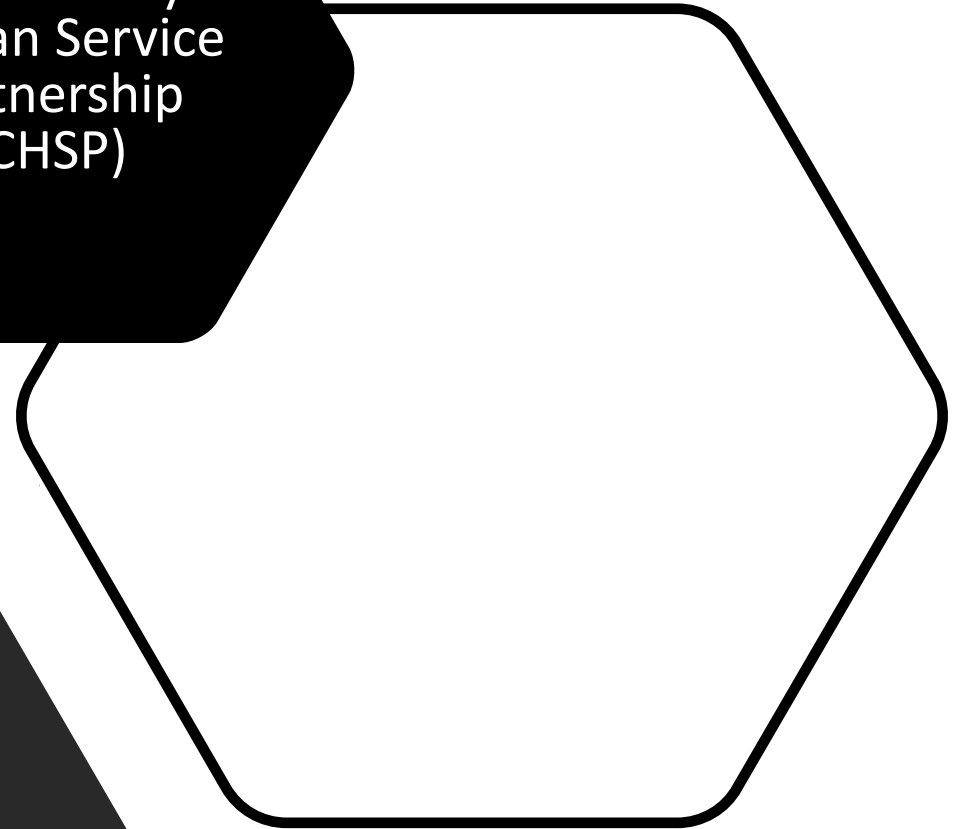


Community  
Human Service  
Partnership  
(CHSP)

# Reporting Requirements





Community Human Service Partnership (CHSP) works with agencies providing direct human services to City of Tallahassee and Leon County residents. Funding is allocated through a grant review process that utilizes a team of citizen volunteers to review, rank, and award funding to applicant agencies; the team is referred to as the Citizens Review Team (CRT). Volunteers are solicited through partnerships with neighborhood associations, local universities, area businesses, churches, civic groups, and professional associations, among others. Extensive efforts are made to ensure that each Citizens Review Team is representative of the community's demographics. Individuals who participate as volunteer grant reviewers must attend training facilitated by the joint staff of the respective CHSP partners. The role of staff is that of advisors to the CRT; staff provides overall administrative support. The CRT makes all decisions regarding funding levels utilizing a zero-based award methodology that requires the CRT to come to consensus on all decisions.

The goal of the CHSP funding process is to review agency capacity and performance; match requests for program funding to community needs; and distribute the available funds to assure a balanced, effective, and efficient human services delivery system.

All CHSP Agency's are required to submit Quarterly and Year-End Narrative Reports, the reporting period and submission deadlines are outlined below.

<b>Quarterly/Year-End Reports</b>	<b>Reporting Period</b>	<b>Report Submission Deadlines</b>
First Quarter	October 1 <sup>st</sup> through December 31 <sup>st</sup>	January 25 <sup>th</sup>
Second Quarter	January 1 <sup>st</sup> through March 31 <sup>st</sup>	April 25 <sup>th</sup>
Third Quarter	April 1 <sup>st</sup> through June 30 <sup>th</sup>	July 25 <sup>th</sup>
Year-End Report	October 1 <sup>st</sup> through September 30 <sup>th</sup>	October 31 <sup>st</sup>

## Report of Expenditures and Reimbursement Request

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.

- 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.

## City of Tallahassee

Send pay requests and Contract related correspondence to the following email address:

[HumanServices@talgov.com](mailto:HumanServices@talgov.com)

Department of Housing and  
Community Resilience

## Leon County

Send pay requests to:

Malinda Harris, 606-1948

[HarrisMa@leoncountyfl.gov](mailto:HarrisMa@leoncountyfl.gov)

Office of Human Services and  
Community Partnerships

Send Contract related  
correspondence to:

Abigail Sanders, 606-1913

[SandersA@leoncountyfl.gov](mailto:SandersA@leoncountyfl.gov)

Office of Human Services and  
Community Partnerships

## Reimbursement Forms

All CHSP Reimbursement forms can be downloaded from the portal:

<https://chsportal.org>

- Click on the *Partner Agencies* icon
- Scroll down to the *Program Documents* section

CHSP Narrative Report Preparation  
& Submission Instructions: [CHSP Narrative  
Report Preparation and Submission Power  
Point.pptx](#)