



CHSP Application Workshop

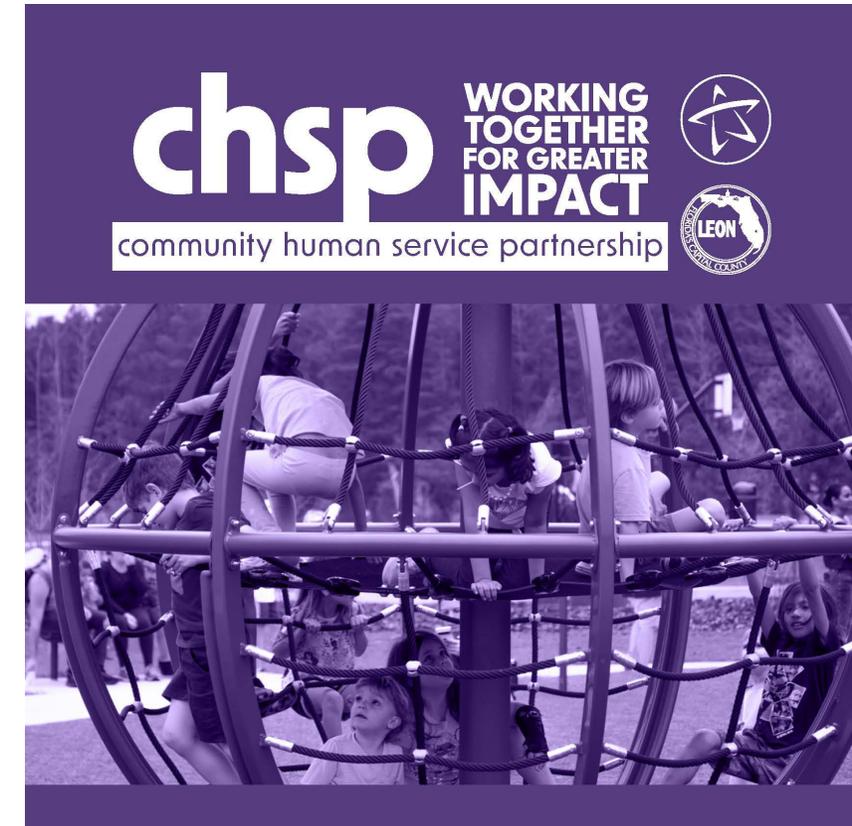
New Agencies

Feb. 3 and 11, 2026

CHSP PROGRAM MANUAL

- CHSP Program Manual can be found on 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

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

CHSP OBJECTIVES

1. Ensure that a majority of CHSP funds are used to provide direct client services to the lowest socioeconomic areas where the most difficult social conditions exist.
2. Through the Citizens Review Teams, ensure that 100% of the funds are allocated towards the areas of greatest need and opportunity.
3. Support and maintain the optimal level of human services possible with the amount of resources available.
4. Provide a service delivery system that best matches identified community needs.
5. Target spending of CHSP funds towards a long-range perspective, which incorporates changing needs and trends relative to how needs should be met.
6. Provide a means for an ongoing review of the program and the financial needs of agencies participating in the CHSP process through program monitoring.
7. Provide a method for measuring the cost and effectiveness of the programs addressing multiple community needs.

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CHSP OBJECTIVES

8. Use CHSP funds to complement and supplement the agencies' budgets for the provision of comprehensive services, including all tax-supported and voluntary agency activities.

9. Ensure that funds are distributed to human services agencies without unnecessarily duplicating program funding at the expense of others.

10. Eliminate duplicate preparation of applications, reviews, or interviews by agencies.

11. Maximize the level of state and federal funds coming into the community through match opportunities.

12. Provide a forum for information sharing and an opportunity to find common ground in defining terms, goals, and objectives.

13. Ensure that CHSP funded agencies adhere to the American Institute of Certified Public Accountants (AICPA) standards of accounting for nonprofits.

