



Grants and Contract Compliance Division

Public Service Grants
Mandatory Application Workshop
May 20, 2025



HOUSEKEEPING

- To receive your certificate, please type your full name, organization(s), and email address and in the Q&A section
- Questions will be answered by staff at the end of the presentation, please note all questions in the Q&A chat. Answers will be published in FAQs.



MEET THE STAFF

Grant Leadership Team

Grant Administrator

Jeneen Hampton – (904) 255-5026
jhampton@coj.net

Division Chief

Maribel Hernandez – (904) 255-5356
hernandezm@coj.net

CFO & Finance Director

Anna Brosche – (904) 255-5354
broschea@coj.net

Grant Monitoring Team

Ashleigh Brew – (904) 255-8638
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PUBLIC SERVICE GRANTS

The Public Service Grant Program (PSG) contracts with non-profit agencies to equip communities with the necessary tools to facilitate their well-being through intervention, education and opportunity. The selection process of PSG awards is outlined in City Ordinance, Chapter 118.806 and evaluated by the Public Service Grant Council.

NOTE: Public Service Grants are paid on a reimbursement basis.



PART 8. - PUBLIC SERVICE GRANTS | Code of Ordinances | Jacksonville, FL | Municode Library

FY 2025-2026 PSG HUMAN SERVICES FRAMEWORK CONTINUUM

PSG Council Annual Priorities: Housing, Health, Food & Basic Necessities

Priority Need A: Acute (35%)

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.

Priority Need B: Prevention and Diversion (30%)

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.

Priority Need C: Self-Sufficiency and Stability (35%)

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.



FY25/26 APPLICATION TIMELINE

- May 15: Mandatory Workshop (10 a.m.)
- May 20: Mandatory Workshop (1 p.m.)
- May 26: Application Cycle Opens
- June 2 – June 24: Courtesy Reviews
- July 1: Application Closes
- September 16: Scoring by PSG Council Ends
- October : Final Awards Announced



ELIGIBILITY

- ✓ A copy of Certificate of Good Standing (Certificate of Status) from Florida Division of Corporations
- ✓ Charitable Solicitation Permit from Florida Department of Agriculture and Consumer Services
- ✓ Financial Information
- ✓ Mandatory Application Workshop Certificate of Completion
- ✓ Office of General Counsel Affidavit



ELIGIBILITY (cont'd)

- The requesting agency is in compliance with all applicable federal, State, local laws, rules, regulations and ordinances, as the same may exist and may be amended from time to time.

****ELIGIBILITY NOTIFICATION****

The PSG Council staff shall notify requesting agencies, in writing, within 3 business days of its decision to deem a requesting agency eligible or ineligible to apply for a Public Service Grant.



