

# CITY OF JACKSONVILLE

## FY 2024 Public Service Grant Application Training



# Public Service Grant Program

The Public Service Grant Program (PSG) contracts with Duval County non-profit agencies who have been in operation for a minimum of three years to equip families and residents 18 years and old with necessary tools to facilitate their well being through intervention, education and opportunity. The selection process of PSG awards is outlined in Chapter 118.806 and evaluated by the Public Service Grant Council.



# Mandatory Public Service Grant Requirements

## Chapter 118.805

- Certain Programs Ineligible- 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 including but not limited to, the programs listed below:
  - Cultural Service Grant Program pursuant to Chapter 118, Part 6;
  - Arts in Public Places Program pursuant to Chapter 126, Part 9;
  - Kids Hope Alliance program pursuant to Chapter 77;
  - Downtown Investment Authority and Office of Economic Development Programs pursuant to Chapter 55 and Chapter 26;
  - Housing and Community Development Division programs pursuant to Chapter 34, part 2
  - Social Services Division programs pursuant to Chapter 28, Part 5;

# FY 2024

## Most Vulnerable Persons (MVP) & Needs

- 1. Acute--The percentage of available funding allocated to this category shall be 30%.**
  - Services focused on adult individuals and/or families experiencing a difficult or dangerous situation which requires prompt action to avoid further deterioration of their health, safety, or welfare.
- 2. Prevention--The percentage of available funding allocated to this category shall be 40%.**
  - Services focused on preventing negative changes to the health, safety, and welfare of adult individuals and/or families; or services designed to divert adult individuals and/or families who have experienced negative changes to their health, safety, or welfare from experiencing further deterioration.
- 3. Self-Sufficiency--The percentage of available funding allocated to this category shall be 30%.**
  - Services focused on helping adult individuals and/or families work toward needing no assistance to satisfy their health, safety, and welfare; or services focused on helping adult individuals and/or families work towards a stable level of assistance needed on an ongoing basis.

# Public Service Grants Impact

Answers to homelessness take acute, prevention & stability services.

Answers to healthcare needs take acute, prevention & stability services.

Builds a stronger, healthier more stable Jacksonville



## Prevention 40%

- Audiology services to improve hearing and prevent isolation
- Support services for formerly incarcerated men & women reentering society
- Vision screenings
- Outreach target to domestic violence victims
- Family & individual counseling
- Financial assistance for rent or utilities
- Fiscal management services & education
- Programs for individuals with physical or mental disabilities
- Medical Care for working uninsured

## Acute 30%



- Legal services to prevent homelessness
- Food Pantries and Mobile Food Markets
- Emergency Shelter beds for homeless
- Medical Care for working uninsured
- Mental health counseling
- Housing for veterans
- Shelter meals for the community
- gCrisis care for those who are homeless



## Self-Sufficiency & Stability 30%



- Literacy education
- Programs for brain-injured individuals including veterans
- Aftercare case management for formerly homeless men & women
- Affordable housing services
- Medical Care for working uninsured
- Mental health counseling
- Financial literacy education
- Services for youth aging out of foster care
- Legal services to obtain disability benefits

Plus other community programs



# FY 2024 Most Vulnerable Persons (MVP) & Needs (Cont.)

## 4. Micro-Grant Pilot Program—TBD

- This pilot program would be funded separately from the normal PSG Council Award/ Budget process. The procedures, requirements, appropriation would be part of separate legislation with PSG Council administration.

### **Limitations on Grant Awards**

Programmatic grants within each category of Most Vulnerable Persons and Needs shall be based on the high score model for funding purposes. The high score model shall award 100 percent of requested funding for the highest ranked score up to the maximum amount of \$150,000 or 24% of the agency's average revenue over the last 3 years. The next highest ranked score shall be awarded 100 percent of the requested funding up to \$150,000 (or 24% of the agency's average revenue over the last 3 years), and so on until the funds are exhausted.

