

## PSG 2025 Information Session and Mandatory Workshop Most Common Questions

Eligibility Questions	Eligibility Answers
If we receive funds from Kids Hope Alliance or other COJ funding, are we ineligible for a PSG Grant?	Agencies cannot apply for funding for the <u>same program</u> from multiple COJ streams.
Are 501(c)(3) required to provide 990 forms?	Yes
Can organizations apply outside of Duval County?	No
Can an agency become eligible to apply if they are a partner with an eligible applicant?	The agency that actually applies must meet the eligibility requirements. Agencies are encouraged to partner with other agencies, however, only one agency can apply and that is the agency that must meet with criteria and provide the require documents.
For newer organizations, if there are no previous fiscal year reports available, can an agency still apply?	In order to be eligible, organizations must have been in existence for at least 3 years and produce the required number of financial reports and tax returns. Otherwise, they will be disqualified.
Are pre-approval requirements new to this process?	No. For example, applicants must attend a mandatory pre-application workshop in order to be eligible to apply. That is a requirement that has been in place.
Please confirm that agencies who are not required to submit 990s can still apply using completed third-party audits.	If the agency is not required to file a tax return, the agency must submit the IRS certification of exemption and copies of the audit reports for the last three years in accordance with <u>118.805(b)(3)</u> . If the agency does not have the financial information requested, the agency must submit its financial information in a form and substance reasonably acceptable to the Department of Finance. Refer to slide on <u>Eligibility Documents</u> from the Mandatory Application Workshop.
Does the less than 24% <u>aggregate</u> need to be across multiple grants in case we win more than one?	This is the maximum of the total amount for all grants combined.
How long must an agency be in business to apply for PSG funding?	At least 3 years.
Are newly formed organizations (less than 3 years) eligible for this grant?	No. The organization must be in business for at least 3 years.
Application Requirement Questions	Application Requirement Answers
Can an organization apply for each category and receive funding in more than one category?	Yes
What time is the application due July 1, 2025	11:59pm Eastern Standard Time
If the organization is less than three years old, can they still apply?	No
If an organization began in a different state, is it eligible to apply for funding in Duval County?	To be eligible, the organization must be in existence for three years in Florida to apply.
Are all non-profits eligible to apply? Does that include faith-based organizations?	Yes
If the annual budget is under \$250,000, are the financials and 990s still required?	Yes. All applicants must submit financials and tax forms per local ordinance 118.805(b)(3).
In the budget and fiscal policy section (Section 5 of the application), you are requesting the organization's budget with detail of all revenue and expense line items. You then requested a brief on each. I am unclear on what you are requesting a brief description of. Are you asking us to describe each line item in the budget?	Yes. The budget contains your request for public dollars. The narrative is a description for each line item.
In disallowed expenses, if entertainment, food and transportation are included, can food and transportation be included as part of our program?	Only if it is a Direct Client Expense.
Is the Courtesy Review helpful?	Courtesy Reviews are not mandatory but can be helpful to agencies.