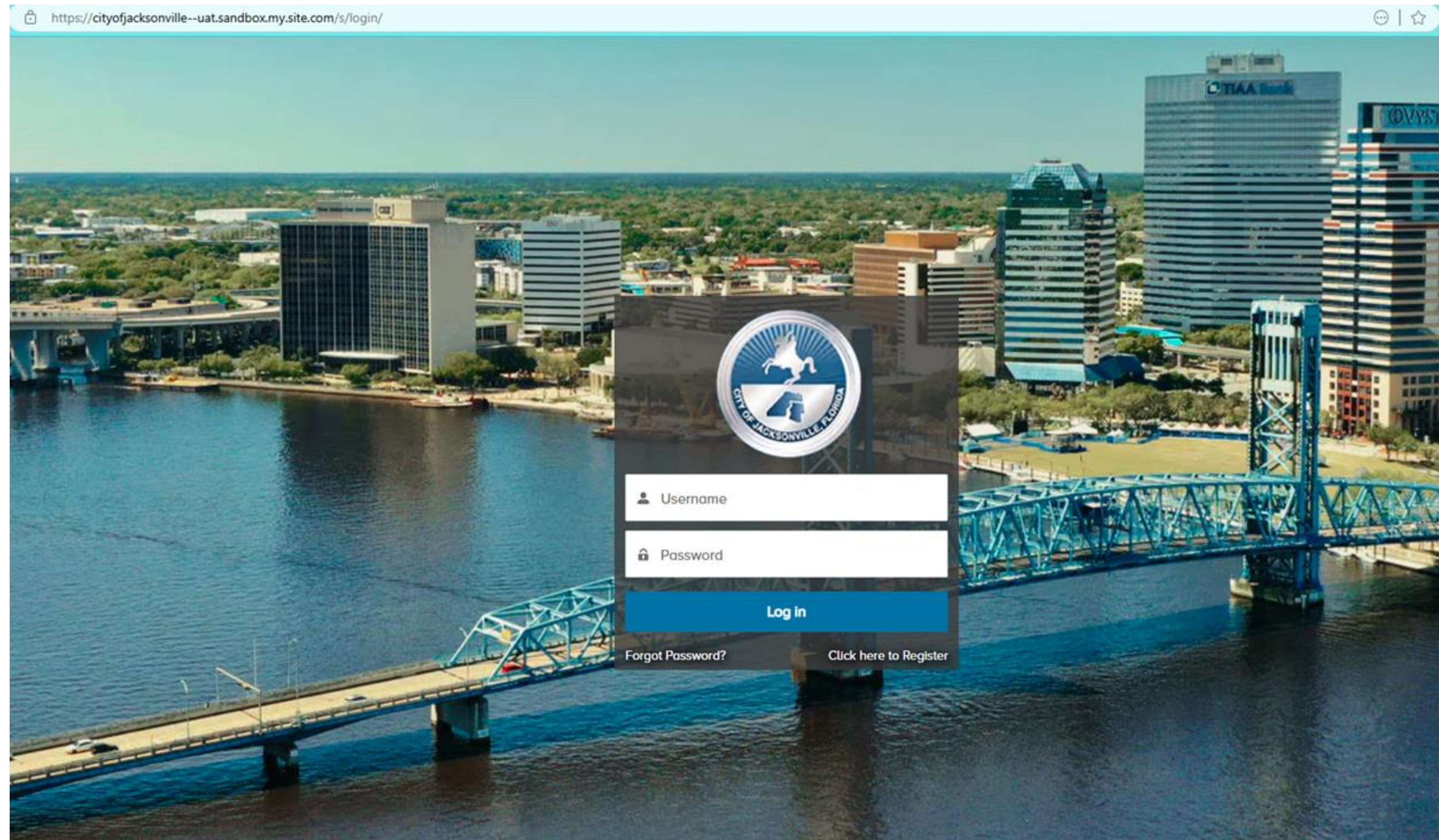
INELIGIBILITY

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:

1. Cultural Service Grant program pursuant to Chapter 118, Part 6;
2. Arts in Public Places program pursuant to Chapter 126, Part 9;
3. Kids Hope Alliance program pursuant to Chapter 77;
4. Downtown Investment Authority and Office of Economic Development programs pursuant to Chapter 55 and Chapter 26;
6. Housing and Community Development Division programs pursuant to Chapter 30, Part 7;
7. Social Services Division programs pursuant to Chapter 28, Part 5