# CITY OF JACKSONVILLE

## FY 2024 Public Service Grant Application Instructions

# On-Line Application Access

## TIMELINE

- Our office hours are 7:30 AM – 4:30 PM (M-F)
  - No Support on Saturday's or Sunday's
- **July 3, 2023- Applications due**
  - Our office hours are until 5:00 PM on **July 3**
  - System closes at 12:00 AM 7/04/2023, if your application is not submitted by then, you will have to wait until next fiscal year to apply.
- July 3, 2023-September 29, 2023: PSG Council review & score applications
- October 31, 2023: Deadline for PSG Council to award funding
- “The Public Service Grants Council recommends that you submit your electronic application 24 to 48 hours before the application due date to avoid any technical problems.

# QUIZ

Which is **NOT** apart of the PSG  
Human Services Framework?

1. Self-Sufficiency & Stability
2. Acute
3. Economic Stability
4. Prevention & Diversion

# QUIZ

Which is **NOT** apart of the PSG Human Services Framework?

1. Self-Sufficiency & Stability
2. Acute
3. **Economic Stability**
4. Prevention & Diversion



# Agency Contact Information & Application Format (118.806c)

- Fill in the blanks for all requested information
- Fill in the revenue information for the (3) previous fiscal years within the table.
- Select one of the MVP & Needs Categories
- Make sure First Name, Last Name, Title, & Date for person certifying all the information is true & correct.
- 2023-2024 PSG Request Amount (\$150,000 max or 24% of average of last three years agency revenue).



# Application Format cont.

- The application shall have 1-inch margins and contain no more than sixteen (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 and a maximum font size of 12.
  - Section 1: Community Need & Target Audience—6,000 characters with spaces—approximately 1000 words or 3 pages
  - Section 2: Agency Background, Staff & Board Experience—6,000 characters with spaces—approximately 1000 words or 3 pages
  - Section 3: Program Management Expertise & Evaluation—7,500 characters with spaces—approximately 1,500 words or 4 pages
  - Section 4: Program Activities—4,500 characters with spaces—approximately 750 words or 2 pages
  - Section 5: Program Budget & Fiscal Policies—6,000 characters with spaces—approximately 1000 words or 3 pages
  - Section 6: Overall Quality of Program—Nothing Required. Entire application is referred to for grading.

The Cover Page and Eligibility Documents will not be counted as part of the 16-page limit. The Eligibility documents may be included as appendages. **Make sure pages uploaded don't exceed the limit requirement.**

# Section I: Community Need and Target Audience

- A description of the need for the program,
- The target audience for Most Vulnerable Persons and Needs,
- The outreach to the target audience,
- The anticipated impact and success on the target audience and the anticipated number of people served.

*(6,000 characters with spaces--approximately 1000 words or 3 pages maximum)*



# Section II: Agency Background, Staff & Board Experience

- A description of the agency's board
  - Demographics, length of service and professional experience;
  - The board's role in governance;
  - The strategy for board recruitment;
  - The impact of the board's background, relationship, experience or expertise with the agency;
- The agency's executive staff
  - Demographics, length of service and relevant experience and expertise;
  - The executive/key staff's plan or process for the implementation of the program
  - The agency's mission, history, experiences and accomplishments relative to Most Vulnerable Persons and Needs.

*(6,000 characters with spaces—approximately 1000 words or 3 pages maximum).*



# Section III: Program Management Expertise & Evaluation

- A description of how the program will be designed and managed,
- How the program's success and impact will be measured
- How information will be collected.
  - For an existing program, the section can include past experiences, successes and achievements, and may include one client story;
  - For a new program, the section can include why the agency will be able to successfully manage the program, expected outcomes or goals of the program and successes or best practices of similar programs.
- This Section may include without limitation potential fundraising capacity, plan, strategy and funding partners for the program as well as how the program will be sustained in future years.
- This Section shall also include a listing of each noncompliance incident within the past three years that has resulted in the requesting agency being placed on the Council Auditor's Chapter 118 noncompliance list. Such list shall set forth with respect to each noncompliance incident: (a) the noncompliance dates (e.g., the start date and end date), and (b) an explanation for the noncompliance.

