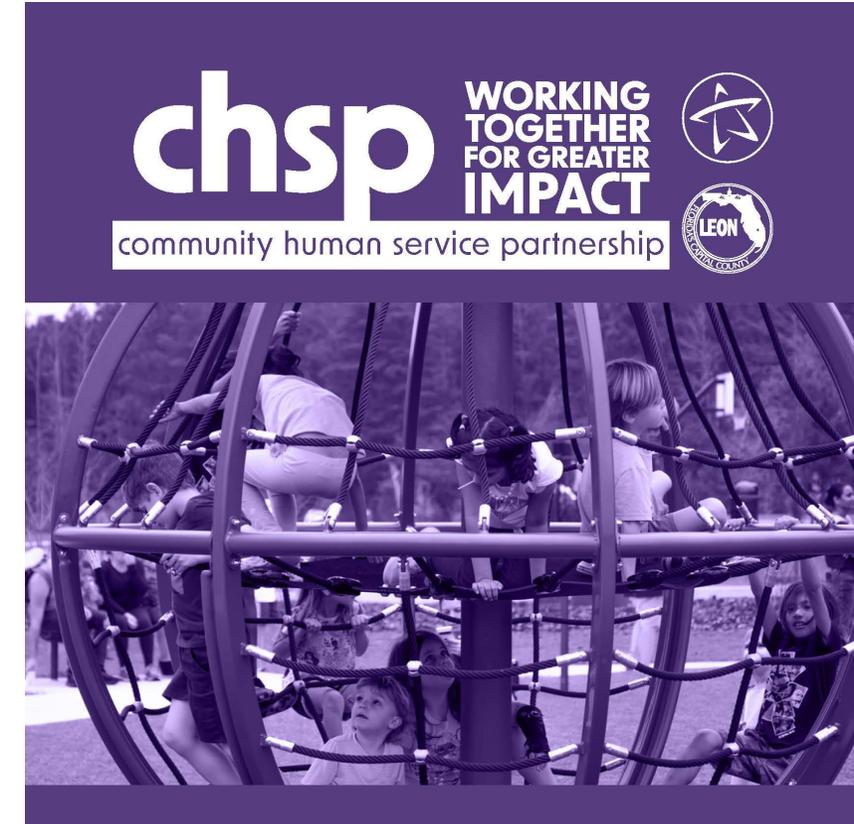# CHSP Application Workshop

Previously Funded 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

COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP)

PROGRAM MANUAL

FY 2026/27 - FY 2027/28 Funding Cycle

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

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LEON

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.

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

Agencies are encouraged to request a minimum of $15,000 per 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

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.**

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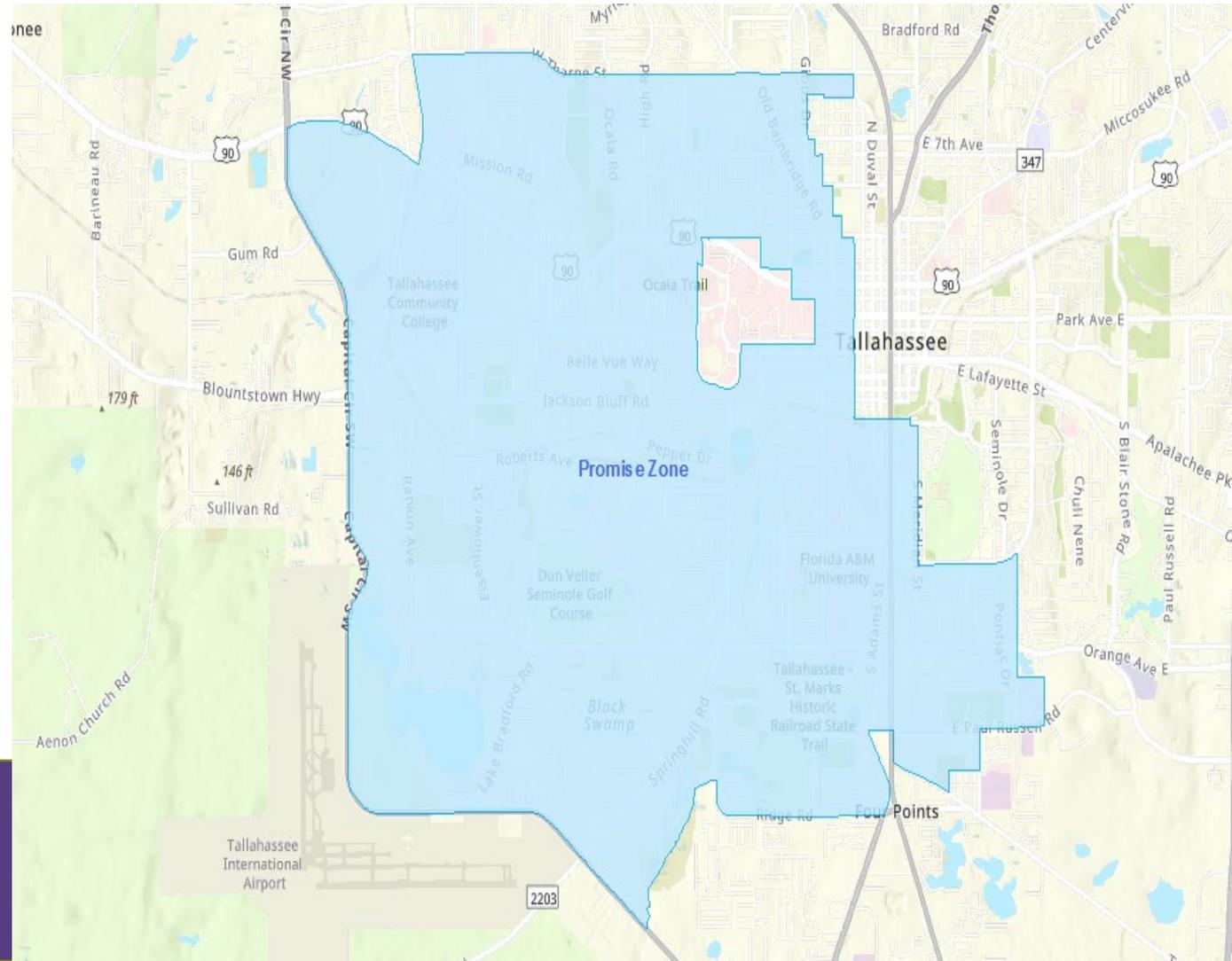
PROMISE ZONE FUNDING –
NEIGHBORHOOD FIRST PLAN ALIGNMENT

