

# Local Initiatives Support Corporation (LISC Jacksonville) - Small Business Re-Grant Program

## FY 2024-2025 City Grant Proposal Term Sheet

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**Grant Recipient:** Local Initiatives Support Corporation d/b/a LISC Jacksonville (“LISC” or “Recipient”)

**Program Name:** Small Business Employment Re-Grant Program (the “Program” or “Re-Grant Program”)

**City Funding Request:** \$125,000

**Contract/Grant Term:** June 1, 2025 – May 31, 2026

**Any substantial change to this FY 2024-2025 City Grant Proposal Term Sheet (the “Term Sheet”) or a budget change not within 10% of the attached Program budget line-items will require City Council approval.**

### PROGRAM OVERVIEW:

The Small & Micro-Business Employment Grant Initiative for Jacksonville addresses the capital gap by providing reimbursable employment grants to qualified small businesses. These grants will support sustainable business growth and job creation in Jacksonville.

- Provide growth opportunities for small and micro businesses.
- Support job retention and creation by providing a Re-Grant Program.
  - **Grantee Selection** – All businesses with two or more employees and a continuous operational history of two or more years in Jacksonville will be eligible. LISC’s Economic Development Officer will open an application process and make selections based on submitted information and due diligence.
  - **Selection Criteria** – Businesses must submit a business/growth plan and/or fund strategy, outlining expansion and job creation strategies. LISC will consider:
    - **Business Size** – Targeting businesses with up to \$400,000 in annual revenue.
    - **Business Stability** – Proof of active business registration, bank statements, and tax filings (two years).
    - **Employees** – Priority to businesses with between 2 and 5 employees and businesses willing to hire new employees as part of the Re-Grant Program.
    - **Community Impact** – Priority to businesses sectors promoting economic growth. Home-based and some other businesses (e.g. liquor stores, gambling, bars, night clubs, etc.) are not eligible.
    - **Investment Structure** – Investments will be structured as grants focused on business growth and expansion, not general working capital.
  - **Re-Grant Amounts** – Re-Grant amounts will range from \$10,000 to \$20,000 depending on business needs.

### PROGRAM SCOPE OF WORK AND DELIVERABLES:

#### Operation/Administration Requirements:

LISC shall be required to issue a public notice in a newspaper of general circulation, giving notice to the general public that LISC is seeking applications for small business employment grants. LISC shall also be required to notify all applicants that did not receive a Re-Grant Program grant award and provide for an appeals process.

LISC shall be responsible for monitoring the Subrecipient(s)'s use of funds, including but not limited to, obtaining paystubs, payrolls, canceled check support and other supporting documentation establishing that the Re-Grant Program is being performed in accordance with the executed contract required hereby. LISC shall require all Subrecipients to execute an agreement with LISC providing for the terms and conditions applicable to the Re-Grant Program grant awarded to said Subrecipient. Said agreements shall require, at a minimum, that all records and documents pertaining to expenditure of Re-Grant Program dollars be maintained by the Subrecipient for a period of no less than 3 years and that the City has the right to inspect/audit the records of said Subrecipient pertaining to the agency's receipt and expenditure of Re-Grant Program dollars.

#### Application and Scoring Process:

Applicants will apply to LISC through an online application form or a paper-based application. The application form will, at a minimum, capture the following essential information with each category being eligible to receive a maximum score as indicated below:

- Applicant's background and history (10 points)
- Statement of need and willingness to hire new employees (15 points)
- Budget with details on how Re-Granted funds will be expensed (20 points)
- Evaluation of businesses impact in the community (10 points)

A 3- or 5-member committee will be responsible for reading, scoring, and selecting Re-Grant Program Subrecipients. This committee will consist of individuals with relevant expertise and a commitment to fairness and impartiality.

The committee will thoroughly review and score all applications received based on the established eligibility criteria and the quality of the proposals. Each application will be scored and assessed objectively.

All applicants will be notified in a timely manner. The selected Subrecipients will receive instructions on the next steps, to include verification requirements and specific conditions associated with the grant process.

#### **PROGRAM COSTS/PAYMENT TERMS:**

City funds shall be expended by LISC in accordance with the approved Program budget and shall be paid on a reimbursement basis upon the City's receipt and approval of required documentation, including but not limited to proof of funds expensed by Subrecipients (paid invoices, cleared checks and bank statements, etc.). No City funds shall be disbursed to LISC for the benefit of a Subrecipient unless or until that Subrecipient has executed a Re-Grant agreement with LISC stipulating that funds shall not be expended for any purpose identified in Section 118.301(a)(3) of the City of Jacksonville Ordinance Code, commonly referred to as "disallowed expenditures".

All City funds expended (by LISC or Subrecipients) shall be solely for the benefit of Duval County residents.

\$102,500 – LISC will award City funds via the Re-Grant Program,

- Re-Grant funds shall only be expended by the Subrecipient for:
  - Employee compensation (including benefits)
  - On-Boarding costs (including training, background checks, etc.)

\$22,500 – LISC Administrative Costs

- Program Officer salary and benefits

## **PROGRAM IMPACT & REPORTING:**

The Program goals and objectives described above will be achieved through record-keeping and reporting to the lead agency, LISC, in the form of written requests, reports, photos, meetings and focus groups. It is impossible to accurately identify how many residents will be served.

The Subrecipients will be recognized and their achievements celebrated through various communication channels. This can motivate future applicants and demonstrate the impact of the Re-Grant Program. At the end of the grant cycle, the lead agency will gather feedback from both applicants and the selection committee to identify areas for improvement in the process. The lead agency will make necessary adjustments to enhance the Program's effectiveness and fairness.

