020-21 Matching Grant Program.

For all permit questions, please call Development Services at 904-255-8310 or visit their office on the 2<sup>nd</sup> Floor of the Ed Ball Building. Their hours of operation are 7:00 am to 4:00 p.m.

**Workshops:**

Due to the COVID-19 pandemic the Neighborhoods Department will host a series of virtual workshops utilizing the ZOOM platform. The workshops will assist interested neighborhood organizations with the matching grant application process. The workshops are not required, but are highly recommended.

**Anticipated Workshop Dates:**

Tuesday, October 20, 2020 at **2:00 p.m.** and **6:00 p.m.**

Tuesday, November 17, 2020 at **2:00 p.m.** and **6:00 p.m.**

**ZOOM Workshop Information:**

Topic: City of Jacksonville's Neighborhood Matching Grant Program Workshop

Please join us during the dates and times above utilizing the Zoom Meeting Link:

<https://zoom.us/j/96273069205?pwd=Z0R5YlpBTHlwdGIBbC9TRXNvakxMQT09>

Meeting ID: **962 7306 9205**

Passcode: **946745**

One tap mobile

+16465588656,,96273069205#,,,,,0#,,946745# US (New York)

+13017158592,,96273069205#,,,,,0#,,946745# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 962 7306 9205

Passcode: 946745

Find your local number: <https://zoom.us/u/ac5OMAOPjg>

**Questions and Assistance:**

Applicants with questions regarding this program are welcome to call Ray Eslinger, Housing Property Analyst at 904-255-8272.

**Program Website:**

<http://www.coj.net/departments/neighborhoods/neighborhoods-property-administration/neighborhood-matching-grants-program>

**Application Submission Date:**

Monday, December 14, 2020 by 5:00 p.m.

**Approximate City Timeline:**

Application due date: Monday, December 14, 2020 by 5:00 p.m.

Award notifications sent to associations: Wednesday, January 20, 2021

Contracts sent to associations: Friday, March 19, 2021

Project due date: completed within six (6) months after the effective date of the contract

**Delivery of Applications:**

Interested parties may submit their proposal one of three ways:

1. Electronic delivery. Please email your fully completed application with all necessary attachments to: [COJMatchingGrant@coj.net](mailto:COJMatchingGrant@coj.net)
2. By postal service or carrier vendor.
3. Hand delivery to:

**Attn:** Ray Eslinger, Housing Property Analyst  
City of Jacksonville Neighborhoods Department  
Ed Ball Building, 214 N. Hogan Street, 7<sup>th</sup> floor  
Jacksonville, Florida 32202

All applications must be delivered on or before 5:00 p.m. on Monday, December 14, 2020.

Applicants who do not make the deadline will not be eligible for selection during the FY2020-21 Matching Grant cycle.

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# City of Jacksonville Matching Grant Application

APPLICATIONS DUE MONDAY, DECEMBER 14, 2020 BY 5:00 P.M.

CITY OF JACKSONVILLE | 214 N. Hogan Street 7th Floor, Jacksonville, FL 32202



**The preferred method of completing your matching grant application is electronically utilizing Microsoft Word and developing your budget in Microsoft Excel.**

**Neighborhood Matching Grant Program Website:**

<http://www.coj.net/departments/neighborhoods/neighborhoods-property-administration/neighborhood-matching-grants-program>

**For technical assistance, please email us [COJMatchingGrant@coj.net](mailto:COJMatchingGrant@coj.net) or call us at 904-255-8272**

