



The 2020-2021 City & County
 Joint Contract Management
 Meeting



MEMORANDUM

TO: Agency Directors

FROM: Pat Holliday, City of Tallahassee (891-6524); Rosemary Farrell, Leon County (606-1913)

DATE: October 1, 2020

RE: **FY 2020/2021 Reporting Requirements & Forms**

The Quarterly Narrative Report is available at the CHSP website: <https://www.chspportal.org>. For instructions on accessing and completing the online report, please refer to the Report Preparation & Submission Instructions document posted on the CHSP portal or contact staff for assistance.

The reporting instrument includes the following sections:

- 1) Section 1: Persons Served (Client census tract data is only applicable to the Promise Zone Agreements)
- 2) Section 2: Program Accomplishments
- 3) Section 3: Verification and Submission

As specified in the Agency Agreement, the Quarterly Narrative Report submission deadline is the 25th of the month following the end of each reporting period. The quarterly and year-end reporting schedule is outlined below.

Quarterly/Year-End Reports	Reporting Period	Report Submission Deadlines
First Quarter	October 1, 2020 through December 31, 2020	January 25, 2021
Second Quarter	January 1 through March 31, 2021	April 25, 2021
Third Quarter	April 1 through June 30, 2021	July 25, 2021
2020-21 Year-End Cumulative Report (A fourth quarter report is not required)	October 1, 2020 through September 30, 2021	October 31, 2021

Grant funds are administered on a reimbursement basis; therefore, proof of expenditures must be submitted for reimbursement. It is important to note that the Office of the City Auditor and HUD govern the Human Services Division's grant procedures. If special circumstances hinder the agency's ability to comply with any of the fiscal or programmatic reporting requirements, please call our office as soon as possible. We will make every effort to work with your agency.

Below are helpful instructions for submitting reimbursement requests.



REPORT OF EXPENDITURES AND REIMBURSEMENT REQUEST

- A. **Payments will not be processed until all quarterly and year-end reporting requirements have been met. There are no exceptions.**
- B. On the Report of Expenditures and Reimbursement request check the appropriate funding source.
- C. Although the **Report of Expenditures and Reimbursement Request** lists specific cost categories, please modify those cost categories to match the budget listed in the Agency Agreement attachment: **Method and Amount of Compensation.**
- D. No budgetary changes can be made unless a **budget amendment** is requested and approved in writing. An exception to this general rule is as follows: an agency can spend up to **10% above each cost category** without obtaining prior approval.
- E. When submitting reimbursement requests, please also submit a **brief cover letter on agency letterhead** that includes the amount of the request. The cover letter is required by the accounting office and is used as an invoice for processing reimbursement requests.
- F. **When submitting receipts, ensure that the date of purchase, purchase amount, items purchased, and the vendor name are legible. Only readable receipts will be reimbursed.**
- G. Attach to your report all **proof of expenditures** (such as itemized receipts, canceled checks, bank statements, program brochures, payroll records, invoices, etc.) for which you are requesting reimbursement. **Please note that no excessive shipping fees, convenience fees, sales tax, tips, or late fees will be reimbursed.**
- H. When claiming travel or training, please include appropriate documentation such as event brochures/itineraries, registration payment, and hotel and food receipts. Agencies that use a set formula or rate to determine food or travel costs (per diem or mileage) do not need to submit food receipts or gas receipts. **However, please submit agency travel forms that document how travel was calculated.**
- I. If you have **ongoing accounts** at businesses such as Office Depot, submit actual receipts of the purchased items (or a billing statement that itemizes the purchases) that you want the City or County to reimburse. The general billing statement is not adequate.
- J. **Organize report of expenditures and reimbursements by cost category and separate each cost category with a blank sheet of paper.** This action will expedite the processing of your reimbursement request.
- K. All invoices must be signed by the vendor and the agency representative, including payroll and contractual services documents.

Reimbursement requests must be submitted as follows:



City of Tallahassee	Leon County
<p>Send pay requests to the following email address: humanservices@talgov.com</p> <p>Contact person for pay requests: Anita Morrell, 404-3836 Department of Housing and Community Resilience</p>	<p>Send pay requests to Malinda Harris, Human Services Specialist, at HarrisMa@leoncountyfl.gov and copy Rosemary Farrell, Human Services Analyst, at FarrellR@leoncountyfl.gov</p>