GRANT MANAGEMENT SYSTEM

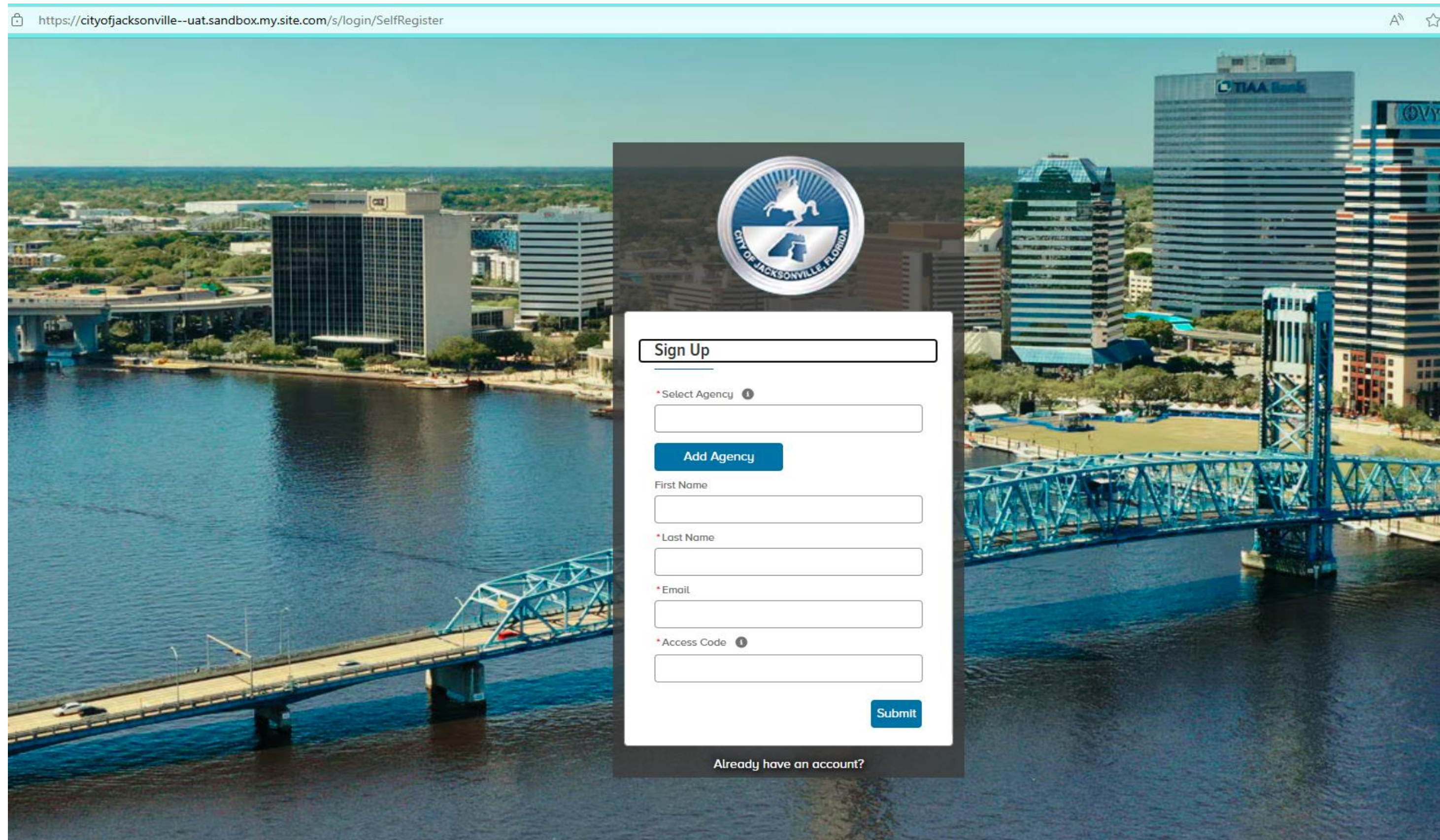


Grant Application Portal URL: <https://cityofjacksonville.my.site.com>

In COJ box above at bottom right “Click here to Register”



GRANT MANAGEMENT SYSTEM

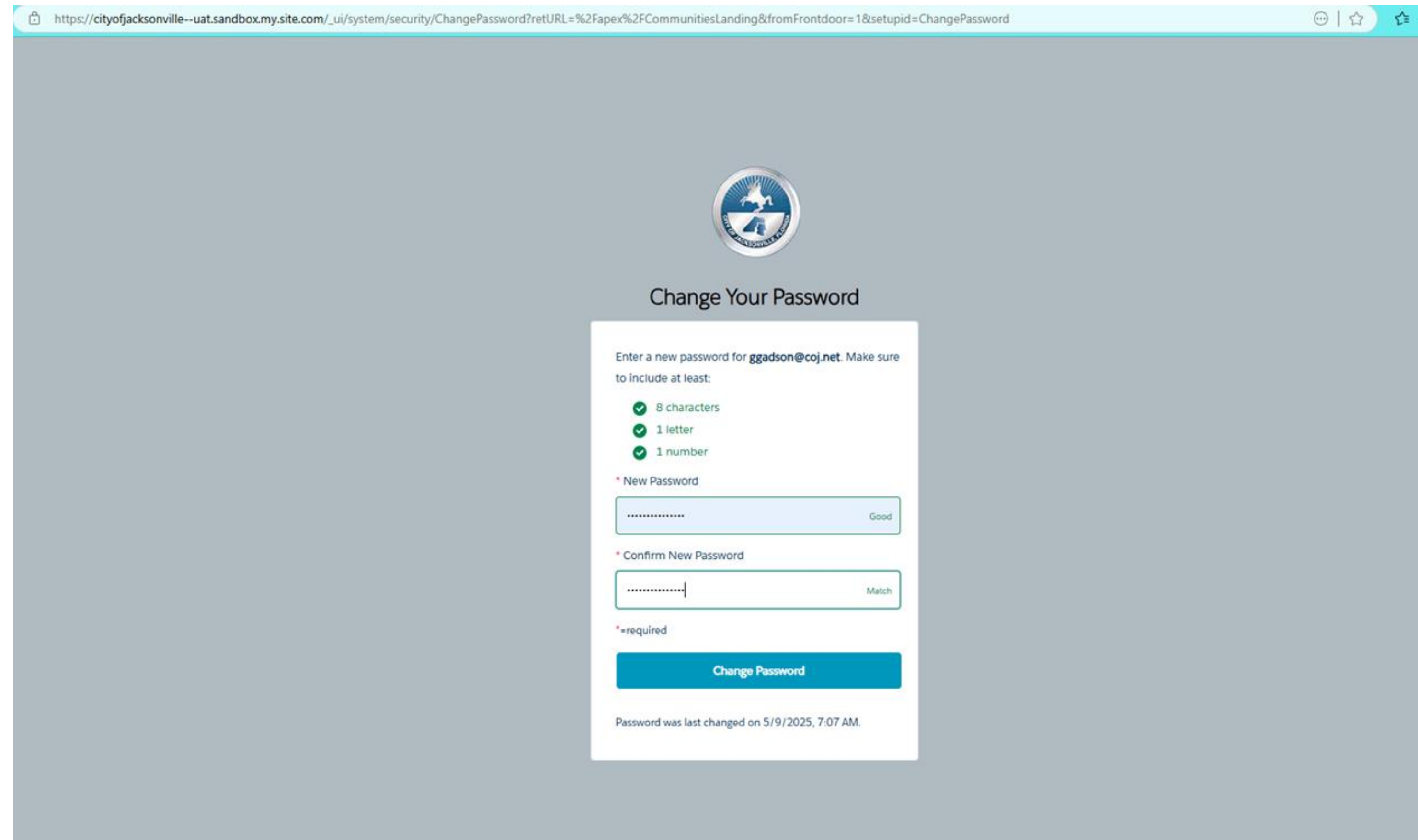


The screenshot shows a web browser window with the URL <https://cityofjacksonville--uat.sandbox.my.site.com/s/login/SelfRegister>. The background is a scenic view of Jacksonville, Florida, featuring the AIA Bank Tower and the Jacksonville Bridge. Overlaid on this is a dark gray registration form with the City of Jacksonville seal at the top. The form is titled "Sign Up" and contains the following fields: "Select Agency" (with a dropdown menu and an "Add Agency" button), "First Name", "Last Name", "Email", and "Access Code". Each field is preceded by an asterisk indicating it is required. A "Submit" button is located at the bottom right of the form. Below the form, there is a link that says "Already have an account?".


