



Frequently Asked Questions Eastside Community Grants Program

General Questions	General Answers
Chapter 118, Part 9 is not on the City of Jax website (Municode). Where is it located?	There is a lag from the time legislation is passed to when it is posted on the website. You may obtain a copy of the legislation (2026-36-E) by submitting a public records request. Visit jacksonville.gov and search "Public Records Request".
Will successfully funded projects' applications be available in their entirety through COJ and Freedom of Information Act?	All documents are public records and can be obtained by submitting a public records request. Visit jacksonville.gov and search "Public Records Request".
Can boundary lines be extended?	The boundary lines are established in the legislation; only City Council can change that.
Will the information presented be available online and will it include the designated boundaries of the eligible funding areas for the grant?	A copy of the presentation is sent to those who attended the workshops along with a copy of the legislation. Both documents include a map showing boundary lines.
What are the four categories that can be applied for?	Affordable Housing Workforce Housing Economic Development Mitigation of Homelessness
Where can we find definitions to the four categories approved for funding?	The definitions for "Affordable Housing" and "Workforce Housing" can be found in the legislation in 118.902. There is additional mention in 118.904(b).
If you have a question regarding a category of the grants program, who do I send it to or how do I send it to the Eastside CBA Board for clarification or additional information?	For any questions, email cba-eastsidegrants@coj.net
What if the funds you already have don't fall into any of these four categories?	You must apply in one of the four categories.
Will the certificate from the workshop stay in effect for the entire 7 years that the program is in effect, or do you have to retake the class after so many years?	The certificate is only valid for the current grant cycle. You must attend annually in May to be eligible to apply. A new certificate with a different Access Code will be issued each year.
Does the legislation allow an organization to get a waiver from the City Council if they do receive funding from one of the other funding sources listed for the same program?	In order to have a waiver, the legislation must be changed which can only be changed by City Council through the district councilmember. Without a waiver, you are not eligible for an Eastside Community Grant if you receive funding from any of the funding sources mentioned in 118.910(a) for the <u>same program</u> .
What is the waiver process to request a waiver of any of the eligibility requirements?	There is no waiver process in place. A waiver would require legislation through the district councilmember.
Will these be the only mandatory training accessible during the entire grant process?	The Mandatory Application Workshop takes place annually twice in May. You must attend each year if you intend to apply each year. There will also be a required grant orientation training if you are awarded.
Does the Eastside Community Grant program get paid back by my agency?	If you are awarded a grant and receive reimbursement for valid expense, you will not have to pay back the money to the City.
How do contact the CBA board? Is there a different email or will it be the same?	The names and contact information for the Eastside Grants Committee can be found on jacksonville.gov (search Eastside Community Grants Program).



Does the attendee of today's session have to be the designated individual to fill out the grant application on behalf the organization or can anyone from the organization fill out the application?	Anyone from the organization can complete and submit the application. The workshop certificate is made out to the organization—not an individual.
What are goals for the grant and what are the measurables?	The goals and are established by the applicant as part of their application and must align with one of the four categories. Measurables will be based on accomplishment of those goals.
Eligibility Questions	Eligibility Answers
Is everything going through an “agency”?	Yes. Only organizations may apply; Individuals are not eligible to apply.
Can a real estate development project qualify or only services programs?	Real estate development projects are not excluded in the legislation. There is a 60% maximum of the lump sum funding for capital projects.
Does your organization need to be a 501c3?	No. You do not have to be a non-profit to apply.
The grant doesn't address capital projects. Per the legislation, a capital project can be up to 60% of the total. How will those be scored and evaluated?	The legislation states that “allocation of City funds for capital projects or initiatives shall be limited to 60% or less of the total annual lump sum appropriation amount”. This is about the total sum for these grants and not your specific application. The grants will be scored and the high score model applied to allocate funding. Once the 60% maximum has been awarded, no additional funds will be awarded for capital.
How is a <u>capital</u> project defined?	Because the legislation does not define a capital project, the following will be used to define a “capital project or initiative”: A capital project is a large-scale, long-term investment that creates, expands, or significantly improves a physical asset —such as a building or other vertical infrastructure, road or other horizontal infrastructure, or major technology system. The defining feature is that the spending is capitalized (recorded as an asset) and depreciated over time rather than treated as a routine operating or programmatic expense, because the asset will provide value for many years.
Is a Charitable Solicitation Permit required? What if you are not a non-profit?	If you are a non-profit, you must have a charitable solicitation permit in accordance with 118.910(c)(2)(a). There are some exemptions. This requirement would not apply to “for profits”. Review the following section of the legislation: 118.910(c)((2) as well as contact State of Florida.
There is a question on the application entitled “Organization Background and Experience” that asks for a description of the organization's board. If my organization does not have a board, will points be deducted on this question?	No. If your type of organization does not legally require a board then points will not be deducted. If you are a nonprofit, you are legally required to have a board in place.
Do you have to be JSEB certified? (Jacksonville Small and Emerging Business)	The legislation does not require JSEB certification.
“Available to organizations that reside in...” Please clarify “reside”. Would an organization physically located in 32206 and serving 4 of the 5 communities be eligible?	Yes. The organization does not have to reside in the communities but does have to serve residents of the Eastside within the five neighborhoods outlined. The service must be performed within the Eastside. If the service is performed outside of the Eastside boundaries even though it benefits the residents within the boundaries, it is not eligible.
As a disabled widow, can I get help with home improvements on my home to improve my living?	Only organizations may apply; individuals may not apply. You may be eligible to receive those services from one of the award recipients if offered in their program.
What are you looking for in the Economic Development category?	The legislation is broad. There is some mention in 118.904(b).
Does a business have to be operating for 2-3 years before applying for the grant?	In year 1, you must be in business for 2 years. In future years, the requirement will be 3 years.
Can a newer organization partner with a fiscal sponsor/more established organization to meet eligibility requirements (budget, time of existence, etc.)?	Partnerships are always encouraged and viewed favorably. However, only one organization can apply for the grant and the City's contract is with that organization.
If your agency receives funding from KHA and you have an initiative that is currently not funded, would you be eligible for the grant?	Yes, as long as it is for a different program or project.
Regarding the non-compliance within the last 3 years that has to be reported, non-compliance with who or what entity within the last 3 years?	This refers to the Council Auditor's Non-compliance List which is published monthly. If you received funding from the city within the past 3 years and you are not sure if you were placed on the non-compliance list, you can email cba-eastsidegrants@coj.net and we will check for you.