The goal of the Program is the retention/creation of 10 full time jobs available to the citizens of Jacksonville

LISC shall be required to provide quarterly reporting to the City detailing the following:

- Applications received
- Approved list of Subrecipients and the program/employee(s) funded through the Re-Grant Program and award amounts
- Tracking of amounts disbursed for each Subrecipient program/employee(s) funded through the Re-Grant Program
- Number of employees being supported by each Subrecipient

## **ADDITIONAL GRANT REQUIREMENTS AND CONDITIONS:**

Recipient's expenditure of City funds for the Program and the provision of services shall be subject to Chapter 118, Parts 1 – 5 of the *Jacksonville Ordinance Code*, except as otherwise authorized in the legislation appropriating City funding for the Program and the terms and conditions of any contract entered into between the City and Recipient. Recipient shall use the City funds for the Program in accordance with the City Council approved Term Sheet and Program budget. The City's Grant Administrator may amend this Term Sheet or the approved Program budget consistent with the Program's needs, provided that any substantial change to this Term Sheet or a budget change not within 10% of the attached Program budget line-items will require City Council approval.

For the purposes of this grant, subsection 118.301(a)(3)(iii), *Ordinance Code*, shall not be applicable to LISC but shall otherwise be applicable to any Subrecipient receiving City funds. All other provisions of subsection 118.301(a)(3), *Ordinance Code*, shall be applicable to both LISC and all Subrecipient(s).

FY2025 City Grant Application  
Proposed Funding Period: FY 2024-2025

FY 2025 City Grant - Complete Program Budget Detail

Lead Agency: Local Initiatives Support Corp.

Program Name: Small Business Re-Grant Program

Agency Fiscal Year: Jan to Dec

BUDGET

Categories and Line Items	Prior Year Prg Funding FY 2022-2023	Current Year Prg Budget FY 2023-2024	Total Est. Cost of Program FY 2024-2025	Funding Partners				
				Agency Provided Funding	All Other Program Revenues	City of Jacksonville (City Grant)	Federal/ State & Other Funding	Private Foundation Funding
<b>I. Employee Compensation</b>								
Personnel - 01201 (list Job Title or Positions no names)								
1 Program Officer	\$0.00	\$0.00	\$11,196.44	\$0.00	\$0.00	\$11,196.44	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
26	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
27	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,196.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,196.44</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fringe Benefits</b>								
Payroll Taxes - FICA & Med Tax - 02101	\$0.00	\$0.00	\$1,617.31	\$0.00	\$0.00	\$1,617.31	\$0.00	\$0.00
Health Insurance - 02304	\$0.00	\$0.00	\$7,398.00	\$0.00	\$0.00	\$7,398.00	\$0.00	\$0.00
Retirement - 02201	\$0.00	\$0.00	\$2,036.25	\$0.00	\$0.00	\$2,036.25	\$0.00	\$0.00
Dental - 02301	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00	\$252.00	\$0.00	\$0.00
Life Insurance - 02303	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Workers Compensation - 02401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Unemployment Taxes - 02501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other Benefits - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Subtotal Taxes and Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,303.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,303.56</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Employee Compensation</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>II. Operating Expenses</b>								
<b>Occupancy Expenses</b>								
Rent - Occupancy -04408	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Telephone - 04181	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities - 04301	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance and Repairs - 04603	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance Property & General Liability - 04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Office Expenses</b>								
Office and Other Supplies - 05101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Postage - 04101	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Printing and Advertising - 04801	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Publications - 05216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Staff Training - 05401	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Directors & Officers - Insurance - 04501	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Professional Fees & Services (not audit) - 03410	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Background Screening - 04938	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - Equipment under \$1,000 - 06403	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses</b>								
Local Mileage - 04021	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Parking & Tools - 04028	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment Expenses</b>								
Rental & Leases - Equipment - 04402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Fuel and Maintenance - 04216	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Insurance -04502	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Direct Client Expenses - 08301</b>								
Client Rent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Utilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Food	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Medical	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Educational	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Personal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Client Other (Pass Thru Grants)	\$0.00	\$0.00	\$102,500.00	\$0.00	\$0.00	\$102,500.00	\$0.00	\$0.00
Client Other (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$102,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>III. Operating Capital Outlay (OVER \$1,000)</b>								
Machinery & Equipment - 06402	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Computers & Software - 06427	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other - (Please describe)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Capital Outlay</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Direct Expenses Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Percent of Budget</b>	<b>-</b>	<b>-</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>	<b>0.0%</b>	<b>0.0%</b>

Last Modified: 07/08/2024

All City Grant items listed must be included in the narrative section of the budget.

**Budget Narrative for Selected Items of Cost  
FY 2025 City Grant Application  
Program Budget Narrative (Max. 2 Pages)  
Proposed Funding Period: FY 2024-2025  
COJ Funding Only**

**Agency:** Local Initiatives Support Corp.

**Program Name:** Small Business Re-Grant Program

**EXPENSES:** Please provide narrative description for all categories listed below for which you are seeking City Funding Only.

We have included those required elements in the spaces below. See instructions when listing personnel expenses.

Please feel free to add additional lines as necessary to provide explanations using the line insert feature.

**I. Employee Compensation** - (not related to costs of the office of the governor of a state or the chief executive of a political subdivision)

**Salary & Wages**

Program Officer Average time on this project during 12 months is an estimated 19%.

\$ 11,196.44

**Payroll Taxes & Benefits**

Program Officer Average time on this project during 12 months is an estimated 19%.

\$ 11,303.56

**II. Operating Expenses**

**Occupancy Expenses**

**Office Expenses**

**Travel Expenses - not related to entertainment expenses**

**Equipment Expenses**

**Direct Client Expenses**

LISC will process pass-through grants to Community Based Organizations that will support the completion of this Program.

\$102,500

**III. Operating Capital Outlay:**