**Matching Grant Application Required Item Checklist:**

- A complete FY2020-21 Matching Grant Application including accurate budget form with corresponding estimates and all Letter of Intents (LOIs). A Letter of Intent or letter of contribution is required to be submitted for each contribution made.
- Active and current registration with Division of Corporations with the State of Florida (Sunbiz).
- Evidence of organization existence of greater than six (6) months. Such evidence can include Sunbiz registration, meeting minutes, or meeting attendance reports.
- Registration with Neighborhood Services Office (Neighborhood Organizations Directory).
- Complete and updated IRS W9 form (form must be Rev. October 2018). See Exhibit B. Visit [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.
- Meeting minutes where the association developed the project, discussed and voted on the matching grant application or Board Resolution from the organization approving the proposed project.
- Before photos of project site location including closest intersection or Real Estate Number, if applicable.
- Submit all proposals, cost estimates and fully completed budget report.
- If requesting the available ten percent (10%) upfront payment, provide proof of associations separate bank account, where the City's funds will be deposited or the Council Auditor's approval of the accounting system.
- The Neighborhood organization must demonstrate its financial ability to complete the project in its entirety by submitting recent bank account statement reflecting its capacity to complete the project.

**Deliver applications to:**

City of Jacksonville Neighborhoods Department  
Ed Ball Building, 214 N. Hogan Street, 7<sup>th</sup> floor  
Jacksonville, Florida 32202

Or by email at

[COJMatchingGrant@coj.net](mailto:COJMatchingGrant@coj.net)

**December 14, 2020 by 5:00 p.m.**

**Application must be fully complete upon submission. Failure to complete the questions may deem the application incomplete and may not be considered for funding.**

**Scoring:**

The purpose of the FY2020-21 Matching Grant Program is to provide economic support to registered organizations that assist the City in fighting blight and enhance their local neighborhood community. The minimum passing score to be considered for funding is 80 points. The application will be evaluated based on the following items:

**Scoring Matrix:**

<b>Criterion:</b>	<b>Explanation:</b>	<b>Point Value:</b>
A complete FY2020-21 Matching Grant Application including accurate provided budget form with corresponding estimates for the proposed project. A Letter of Intent or Letter of Contribution is required to be submitted for each in-kind contribution made within the proposal.	Association submits a fully completed, signed and accurate FY2020-21 Matching Grant Application with provided budget form including corresponding estimates and all letters of intent for the proposed project.	<b>20 Points</b>
The neighborhood organization specifies how the proposed project benefits the neighborhood overall and if applicable describes how the project will fight blight within their community. If landscaping is part of the proposed project please provide the association plan and ability to maintain the landscape throughout the year.	Association clearly explains how the project will enhance their community within the narrative section of the application. Applicant clearly describes how the association will maintain newly installed vegetation if applicable.	<b>25 Points</b>
The neighborhood organization must demonstrate its financial ability to complete the project in its entirety prior to signing the contract (i.e. bank account statements).	Association provides evidence (bank statements) of its financial ability to complete the proposed project.	<b>20 points</b>
Registration with Neighborhood Services Office (Neighborhood Organizations Directory).	Association submits a copy of its registration documents with the Neighborhood Services Office.	<b>10 Points</b>

Active and current registration with Division of Corporations with the State of Florida (Sunbiz).	Association provides its current State of Florida Division of Corporations (Sunbiz) document including officer information. Association must be listed as "Active" status.	<b>10 Points</b>
Before photos of project site location including closest intersection or Real Estate Number if applicable.	Association provides exact location of proposed project with supporting images of location.	<b>5 Points</b>
Complete and updated IRS W9 form (form must be Rev. <b>October 2018</b> ).	Association provides current IRS W9 document(s) with accurate Employer Identification Number (EIN) or Taxpayer Identification Number (TIN).	<b>5 Points</b>
Meeting minutes where the association developed the project, discussed and voted on the matching grant project.	Association delivers meeting minutes showcasing the overall group discussing their matching grant project.	<b>5 Points</b>
The neighborhood organization has appeared at monthly Citizen Planning Advisory Committee (CPAC) meetings at least one time in the last quarter or two times in the last six months or is a CPAC member.	Association's attendance will be verified with the sign in sheets provided at each meeting by the Neighborhood Services Office. If association did not sign in at the meeting then their attendance will not be counted.	<b>5 Bonus Points</b>

