



FSU NETWORK FOR CLINICAL RESEARCH,
TRAINING AND COMMUNITY ENGAGEMENT

January 23, 2024

CHSP OVERVIEW

- CHSP is primary approach to human services funding for City and County
- Funding is for direct human service programs in Leon County, serving Leon County residents
- Agencies submit applications for programs that address one (or more) human service funding categories
- Reimbursable grant
- Two-year funding cycle
 - FY is Oct. 1- Sept. 30
- Applications reviewed by volunteer Citizen Review Teams (CRT)
- New application process to open in a March or April 2024.

The goal of CHSP is to support the local human services delivery system through a citizen-led, streamlined, and performance-driven funding process.

CHSP OBJECTIVES

- Ensure that a majority of CHSP funds are used to provide direct human services in the areas of greatest need and opportunity
- Ensure services are cost effective and impactful
- Provide a citizen-driven mechanism to allocate funds to directly solve community issues
- Target spending with a long-range perspective; shifting with changing needs
- Avoid duplication of services; encourage collaboration
- Maximize the level of state and federal funds coming into the community through match opportunities
- Eliminate duplicate preparation of applications, reviews, or interviews by agencies



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CHSP ELIGIBILITY

1. An agency must attend one of the mandatory workshops in order to apply for funding in the two-year grant cycle. The agency's official representative in attendance must be an employee or board member.
2. The agency must be a nonprofit corporation, incorporated in Florida or authorized by the Florida Department of State to transact business in Florida, pursuant to Chapter 617, Florida Statutes.
3. The agency must have obtained a 501(c) (3) status from the US Department of Treasury
4. The agency must be authorized by the Florida Department of Agriculture and Consumer Services to solicit funds, pursuant to Chapter 496, Florida Statutes.
5. The agency must have obtained a sales tax exemption registration from the Florida Department of Revenue, pursuant to Chapter 212, Florida Statutes.
6. The agency has a local board of directors and/or a local advisory board.
7. The agency must have by-laws adopted by the Board of Directors.
8. The agency must have a comprehensive Fiscal Management Policy that includes appropriate internal controls to protect the fiscal integrity of the agency.

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CHSP ELIGIBILITY

9. The agency must have a Check Signing Policy that requires two or more signatures based on certain fiscal thresholds approved by the agency's board of directors. This policy must specify that no agency staff, including the executive director, can sign a check written to themselves or written for cash. The policy must also include specifications and internal safeguards (direct board oversight) regarding making withdrawals from the agency's account(s).

10. The agency must demonstrate that it has adequate internal fiscal controls in place to clearly document how grant funds are spent; and it has the appropriate personnel (including volunteers) capacity to carry out the stated program goals and objectives.

11. If required by federal or state law, the agency must have its books and records audited annually by an independent certified public accountant who has no affiliation with the agency and whose examination is made in accordance with generally accepted auditing standards. The audit report must not be no more than two years old. The audit report must include a management letter and financial statements showing the following: all the agency's income, disbursements, assets, liabilities, endowments, and other funds; as well as the agency's reserves and surpluses during the period under study; and be consolidated with the statements of any affiliated foundations or trusts.

12. If the audit contains a schedule of findings, a corrective action plan must be included with the audit.

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CHSP ELIGIBILITY

13. The agency must show proof of filing an IRS Form 990, 990EZ, Postcard, or extension within the last fiscal year.

14. The agency must have an administrative cost of 25% or less as evidenced by the IRS Form 990 and/or audit.

15. The agency must have a Nondiscrimination and Equal Opportunity Policy.

16. The agency must have proof of general liability insurance coverage.

17. The agency must have a Records Retention Policy.

18. The agency must have a Conflict of Interest Policy.

19. The executive director and board president (or vice president) must sign the application.

CHSP FUNDING RESTRICTIONS

- CHSP funds can only be used to provide direct client services to Tallahassee/Leon County residents.
- For programs serving school-age children, CHSP funds can only be used to serve children and youth who are currently or were formerly enrolled in Leon County schools (grades K-12).
- Programs targeting students enrolled in college can only use CHSP funds to serve college students who document graduation from a Leon County school.

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CHSP FUNDING RESTRICTIONS

- CHSP funds awarded to university-based programs cannot be used to pay for student waivers or indirect costs.
- Some grants made with federal funds (i.e. ARPA or CDBG) may have additional administrative requirements.
- Grants are reimbursements after proof of eligible expenses are submitted (monthly or quarterly).