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 program 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

CHSP TEAMS

Team 1: Children's Services

Direct client services provided to children from infancy through elementary school. Brain development is most rapid during the early childhood years and sets the stage for learning and development later in life. Providing quality early childhood intervention, including education support, helps children develop essential skills to reach their greatest potential.

Team 2: Community Support Services

Direct client services that contribute to a network of wraparound supportive services to bridge gaps, eliminate barriers and increase safety and financial security for the general population. Services may include information and referrals, rape and crisis intervention, legal assistance, literacy services, financial education, credit counseling, homeownership counseling, technology accessibility, and employment and training for adults.

Team 3: Services for Persons with Disabilities

Direct client services provided to persons who have a temporary or permanent disability. These services assist people diagnosed with a disability attributable to an intellectual, psychiatric, cognitive, neurological, sensory, physical, or medical impairment. Services include help with special needs, social development activities, assistance with medical equipment and supplies, therapeutic interventions, and accessibility and independent living support such as ramps and visual aids.

CHSP TEAMS

Team 4: Basic Needs & Emergency Services

Direct client services providing safety-net relief for essential and emergency needs. Overall, services in this category help individuals and families meet their basic needs during a disaster or crisis such as rental assistance, utility assistance, food, supplies, case management and other services to support households to transition out of crisis.

Team 5: Family Support Services

Direct client services provided primarily to families in an outpatient setting or within a family-focused residential setting, as opposed to serving individuals. Family support services address the safety and well-being of children and families. Services may include counseling and other interventions to strengthen family relationships, and long-term shelter or transitional living for youth and young adults.

Team 6: Health Services

Direct client services provided to individuals, families, or the community at large, either for general health/mental health or for specific health-related conditions. Programs in this category may include direct care/treatment, preventative care, testing and assessments, wellness programs, medication assistance and end-of life planning.

CHSP TEAMS

Team 7: Senior Services

Direct client services provided to elder residents (age 55 and above) that promote physical, emotional, cognitive and social functions of seniors at risk of chronic health conditions, poverty or social isolation. Services in this category may include assisting seniors with managing a disability, daily living, health and safety, basic needs, in-home care, nutrition, social involvement, and end of life planning. In addition, these services include caregiver supportive services such as respite care for persons diagnosed with Alzheimer's and related dementia disorders.

Team 8: Youth Recreation, Character Building and Mentorship Services

Direct client services targeting middle school through high school age youth, with an emphasis on cultivating the youth's social, physical, emotional, and behavioral development. The goal of positive youth development is to build and strengthen assets that enable youth to grow and flourish throughout life. Services in this category enable youth to minimize risk factors and enhance protective factors that lead to successful life outcomes.

Team 9: Youth Education, Employment and Training

Direct client services targeting middle school through high school age youth, focusing on academic performance, career exploration, social development, employment and training, and job placement. To help youth reach their academic and career potential, programs in this category also holistically address the needs of the youth by minimizing barriers that impede success and strengthening the protector factors that lead to successful outcomes.

CHSP TEAMS

Team 10: Promise Zone Services

Direct client services to improve the lives of residents living in the Promise Zone. The program must demonstrate the provision of services to clients living in approved census tracts. The City Commission has adopted Neighborhood First Plans for each neighborhood developed by residents in the community to address poverty and inequity. Programs applying for CHSP PZ funding must identify the priority areas, strategy and action items from these neighborhood plans that the program will address.

Team 11: Homeless Services

Direct client services to homeless individuals and those at risk of homelessness to transition them to stable housing. Eligible services include diversion, street outreach, and shelter operations. Effective programs in this category decrease chronic homelessness, decrease the length of time someone experiences homelessness, decrease returns to homelessness, and increases collaboration efforts to address needs of special populations.

The Homeless Services Category will be administered in coordination and collaboration with the Big Bend Continuum of Care (BBCoC). Applicants must follow the federal definition of “Homeless” and “At Risk of Homelessness”.