*(7,500 characters with spaces—approximately 1,500 words or 4 pages maximum not including the information regarding noncompliance incidents).*



## Section IV: Program Activities

- An overview of program activities,
- A description of each activity,
- How clients enter the program,
- How clients' needs are evaluated and the partnerships strengthening the program.

*(4,500 characters with spaces—approximately 750 words or 2 pages maximum).*

# Section V: Program Budget & Fiscal Policies

**5A. Describe the agency’s fiscal policies and procedures ensuring best fiscal practices are in place.**

- **Include a description of how the agency’s fiscal health is monitored.**
- **Describe the experience and expertise of the staff overseeing the financial monitoring of the program serving Most Vulnerable Persons.**
- **The section should include the agency’s budget, with revenue and expenses balanced, and a list of all line items and revenues to operate the program with a brief description of each.**

***(6,000 characters with spaces—approximately 1000 words or 3 pages maximum not including agency’s 990s or City Grant Budget Form).***

**5B. The COJ Excel spreadsheet include agency budget column**





# Excel Budget Forms

## 6. Program Budget Detail

- Complete the section showing the Agency Name and Program Name
- Under Section I Salaries and Wages, list all the **positions** in the program so that we have an accurate program expense budget not just PSG funding.
- Under the Prior Year Funding 2021-2022 column, input the expenses actually incurred by the program for the preceding completed program year. Under the Current Budget 2022-2023 column, input the approved program budget for the current year as adjusted reflecting any amendments made to date. Total est. Cost of Program is 2023-2024.
- The amount you have requested from the funding partner who you have applied to should be entered in the columns to the right of the “**All Other Program Revenue**” column.
- Using the account structure provided, input the anticipated expenses for the proposed grant requested on the form in the appropriate column and row

# Budget Forms - Continued



## Program Budget Narrative

- Explain all **PSG expense** items that are used in the “Program Detail Budget” form. (Name of title, annual salary x % PSG = \$PSG request)
- Good Rule is – If TU or City Council asked you, could you defend how you really needed these dollars for this expense.
- Keep in mind those items that are disallowed under Chapter 118 section 3 & 4:
  - To pay for "Bad Debts"--losses arising from uncollectible accounts and other claims, and related costs, are not allowable such as JEA late fee
  - To pay for "Contingencies"--contributions to a contingency reserve or any similar provision for unforeseen events are not allowable.
  - To make "Contributions or Donations"—contributions and donations to other groups or organizations are not allowable.
  - To pay for "Entertainment"--**costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities are not allowable.**

# Budget Forms - Continued



- **Keep in mind those items that are disallowed:**
  - To pay "Fines and Penalties"--costs resulting from violations of, or failure to comply with, federal, state, and local laws and regulations are not allowable.
  - To pay "Governor's Expenses"--the salaries and expenses of the Office of the Governor of a state or the chief executive of a political subdivision are considered a cost of general state or local government and are not allowable.
  - To pay "Legislative Expenses"--the salaries and other expenses of the State Legislature of similar local governmental bodies such as county supervisors, city councils, school boards, etc., whether incurred for purposes of legislation or executive direction, are not allowable.
  - To pay "Interest and Other Financial Costs"--interest on borrowings (however represented), bond discounts, costs of financing and refinancing operations, and legal and professional fees paid in connection therewith, are not allowable
  - Audit Cost



## Section VI: Overall Quality of Program

Nothing required. Graders will refer to the entire application to grade this section.

# QUIZ:

## TRUE OR FALSE

All program expenses should be listed in the Budget, not just those for PSG?

# **QUIZ:** **TRUE OR FALSE**

All program expenses should be listed in the Budget, not just those for PSG?

