



## CHSP Application Workshop

Team II - Homeless Services

Feb. 4, 2026

# CHSP PROGRAM MANUAL

- CHSP Program Manual can be found on [www.chspportal.org](http://www.chspportal.org) under “Partner Agencies”
- Read before applying



# MANDATORY BUDGET WORKSHOPS

All agencies must send a representative to one budget workshop in order to be eligible to move forward in the allocation process.

- February 19: 2 - 4pm
- February 25: 10am -12pm
  - Both workshops held at Leon County Office of Human Services & Community Partnerships, 615 Paul Russell Road

New this cycle - Agencies will be required to upload:

- Award letters from grants included in the program budget
- Most recent cashflow statement/balance sheet. (If the agency has neither, the most recent bank statement is acceptable).

Registration: <https://forms.gle/vvk4CAYynN1uhr8U7>

# CHSP ELIGIBILITY

1. An agency must attend one application workshops and one budget workshop 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 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.

# 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.

Agencies will also be required to upload:

- Award letters from grants included in the agency budget
- Most recent cashflow statement/balance sheet. (If the agency has neither, the most recent bank statement is acceptable).



# FUNDING RESTRICTIONS

- CSHP funds can only be used to serve 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. CHSP funds awarded to university-based programs cannot be used to pay for student waivers or indirect costs.



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# FUNDING RESTRICTIONS

- CSHP funding for new agencies may be limited to 7.5% of the available funds for each funding category.
  - A new agency is defined as an organization that has not been awarded CHSP funding in the previous **two** funding cycles.
- Grants are reimbursements after proof of eligible expenses are submitted (month or quarterly)
- Agencies are encouraged to request a minimum of \$15,000.

# FUNDING RESTRICTIONS

CHSP funds cannot be used for:

- Indirect costs
- Fundraising
- Tips, late fees, convenience fees, excessive shipping fees
- Sales tax
- Agency expenses not related to cost of operating the program
- Staff bonuses or PTO payouts
- Alcohol or tobacco
- Travel/training not related to the program

# CHSP TEAMS

1-Children's  
Services

2-Community  
Support Services

3-Service for  
Persons with  
Disabilities

4-Basic Needs &  
Emergency  
Services

5-Family Support  
Services

6-Health Services

7-Senior Services

8-Youth  
Recreation,  
Character Building  
& Mentorship

9-Youth Education  
Employment &  
Training

10-Promise Zone  
Services

11-Homeless  
Services

12-Gun Violence  
Intervention

# HOMELESS SERVICES TEAM

Direct client services to homeless individuals and those at risk of homelessness to transition them to stable housing.

Prioritization will be given to applicants that effectively demonstrate how their proposed projects will:

- Decrease chronic homelessness
- Decrease the length of time someone experiences homelessness
- Decrease returns to homelessness
- Increases collaboration efforts to address needs of special populations

# HOMELESS SERVICES TEAM

Eligible services include:

- Homeless Prevention
- Diversion
- Street Outreach
- Shelter Operations

Funded agencies must become a member of BBCoC, participate in the BBCoC Coordinated Entry System and to use the Homeless Management Information System (HMIS) for data reporting.

Agencies must follow HUD definitions of “homeless” or “at risk of homelessness” found in Appendix B of CHSP Program Manual.

**Table 1: Prevention, Diversion and Rapid Re-housing**

<b>Consumer's Housing Situation</b>	<b>Intervention Used</b>	<b>Services Provided (In All Interventions)</b>
<p><b>AT IMMINENT RISK OF LOSING HOUSING</b> (precariously housed and not yet homeless)</p>	<p><b>PREVENTION</b></p>	<p>Housing Search Rental Subsidy Other Financial Assistance Utility Assistance Case Management Mediation Connection to Mainstream Resources Legal Services</p> <p>Source: National Alliance to End Homelessness, <i>Closing the Front Door: Creating A Successful Diversion Program for Homeless Families</i></p>
<p><b>REQUESTING SHELTER</b> (at the “front door” or another program/system entry point seeking a place to stay)</p>	<p><b>DIVERSION</b></p>	
<p><b>IN SHELTER</b> (homeless/in the homeless assistance system)</p>	<p><b>RAPID RE-HOUSING</b></p>	

