



CHSP RFP Workshop

Previously Funded Agencies

March 21 and 25, 2024

CHSP PROGRAM MANUAL

- CHSP Program Manual can be found on www.chspportal.org under “Partner Agencies”
- Read before applying



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

New

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

PROCESS AND TIMELINE

- Application opens April 1; due May 3 by 5pm EST.
- Staff conducts technical review of applications for eligibility - May 6-8
- Staff will email agencies schedules with CRT names - May 15
- Agencies respond by May 17, identifying any conflicts
- Agency presentations and CRT deliberations held May 29-June 27
- Award letters released- July 12
- Deadline for appeals hearing- July 19
- Appeals hearing- August 7
- City and County Commission adoption - September



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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 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 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 2022/2023; and discuss the program's progress in meeting the anticipated outcomes during the current fiscal (2023/2023). If applicable, provide data on the program's Social Return on Investment (SROI).
- Highlight how the organization internalizes and operationalizes Diversity, Equity, and Inclusion through policies, programs, and trainings for staff and agency leadership.
- 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 (2022/2023-2023/2024), discuss the agency's progress toward correcting the applicable finding.



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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 22-24 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.

AGENCY REPORT CARD & ASSESSMENT GUIDE

- CHSP staff will prepare a “Report Card” for each application to inform CRT volunteers of agency/program eligibility and completeness of the application.
 - The report card will also inform CRT volunteers about past program performance, budget performance and timeliness for previously funded agencies.
 - Will upload to agency profile by May 10
- CRT volunteers complete an assessment guide form for each application, rating programs on:
 - Program Justification
 - Program Design
 - Financial Management
 - Program Administration
 - Diversity, Equity & Inclusion
 - Collaboration
 - Board Oversight & Governance

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 2022/2023 – 2023/2024 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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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.

There are three basic requirements

- meetings of public boards or commissions must be open to the public;
- reasonable notice of such meetings must be given; and
- meetings will be recorded.

OPTIONAL TECHNICAL ASSISTANCE

April 3: Budget Workshop: 10:30am to 12:30pm

- Leon County Public Library, 200 W Park Ave., Program Rooms A&B
- Register: <https://forms.gle/AnLcnNoHD6y6hKQz8>

April 4: Virtual TA Office Hours: 10am to 12pm

- Link: <http://tinyurl.com/43krrbbn>

Flyer for both opportunities:

<https://www.chsportal.org/uploads/files/CHSP%20Optional%20Technical%20Assistance%20Opportunities.pdf>

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

CONTACTS

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CONTACTS

United Partners for Human Services (assistance with program application)

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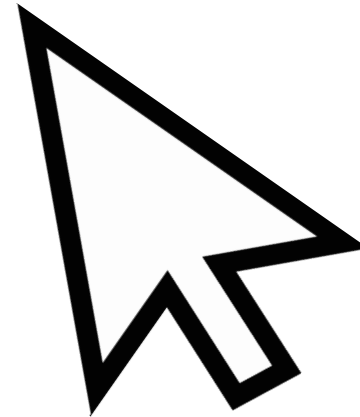


United Partners
for Human Services

THE POWER OF THE COLLECTIVE

CHSP PORTAL OVERVIEW & APPLICATION REVIEW

CHSP Portal: www.chspportal.org



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