**TRUE**



# Eligibility Documents (Chapter 118.805)

## 1. A copy of Good Standing certificate from FL Division of Corp

- A copy of a good standing certificate issued within the last 12 months by the Florida Division of Corporations evidencing that the requesting agency is in good standing and has been in existence for three years prior to the Public Service Grant application deadline; and- This is not a copy of Sunbiz

## 2. Charitable Solicitation Permit

- A copy of the requesting agency's current Charitable Solicitation Permit issued by the State of Florida evidencing that the requesting agency is current on state charitable permitting fees; or
- A state letter of exemption indicating that the agency is exempt pursuant to F.S. § 496.406(3); and **the State no longer issuing letter. If not required to submit a Charitable Solicitation, we need a letter signed by Board that you are exempt under F.S.496.403. (see F.S.)**

*State of Florida  
Department of State*

I certify from the records of this office that I \_\_\_\_\_ is a corporation organized under the laws of the State of Florida, filed on \_\_\_\_\_

The document number of this corporation is \_\_\_\_\_

I further certify that said corporation has paid all fees due this office through December 31, 2016, that its most recent annual report/uniform business report was filed on \_\_\_\_\_ and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the \_\_\_\_\_*



*Ken Reifger*  
**Secretary of State**

Tracking Number: \_\_\_\_\_

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES  
COMMISSIONER NICOLE "NIKKI" FRIED

---

Date Sign by Dept

Refer To: CHXXX

Agency Name  
Agency Address  
JACKSONVILLE, FL 322XX

RE: Agency Name INC.  
REGISTRATION#: CHXXX  
EXPIRATION DATE: Date Exp (Must be valid by Application Due date-July 1)

Dear Sir or Madam:

The above-named organization/sponsor has complied with the registration requirements of Chapter 496, Florida Statutes, the Solicitation of Contributions Act. A COPY OF THIS LETTER SHOULD BE RETAINED FOR YOUR RECORDS.

Every charitable organization or sponsor which is required to register under s. 496.405 must conspicuously display the registration number issued by the Department and in capital letters the following statement on every printed solicitation, written confirmation, receipt, or reminder of a contribution:

"A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE."

The Solicitation of Contributions Act requires an annual renewal statement to be filed on or before the date of expiration of the previous registration. The Department will send a renewal package approximately 30 days prior to the date of expiration as shown above.

Thank you for your cooperation. If we may be of further assistance, please contact the Solicitation of Contributions section.

Sincerely,

Kayla Creech  
Regulatory Consultant  
850-410-3769  
Fax: 850-410-3804  
E-mail: [kayla.creech@fdacs.gov](mailto:kayla.creech@fdacs.gov)



# Eligibility Documents (Chapter 118.805)

## 3. Financial Information as applicable:

- 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**

- Copies of the requesting agency's completed and filed federal tax returns for the last three tax years; or
- Agencies exempt from filing federal tax returns shall file:
  - IRS certification of exemption; and
  - 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
  - If the Agency does not have the financial information requested in subsections (3)a—c above, then the agency must submit its financial information in form and substance reasonably acceptable to the Department of Finance and Administration. The form shall be identified by the department prior to the commencement of the application cycle and be uniform for all agencies completing the form.