Will this benefit an individual landlord/property owner on the eastside?	You must be an organization to apply. Individuals are not eligible to apply but may benefit as part of a program that an awardee received.
Are sponsorship-based development models eligible for support?	If they meet the eligibility criteria then they would be eligible to compete for a grant.
Can administrative fees be included in your projected budget? If yes, is there a max % of requested funding?	As long as it is not a disallowed expense, then it would be eligible. Refer to 118.301 (3) for a list of disallowed expenses. A maximum has not been established.
What if your nonprofit is not required to have a solicitation from the Department of Agriculture such as Religion Church based tax exempt organization.	In order to meet this requirement, you must have a charitable solicitation permit or an exemption. Review the following section of the legislation: 118.910(c)((2) as well as contact State of Florida.
If a nonprofit is tax exempt without 2 years of taxes, what will the budget be based on?	Organizations exempt from filing federal tax returns shall file either an IRS certification of exemption and either copies of audit reports for the last two years or submit a form in accordance with the instructions in 118.910(c)(3)(c).
By when should we expect the formatted application you are sending out? Will it be sent via USPS or email?	There will be no application sent out. Instructions on application requirements were provided at the mandatory workshop and can be found in the presentation sent to attendees or 118.911.
How shall applications be returned?	Applications shall be returned via email to cba-eastsidegrants@coj.net no later than August 3, 2026. It is recommended that applications be sent in pdf format to maintain your formatting. We are not responsible for any conversion issues if applications do not adhere to the formatting requirements when the document is opened.
For profit businesses don't have solicitation letters. It seems this presentation is directed at non-profit businesses only. Is this correct?	The program is not intended to exclude for profits. There are alternatives for organizations that are exempt from the Charitable Solicitation requirement. It is recommended that you review 118.910(c)((2) as well as contact State of Florida.
We have been an established organization for over nine years. However, we just opened our Jacksonville transitional home last September. Could you please clarify if we are eligible to apply, or if the criteria requires an organization to have been established on the Eastside of Jacksonville for a minimum of two years?	The organization does not have to reside in the Eastside of Jacksonville but does have to serve residents of the Eastside within the five neighborhoods outlined.
Can two or three organizations, even if owned or operated by small person/company, unite in getting funding (i.e.- each business or organization to getting 50,000 each to cover project 100,000)?	Partnerships are always encouraged and viewed favorably. However, only one organization can apply for the grant and the City's contract is with that organization.
If my LLC is not active now but I reactivated it today can I still qualify? It was created in 2018 but I did not renew last year.	In order to qualify, you must provide a copy of the Florida Certificate of Status issued within the last 12 months and prior to the grant application deadline evidencing that the organization is in good standing and has been in existence for at least two years prior. Contact the Florida Division of Corporations to determine if you will be able to obtain that.
I think I heard this grant is "for profit" as well. Is that correct or have I misheard? If so, can we get a certificate for our for profit organization?	If you are a "for profit" then you are not required to provide a Charitable Solicitation Permit. Refer to 118.910(c)((2).
If we are a "for profit" organization, that works with non-profits and agencies. Can we submit under strategic alliance (multiple organizations) to meet the grant objective.	Only one organization can apply for the grant and that organization must meet all requirements including having been in existence for at least two years.
If I have subbed under an organization on the Eastside with verifiable contracts, do I qualify as working out east?	Having worked on the Eastside is not a requirement. As long as you meet the requirements, you are eligible to apply and compete for a grant.
Scoring/Selection Questions	Scoring/Selection Answers
What are examples of the services or programs that will succeed in this?	Review the legislation for any mention of desired programs and services. The applications will be scored individually against the criteria outlined in 118.912(c). The program or initiative must be performed within the Eastside. If the service is performed outside of the Eastside boundaries even though it benefits the residents within the boundaries, it is not eligible.
What types of community partnership models are currently being prioritized?	This is not specifically mentioned in the legislation. It is recommended that you review the legislation. The applications will be scored individually against the criteria outlined in 118.912(c).



