



## CITY COMMISSION POLICY MANUAL

### Community Human Services Funding

**Department:**

Housing & Community  
Resilience

**Date Adopted:**

June 8, 2022

**Last Revised Date:**

N/A

#### 250.01 AUTHORITY

City Commission

#### 250.02 PURPOSE

Ensure equity, transparency, and efficiency in the allocation of funds to local organizations providing direct human service to City of Tallahassee and Leon County residents.

#### 250.03 STATEMENT OF POLICY

Any local organization seeking funding from the City of Tallahassee to provide direct human services to City of Tallahassee and Leon County residents must request funding through the established Community Human Service Partnership (CHSP) process. Local human services organizations proposing to implement innovative solutions to community needs that are not ready to participate in the CHSP process may request funding through the Bridge-to-CHSP program. Bridge-to-CHSP has fewer requirements than CHSP to give new or developing agencies the opportunity to receive funds to build their capacity and compete for CHSP rewards in future years. Any funding requests outside of the CHSP and Bridge-to-CHSP process to provide direct human services will not be considered by the City of Tallahassee staff and Commission.

#### 250.04 DEFINITIONS:

**Human Services:** Human services are those services provided directly to individuals or families experiencing difficulty in meeting their basic human needs including, but not limited to: physical survival (e.g., food, shelter, clothing, and maintenance of minimum income); adequate preparation and help in acquiring and sustaining employment; child and adult day care; social and counseling support services; assistance in treating or preventing specific pathologies (e.g., health care, mental health, substance abuse and services for the disabled); youth services, including education and character building support; and help in gaining access to available, appropriate services such as information and referral, transportation, and accessibility.

**Agency:** Local organization seeking funding or receiving funding from the City of Tallahassee to provide direct human services to City of Tallahassee and Leon County residents. **Community Human Service Partnership (CHSP):** A collaboration established in 1997 between Leon County and the City of Tallahassee to most effectively distribute community funds for the providing human services.

Bridge-to-CHSP Program (Bridge): A City administered program, established in 2020, that supports local human services organizations proposing to implement innovative solutions to community needs but lacking the eligibility requirements to participate in the Community Human Service Partnership (CHSP) grant process. The program offers individualized technical assistance and preparation to apply for CHSP grant funding.

Citizens Review Team (CRT): A team of volunteer citizens that review, rank, and award funding to CHSP applicant agencies.

The Bridge Review Team (BRT): A team of volunteer citizens that review, rank, and award funding to Bridge-to-CHSP applicant agencies. The BRT members have experience with the Citizens Review Team (CRT).

**250.05 EXCEPTIONS:**

None

**250.06 ACTION SECTIONS:**

Any local organization seeking funding from the City of Tallahassee to provide direct human services to City of Tallahassee and Leon County residents must request funding through the established Community Human Service Partnership (CHSP) or Bridge-to-CHSP programs.

**250.07 PROCEDURES:**

A. **Eligibility Requirements**

**CHSP Eligibility Requirements:**

1. An agency must attend one of the mandatory workshops in order to apply for funding in the two-year grant cycle. The agency's official representative in attendance must be an employee or board member.
2. The agency must be a non-profit corporation, incorporated in Florida or authorized by the Florida Department of State to transact business in Florida, pursuant to Chapter 617, Florida Statutes.
3. The agency must have obtained a 501(c) (3) status from the U.S. Department of Treasury.
4. The agency must be authorized by the Florida Department of Agriculture and Consumer Services to solicit funds, pursuant to Chapter 496, Florida Statutes.
5. The agency must have obtained a sales tax exemption registration from the Florida Department of Revenue, pursuant to Chapter 212, Florida Statutes. 3
6. The agency must have a local board of directors and/or a local advisory board.
7. The agency must have by-laws adopted by the board of directors.
8. The agency must have a comprehensive Fiscal Management Policy that includes appropriate internal controls to protect the fiscal integrity of the agency.
9. The agency must have a Check Signing Policy that requires two or more signatures based on certain fiscal thresholds approved by the agency's board of directors. This policy must specify that no agency staff, including the executive director, can sign a check written to themselves or written for cash. The policy must also include

specifications and internal safeguards (direct board oversight) regarding making withdrawals from the agency's account(s).