<b>BALANCE SHEET - PREVIOUS YEAR COMPARISON</b>	<b>Jun 22</b>	<b>Jun 21</b>	<b>\$ Change</b>	<b>% Change</b>
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1010 - Cash in Bank				
1020 - BBT Sweep Account	2,229,499.65	1,248,765.97	980,733.68	79%
1030 - BBT Operating Account				
1032 - BANK Board Restr Capital Rsv	244,251.00	3,998.39	240,252.61	6009%
1033 - BANK Brain Tumor Fund	11,570.52	26,179.13	(14,608.61)	-56%
1034 - BANK Client Services Fund	7,878.26	-	7,878.26	100%
1038 - TEMP Restricted Cash Account	-	291,523.19	(291,523.19)	-100%
1030 - BBT Operating Account - Other	(157,560.93)	(105,548.99)	(52,011.94)	-49%
Total 1030 - BBT Operating Account	106,138.85	216,151.72	(110,012.87)	-51%
1040 - BBT Assistance Account	135,108.83	90,372.49	44,736.34	50%
Total 1010 - Cash in Bank	2,470,747.33	1,555,290.18	915,457.15	59%
1050 - Petty Cash				
1051 - Petty Cash- Beam	500.00	500.00	-	0%
1053 - Petty Cash- 7 North Thrift	600.00	600.00	-	0%
1055 - Petty Cash- Thrift Shelter	300.00	300.00	-	0%
1050 - Petty Cash - Other	100.00	100.00	-	0%
Total 1050 - Petty Cash	1,500.00	1,500.00	-	0%
1060 - Gift Cards	7,016.81	2,382.50	4,634.31	195%
1070 - Savings & Short Term Investment				
TIAA Inv Acct 3740 (OCT 2.18%)	-	64,159.08	(64,159.08)	-100%
1074 - TIAA Inv Acct 3759	62,500.00	62,500.00	-	0%
1077 - TIAA MM Acct 0917 (.50%)	192,108.80	127,738.78	64,370.02	50%
Total 1070 - Savings & Short Term Investment	254,608.80	254,397.86	210.94	0%
Total Checking/Savings	2,733,872.94	1,813,570.54	920,302.40	51%
Accounts Receivable				
1200 - Accounts Receivable	5,228.73	-	5,228.73	100%
1210 - Grants Receivable	-	3,912.42	(3,912.42)	-100%
Total Accounts Receivable	5,228.73	3,912.42	1,316.31	34%
Other Current Assets				
1330 - Thrift Store Inventory	87,293.57	87,293.57	-	0%
1400 - Prepaid Expenses				
1415 - Prepaid Event Costs	17,102.00	-	17,102.00	100%
1425 - Prepaid Fees	13,463.83	4,313.83	9,150.00	212%
1445 - Prepaid Insurance	15,902.54	4,884.86	11,017.68	226%
1450 - Prepaid Utilities- JEA	14,548.24	8,862.26	5,685.98	64%
Total 1400 - Prepaid Expenses	61,016.61	18,060.95	42,955.66	238%
1499 - Undeposited Funds	500.00	-	500.00	100%
Total Other Current Assets	148,810.18	105,354.52	43,455.66	41%
Total Current Assets	2,887,911.85	1,922,837.48	965,074.37	50%
Fixed Assets				
1500 - Furniture, Fixtures & Equipment				
1522 - Equipment- 7 North Thrift	3,395.21	3,395.21	-	0%
1524 - Equipment- BCFB	160,876.20	98,286.20	62,590.00	64%
1526 - Equipment- Office	144,079.90	140,611.62	3,468.28	3%
1528 - Equipment- Thrift JB	4,232.54	4,232.54	-	0%