- Complete the required fields
- Check your email to verify registration. The email sender is "Grants Contract and Compliance Division"
- Click the link provided in your email, for login and password setup
- **NOTE:** Agency CANNOT register until certificate is received for Mandatory Application Workshop with Access Code



GRANT MANAGEMENT SYSTEM



https://cityofjacksonville--uat.sandbox.my.site.com/_ui/system/security/ChangePassword?retURL=%2Fapex%2FCommunitiesLanding&fromFrontdoor=1&setupid=ChangePassword



Change Your Password

Enter a new password for **ggadson@coj.net**. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password

..... Good

* Confirm New Password

..... Match

*=required

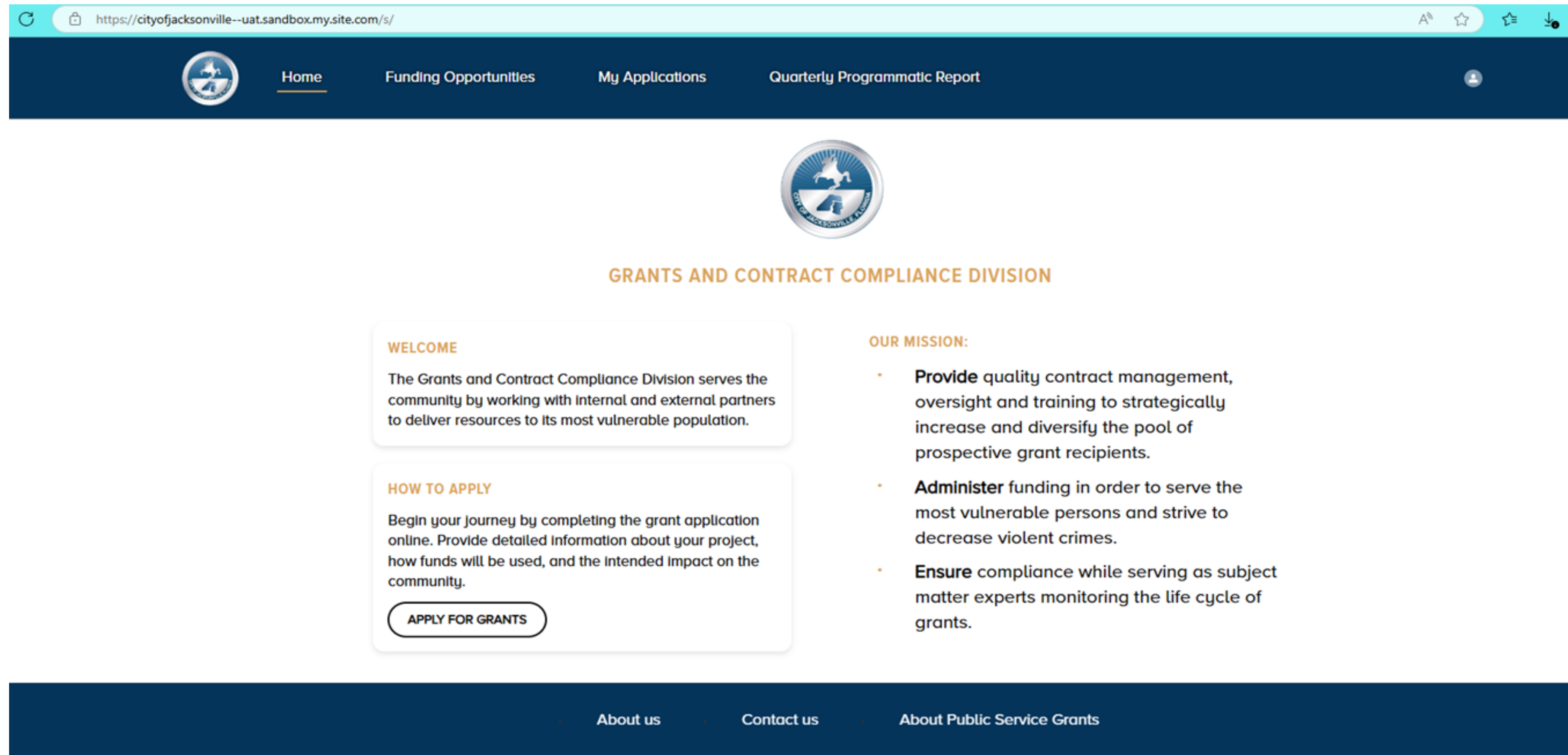
Change Password

Password was last changed on 5/9/2025, 7:07 AM.