**Section 1, Neighborhood Information:**

- Neighborhood Organization Name: Click or tap here to enter text.
- Name of Grant Administrator: Click or tap here to enter text.
- Mailing address: Click or tap here to enter text.
- City: Click or tap here to enter text.
- State: Click or tap here to enter text.
- Zip: Click or tap here to enter text.
- Email: Click or tap here to enter text.
- Phone number: Click or tap here to enter text.
- Has your association been in existence greater than six months?: Yes  No
- Actively attending Citizen Planning Advisory Committee (CPACs) monthly meetings or CPAC Member: Yes  No
- Has your organization previously received matching grant funds: Yes  No

**Section 2, Project Information:**

- Project Name: Click or tap here to enter text.
- Parcel Real Estate Number, if applicable: Click or tap here to enter text.
- Project address or nearest street intersection: Click or tap here to enter text.
- Right-of-Way Permit Required: Yes  No
- Requesting the 10% upfront payment: Yes  No

**Section 3, List of Current Board Members or Corporate officers (must match SunBiz registration)**

Board Member Position	Name	Address
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>
<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>	<u>Click or tap here to enter text.</u>

**Section 4, Questionnaire:**

*Please answer the following questions minimum of 30 words:*

1. Describe the proposed objective and need of the project.
2. Describe how neighborhood residents will be involved in selecting, planning and implementing the project.
3. Please describe how the project will fight blight or how it will enhance your community.

4. Provide specific details of how you plan to accomplish the proposed project.

5. Describe how your association will maintain the project once it is completed.

6. Given that this is a reimbursement grant program, please describe how your organization plans to pay and raise funds to complete your project.

**I hereby certify that the above and attached information is correct and represents the consensus of the residents in the referenced neighborhood.**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Example Letter of In-Kind Contribution

### FY 2020-21 Matching Grant Partner Contribution

Date:

Name of Neighborhood Organization:

The following referenced neighborhood organization intends to apply for the FY 2020-21 City of Jacksonville Matching Grant Program. The purpose of the program is to provide economic support to registered neighborhood organizations whose purpose is to assist the City in fighting blight and enhance their local neighborhood community. The associations are required to pay for the project upfront and will receive up to 50% refund once the matching grant project is completed.

Currently, we are working with community members and vendors who are interested in supporting our neighborhood organization. Types of eligible in-kind contributions include: discounts from vendors or contractors, project materials, cash donations and volunteer hours, valued at \$10.00 per hour.

Food items, beverages, decorations and celebrations do not qualify as in-kind contributions for this particular program.

On behalf of the association, we greatly appreciate your assistance. Please indicate your level of support below:

- Services or discount amount:
  - Donation of materials, including market value:
  - Amount of cash contributions:
  - Commitment of volunteer hours:
- 
- Name of person providing in-kind contribution:
  - Signature of person providing in-kind contribution:
  - Phone number:
  - Date:

Sincerely,

(To be signed by association officer)

FY  
2020-21



# City of Jacksonville Matching Grant Budget Form Instructions

APPLICATIONS DUE MONDAY, DECEMBER 14, 2020 BY 5:00 P.M.



**Introduction:**

The FY2020-21 Matching Grant Budget Form will be completed utilizing the Microsoft Excel Spreadsheet format. The spreadsheet is structured in a way that only requires the user to populate cells shaded in light blue. Please follow these steps to complete the budget form.

**Step 1:**

Fill out the organization's name.

**Step 2:**

Under "Project Task" briefly list the individual tasks you intend to complete for the grant.

**Step 3:**

For each corresponding task list the amounts that it will cost to complete the projects under "Cash out of Pocket Expense". The amounts listed will be expenses that the organization will incur to complete the project prior to reimbursement. All the amounts listed should be backed up by quotes for the services or materials. Those quotes should be submitted along with your application.

**Step 4:**

Under "Volunteer Hours" include the number of volunteer hours that each task will require. Volunteer hours are valued at ten dollars (\$10) per hour. The value of the volunteer hours will automatically populate. If no volunteer hours are required for the task you will leave the cell blank. The total value of the volunteer hours and/or the In-Kind Contributions cannot exceed more than half of the Total Project Expense. This will result in a negative Cash Contribution which is not allowed. **IMPORTANT NOTE:** Time spent assembling and submitting the matching grant application does not qualify as volunteer hours.

