

HOUSEKEEPING

- Please enter your name and agency in the Q&A for attendance tracking
- Enter all questions into the Q&A to be answered at the end of the workshop
- Chat is disabled



WHAT WE DO

The **Grants and Contract Compliance Division** serves the community by working with internal and external partners to deliver resources to its most vulnerable population.

- We secure and manage Federal, State, and private funding to increase City capacity and provide services to the community's most vulnerable.
- We provide oversight for City Grants (Public Service Grants, Direct Appropriations, Trust Funds, Legislative Mandates)



MEET THE STAFF

Grant Leadership Team

Grants Administrator

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Grant Monitoring Team

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Chapter 118

PSG Contract

II. GENERAL CONDITIONS

B. Recipient shall do as follows:

1. Accept the City Funds as appropriated in accordance with the terms of this Agreement and the provisions of the Ordinances and Chapter 118, Jacksonville Ordinance Code, as amended from time to time (a copy of which can be obtained online at https://library.municode.com/fl/jacksonville/codes/code_of_ordinances), all of which are hereby incorporated in this Agreement. The City Funds shall be used only for the provision of Services contemplated for the Program and for no other purpose.

General City Grant Contract

II. GENERAL CONDITIONS

B. Recipient shall do as follows:

1. Accept the City Funds as appropriated in accordance with this Agreement, the Ordinance, and Chapter 118, Ordinance Code, a copy of which can be obtained online at <http://library.municode.com/>, and all of which are hereby incorporated in this Agreement. The City Funds shall be used only for the Program and for no other purpose.



https://library.municode.com/fl/jacksonville/codes/code_of_ordinances?nodeId=TITVADPE_CH118CIGR

Chapter 118, Parts 1-5 Cont.

- Part 1 – General Provisions
- Part 2 – Disbursement of City Grants
- Part 3 – Administration of City Grants (Disallowed Expenses)
- Part 4 – Return of Disallowance of Expenditures
- Part 5 – Liability of Loss of Entitlement or Eligibility for City Grant



INVOICING



INVOICING GUIDELINES

- Invoices must be submitted on time, per your contract terms.
- Expenses **MUST** occur during the contract term dates. Any expenses outside of the contract terms, will not be reimbursed.



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



DO...

- ✓ Submit your invoices on time, per your contract. Invoices are due by the 15th of each month
- ✓ Organize your legible receipts and other backup documents in the order that they are itemized on the Monthly Financial Report
- ✓ Paystubs and/or payroll journals must be submitted on third party letterhead
- ✓ Include a bill, invoice, or receipt and proof of payment for ALL expenses
- ✓ Ensure that you notate legibly on each document indicating amount of the PSG/DA allocation request for specific expense. **NOTE:** An allocation report is required for all invoices

DO NOT...

- ✗ Itemize on your invoice. The purpose of the Monthly Financial Report is to itemize all expenses
- ✗ Submit multiple invoices on one email
- ✗ Include any extraneous documents
- ✗ Include any disallowed expenses such as fees or taxes
- ✗ Submit illegible copies
- ✗ Submit an invoice prior to Grant Monitor approval



COMPENSATION



BENEFITS



OCCUPANCY EXPENSES



DIRECT CLIENT EXPENSES



OTHER DOCUMENTATION EXAMPLES