Complete the required fields and click change password



GRANT MANAGEMENT SYSTEM




Click "APPLY FOR GRANTS" to begin Application



GRANT MANAGEMENT SYSTEM

https://cityofjacksonville--uat.sandbox.my.site.com/s/fundingopportunity/FundingOpportunity/00Bdm000000jbEoEAI




Home

Funding Opportunities

My Applications

Quarterly Programmatic Report





Funding Opportunities

Active PSG Funding Opportunities

6 items • Sorted by Name • Filtered by All funding opportunities - Status, Record Type • Updated a few seconds ago

Search this list...




Name ↑	Application Deadline	Status
1 FY 2025-26 PSG FUNDING	3/28/2025, 11:30 AM	Active


SELECT Funding Opportunity: PSG FUNDING FY 2025-2026



GRANT MANAGEMENT SYSTEM



[Home](#)[Funding Opportunities](#)[My Applications](#)[Quarterly Programmatic Report](#)



Unique Code

Please enter the unique code

Next

Steps

Unique Code

Enter Unique Code: (Provided with Mandatory Application Workshop Certificate of Completion)



Agency Contact Information and Application Requirements (118.806)

- 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 and Needs Categories (Only one application allowed per category)
- Make sure first name, last name, title, and date for person certifying all the information is true and correct (Only authorized signatory can certify documents) e.g. ED, CEO, COO, President, VP or Board Chair
- 2025-2026 PSG Request Amount (**\$125,000 max** but not-to-exceed, in the aggregate, 24 percent of the requesting agency's annual revenue averaged over the previous three tax years)



Application Format

Section I: Community Need & Target Audience

Section II: Agency Background, Staff & Board Experience

Section III: Program Management Expertise & Evaluation

Section IV: Program Activities

Section V: Program Budget & Fiscal Policies



Evaluation Criteria and Scoring Overview

The PSG Council shall evaluate and score Sections 118.806(b)(3) through (7) of each Public Service Grant application based upon the following evaluation criteria and maximum assigned points to each criterion:

1. Community Need & Target Audience (maximum 15 points)
2. Agency Background, Staff and Board Experience (maximum 15 points)
3. Program Management Expertise & Evaluation (maximum 30 points)
4. Program Activities (maximum 10 points)
5. Program Budget & Fiscal Policies (maximum 15 points)
6. Quality of Program Overall (maximum 15 points)-This section is only for scoring purposes; it is not a section in the application.



Section I: Community Need and Target Audience

A Section entitled "Community Need and Target Audience" containing 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 1,000 words or 3 pages).



Section II: Agency Background Staff and Board Experience

A Section entitled "Agency Background, Staff and Board Experience" containing 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; and the agency's mission, history, experiences and accomplishments relative to Most Vulnerable Persons and Needs (6,000 characters with spaces—approximately 1,000 words or 3 pages).



Section III: Program Management Expertise and Evaluation

A Section entitled "Program Management Expertise and Evaluation" containing a description of how the program will be designed and managed, how the program's success and impact will be measured and how information will be collected. For an existing program, the section can include past experiences, successes and achievements, and may include one client story; and 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.



Section III: Program Management Expertise and Evaluation, (cont'd)

This Section may include without limitation the agency's potential fundraising capacity, plan, and strategy, and a description of how the program will be sustained after the grant period. This section may include a list of current and anticipated program partners and a description of these partnerships, including their roles and responsibilities. For those program partners providing funding, the list will include the amount of funding provided. 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 (maximum four pages, not including the information regarding noncompliance incidents). (7,500 characters with spaces—approximately 1,500 words or 4 pages)



Section: IV Program Activities

A Section entitled "Program Activities" containing an overview of program activities, including 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).



Section V: Program Budget and Fiscal Policies

A Section entitled "Program Budget and Fiscal Policies" containing a description of the agency's fiscal policies, the procedures in place for ensuring the best fiscal policies, how the agency's fiscal health is monitored and the experience of the agency's staff overseeing the financial monitoring of the program. The section should include the agency's budget, with revenue and expenses balanced, and a list of all line-item expenses and revenues to operate the program with a brief description of each (6,000 characters with spaces—approximately 1,000 words or 3 pages).



Eligibility Documents Chapter 118.805

A copy of a good standing certificate from the [Florida Division of Corporation](#)

- The good standing certificate (Certificate of Status) is issued, 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.
- Must be issued within the last 12 months (NOTE: This is not your Sunbiz registration)



State of Florida

Department of State


I certify from the records of this office that ***Redacted*** limited liability company organized under the laws of the State of Florida, filed on August 1, 2018, effective August 1, 2018.

The document number of this limited liability company is L18000184345.