**Step 5:**

If a project is receiving In-Kind Contributions you will list the value of the contribution under "In-Kind Contributions". In-Kind Contributions are services or materials that will be donated towards the project. These contributions can be from members of the organization, from outside individuals or businesses. A Letter of Intent or letter of contribution is required to be submitted for each contribution made. The total value of the volunteer hours and/or the In-Kind Contributions cannot exceed more than half of the Total Project Expense. This will result in a negative Cash Contribution which is not allowed.

**Step 6:**

Once all the necessary information has been entered the amounts for the total project expenses and the total project funds will have self-populated. The total value of your matching grant will equal half of the total project expense not to exceed \$5,000.00. The budget should be complete and ready to print.

# EXAMPLE

## FY2020-21 Matching Grant Budget Form

Organization Name: ABC Street Homeowners Association

### Total Project Expense

Project Task	Cash Out of Pocket Expense	Volunteer Hours	Value of Volunteer Hours	In-Kind Contributions	Total Cost
Installation of New Entrance sign	\$4,000.00	20	\$200.00		\$4,200.00
Lighting for new entrance sign	\$1,500.00	10	\$100.00		\$1,600.00
Landscaping for new entrance sign	\$250.00	10	\$100.00		\$350.00
Mulch for new entrance sign		10	\$100.00	\$150.00	\$250.00
Total	\$5,750.00	50	\$500.00	\$150.00	\$6,400.00

Total Project Expense

### Total Project Contributions

Total Matching Grant Amount	Cash Contribution after Reimbursement	Volunteer Hours	Value of Volunteer Hours	In-Kind Contributions	
\$3,200.00	\$2,550.00	50	\$500.00	\$150.00	\$6,400.00

Total Project Funds

## **Exhibit - A**

**PUBLIC SERVICE GRANT PROGRAM  
ANNUAL FINANCIAL REPORT  
Fiscal Year 2019/20**

**Name of Agency:**

**Program Title:**

**Contact Name:**  **Title:**

**Address:**  **City, State, Zip:**

**Phone:**  **E-mail:**  **Fax:**

**Fiscal Year Beginning:**  **Fiscal Year Ending:**

**Fiscal Year of Agency:**

<b>PART I: REVENUES</b>	<b>APPROVED BUDGET</b>	<b>ACTUAL RECEIPTS THIS YEAR</b>	<b>REMAINING BALANCE</b>
<b>Public Service Grant Funds</b>	<input type="text"/>	<input type="text"/>	\$ -
<b>Bank Interest earned in past fiscal year</b>		\$ <input type="text" value="-"/>	\$ -

<b>PART II: EXPENDITURES</b>					<b>REMAINING BALANCE</b>
<b>Check Number</b>	<b>Date</b>	<b>Payee</b>	<b>Purpose</b>	<b>Amount</b>	
1				<input type="text"/>	\$ -
2				\$ -	\$ -
3				\$ -	\$ -
4				\$ -	\$ -
5				\$ -	\$ -
6				\$ -	\$ -
7				\$ -	\$ -
8				\$ -	\$ -
9				\$ -	\$ -
10				\$ -	\$ -

<b>TOTALS</b>		\$ -	\$ -
<b>Bank Charges Paid For Fiscal Year</b>		\$ <input type="text" value="-"/>	
<b>Account Balance For End of Year</b>		\$ -	

		<b>For COJ Use Only. Do not complete</b>
* Prepared By:	<input type="text"/>	Approved By:
Agency:	<input type="text"/>	City of Jacksonville:
Name:	<input type="text"/>	Name:
Title:	<input type="text"/>	Title:
Date:	<input type="text"/>	Date:
Signature:	<input type="text"/>	Signature:

## Exhibit B

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check <b>only one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts established outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> </tr> </table>					-
OR					
<b>Employer identification number</b>					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> <td style="border: 1px solid black; width: 25%; height: 20px;"></td> </tr> </table>					-

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*