UNIFORM GOALS, OUTCOMES & PERFORMANCE METRICS

- Funded agencies are required to report on one or more Common Performance Metrics quarterly
- CHSP staff will work with agencies on reporting

CONTRACTING AND REPORTING

- Funded agencies will be required to enter into a contract with one or both funding partners for each of the fiscal years in the funding cycle.
- Contracting workshop are held to provide more detailed information.
- Agencies will work with CHSP staff to determine budgets and performance target based on awarded funding.
- Funded agencies are required to provide quarterly reports on progress in web-based portal
- Reimbursement requests submitted monthly or quarterly

BRIDGE PROGRAM

- Annual grant program that serves to be a “bridge” to CHSP
- Up to \$10,000 grants; agencies can apply for up to 2 years.
- Applications reviewed by Bridge Review Team, made up of local volunteers
- Report on progress annually
- Applications generally open in summer
- Competitive process; limited funding

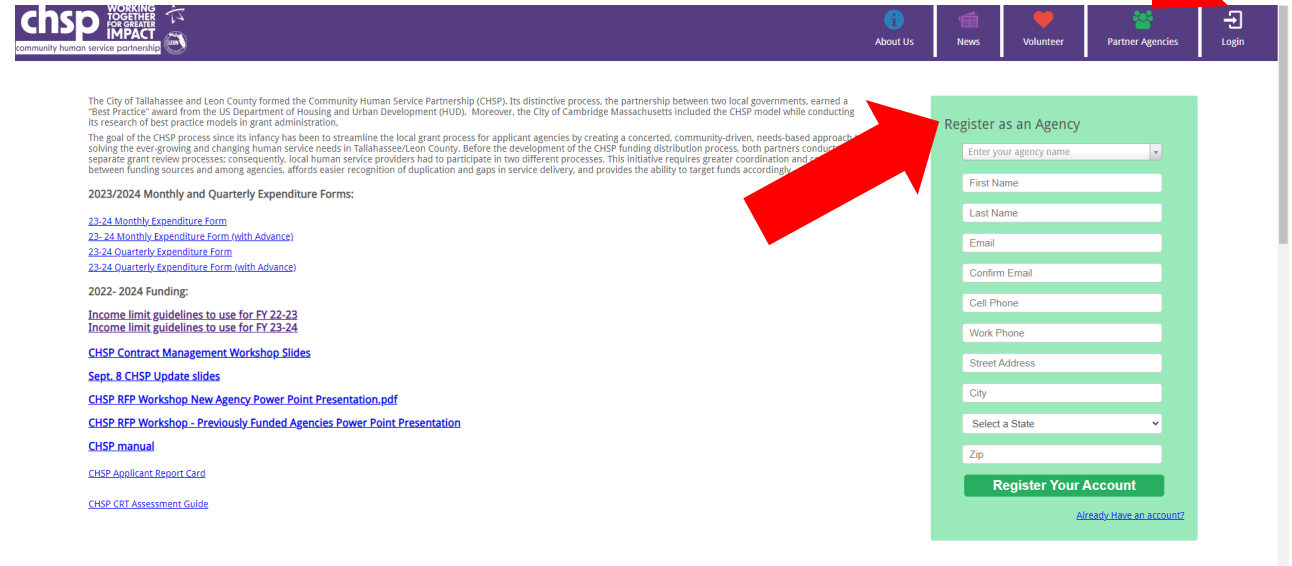
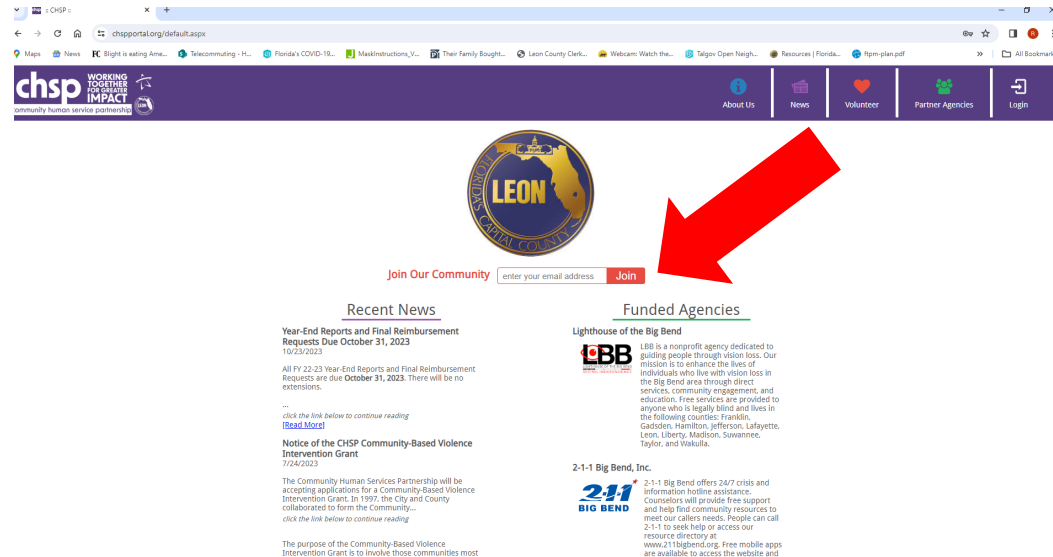
BRIDGE PROGRAM