I further certify that said limited liability company has paid all fees due this office through December 31, 2024, that its most recent annual report was filed on March 7, 2024, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Tenth day of June, 2024*




Secretary of State

Tracking Number: 8066120629CU

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

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

Example



Eligibility Documents, cont'd

Charitable Solicitation Permit A copy of the requesting agency's current Charitable Solicitation Permit issued by the State of Florida Department of Agriculture and Consumer Services evidencing that the requesting agency is current on state charitable permitting fees;

or

If you are not required to submit a Charitable Solicitation permit, a letter stating why you are exempt under F.S.496.403. (see F.S.), must be signed by the entity's Board of Directors, before submitting.



DIVISION OF CONSUMER SERVICES
(850) 410-3800



THE RHODES BUILDING
2005 APALACHEE PARKWAY
TALLAHASSEE, FLORIDA 32399-6500

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



Eligibility Documents

- Copies of the requesting agency fiscal balance sheets AND statements of income and expenses for the last **two fiscal years** of the requesting agency;
- Copies of the requesting agency completed and filed federal tax returns for the **last three tax years**; or agencies exempt from filing federal tax returns shall provide:
- **OR** Agencies exempt from filing federal tax returns shall file:
 - 1) IRS certification of exemption; and
 - 2) Copies of last three years of audit reports 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 1-3 above, the agency must submit its financial information in a form and substance reasonably acceptable to the Department of Finance. *The department will identify the form and substance content before the application cycle start and will be uniform for all agencies completing the form.*



Agency Name, Inc.
(a non-profit organization)
Statements of Financial Position/ Fiscal Balance Sheet
December 31, 2023 and 2024

ASSETS

	2023	2024
Cash	\$ 1,907,578	\$ 2,303,776
Accounts receivable	1,130,180	2,375,942
Prepaid expenses	50,231	21,608
Property and equipment, net of depreciation	13,416	22,895
Right-of-use lease asset - operating lease, net	1,259,107	1,103,517
Security deposits	33,712	27,225
Total assets	\$ 4,394,224	\$ 5,854,963

LIABILITIES AND NET ASSETS

Liabilities		
Accounts payable	\$ 443,010	\$ 1,092,350
Accrued expenses	205,736	160,054
Deferred income	29,924	140,247
Line of credit	101,604	121,691
Notes payable	250,000	650,000
Operating lease obligations	1,297,515	1,105,503
Total liabilities	2,327,789	3,269,845
Net assets		
Without donor restrictions	(218,843)	254,618
With donor restrictions	2,285,278	2,330,500
Total net assets	2,066,435	2,585,118
Total liabilities and net assets	\$ 4,394,224	\$ 5,854,963



Name of Agency, Inc.
(a non-profit organization)

Statement of Functional Expenses / Statement of Expenses
For the year ended December 31, 2023

	<u>Program Services</u>	<u>Management and General</u>	<u>Fund Raising</u>	<u>Total</u>
Salaries	\$ 3,570,651	\$ 721,727	\$ 75,971	\$ 4,368,349
Payroll taxes	289,200	58,455	6,153	353,808
Employee benefits	<u>696,572</u>	<u>140,797</u>	<u>14,821</u>	<u>852,190</u>
	4,556,423	920,979	96,945	5,574,347
Direct program services	6,571,041	-	-	6,571,041
Professional fees	726,715	88,075	3,101	817,891
Occupancy	633,348	119,944	12,626	765,918
Office and supplies	198,310	40,084	4,219	242,613
Computer and software	180,077	42,591	1,178	223,846
Travel and training	94,077	-	-	94,077
Marketing	7,563	35,514	-	43,077
Insurance	30,871	6,240	657	37,768
Fund Raising	-	-	29,368	29,368
Depreciation	-	9,479	-	9,479
Other	<u>-</u>	<u>53,011</u>	<u>-</u>	<u>53,011</u>
	<u>\$ 12,998,425</u>	<u>\$ 1,315,917</u>	<u>\$ 148,094</u>	<u>\$ 14,462,436</u>



Name of Agency, Inc.
(a non-profit organization)
Statements of Cash Flows / Statement of Income
For the years ended December 31, 2023 and 2024

	<u>2023</u>	<u>2024</u>
Cash flows from operating activities		
Change in net assets without donor restrictions	\$ (518,683)	\$ 2,559,696
Adjustments to reconcile change in net assets to net cash provided (used) by operating activities:		
Depreciation	9,479	13,272
Amortization right-of-use assets - operating leases	301,114	26,915
(Increase) decrease in assets:		
Accounts receivable	1,245,762	(697,050)
Prepaid expenses	(28,623)	(12,607)
Security deposits	(6,487)	(15,150)
Increase (decrease) in liabilities:		
Accounts payable	(649,340)	149,845
Accrued expenses	45,682	(39,629)
Repayments of operating lease obligation	(264,692)	(24,929)
Deferred income	(110,323)	8,570
Net cash provided by operating activities	<u>23,889</u>	<u>1,968,933</u>
Cash flows from financing activities		
Payments on line of credit, net	(20,087)	(26,591)
(Repayments of) Proceeds from long-term debt	<u>(400,000)</u>	<u>200,000</u>
Net cash (used) provided from financing activities	<u>(420,087)</u>	<u>173,409</u>
Net (decrease) increase in cash	(396,198)	2,142,342
Cash, beginning of year	<u>2,303,776</u>	<u>161,434</u>
Cash, end of year	<u>\$ 1,907,578</u>	<u>\$ 2,303,776</u>



Eligibility Documents (cont'd)

Certificate of Mandatory Application Workshop

We will have a list of agencies who have completed the workshop.
Certificates will be distributed by Friday, May 23rd

NOTE: Please include full name and organization in Q&A chat to ensure you receive credit for attending the workshop.





