**PUBLIC SERVICE GRANT (PSG) COUNCIL**

**Annual Agency Forum**

**HYBRID/IN-PERSON MEETING AGENDA**

**Ed Ball Building, 8th Floor Board Room 851**

**January 17, 2023 – 11:00 AM**

1. **Welcome & Introduction- Ms. Brew**
2. **Review of Current PSG Process Improvement Taskforce Status-Ms. Brew**
   * **Application Process/Cybergrants**
   * **Meeting Times**
   * **Appeals Process**
3. **Revised Application Draft-Ms. Mixson**
4. **Recommendations and Remarks from Agency’s-Ms. Brew**
5. **Next Steps-Ms. Brew**
6. **Adjournment**

***DRAFT* Public Service Grant revised application**

*Q equals current scoring rubric*

**14.5 pages revised. 18 pages current**

*Tells the story moving from community need to agency program*

Agency Name

Program Name

Amount Requested

1. **Community Need and Audience Targeted *1000 words* (15 points) 3 pages**

Describe the need for this program in Duval County. Include community need, target audiences for Most Vulnerable Persons and Needs, outreach to targeted audience and impact on the targeted audience. Include anticipated number of people to be served.

*Equivalent to Q4 and Q.7 Scoring Rubric. Section VI on Proposal.*

1. **Agency Background, Staff and Board Experience *1000 words* (10 points) 3 pages**

Describe agency’s mission, history and experiences and accomplishments especially those relative to Most Vulnerable Persons and Needs.

Describe the role of the board in governance including list of board members and their expertise, background or role on the board Do we really need this information on board? Describe executive staff and key staff program for the implementation of this program and general operations of the administration. Include staff’s experience and expertise.

*Equivalent to Q2, Q3 and 8 Scoring Rubric. Section I and IV on Proposal.*

1. **Program Management Expertise *750 words* (15 points) 2 pages**

Describe Agency’s ability to manage the program.

Describe past experiences if an existing program including successes and achievements. If a new program, describe why the agency believes they can successfully manage this program and how the agency’s designed program will be managed. For new programs, agency could cite best practices of similar programs citing sources. Include licensure, certifications and accreditations if appropriate.

*Equivalent to Q3, and Q.7 Scoring Rubric. Section I and IV on Proposal.*

1. **Program Activities *500 words* (10 points) 1.5 pages**

Provides a program overview of activities including clients enter the program, their needs are evaluated, program activities.

List activities with a brief description. Include partnerships strengthening this program.

*Equivalent to Q5 Scoring Rubric. Section III on Proposal.*

1. **Program Evaluation *750 words* (15 points) 2 pages**

Describe how the program’s success and impacts are measured. Include how the information is gathered, what are the measurements for success and show local impact. For new programs cite successes and best practices of similar programs with sources. Can include one client’s story.

Describe past year’s successes if existing program or expected outcomes if a new program.

*Equivalent to Q5, Q7 and Q.8 Scoring Rubric. Section VI on Proposal.*

*more*

1. **Program Budget and Fiscal Policies *1000 words* (15 points) 3 pages**

Describe the agency’s fiscal policies and procedures to ensure best fiscal practices are in place. Include a description the fiscal health of the agency is monitored.

Describe the experience and expertise of the staff overseeing the financial monitoring of the program serving Most Vulnerable Persons.

List ALL line items and revenues to operate this program with a brief description of each. Expenses and revenues must balance.

*Equivalent to Q3 and Q68 Scoring Rubric. Section I and V on Proposal.*

1. **Quality of Program Overall (20 points)**

Refer to entire application

*Equivalent to Q1*

Do we need this? Distribute points to Need, Activities, Impact, Budget. 5 points to each?

**Other items for clarification**

How could we easily ensure PSG is not more than 24% of agency budget?

How important is S.M.A.R.T in scoring?

Reminder sheet for council – of allowable and nonallowable i.e. local travel, capital expenses,

How does the 990 factor into scoring?

Board information – would like demographics, community position (employed, volunteer, retired from). Board organization would be helpful.