

**City of Jacksonville, Florida  
Request for Budget Transfer Form**

6

Department or Area Responsible for Contract / Compliance / Oversight \_\_\_\_\_

Council District(s) \_\_\_\_\_

Reversion of Funds: \_\_\_\_\_  
(if applicable) Fund / Center / Account / Project \* / Activity / Interfund / Future

Fiscal Yr(s) of carry over (all-years funds do not require a carryover) \_\_\_\_\_

Section of Code Being Waived (if applicable): \_\_\_\_\_ Chapter 126, Part 2

CIP (yes or no): \_\_\_\_\_

**Justification for Waiver**

\_\_\_\_\_

**Justification for / Description of Transfer:**

To appropriate a \$80,000 grant received from Citi Foundation, the Cities for Financial Empowerment Fund (CFE Fund) for 2020 Financial Navigators for the period of August 2020 through July 2021. These funds will be used to provide financial information and referrals to residents impacted by the COVID-19 pandemic and economic fallout. Funds will be subcontracted to the United Way of Northeast Florida via direct funding.

Net Amount Appropriated and/or Transferred: \_\_\_\_\_ \$80,000.00

\* This element of the account string is titled project but it houses both projects and grants.

**CITY COUNCIL**

Requesting Council Member: \_\_\_\_\_  
Requesting Council Member: \_\_\_\_\_  
Prepared By: \_\_\_\_\_

CM's District: \_\_\_\_\_  
CM's District: \_\_\_\_\_  
Ordinance: \_\_\_\_\_

**OFFICE OF THE MAYOR**

BUDGET ORDINANCE     TRANSFER DIRECTIVE

TD / BT Number: BT20-102

	Date Rec'd	Date Fwd.	Approved	Disapproved
Department Head	7/15/20	7/15	<i>[Signature]</i>	
Mayor's Office				
Accounting Division	7/23/20		<i>[Signature]</i>	
Budget Division	7-16-2020			

*SC 7/21/20*

Date of Action By Mayor: \_\_\_\_\_

Approved: \_\_\_\_\_

Division Chief: Michael Weinstein, CEO

Date Initiated: \_\_\_\_\_

Prepared By: April Hart

Phone Number: 904-255-4538

Initiated / Requested By (if other than Department): \_\_\_\_\_

Budget Transfer Line Item Detail

\* This element of the account string is titled project but it houses both projects and grants.

**TRANSFER FROM:** (Revenue line items in this area are being appropriated and expense line items are being de-appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Account Title	Amount	Fund	Center	Account	Accounting Codes				
								Project *	Activity	Interfund	Future	
				Total: \$80,000.00								
Rev	Kids Hope Alliance Grant	Cities for Financial Empowerment for Financial Navigators	Contributions From Private Sources	\$80,000.00	10902	181301	366020	000000	00001667	000000	00000000	
Exp												
Exp												
Exp												
Exp												

**TRANSFER TO:** (Revenue line items in this area are being de-appropriated and expense line items are being appropriated.)

Rev Exp	Fund Title	Activity / Grant / Project Title	Line Item / Subsubject Title	Amount	Fund	Center	Account	Accounting Codes			
								Project *	Activity	Interfund	Future
				Total: \$80,000.00							
Exp	Kids Hope Alliance Grant	Cities for Financial Empowerment for Financial Navigators	Subsidies & Contributions To Private Org	\$80,000.00	10902	181301	582001	000000	00001667	000000	00000000
Exp											
Exp											
Exp											
Exp											



# Financial Navigators

## Budget Overview

Note: Please add more expense lines as needed.

**City/ County Partner Name:** City of Jacksonville and United Way of Northeast Florida

	COJ Local Govt*	United Way - CBO Nonprofit Subcontractpartner	Total	Notes
<b>Personnel</b>				
Program Management	\$ -	\$ -	\$ -	
Program Operations	\$ -	\$ -	\$ -	
Financial Navigators	\$ -	\$ 50,000	\$ 50,000	1 FTE Financial Navigator (100%) Top of Salary Range
Administrative Support	\$ -	\$ 5,000	\$ 5,000	
Benefits @25%		\$ 12,500	\$ 12,500	Benefits Max at 25%
			\$ -	
<b>Non-Personnel Costs</b>				
Marketing and Outreach	\$ -	\$ 4,400	\$ 4,400	
Technology/Equipment	\$ -		\$ -	
Indirect Costs @12%	\$ -	\$ 8,100	\$ 8,100	Indirect Cost Max at 12%
			\$ -	
			\$ -	
<b>Total</b>	\$ -	\$ 80,000	\$ 80,000	

\*COJ (City of Jacksonville) to create a contract with United Way to operate services.  
Fiscal and grant management provided by COJ is provided in-kind.