CERTIFICATE OF COMPLETION

FY 2026 PUBLIC SERVICE GRANTS
MANDATORY APPLICATION WORKSHOP

JOHN DOE, LLC

AGENCY NAME

May 15, 2025

DATE OF ATTENDANCE

Jeneen Hampton, Grant Administrator

GRANTS AND CONTRACT COMPLIANCE DIVISION

12345

UNIQUE ACCESS CODE



Eligibility Documents (cont'd)

- Program must be operated in Duval county and serve the people of this City
- Requesting agency's program will serve a category of Most Vulnerable Person's and Needs
- The requesting agency's program is not eligible to receive funding from any of the City programs listed in Section 118.805
- The requesting agency's appropriation request for multiple or single programs does not exceed in the aggregate 24% of the requesting agency's annual revenue (as shown on filed tax return) averaged over the previous 3 tax years
- The requesting agency is in compliance with the terms of all existing City agreements in which the requesting agency is a party



FISCAL YEAR 2025-2026 PSG GRANT APPLICATION AFFIDAVIT FORM

This affidavit is in alignment with Chapter 118

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 2025-2026. 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 2025-2026.

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:_____

STATE OF FLORIDA



Excel Budget Form

Program Budget Detail (*First Tab*)

Complete the section showing the Agency Name and Program Name

Categories and Line Items: List all program expenses. Under Salaries and Wages, list all the positions in the program so that we have an accurate program expense budget not just PSG funding

Prior Year Funding 2023-2024 -input the expenses actually incurred by the program for the preceding completed program year

Current Budget 2025-2026-input the approved program budget for the current year as adjusted reflecting any amendments made to date

Total est. Cost of Program is 2025-2026 estimated budget

All Other Program Revenue- input the amount you have requested from the funding partner who you have applied to

City of Jacksonville-input the anticipated expenses for the proposed grant requested

Program Budget Narrative (*Second Tab*)

Explain all PSG expense items that are used in the “Program Detail Budget” form. (Name of title, annual salary x % PSG = \$PSG request)



FY 25/26 City Grant - Complete Program Budget Detail

Lead Agency:

Historic Stanton Inc.

Program Name:

Building Renovation

Agency Fiscal Year:

BUDGET								
Categories and Line Items	Prior Year Prg Funding FY 2023-2024	Current Year Prg Budget FY 2024-2025	Total Est. Cost of Program FY 2025-2026	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
I. Employee Compensation								
Personnel - 01201 (list Job Title or Positions no names)								
1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fringe Benefits								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Taxes and Benefits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Employee Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II. Operating Expenses								
Occupancy Expenses								
Rent - Occupancy -04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Budget Narrative for Selected Items of
Cost
FY25/26City Grant Application
Program Budget Narrative (Max. 2 Pages)
Proposed Funding Period: FY 2025-2026
COJ Funding Only

Agency:

Program Name:

EXPENSES: Please provide narrative description for all categories listed below for which you are seeking **City Funding Only**.
We have included those required elements in the spaces below. See instructions when listing personnel expenses.
Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

I. Employee Compensation - (not related to costs of the office of the governor or a state or the chief executive of a political subdivision)

Salary & Wages

Payroll Taxes & Benefits

II. Operating Expenses

Occupancy Expenses

Office Expenses

Travel Expenses - not related to entertainment expenses

Equipment Expenses

Direct Client Expenses

III. Operating Capital Outlay:



Disallowance of Expenditures

- **Bad Debts:** losses arising from uncollectible accounts (e.g. JEA late fees)
- **Contingencies:** contributions to a contingency reserve or any similar provision for unforeseen events
- **Contributions or Donations:** contributions and donations to other groups or organizations
- **Entertainment:** costs of amusements, social activities, and incidental costs relating thereto, such as meals, beverages, lodgings, rentals, transportation and gratuities
- **Fines and Penalties:** costs resulting from violations of, or failure to comply with, federal, state, and local laws and regulations



Disallowance of Expenditures (cont'd)

- **Governor's Expenses:** 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
- **Legislative Expenses:** 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
- **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
- **Audit Costs**



HIGH SCORE MODEL

Most Vulnerable Persons and Needs allocations shall be based on the **high score model** for funding purposes.

The **high score model** shall award 100% of requested funding for the highest ranked score up to a maximum of \$125,000 or 24% of the agency's average revenue over the last three years. The next highest ranked score shall be awarded to 100% of the requested funding up to \$125,000 or 24% of the agency's average revenue over the last 3 years, this process will continue until all fund are exhausted.



