

FY20/21 CHSP AGREEMENT SUBMISSION INSTRUCTIONS

Submission Due Date: October 21, 2020

Leon County Office of Human Services and Community Partnerships

Carefully review the following instructions because the contract submission procedures have changed to accommodate remote contract processing:

1. You will receive a copy of the agency's agreement as a PDF form via email, along with the Contract Attachments as a Word document, and the Self-Monitoring Checklist as a fillable PDF.
2. Sign and date the agreement and return as a PDF, along with the Contract Attachment as a Word document, and the completed, signed Provider Self-Monitoring Checklist to Rosemary Farrell at FarrellR@leoncountyfl.gov.

Prior to submission of the Agreement Attachments, please carefully review for accuracy and ensure that the document is numbered sequentially. Failure to follow the instructions will delay the execution of the Agreement.

Please note that the **Agreement Attachments** include the following sections:

- Attachment A: Statement of Work
- Attachment B: Collaboration Plan
- Attachment C: Program Logic Model/Outcome Measurement Framework
- Attachment D: Method and Amount of Compensation

When completing the **Program Logic Model/Outcome Measurement Framework**, utilize the applicable sections in the agency's FY20/21-21/22 CHSP application.

If you have any questions, please contact: Rosemary Farrell, Human Services Analyst
Leon County
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(850) 606-1913
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