10. The agency must demonstrate that it has adequate internal fiscal controls in place to clearly document how grant funds are spent and it has the appropriate personnel (including volunteers) capacity to carry out the stated program goals and objectives.
11. If required by federal or state law, the agency must have its books and records audited annually by an independent certified public accountant who has no affiliation with the agency and whose examination is made in accordance with generally accepted auditing standards. The audit report must be no more than two years old. The audit report must include a management letter and financial statements showing the following: all the agency's income, disbursements, assets, liabilities, endowments, and other funds, as well as the agency's reserves and surpluses during the period under study, and be consolidated with the statements of any affiliated foundations or trusts.
12. If the audit contains a schedule of findings, a corrective action plan must be included with the audit.
13. The agency must show proof of filing an IRS Form 990, 990EZ, Postcard or extension within the last fiscal year.
14. The agency must have an administrative cost of 25% or less as evidenced by the IRS Form 990 and/or audit.
15. The agency must have a Nondiscrimination and Equal Opportunity Policy.
16. The agency must have proof of general liability insurance coverage.
17. The agency must have a Records Retention Policy.
18. The agency must have a Conflict-of-Interest Policy.
19. The executive director and board president (or vice president) must sign the application.

**B. Bridge-to-CHSP Eligibility Requirements:**

1. The agency is registered as a 501(c)(3) with the United States Department of Treasury.
2. The agency can demonstrate a record of providing or intent to provide direct human services to residents of Tallahassee/Leon County.
3. The agency has not received a CHSP funding award.

The Bridge Review Team will evaluate the agency's potential to accomplish the program's goals, subgoals, and measures of the program. The review team will also evaluate the agency's ability and or progress towards meeting the CHSP requirements listed under CHSP Eligibility Requirements. Agencies may be selected to receive Bridge funding a maximum of two times, whether they be consecutive or nonconsecutive application cycles.

**C. Application Cycles**

To be considered for funding, the agency must complete an online application provided by the Department of Housing & Community Resilience. The agency may submit only one application each funding cycle. The cycle for CHSP is biennial and for Bridge-to-CHSP is annual.

**D. Evaluation Process**

The Citizen Review Team and Bridge Review Team review, rank, and award funding to applicant agencies for CHSP, and Bridge-to-CHSP, respectively. The review teams use an evaluation rubric to ensure consistency in the application of guidelines.

Agencies seeking funding through the CHSP program must meet the CHSP Eligibility Requirements and their program measures must align with one of the CHSP program goals and the respective subgoals and measures.

Agencies seeking funding through the Bridge-to-CHSP program are to be evaluated by the BRT on their potential to provide impactful and innovative services, potential capacity, ability to eventually meet the CHSP eligibility requirements, and ability to achieve one of the goals, subgoals, and respective measures of the program. The review teams utilize an evaluation rubric to assess all funding requests. Each applicant agency will receive a decision letter that includes the funding recommendation.

Agencies that have received Bridge funds for one year and are applying for funding for the second year will be held to a higher standard than in the first year of funding. The Committee will evaluate both the agency's progress towards meeting CHSP requirements as well as its overall potential.

**E. Funding**

The methodology used for funding for both CHSP and Bridge-to-CHSP is zero-based. Once granted funding, CHSP funded agencies are required to submit quarterly and year-end reports. All Bridge-to-CHSP funded agencies are required to submit an annual progress report. Grant funds are administered on a reimbursement basis; therefore, proof of expenditures must be submitted for reimbursement. Fund disbursements are made at the beginning of the City's fiscal year, October 1st.

Any procedural detail not addressed in this policy will be provided by the City department administering this policy.

**Program Categories**

1. Children's Services
2. Community Support Services
3. Services for Persons with Disabilities
4. Basic Needs and Emergency Services
5. Family Support Services
6. Physical Health Services
7. Senior Services
8. Youth Recreation, Character Building and Mentorship Services
9. Youth Education, Employment and Training Services
10. Promise Zone
11. Homeless Services

**250.08 ADMINISTRATION:**

Department of Housing & Community Resilience.

**250.09 SUNSET PROVISION:**

This policy is also subject to sunset review by the City Commission no later than five (5) years from the date of adoptions. Subsequent reviews by the City Commission are to occur

no later than five (5) years from the date of the prior review. Revisions will become effective immediately upon City Commission approval.

**250.10 EFFECTIVE DATE:**

June 8, 2002

**REVISIONS:**