



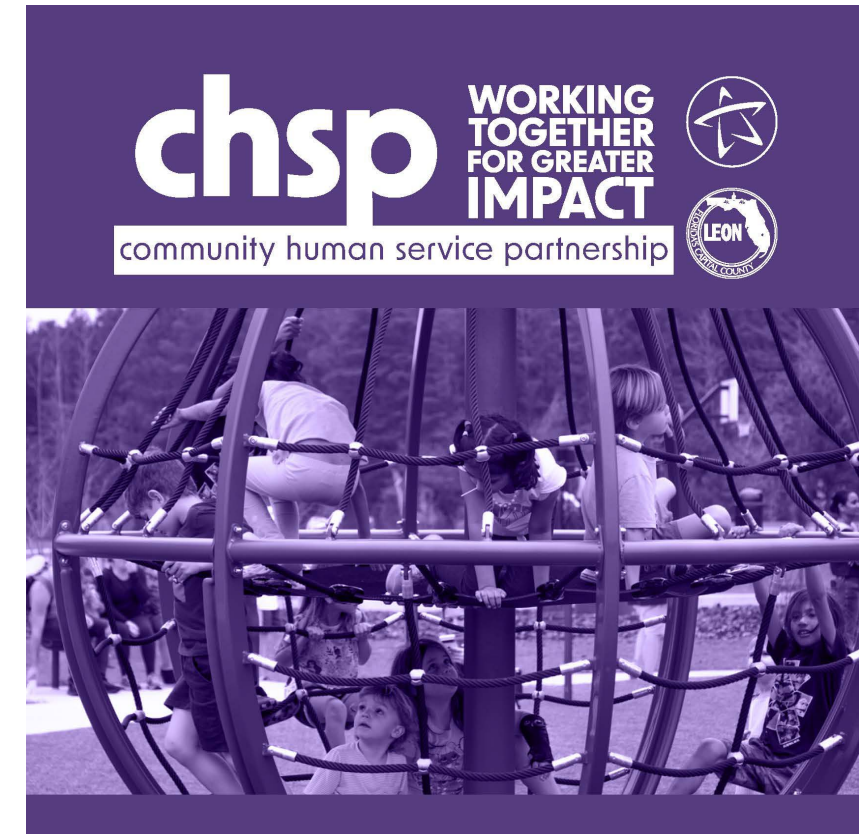
## CHSP Application Workshop

Previously Funded Agencies

Feb. 3 and 11, 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 agency budget
- Most recent cashflow statement/balance sheet. (If the agency has neither, the most recent bank statement is acceptable).

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

## 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

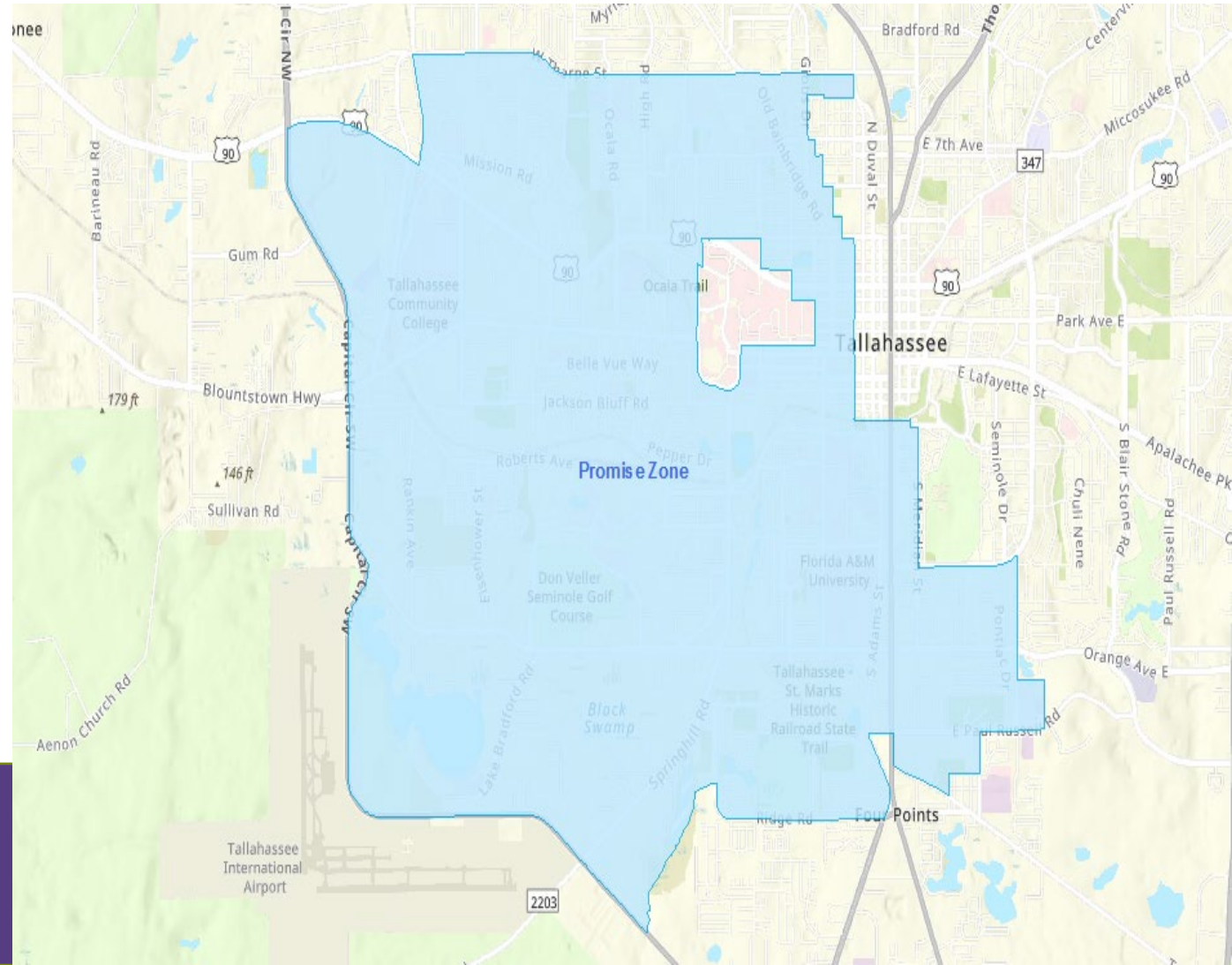
11-Homeless  
Services

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.**



## 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.

## 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.



# 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

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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

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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

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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

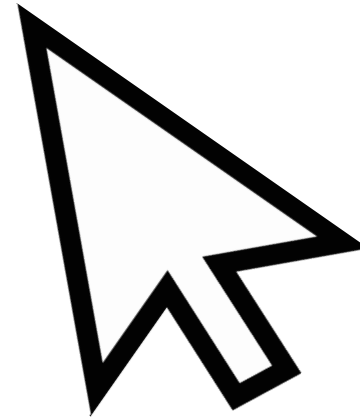
Justin Fitzpatrick

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

850.391.2388

# CHSP PORTAL OVERVIEW & APPLICATION REVIEW

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



Ensure  
agency  
information  
is updated.



Agencies

Agency Information > Agency Information

i

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



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			\$

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>
	<a href="#">Uploaded Document</a>	1/13/2026   1:54 PM	Robyn Wainner	<a href="#">test doc.pdf</a>	test document

Showing 1 to 1 of 1 Records