CHSP TEAMS

Team 12: Gun Violence Intervention

Direct client services that provide interventions with individuals and families impacted by gun violence. Successful community violence intervention programs generally:

- **Deter individuals at high risk for violence from retaliating and engaging in firearm violence through direct outreach.**
- **Help individuals at high risk for violence resolve potentially violent disputes before they occur.**
- **Connect those at high risk for violence to safety net services, diversionary programs and/or productive opportunities such as education and employment.**
- **Provide individualized case management, counseling, trauma-informed services, and culturally responsive mental health support to individuals impacted by gun violence.**

Funded agencies will be required to engage with and accept referrals from law enforcement and the Tallahassee Leon County Council on Men and Boys, be available telephonically 24 hours/day to respond to referrals and implement a resource assessment process to meet specific immediate needs of the target group. Please note that programs that only provide education or otherwise solely provide prevention activities that positively occupy youth or adults will not be funded in this category.

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

SERVICE GOALS

Support healthy families

Support individuals and families in crisis and emergency situations

Enhance quality of life for persons with disabilities

Improve healthcare for vulnerable populations

Enhance quality of life for elders

Strengthen academic performance and reduce risk factors for at-risk youth (K-12)

COMMON OUTCOMES

Improve early childhood development and achieve developmental milestones

Improve academic achievement

Improve youth behavior and positive life outcomes

Secure and maintain employment

Support family safety and self-sufficiency

Improve access to health and supportive services (including physical, dental, & mental health)

Secure and maintain stable housing

Support emergency recovery

Expand access to legal representation

Provide nutritional stability

Support social connection and physical activity

Provide caregiver support

COMMON PERFORMANCE METRICS

Youth with improved childhood development assessment score and/or meeting developmental milestones

Students promoted to next grade (Kindergarten ready / K-12)

Students completing high school and enroll in postsecondary education

Youth residing in at-risk neighborhoods have reduced negative outcomes (disciplinary and delinquency incidents, teen pregnancy, substance abuse, gang involvement)

Youth developing management and self-protection skills

Persons in at-risk neighborhoods receiving safety net and supplemental education services (households/youth)

Persons obtaining/retaining employment (parents/youth)

Persons obtaining/maintaining stable housing (households/youth/elders)

Persons linked to service provision

Persons receiving emergency needs support (households/youth)

Persons with legal needs met

Persons receiving nutritional supports

Persons receiving improved access to health, mental health, dental services, and supportive services