# UNIFORM GOALS, OUTCOMES & PERFORMANCE METRICS

- Technical assistance will be provided to agencies to develop and strengthen their data models
- Report on one or more Common Performance Metrics quarterly
- CHSP staff can assist agencies with reporting on metrics

# TEAM II GOALS, OUTCOMES & PERFORMANCE METRICS

**Goal:** Reduce homelessness

**Outcomes:**

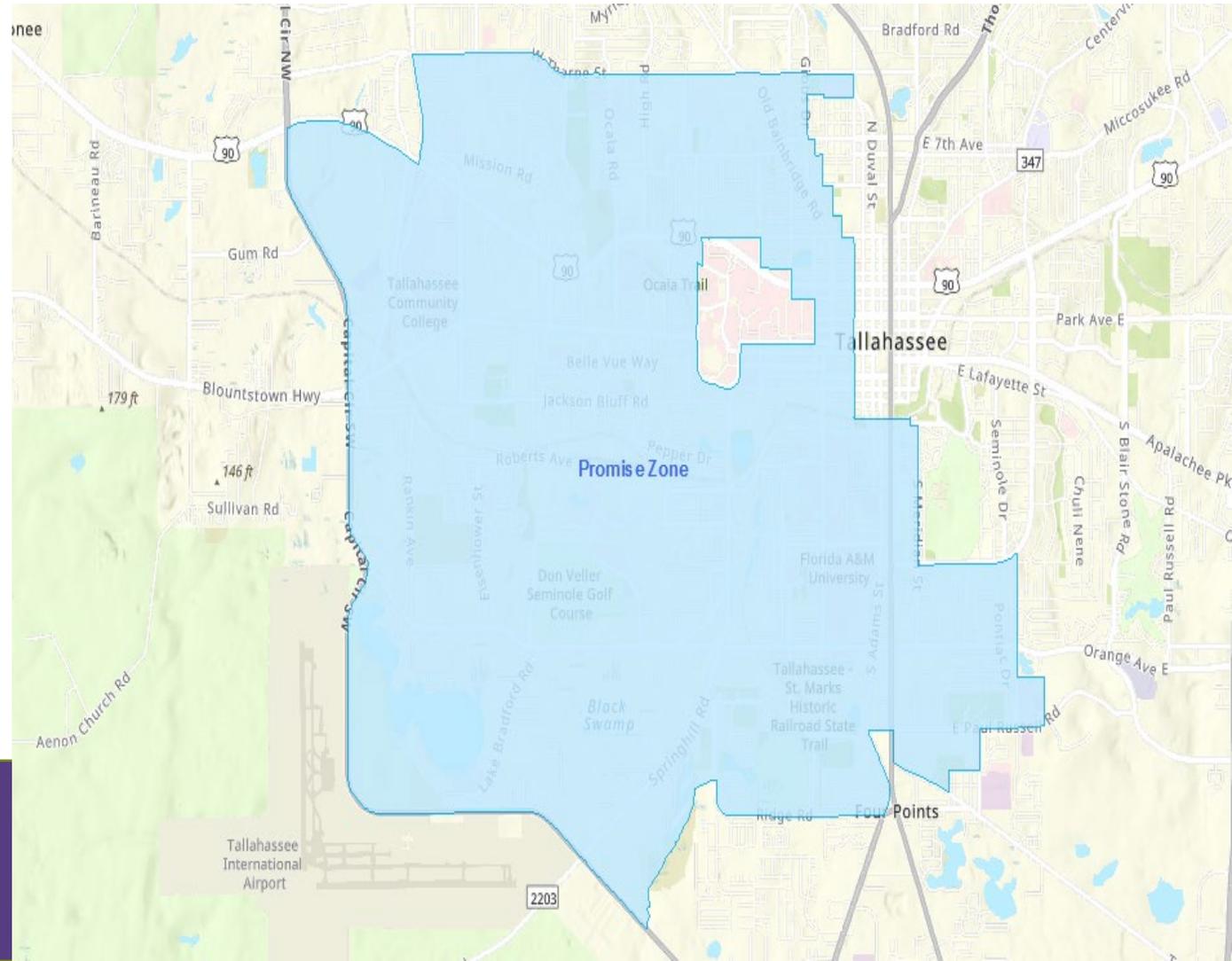
- Homelessness is rare, brief and nonrecurring.
- Persons experiencing homelessness obtain housing quickly.
- Chronically homeless persons obtain permanent supportive housing.
- Adequate temporary shelter is provided.