Compliance, Audit and Insurance Questions	Compliance, Audit and Questions
How can an agency confirm if they have been on the non-compliance list?	Email <a href="mailto:grants@coj.net">grants@coj.net</a>
Does the non-compliance list consist of current and previous grantees?	The non-compliance list is issued monthly by the Council Auditor's Office. It contains a list of agencies that are currently in a non-compliance status. These may be current or previous grantees but that is not listed.
Does the agency need a formal audit at \$100,000 or has the amount been raised?	Yes. Refer to <a href="#">118.201(f)</a> for the ordinance code.
Will you be notified if your agency is placed on the non-compliance list?	Yes. While there is no legal requirement to notify, your grant monitor will notify you if you are added to the non-compliance list. You will also receive a certified letter. For your information, your grant monitor will work with you in advance of this occurring to prevent any non-compliance issues.
The 120-day limit is a very difficult timeline to adhere to regarding the annual audits. Is there any consideration given to extend that?	The Grants and Contract Compliance Division ensures compliance of the ordinance that governs this <a href="#">118.201(f)</a> . Any changes to the ordinance require City Council approval. Agencies are encouraged to communicate any challenges with the administration (Dr. Tracye Polson, Director of Strategic Initiatives) or their City Council Representative.
Is it permissible to submit three prior years of 1099s if the audit does not provide current 2024 990 by July 1?	Yes, the requirement is the last three years of filed tax returns. It does not specify dates only for filing years. If the last three filed returns are 2022, 2023 and 2024, then they are the last three filed returns.
What are insurance requirements?	Insurance requirements apply to all grant recipients regardless of size. Refer to slide on <a href="#">Standard Insurance Requirements</a> from the Mandatory Application Workshop.
If your organization wants to apply for Micro-Grants, do we need insurance?	There is currently no information available on Micro-Grants. If you are on the PSG distribution list, you will be provided with all pertinent information for applying if a micro-grant program is established. To be added to the list, email your agency name, contact name, email and phone number to <a href="mailto:grants@coj.net">grants@coj.net</a>
For PSG grants, does the lead applicant, its subcontracted partners, or both need to be registered in SAM.gov to meet eligibility or compliance requirements?	No. Sam.gov applies to federal grants. All requirements for PSG, are included in the application document requirements. Refer to local ordinance <a href="#">118.806</a> .
How far back do we need to go for history of non-compliance? We're on the list annually, usually for a period of a few weeks, because our audit is not completed before the due date?	Past 3 years. On your application, you would disclose and provide an explanation. This does not disqualify you as long as you have been removed from the non-compliance list before the application deadline.
Are the audit/GAAS and preapproval requirements new to this year's process? Could you speak more to how we know if our agency does or does not need to submit these CPA documents?	Refer to slide on Eligibility Documents from the Mandatory Application Workshop. Also, refer to <a href="#">118.201(f)</a> .
Is the audit due 120 days after our fiscal year ends?	Yes, unless a State audit is required or the single audit is subject to Title 2, Part 200, Subpart F of the Code of Federal Regulations. Refer to local ordinance <a href="#">118.201(f)</a> .
Since the grant runs from October 1 to September 30, does the audit include only the agency fiscal year books for 2026, or two fiscal year audits capturing the Oct 2025 - Dec 2025 funding from PSG?	If the agency is awarded, it will be required to submit an annual report (<\$100K revenue) by November 15 <sup>th</sup> or an audit within 120 days after your fiscal year ends unless a State audit is required or the single audit is subject to Title 2, Part 200, Subpart F of the Code of Federal Regulations. For more information, refer to local ordinance <a href="#">118.201(f)</a> .

Can we put the cost of an audit in our PSG budget request if we ask for over \$100K?	Audits are a disallowable expense.
<b>General Questions</b>	
What are the PSG funding categories?	Acute, Prevention & Diversion, Stability & Self-Sufficiency. These categories are subject to change annually by City Council.
How soon can an agency apply for funding?	Application cycle opens annually in May.
Can funding be used for start-up projects?	Yes, as long as the organization has existed for at least three years.
Is funding available for pet related programs?	No. The funding is for the most vulnerable persons and needs.
Are scores available to agencies not awarded funding?	Yes
Will results be available with enough time to review if an appeal is necessary?	Yes
When agencies partner, how is the three year average income calculated?	The 24% average would apply to the primary applicant.
How many applications are generally awarded?	This varies year to year based on the varying number of applications received, rankings and funding levels. In FY2025, there were 55 awards. In FY2026, there were 60 awards.
Can funding be used for food, entertainment and transportation?	Food and entertainment are disallowable, unless related to direct client services. Some local travel is allowable, please refer to local ordinance <a href="#">118.301(a)</a> for more information.
What is the maximum amount of funding per category?	\$125,000 or 24% of the agency's average 3-year revenue (whichever is lower)
Are there opportunities for multi-year funding?	No
Is it possible to receive funding for public and private projects providing education services and product to the community?	The proposed programs must align with the priorities based on the approved Most Vulnerable Persons and Needs categories.
How does an agency get on the PSG mailing list?	Email <a href="mailto:grants@coj.net">grants@coj.net</a>
Should prior year be all zero's if the program is new?	Yes. You would not have a baseline if it is a new program.
Are program participation incentives, for example, service goals completed, allowable?	Only if it is a direct client expense that is not disallowed per local ordinance <a href="#">118.301(a)</a> .
Would you help with payment on a vehicle that we need to pick up clients?	Capital equipment is allowable under Chapter 118. However, there are requirements during and after the grant period ends, including the possible reverting back to the City.
What if we feed the population? And if we need to get them transportation?	This is allowable as a Direct Client Expense.
How does an agency request a site visit?	The members of the PSG Council are encouraged to do site visits to agencies throughout the year. They are not permitted to have any contact with applicants during the application scoring period. PSG Council members may be invited directly (their contact information is on the PSG Council <a href="#">website</a> ). These site visits must be individual due to Sunshine law restrictions.  Once a grant is awarded and contract is executed, the assigned grant monitor will schedule an introductory site visit with the agency. There will also be a mid-term site visit and as needed.