Minimum Eligibility Requirements:

- At the time of application submission, the agency is registered as a 501(c)(3) with the United States Department of Treasury.
- Please note that Fiscal Agents are not accepted, the applying agency must have its own 501(c)(3) status.
- The agency can demonstrate a record of providing **or** intent to provide direct human services to residents of Leon County.
- The agency has not received CHSP funding.

KEEP CONNECTED

- Visit www.chspportal.org and register to receive future announcements



CITIZEN REVIEW TEAM VOLUNTEERS

- Opportunity to directly impact social issues in your community
- Can choose a funding team that fits your schedule; must be able to attend all meetings
- Meetings are during the weekdays
- Web-based application review
- Mandatory training provided
- Must disclose potential conflicts of interest



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CITIZEN REVIEW TEAM VOLUNTEERS

- Interesting in volunteering as a Citizen Review Team (CRT) member?

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About Us News Volunteer Login

Make an impact by serving as a CHSP Citizen Review Team (CRT) volunteer!

FY 2022/2023, marks the 25th year the City of Tallahassee and Leon County will partner to form the Community Human Service Partnership (CHSP), a citizen-driven funding distribution process. During the last funding cycle, over \$8 million was allocated through the CHSP process to support the delivery of local human services. We are inviting you to participate in the CHSP process by serving in the important role as a Citizen Review Team (CRT) volunteer. The CRT's decisions regarding the distribution of human services funding will impact the lives of thousands of our citizens, including children, persons with disabilities, seniors, persons living in poverty, and victims of domestic violence.

To participate as a new volunteer, please complete the volunteer registration form on our website at <https://www.chspportal.org>. Select the red volunteer heart icon on the page. Login instructions will be sent to the email address provided.

Previous volunteers should already be registered in the CHSP portal. Update your profile to ensure that your contact information and conflicts of interest, etc., are current.

If you have questions about this volunteer opportunity, or have trouble registering, please contact Robyn Wainner at 891-7174, Robyn.Wainner@talgov.com or Abby Sanders at 606-1913, sandersa@leoncountyfl.gov.

Thank you for your interest in serving as a CHSP Citizens Review Team volunteer!

Register as a Volunteer

First Name

Last Name

Email

Confirm Email

Cell Phone

Work Phone

Home Phone

Street Address

City

Select a State

Zip

This is my Home Address Work Address

Register Your Account

[Already Have an account?](#)

KEEP CONNECTED

- City of Tallahassee webpage: <https://www.talgov.com/neighborhoodservices/hs-chsp>
- Leon County webpage: <https://cms.leoncountyfl.gov/Home/Departments/Office-of-Human-Services-and-Community-Partnership/CHSP>

CITY AND COUNTY CONTACTS

City of Tallahassee:

Robyn Wainner
Human Services Coordinator
Direct line: 850-891-7174
Email: Robyn.Wainner@talgov.com

Leon County:

Abby Sanders
Health and Human Services Manager
Direct Line: 850-606-1913
Email: sandersa@leoncountyfl.gov

WHO WE ARE

- ❖ United Partners for Human Services was founded in 2004 consisting of a coalition of non-profit human service agency and supportive agency leaders who work together to improve our local human services delivery system.



WHO WE ARE

❖ Mission:

To serve as a collective voice empowering human service organizations through advocacy, engagement, and education while positioning each member organization to perform and serve at its highest capacity.

❖ Vision:

To create an integrated human services landscape that supports the community to achieve greatness.

WHO WE ARE

Our Values:

- ❖ Collaboration
- ❖ Integrity
- ❖ Accountability
- ❖ Impactful
- ❖ Respect
- ❖ Diversity
- ❖ Excellence

WHAT WE DO

❖ **Advocacy:**

UPHS is committed to providing a unified voice for human service sector of Tallahassee-Leon County. We work to inform, educate, and advocate on the behalf of the sector through various ways and platforms.

❖ **Networking:**

Our members have access to over 200 members & partners, and 40 events designed to grow their network and foster collaborative partnerships.

❖ **Capacity Building:**

Through UPHS programs, members can learn ways to enhance their operational capacity and efficiencies for greater sustainability.