**Uniform Metrics:**

- Length of time persons remain homeless
- Persons experiencing homelessness are connected to housing and supportive services
- Persons experiencing homelessness obtain employment and increase income
- Persons retaining housing through homelessness prevention services
- Persons experiencing homelessness obtaining and retaining permanent housing

# PROMISE ZONE FUNDING – NEIGHBORHOOD FIRST PLAN ALIGNMENT

- The Promise Zone was created to address multiple community revitalization challenges in a collaborative way.
- Programs funded in this category must serve residents living in the census tracts that define the Promise Zone and provide direct client services.
- **Funded programs will be required to track and report which census tracts clients live in.**



# PROMISE ZONE FUNDING – NEIGHBORHOOD FIRST PLAN ALIGNMENT

- The Promise Zone (PZ) includes the neighborhoods of Greater Bond, Frenchtown and Griffin Heights.
- The City Commission adopted Neighborhood First Plans for those three neighborhoods developed by residents in the community to address poverty and inequity.
- Funding will be prioritized for programs that align with one or more of the Neighborhood First Plans.
- The Neighborhood First Plans can be found at the following link:  
<https://www.talgov.com/neighborhoodservices/neighborhoodfirst.aspx>
- Programs applying for PZ funding must identify the priority areas, strategy and action items within the Neighborhood First Plan to be addressed.



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# AGENCY ROLES AND RESPONSIBILITIES

## Agencies:

- Attend mandatory workshops
- Ensure agency meet eligibility criteria, has capacity
- Ensure accuracy of application, submit by deadline
- Review CRT roster to identify conflicts of interest
- Conduct program presentations in accordance with instructions
- Comply with CRT recommendations
- Request and prepare for Appeals Hearing, if warranted
- Attend the contract management workshop(s) if funded
- Comply with the stipulations in the contract(s)
  - Data tracking, timely and accurate reporting/reimbursement requests

Do not communicate with CRT volunteers during this process.

## PROCESS AND TIMELINE

- **Application opens Feb. 12 at 8am; due March 27 before 5pm EST.**
- Staff conducts review of applications for eligibility; financial review - March 30-April 10
- Staff will email agencies schedules with CRT names – April 6
- Agencies respond by April 8, identifying any conflicts
- Agency presentations and CRT deliberations held May 5-June 10
- Award letters released- June 30
- Deadline for appeals hearing- July 10
- Appeals hearing- August 11

**Applications  
due March 27,  
before 5pm.**

**Applications must  
be signed by E.D.  
and Board Chair  
or Vice Chair**

# AGENCY PRESENTATIONS

- Agencies will present in person at pre-determined location
- CHSP staff will develop and distribute the presentation schedule and arrange meeting logistics.
- **If using Power Point slides or other visual aids, please upload them (PDF) to the CHSP portal in the “Notes and Communications” section two business days prior to the agency’s scheduled presentation.**
- See Appendix A of manual for tips on effective program presentations.

# AGENCY PRESENTATIONS

## Presentation Site Review Format Based on Number of Programs Submitted for Review

Number of Programs for Review	Presentation Format
Applying for <b>three (3) or fewer</b> programs	Program review: 15 minutes, Budget: 5 minutes, Q/A: 10 minutes
Applying for <b>four (4) or more</b> programs	Program review: 20 minutes, Budget: 10 minutes, Q/A: 15 minutes

# PROGRAM PRESENTATION REQUIREMENTS

- Clearly document the need for the program, including providing local and current information detailing the prevalence of the social problem that the program proposes to address.
- Provide an overall description of the program that includes demographics, program activities, operation (days/times/location), staffing, program design justification, partnerships.
- Highlight the program's client outcomes accomplished in FY 2024/2025; and discuss the program's progress in meeting the anticipated outcomes during the current fiscal (2025/2026). If applicable, provide data on the program's Social Return on Investment (SROI).
- If this is a new program, discuss the program's anticipated client outcomes and Social Return on Investment (SROI).
- If the agency received a programmatic finding from the CRT in the last funding cycle (2024/2025-2025/2026), discuss the agency's progress toward correcting the applicable finding.