HIGH SCORE MODEL



Total Pot = \$500,000

Agency A
Score 100
Request – \$125,000



\$500,000 - \$125,000
\$375,000 remaining

Agency B
Score 99
Request – \$125,000



\$375,000 - \$125,000
\$250,000 remaining

Agency C
Score 95
Request – \$125,000



\$250,000 - \$125,000
\$125,000 remaining

Agency D
Score 93
Request – \$125,000



\$125,000 - \$125,000
\$0 remaining



Indemnification Requirements

Indemnification- Recipient and its subsidiaries **or subcontractors (the “Indemnifying Party”)** shall hold harmless, indemnify, and defend the City of Jacksonville and the City’s members, officers, officials, employees and agents (collectively, the “Indemnified Parties”) from and against, without limitation, any and all claims, suits, actions, losses, damages, injuries, liabilities, fines, penalties, costs and expenses of whatsoever kind or nature, which may be incurred by, charged to or recovered from any of the foregoing Indemnified Parties for: General Tort, Environment, Intellectual Property

Chapter 711.411



Standard Insurance Requirements

Insurance-

Workers' Compensation

Employers' Liability

Florida Statutory Coverage

\$ 100,000	Each Accident
\$ 500,000	Disease Policy Limit
\$ 100,000	Each Employee/Disease

Commercial General Liability

\$2,000,000	General Aggregated
\$2,000,000	Products & Comp. Ops. Agg.
\$1,000,000	Personal/Advertising Injury
\$1,000,000	Each Occurrence
\$ 50,000	Fire Damage
\$ 5,000	Medical Expenses



Standard Insurance Requirements (cont'd)

- Automobile Liability \$1,000,000 Combined Single Limit

(Coverage for all automobiles, owned, hired or non-owned used in performance of the Services)-
Need Risk Approval for waiver

- Professional Liability \$1,000,000 per Claim
\$2,000,000 Aggregate

(Only if program has personnel who are licensed or certified by the State)-Need Risk Approval for
waiver

- Sexual Molestation \$1,000,000 Per Claim
\$2,000,000 Aggregate

(Only if program includes direct supervision of children, special needs, and/or senior citizens)-Need
Risk Approval for waiver

- Additional Insured, Waiver of Subrogation, Recipients is Primary, Recipients responsible for
Deductible or Self-Insurance Provisions, Carrier Qualification-A.M.Best A-VII or better



COURTESY REVIEW OF APPLICATION (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 1, 2025), 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 Grant Administrator shall conduct courtesy reviews in person with the requesting agency upon request and appointments shall be scheduled on a first come, first served, basis.






COURTESY REVIEW cont'd

- Request your courtesy review through the Grant Management System
- Any questions or concerns email grants@coj.net
- Courtesy reviews are offered June 2 – June 24
- First come, first served



COURTESY REVIEW cont'd

[Home](#)[Funding Opportunities](#)[My Applications](#)[Quarterly Programmatic Report](#)



Funding Opportunity

FY 2025-26 PSG FUNDING

Apply for Grant

Request Courtesy Review

Name	Status
FY 2025-26 PSG FUNDING	Active

Application Deadline

6/30/2025, 11:30 AM



PSG Appeals Board; Appeals Procedure 118.810

PSG Appeals Board Responsibility: Hear and make final determinations on all appeals made by the requesting agency

Composition: PSG Council Chair, PSG Grants Administrator (chairs) and Chief of Procurement

Meetings: Noticed and open to the public

Review: Limited to specific matters in agency's Notice of Appeal

Appealable Matters:

- Mathematical errors
- Error by application scorer
- Minor irregularity in contents or requirements
- Error by PSG staff
- Determination on non-compliance list

Appeals Deadline: Five (5) business days from PSG Council/staff decision

Procedure/Contents: Notice of Appeal addressed to PSG Council staff to include reason(s), timeliness, amount of grant request

Decisions PSG Appeals Board Decisions are FINAL



APPLICATION SCORING

- Public Service Grant Council members independently review, evaluate and score applications.
- Agencies are encouraged to invite them for a site visit.
- No contact permitted during the application scoring period (118.806)(e).
- Comments are optional and provided as feedback to assist the agency when applying for future grants.
- It is inappropriate to negatively criticize or harass scorers, in any way, regarding their independent scores or comments. This is not an appealable matter.



INVOICING



WHAT CAUSES DELAYS?

- Invoice not submitted by due date
- Not following invoice procedures
- Lack of proper documentation and/or receipts (e.g. Insurance requirements)
- Agency on Non-Compliance List



MONITORING AND REPORTING

Invoices/Receipts/Financial Reports:
15th of each month

Quarterly reports:
For contracts that begin October 1, 2025:

- Q1: January 15, 2026
- Q2: April 15, 2026
- Q3: July 15, 2026
- Q4: October 15, 2026

Audits/Annual Reports

Must complete ONE based on total amount of dollars received from the City of Jacksonville:

- If agency received under \$100,000:
Annual Report due Nov 15th
- If agency received \$100,000 or more:
Fiscal Audit is due 120 days after your fiscal year ends.





Questions