1529 - Equipment- Thrift Mayport	11,678.81	11,678.81	-	0%
1542 - Furn & Fixtures- 7 North Thrift	2,204.00	2,204.00	-	0%
1544 - Furn & Fixtures- BCFB	2,607.50	2,607.50	-	0%
1546 - Furn & Fixtures- Office	20,019.07	20,019.07	-	0%
1548 - Furn & Fixtures- Thrift JB	2,108.62	2,108.62	-	0%
1549 - Furn & Fixtures- Thrift Mayport	435.00	435.00	-	0%
Total 1500 - Furniture, Fixtures & Equipment	351,636.85	285,578.57	66,058.28	23%
1560 - Leasehold Improvements				
1562 - Leasehold Improvements- 7 North	119,752.91	119,752.91	-	0%
1564 - Leasehold Improvements- Food BK	163,910.16	163,910.16	-	0%
1565 - Leasehold Improvements- Garden	42,900.26	42,900.26	-	0%
1566 - Leasehold Improvements- Offices	65,653.07	56,398.19	9,254.88	16%
1567 - Leasehold Improvements- Pantry	75,077.99	58,328.99	16,749.00	29%
1568 - Leasehold Improvements- Thrift	7,369.22	7,369.22	-	0%
1569 - Leasehold Improvements- Mayport	10,167.10	10,167.10	-	0%
Total 1560 - Leasehold Improvements	484,830.71	458,826.83	26,003.88	6%
1590 - Web Design and Software	2,500.00	2,500.00	-	0%
1625 - Accumulated Depreciation	(492,613.36)	(435,853.36)	(56,760.00)	-13%
Total Fixed Assets	346,354.20	311,052.04	35,302.16	11%
Other Assets				
1925 - Security Deposits	7,610.00	7,610.00	-	0%
1930 - TCF Endowment	153,444.86	-	153,444.86	100%
Total Other Assets	161,054.86	7,610.00	153,444.86	2016%
TOTAL ASSETS	3,395,320.91	2,241,499.52	1,153,821.39	52%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	22,679.63	13,215.49	9,464.14	72%
Total Accounts Payable	22,679.63	13,215.49	9,464.14	72%
Credit Cards				
2020 - Credit Card Account	4,189.53	17,669.92	(13,480.39)	-76%
Total Credit Cards	4,189.53	17,669.92	(13,480.39)	-76%
Other Current Liabilities				
2095 - Sales Tax Payable	7,115.57	6,806.15	309.42	5%
2110 - Payroll Liabilities				
2113 - Employee Benefits	(1,508.90)	108.50	(1,617.40)	-1491%
Total 2110 - Payroll Liabilities	(1,508.90)	108.50	(1,617.40)	-1491%
2200 - Loan PPP Cares Act	-	183,700.00	(183,700.00)	-100%
2500 - Deferred Revenue	442,911.36	92,217.20	350,694.16	380%
Total Other Current Liabilities	448,518.03	282,831.85	165,686.18	59%
Total Current Liabilities	475,387.19	313,717.26	161,669.93	52%
Total Liabilities	475,387.19	313,717.26	161,669.93	52%
Equity				
3010 - Unrestricted Net Assets	2,736,860.64	1,374,759.43	1,362,101.21	99%
Net Income	183,073.08	553,022.83	(369,949.75)	-67%
Total Equity	2,919,933.72	1,927,782.26	992,151.46	52%
TOTAL LIABILITIES & EQUITY	3,395,320.91	2,241,499.52	1,153,821.39	52%

**Name of Agency**  
**Balance Sheet**  
**As of**  
**June 30, 2021**

**ASSETS**

<b>Current Assets</b>		
Petty Cash	48.00	
Prepaid Rent	1,740.00	
PayPal Account	585.61	
Bank Name Checking - 4664	233,049.17	
Bank NameMoney Market - 4639 Vystar	320,674.81	
Bank Name Savings - 1102-(GoS) TIAA	7,504.41	
Bank Oper Acct - 0793	2,185.86	
Bank Name MM Acct - 0807	35,574.41	
Accounts Receivable	27,455.91	
	27,455.91	
Total Current Assets		632,818.18
<b>Property and Equipment</b>		
Furniture & Equipment	187,888.78	
Accum. Depr - Furniture-Equip	(141,933.55)	
	(141,933.55)	
Total Property and Equipment		45,955.23
<b>Other Assets</b>		
Net Intangible Assets	465.00	
Investments - FV Original Transfer Basis	157,147.33	
Endowment Deposit	285,000.00	
New Bond Investment	550,000.00	
Investment Change in FMV	464,979.59	
Bond Inv Change in FMV	40,175.69	
Endowment Earnings YTD	12,544.95	
Endowment Expenses	(125.00)	
Bond Inv Earnings	19,956.76	
Bond Investment Expenses	(4,519.91)	
	(4,519.91)	
Total Other Assets		1,525,624.41
<b>Total Assets</b>		<b>2,204,397.82</b>