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# BUDGET PRESENTATION REQUIREMENTS

- Describe the program's budget by detailing the specific sources of income and expenditures. Focus this discussion on the **proposed fiscal year budget**.
- If the agency and/or program has experienced significant budget changes, please explain.
- Provide a fiscal explanation of how the CHSP funds will be used to support the program's implementation.
- If you are requesting a funding increase compared to the program's current CHSP funding level, provide a justification for your request.
- Specify how the lack of (or reduction of) CHSP funds will impact the program, its participants, and the community.
- If there are serious concerns, particularly findings, noted in the agency's audit, demonstrate how the agency has corrected or is currently addressing those concerns/findings.
- If FY 24-25 funding was left unexpended, explain why.
- **Optional:** Summarize the overall agency budget by detailing the specific sources of income and expenditures, including administrative/fundraising costs. Focus this discussion on the projected budget.

# FLORIDA SUNSHINE LAW

Florida's Government in the Sunshine Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings of public boards or commissions at both the state and local levels.

Citizens Review Team meetings are open to the public.

# AGENCY REPORT CARD & ASSESSMENT GUIDE

- CHSP staff will prepare a “Report Card” for each application to inform CRT volunteers of agency/program eligibility, financial review assessment and completeness of the application.
  - The report card will also inform CRT volunteers about other funding sources and for previously funded agencies it will note past program performance, budget performance, and timeliness.
  - Will be uploaded to agency profile in “Notes & Communications” section.
- CRT volunteers complete an assessment guide form for each application, rating programs on:
  - Program Justification
  - Program Design
  - Financial Management
  - Program Administration
  - Collaboration
  - Board Oversight & Governance
  - Program Impact

# APPEALS PROCESS

- A request for an appeal must include documented evidence that the funding request was inappropriately denied or reduced due to gross misconduct, error, or misinterpretation by the Citizens Review Team; a denial or reduction of the funding request alone is not a sufficient condition to appeal.
- **Only agencies that were awarded CHSP funding in FY 2024/2025 – 2025/2026 are eligible to participate in the appeals process.**
- Requests for an appeals hearing must be submitted in writing to the CHSP staff within the timeframe designated in the CHSP award letter.
- If an appeal is granted, a hearing will be scheduled within a reasonable timeframe to review all significant issues concerning the appeal.
- An independent Appeals Committee, consisting of CRT team leaders and members, will be appointed. No member of the appealing agency's original CRT can serve on the Appeals Committee.
- The CHSP staff is available to provide technical assistance.
- The decision rendered by the Appeals Committee is final.

# 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 will be 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 the CHSP portal
- Reimbursement requests submitted monthly or quarterly

# MONITORING

Funded agencies are subject to remote and on-site monitoring to ensure compliance and data integrity. Some of the areas reviewed include:

- Data collection source/methods
- Record keeping
- Job descriptions/org chart
- Timeliness

# CONTACTS

## City of Tallahassee:

Reception Desk: 850-891-6566

Ramone Anderson, Human Services Manager

Direct line: 850-891-6532

Email: [Ramone.Anderson@talgov.com](mailto:Ramone.Anderson@talgov.com)

Robyn Wainner, Human Services Coordinator

Direct line: 850-891-7174

Email: [Robyn.Wainner@talgov.com](mailto:Robyn.Wainner@talgov.com)

E'jaaz Abdul-Musawwir, Human Services Specialist

Direct Line: 850-891-6584

Email: [Ejaaz.Abdul-Musawwir@talgov.com](mailto:Ejaaz.Abdul-Musawwir@talgov.com)

Jessica Davis, Human Services Specialist

Direct line: 850-891-7173

Email: [Jessica.Davis@talgov.com](mailto:Jessica.Davis@talgov.com)

Isidor Parisien, Human Services Specialist

850-891-7011

[Isidor.Parisien@talgov.com](mailto:Isidor.Parisien@talgov.com)

## Leon County:

Reception Desk: 850-606-1900

Abby Thomas, HSCP Director

Direct line: 850-606-1913

Email: [Thomasab@leoncountyfl.gov](mailto:Thomasab@leoncountyfl.gov)

Jackie Fortmann, Human Services Analyst

Direct line: 850-606-1934

Email: [FortmannJ@leoncountyfl.gov](mailto:FortmannJ@leoncountyfl.gov)

Marhee Green, Human Services Specialist

Direct line: 850-606-1948

Email: [GreenMar@leoncountyfl.gov](mailto:GreenMar@leoncountyfl.gov)