- 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.

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

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.

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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

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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 <u>two business days</u> 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.

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.
    - o 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.
    - o Will be uploaded to agency profile in "Notes & Communications" section.

- CRT volunteers complete an assessment guide form for each application, rating programs on:
    - o Program Justification
    - o Program Design
    - o Financial Management
    - o Program Administration
    - o Collaboration
    - o Board Oversight & Governance
    - o 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.

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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

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

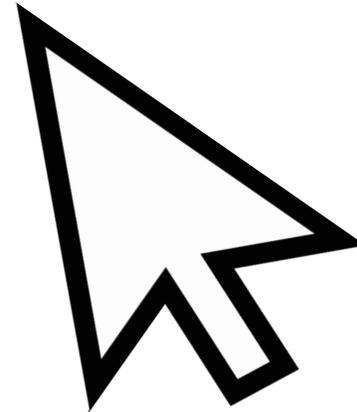Justin Fitzpatrick
Justin@uphsfl.org
850.391.2388

CHSP PORTAL OVERVIEW & APPLICATION REVIEW

CHSP Portal: www.chspportal.org

Ensure agency information is updated.

Agencies

CHSP County Training

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

ADDING CONTACTS- ENSURE BOARD CHAIR IS ADDED

Agencies

CHSP County Training

Home > Agencies > Contacts List

Contacts List

Add Contact
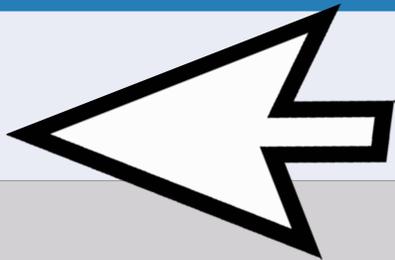
Delete	Contact Name *(click to open)*	Title
✕	Morrell, Anita	
✕	Wainner, Robyn	

◀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 A

Delete	Copy	Team	Agency *(click to open)*	Application Cycle	Status	Submitted Date ▾	Submitted By	Total
✕	⬚	10 - Promise Zone	CHSP County Training	Application Cycle 2022-2024	In Progress			$0
✕	⬚	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			$0
✕	⬚	02 - Community Support Services	CHSP County Training	Application Cycle 2024-2026	In Progress			$0

◀ Showing 1 to 4 of 4 Records ▶

NOTES & COMMUNICATIONS TAB

Notes & Communication
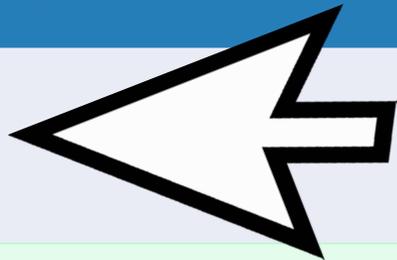
Entered By [   ] [Search]

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

Success!

Agency Communication Has Been Deleted.

Delete	Communication Type (click to open)	Created Date / Time	Entered By (Name - Agency)	Document Link (if applicable)	Communication Description (abbreviated)
✕	Uploaded Document	1/13/2026 | 1:54 PM	Robyn Wainner	test doc.pdf	test document

◀ Showing 1 to 1 of 1 Records ▶