**FUND BALANCES & CHANGE IN ASSET**

<b>Current Liabilities</b>		
Accounts Payables	11,285.19	
Federal Payroll Taxes Payable	3,341.54	
SUTA Payable	60.42	
Cataract Surgery Fund	7,029.80	
PPP Loan	80,800.00	
	80,800.00	
Total Liabilities		102,516.95
<b>Fund Balances</b>		
Endowment Investments	708,876.70	
Investment Change in FMV	205,146.88	
Bond Inv Change in FMV	11,846.92	
Endowment Investment Earnings	12,544.95	
Bond Inv Earnings	19,956.76	
Endowment Investment Expenses	(4,644.91)	
Net Unrealized Gains/Losses	10,092.00	
Net Assets	1,091,613.04	
Net Change in Assets	46,448.53	
	46,448.53	
Net Fund Balances		2,101,880.87
<b>Total Fund Balances</b>		<b>2,204,397.82</b>

**Name of Agency**  
**Balance Sheet**  
**As of**  
**June 30, 2022**

<b>ASSETS</b>		
<b>Current Assets</b>		
Petty Cash	38.00	
Prepaid Rent	1,750.00	
PayPal Account	585.61	
Bank Name Checking - 4664	133,049.17	
Bank Name Money Market - 4639 Vystar	420,674.81	
Bank Name Savings - 1102-(GoS) TIAA	7,504.41	
Bank Oper Acct - 0793	4,185.86	
Bank Name MM Acct - 0807	37,574.41	
Accounts Receivable	27,455.91	
Total Current Assets		632,818.18
<b>Property and Equipment</b>		
Furniture & Equipment	187,888.78	
Accum. Depr - Furniture-Equip	(141,933.55)	
Total Property and Equipment		45,955.23
<b>Other Assets</b>		
Net Intangible Assets	465.00	
Investments - FV Original Transfer Basis	157,147.33	
Endowment Deposit	285,000.00	
New Bond Investment	550,000.00	
Investment Change in FMV	464,979.59	
Bond Inv Change in FMV	40,175.69	
Endowment Earnings YTD	12,544.95	
Endowment Expenses	(125.00)	
Bond Inv Earnings	19,956.76	
Bond Investment Expenses	(4,519.91)	
Total Other Assets		1,525,624.41
<b>Total Assets</b>		<b>2,204,397.82</b>
<b>FUND BALANCES &amp; CHANGE IN ASSET</b>		
<b>Current Liabilities</b>		
Accounts Payables	11,285.19	
Federal Payroll Taxes Payable	3,341.54	
SUTA Payable	60.42	
Cataract Surgery Fund	7,029.80	
PPP Loan	80,800.00	
Total Liabilities		102,516.95
<b>Fund Balances</b>		
Endowment Investments	708,876.70	
Investment Change in FMV	205,146.88	
Bond Inv Change in FMV	11,846.92	
Endowment Investment Earnings	12,544.95	
Bond Inv Earnings	19,956.76	
Endowment Investment Expenses	(4,644.91)	
Net Unrealized Gains/Losses	10,092.00	
Net Assets	1,091,613.04	
Net Change in Assets	46,448.53	
Net Fund Balances		2,101,880.87
<b>Total Fund Balances</b>		<b>2,204,397.82</b>



# Eligibility Documents (Chapter 118.805)

## 4. Certificate of Mandatory Application Workshop

- We will have a list of agencies who are completing this workshop and will e-mail certificates.

## 5. Office of General Counsel Affidavit

- See website for template

**Please make sure your uploaded documents are not password protected & you upload the correct document**

---

# CITY OF JACKSONVILLE

## FY 2024 PUBLIC SERVICE GRANTS MANDATORY APPLICATION WORKSHOP

Company Name

---

AGENCY NAME

DATE OF TRAINING

---

DATE OF ATTENDANCE

---

JOHN SNYDER, HUMAN SERVICE PLANNER SUPERVISOR  
OFFICE OF GRANTS & CONTRACT COMPLIANCE

BEFORE ME, the undersigned authority, personally appeared \_\_\_\_\_,  
 who was sworn and says:

1. My name is \_\_\_\_\_ and I am the *[note: per the City ordinance code the individual executing this affidavit must be the executive director, chief executive or operating officer, president, vice president or board chairman]* \_\_\_\_\_ of \_\_\_\_\_, an applicant for a Public Service Grant from the City of Jacksonville’s Public Service Grant Council, and I have personal knowledge of the matters stated herein.
2. If awarded, the applicant’s program, to the extent funded by the City of Jacksonville, will be operated in Duval County, Florida, and service the people of the City of Jacksonville. No funds provided by the Public Service Grant Council to the applicant will be used by the applicant for programs provided other than in Duval County, Florida, or other than to the people of the City of Jacksonville.
3. The applicant’s program is not eligible to receive funding from another City program while providing services under a Public Service Grant award for Fiscal Year 2023-2024. Such City program shall include, without limitation, the Cultural Service Grant Program, the Arts in Public Places Program, the Kids Hope Alliance program, Downtown Investment Authority or Office of Economic Development programs, Housing and Community Development Division programs, Social Services Division programs; or, if the applicant’s program is eligible to receive funding from another City program, including but not limited to, the City programs listed above, the applicant has not received any funding from such programs and will not receive or accept any funding from such programs while providing services under a Public Service Grant award for Fiscal Year 2023-2024.
4. The applicant’s funding request for multiple or single programs does not exceed in the aggregate 24% of the applicant’s annual revenue as shown on its filed tax returns and averaged over the previous three tax years.
5. The applicant is in compliance with the terms of all existing City agreements to which it is a party.
6. The applicant is in compliance with all federal, state, local laws, rules, regulations and ordinances, as the same may exist from time to time, applicable to it

\_\_\_\_\_  
 Signature of Affiant

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

COUNTY OF DUVAL

Sworn to and subscribed before me, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
\_\_\_\_\_. Said person is person is personally known OR produced \_\_\_\_\_  
identification.

\_\_\_\_\_  
Notary Public

(Seal)

# Courtesy Review of Application (Chapter 118.803)

- Annually from the effective date of the Most Vulnerable Persons categories and Needs established by the City Council for the upcoming fiscal year and until five business days prior to the grant application deadline (July 3, 2023), the Grants Administrator, or his or her designee, shall provide courtesy reviews of a requesting agency's application to confirm whether the application has complied with the eligibility and application requirements in Sections [118.805](#) and [118.806](#). The Grants Administrator shall conduct courtesy reviews in person with the requesting agency upon request and appointments shall be scheduled on a first come, first serve basis.

# Courtesy Review of Application (Chapter 118.803)

- The last day for Courtesy Review's will be **Friday, June 23<sup>rd</sup>**
- A Courtesy Review can be scheduled via Zoom
  - Please E-mail us with your desired date and time so we can set up a private zoom meeting.
- We can still answer questions via e-mail and will update website with Q & A.

# PSG Appeals Board; Appeals Procedure (118.810)

- Appeals Board Responsibility; Composition
- Notice of Meetings; Standard of Review
- Appealable Matters
- Appeals Deadline; Contents; Procedures
- Remedy
- Additional Procedures
- PSG Appeals Board Decisions to be Final

# PSG Technical Support Team

## PSG Contact Information

Ashleigh Brew– 255-8638

- [abrew@coj.net](mailto:abrew@coj.net)

Kristen Hodges– 255-8115

- [hodgesk@coj.net](mailto:hodgesk@coj.net)

John Snyder – 255-8202

- [jsnyder@coj.net](mailto:jsnyder@coj.net)

Najera Stevenson– 255-8207

- [najeraj@coj.net](mailto:najeraj@coj.net)

# QUIZ

What is the BEST way to be sure your application is ready to submit?

1. Call John!
2. Schedule a Courtesy Review
3. Cross your fingers for Good Luck!
4. Double check with a Grant Writer.

# QUIZ

What is the BEST way to be sure your application is ready to submit?

1. Call John!
2. **Schedule a Courtesy Review**
3. Cross your fingers for Good Luck!
4. Double check with a Grant Writer.



# Questions



**You can always refer to our website to answer many of your questions or reach out to us via phone or email.**