How important is long-term membership engagements within grant consideration?	This is not specifically mentioned in the legislation. It is recommended that you review the legislation. The applications will be scored individually against the criteria outlined in 118.912(c).
Are collaborative business-to-business initiatives viewed favorably?	Review the legislation for any mention of collaboration. The applications will be scored individually against the criteria outlined in 118.912(c).
What community impacts measurements are most important during evaluation?	Review the legislation for any mention of community impact. The applications will be scored individually against the criteria outlined in 118.912(c).
Award and Compliance Questions	Award and Compliance Answers
What is the maximum award amount per application?	Non-capital: \$250,000 which applies to operational or programmatic initiatives. Capital: There is no limit for capital other than the 60% maximum of the lump sum funding for capital projects.
How will awards be determined for Capital projects if there are multiple capital projects?	Capital projects or initiatives will be awarded using the higher score, regardless of category, until the 60% cap is reached.
What is the total amount that will be available for funding?	The total lump sum for Year 1 applications will be at least \$7.6 million. Future years will be determined through an annual funding request aligned with the City's budget process.
If a loan is required to start the project, will the interest be paid by the grant as long as it falls under the \$250,000 amount?	No. Interest is a disallowed expense.
Can we purchase property with the funding?	The purchase of property is not specifically excluded in the legislation. There is a 60% maximum of the lump sum funding for capital projects.
When you say reimbursement, do I need to pay for renovations first then be reimbursed?	Yes. You must provide valid receipts in order to be reimbursed.
When referencing invoices, does this mean that the organization will need to cover the cost of expenses prior to receiving grant funding?	Yes. You must provide a monthly invoice with valid receipts in order to be reimbursed.
What is the grant cycle or time period that the grant covers? What would be the fiscal year of the grants?	The term would run in alignment with the City's budget year. For the first grant cycle, the term would be October 1, 2026 – September 30, 2027. Contracts must be executed by January 15, 2027.
Is "Reimbursed" saying these CBA grants must be paid back over time?	No. This means that in order to receive your funding, you must provide a valid receipt for an allowable expense. Once valid disbursements are made, you do not have to pay those funds back.
If an organization is approved for \$100,000 - it sounds like those funds will be dispersed quarterly? Is that correct?	No. Non-capital: Payments for non-capital expenses may be disbursed monthly. Invoices and valid receipts will be due on the 15 th of each month for the prior month and funds will be disbursed within 45 days after a valid invoice and receipts are received. Capital: Payments for capital expenses will be disbursed upon completion of the project with valid receipts for allowable expenses.



Will I be notified if I am eligible for the grant before I get a loan to repair the building so that I will know what loan will be repaid?	Yes. Final rankings will be approved by December 1 st and contracts will be executed by January 15 th . You may want to wait until you have an executed contract in hand to apply for a loan.
Will your agency provide my organization with a letter confirming your agency backing to get alternative funding?	You will receive notification, via email, advising that you have been awarded the grant. A contract will then be executed by January 15 th . Your contract will serve as documentation.
Can I amend my budget after I receive an award?	In accordance with 118.914, staff may approve budget changes within 10 percent of any budget line item. Any change above 10% per line item requires legislation.
Reporting, Audit and Insurance Questions	Reporting, Audit and Insurance Answers
If general liability coverage meets the minimum requirement of \$3M ACC/AGG, is umbrella coverage required?	Yes. You must have Umbrella liability in the amount of \$3M each occurrence/aggregate.
If business is virtual (home), do I still need workers comp?	If you are able to obtain an exemption from the State of Florida, provide that after the contract is executed and it will be submitted to Risk Management for approval.
What are insurance requirements?	Insurance requirements apply to all grant recipients regardless of size. Refer to the slide on Standard Insurance Requirements from the Mandatory Application Workshop. If you attended one of the mandatory workshops, you would have received a copy of the presentation which includes the insurance requirements.
What if you have workman's comp exemption through the Florida Department of Financial Services?	If you are able to obtain an exemption from the State of Florida, provide that after the contract is executed and it will be submitted to Risk Management for approval.
Currently, we do not have molestation insurance as it is very expensive. Can we wait until we are awarded to obtain?	Yes. You do not need to provide the COI (Certificate of Insurance) until after the contract is executed.