# CONTACTS

## United Partners for Human Services (assistance with program application)



Lashawn Gordon

[Lashawn@uphsfl.org](mailto:Lashawn@uphsfl.org)

850.298.8685

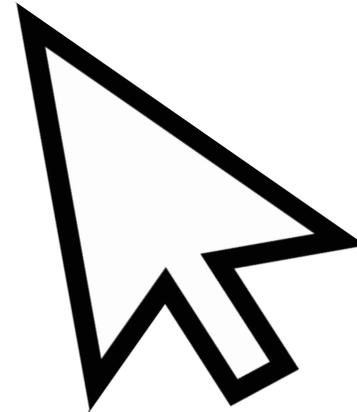
Justin Fitzpatrick

[Justin@uphsfl.org](mailto:Justin@uphsfl.org)

850.391.2388

# CHSP PORTAL OVERVIEW & APPLICATION REVIEW

CHSP Portal: [www.chspportal.org](http://www.chspportal.org)



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Agencies

Agency Information > Agency Information

Agency Information

\* Agency's Legal Name  
CHSP County Training

Agency DBA  
CHSP

\* Phone  
850 - 222 - 2222

Fax  
- -

Mandatory Workshop Selection (Current Year)

Application Cycle  
Application Cycle 2026-2028

[CHSP Application Workshop - Currently Funded Agencies \(615 Paul Russell Road\) - Tuesday, February 3, 2026 | 10:00:00 AM - 11:30:00 AM](#)

Workshop Attendance (Previous Year)  
[Click here to view](#)

Active

\* Mailing Address  
1234 West lane

\* City  
Tallahassee

\* State  
Florida

\* Zip  
32301

Copy Mailing Address

\* Site Address  
1234 West Lane

\* City  
Tallahassee

\* State  
Florida

\* Zip  
32301

Ensure agency information is updated.

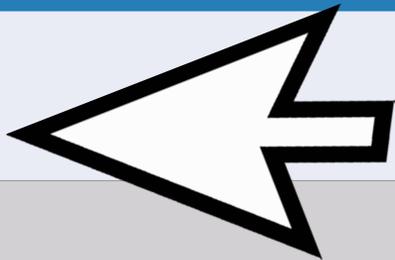


# ADDING CONTACTS- ENSURE BOARD CHAIR IS ADDED



### Contacts List

Add Contact



Delete

Contact Name  
*(click to open)*

Title



[Morrell, Anita](#)



[Wainner, Robyn](#)

Showing 1 to 2 of 2 Records

# APPLICATIONS TAB

Agencies

## CHSP County Training

Home > Agencies > Agency Applications



**Start Application**

Agency Applications

Select a Status

Select an

Delete	Copy	Team	Agency <i>(click to open)</i>	Application Cycle	Status	Submitted Date	Submitted By	Total
		10 - Promise Zone	<a href="#">CHSP County Training</a>	Application Cycle 2022-2024	In Progress			\$
		12- Gun Violence Intervention	<a href="#">CHSP County Training</a>	Application Cycle 2024-2026	In Progress			\$9,0
		10 - Promise Zone Services	<a href="#">CHSP County Training</a>	Application Cycle 2024-2026	In Progress			\$
		02 - Community Support Services	<a href="#">CHSP County Training</a>	Application Cycle 2024-2026	In Progress			\$

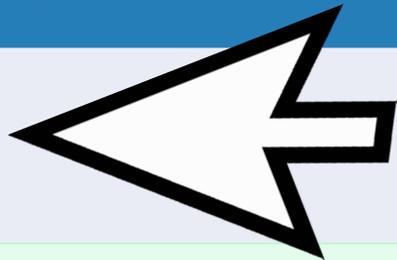
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# NOTES & COMMUNICATIONS TAB

Home / Agencies / Notes & Communication



## Notes & Communication



Entered By

Search

Communication Type :  All  Award Letter  Client Communication  Internal Note  Uploaded Document

Success!

Agency Communication Has Been Deleted.

Delete	Communication Type <i>(click to open)</i>	Created Date / Time ▼	Entered By <i>(Name - Agency)</i>	Document Link <i>(if applicable)</i>	Communication Description <i>(abbreviated)</i>
	<a href="#">Uploaded Document</a>	1/13/2026   1:54 PM	Robyn Wainner	<a href="#">test doc.pdf</a>	test document

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