Persons gaining self-sufficiency skills to manage disability and health issues

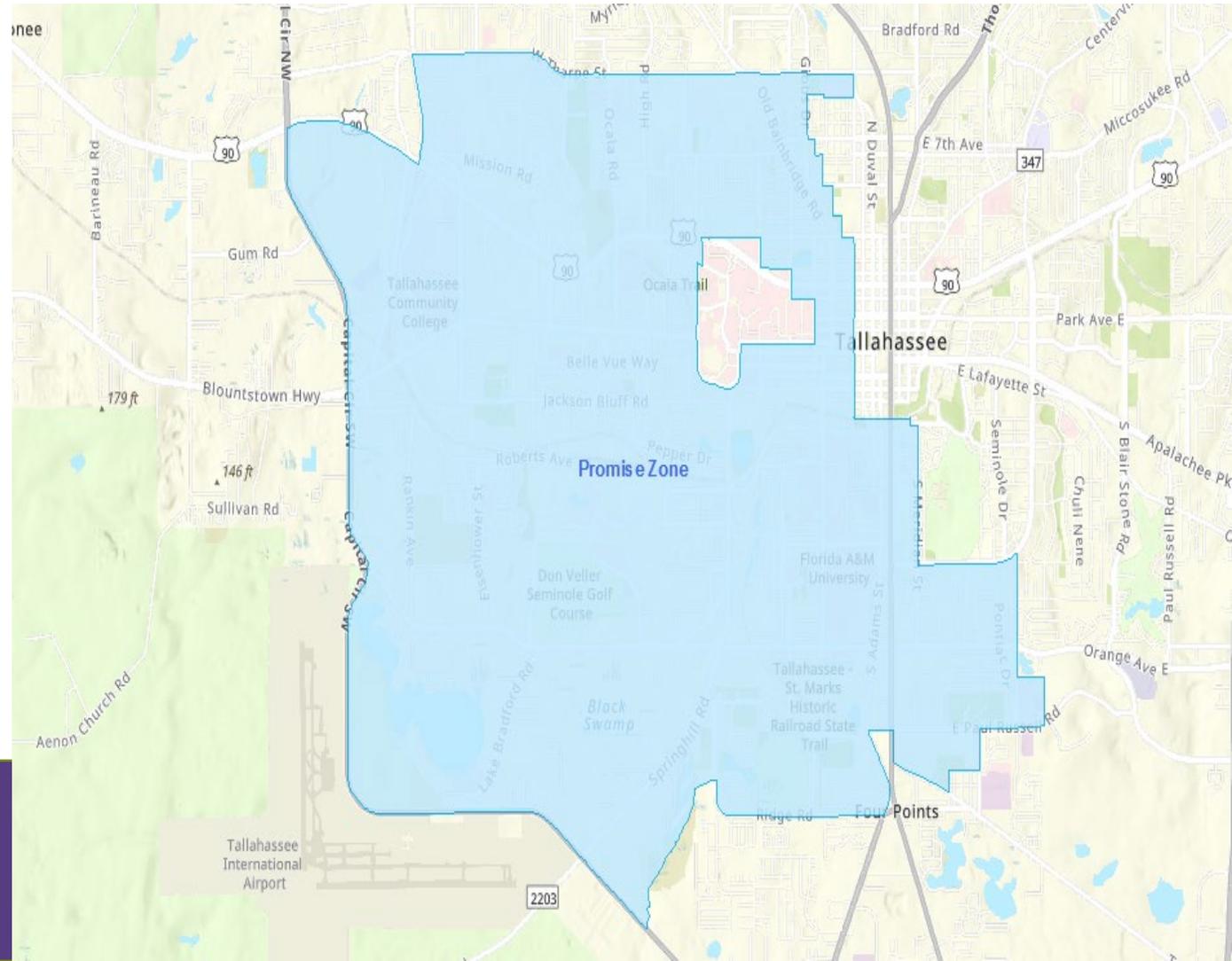
Elders receiving social supports to manage health care risks and end-of-life decisions

Caregivers receiving respite supports

Number of meals served

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.

CITIZEN REVIEW TEAMS

Citizen Review Teams (CRT):

- Attend mandatory training
- Identify and communicate potential conflicts of interest
- Review all programs, score applications based on need, cost, effectiveness, etc.
- Attend all agency presentations and team deliberations
- Draft award letters offering recommendations to agencies or noting concerns/findings
- Make group decisions about funding allocations
- Represent the CRT in Appeals Hearing, if warranted

CRT Team Leaders help to ensure process runs smoothly and in accordance with the CHSP manual

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 three (3) or fewer programs	Program review: 15 minutes, Budget: 5 minutes, Q/A: 10 minutes
Applying for four (4) or more 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.
 - Contracts often aren't executed until after fiscal year begins. Agencies should plan to begin service at the start of the fiscal year regardless.
 - Advances of up to 25% of award amount can be given at funder's discretion.
- 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

BRIDGE PROGRAM

City of Tallahassee small grant program

- 1-year grants of up to \$10,000 for agencies that have not received CHSP funding in the past
- Can receive funding up to 2 years
- Capacity building and technical assistance
- Fewer eligibility requirements, less reporting
- Pathway to getting ready for CHSP in the future
- Typically opens in July



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CONTACTS

City of Tallahassee:

Reception Desk: 850-891-6566

Ramone Anderson, Human Services Manager

Direct line: 850-891-6532

Email: Ramone.Anderson@talgov.com

Robyn Wainner, Human Services Coordinator

Direct line: 850-891-7174

Email: Robyn.Wainner@talgov.com

E'jaaz Abdul-Musawwir, Human Services Specialist

Direct Line: 850-891-6584

Email: Ejaaz.Abdul-Musawwir@talgov.com

Jessica Davis, Human Services Specialist

Direct line: 850-891-7173

Email: Jessica.Davis@talgov.com

Isidor Parisien, Human Services Specialist

850-891-7011

Isidor.Parisien@talgov.com

Leon County:

Reception Desk: 850-606-1900

Abby Thomas, HSCP Director

Direct line: 850-606-1913

Email: Thomasab@leoncountyfl.gov

Jackie Fortmann, Human Services Analyst

Direct line: 850-606-1934

Email: FortmannJ@leoncountyfl.gov

Marhee Green, Human Services Specialist

Direct line: 850-606-1948

Email: GreenMar@leoncountyfl.gov

CONTACTS

United Partners for Human Services (assistance with program application)



Lashawn Gordon

Lashawn@uphsfl.org

850.298.8685

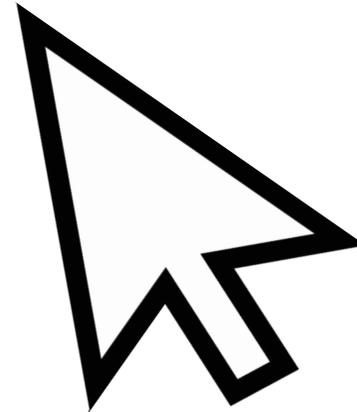
Justin Fitzpatrick

Justin@uphsfl.org

850.391.2388

CHSP PORTAL OVERVIEW & APPLICATION REVIEW

CHSP Portal: www.chspportal.org

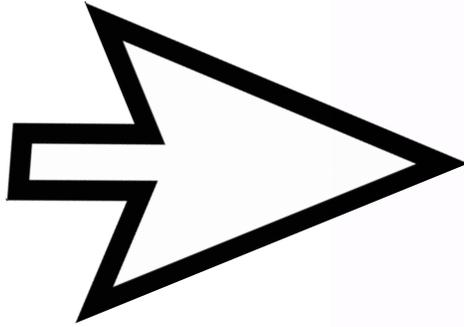


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Register as an Agency form with fields for agency name, first/last name, email, phone numbers, address, city, state, and zip. Includes a 'Register Your Account' button and a link for existing accounts.

Click on "Partner Agencies" tab to register agency.

Agencies

Agency Information > Agency Information

Agency Information

* Agency's Legal Name
CHSP County Training

Agency DBA
CHSP

* Phone
850 - 222 - 2222

Fax
- -

* Mailing Address
1234 West lane

* City
Tallahassee

* State
Florida

* Zip
32301

Copy Mailing Address

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

* Site Address
1234 West Lane

* City
Tallahassee

* State
Florida

* Zip
32301

Ensure agency information is updated.

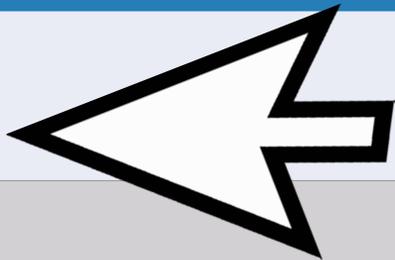


ADDING CONTACTS- ENSURE BOARD CHAIR IS ADDED



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



Agency Applications

Start Application

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	CHSP County Training	Application Cycle 2022-2024	In Progress			\$
		12- Gun Violence Intervention	CHSP County Training	Application Cycle 2024-2026	In Progress			\$9,0
		10 - Promise Zone Services	CHSP County Training	Application Cycle 2024-2026	In Progress			\$
		02 - Community Support Services	CHSP County Training	Application Cycle 2024-2026	In Progress			\$

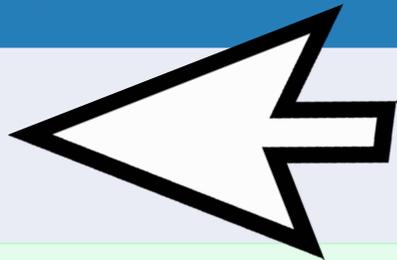
Showing 1 to 4 of 4 Records

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>
	Uploaded Document	1/13/2026 1:54 PM	Robyn Wainner	test doc.pdf	test document

Showing 1 to 1 of 1 Records