

APPLICATION SUBMISSION REQUIREMENTS & CHSP CONTACT PERSONS



PLEASE CAREFULLY REVIEW THE DIRECTIONS NOTED BELOW:

**The Mandatory Submission Due Date for the 2014/2015 CHSP Application is
By 5:00 pm., on Friday, February 28, 2014**

- All agencies must meet the minimum legal requirements** shown on Form One of the 2014/2015 Grant Application and the Nonprofit—Organizational Standards Checklist.
- The grant application deadline is final. No extensions shall be granted.**
- Use the exact forms provided in the 2014/2015 grant application; you are not allowed to modify any CHSP forms. **Failure to utilize the exact forms provided in the 2014/2015 CHSP application will result in the rejection of the application.**
- Each application must include all forms (Forms 1-6) listed in the 2014/2015 CHSP Grant Application, including a complete copy of the agency's most recently submitted 990, 990EZ, or Postcard and audit (along with the Management Letter and all written responses/correspondence applicable to the audit).**
- Grant applicants that do not meet the standards specified in Section Eleven: General Instructions for Submission of the Applicant Packet and CHSP Contact Persons will not be accepted.** This standard is based on the premises that the agency has failed to meet the submission deadline for the CHSP application and that all applicants must be treated equally.
- Fatal Flaws: *Specific conditions that will result in the rejection of the application*** for consideration in the 2014/15 CHSP funding process include:
 - 1) Missing sections of the application.
 - 2) Not submitting the most recently submitted IRS 990, 990EZ, or Postcard in accordance with the federal regulations.
 - 3) Not submitting the most recently completed audit – no more than two years old, if applicable.
 - 4) Missing signatures of the executive director and board president on both the electronic and hard copy.
 - 5) Not submitting the CHSP Check Signing Policy that requires two or more signatures based on certain fiscal thresholds approved by the board of directors. Furthermore, the policy must specify that no agency staff, including the executive director, can sign a check written to him/her or written for cash. The policy must also include specifications and internal safeguards (board oversight) regarding making withdrawals from the agency's account(s).
 - 6) Not submitting documentation of having current liability insurance.
- Three (3) unbound, collated, three-whole punched grant applications**

- One complete application on a Jump-Drive with a minimum of 4GB**
- Special Note: If your agency is requesting placement on more than one Citizens Review Team**, provide three complete sets of the application and one application saved on a minimum 4GB Jump-Drive for each team assignment. **For further clarification, please call one of the staff contacts listed on page 25.**
- Do not attach brochures, flyers, letters of support**, etc. These items will be discarded. However, you can distribute such materials at the site visit.



SUBMISSION OF LEGAL DOCUMENTS

- Agency's current **by-laws**
- Agency's registration letter with the **U. S. Department of Treasury, Section 501 (c) (3)**, Internal Revenue Service Code, for exempt status
- Agency's registration letter with the **Florida Department of Agriculture and Consumer Services**, pursuant to Chapter 496, FS (If your organization is exempt, as provided for in sections 496.403 and 496.406, FS, submit three copies of the agency's exemption letter.)
- Agency's proof of registration as a non-profit corporation with the **Florida Department of State, Division of Corporations** pursuant to Chapter 617, FS (which can be obtained by accessing sunbiz.org)
- Agency's registration letter with the **Florida Department of Revenue** pursuant to Chapter 212.08 F.S. **State Sales Tax Exemption**
- The agency's proof of **liability insurance**
- Agency's **statement of non-discrimination and its equal opportunity policy** for employees, volunteers and clients
- Agency's **Fiscal Management Policy**, including a dual check signing policy/procedure. **The procedure must include the Check Signing Policy language noted on page four of the 2014/15 CHSP Application.**
- The following agency policies: **Records Retention and Conflict of Interest policies/procedures.**
- If the agency's program(s) requires **licensing by local, state or federal agencies**, please attach three copies of the licenses required (i.e., occupancy licenses, Health Department license, coverage needed for operation, DCF certifications, etc.).
- Three (3) collated, paper copies of all of the legal documents noted in this section.**
- One complete set of the legal documents noted in this section on a Jump-Drive with a minimum of 4GB**



Instructions on how to prepare the Jump-Drive are as follows:

- Utilize one Jump-Drive with a *minimum of 4GB*.
- Ensure that all documents are collated.
- Save all documents as **PDF file(s)**.
- **Develop two files** to store the information.
- **List the first file** as “**Team Number (for example, Team 8) and Agency Name**” and save the complete application, including the 990 and audit.
- **List the second file** as “**Agency Name and Legal Docs**” and save all required legal documents to this file.
- **Submit your Jump-Drive in a sealed envelope**, and list the agency name and team assignment on the envelope.



**Applications must be submitted by 5:00 p.m.
on Friday, February 28, 2014 to:**

Anita Morrell, Human Services Analyst

(Direct: line: 891-6553 or switchboard: 891-6500)

The City of Tallahassee

Department of Economic & Community Development

435 North Macomb Street, the Renaissance Building (3rd floor)

Tallahassee, Florida 32301

(Located in the historic Frenchtown Community)

(Please note, the Renaissance building closes precisely at 5:00PM)

**CHSP STAFF PERSONS CAN BE REACHED AT THE FOLLOWING CONTACT NUMBERS
AND EMAILS:**



Arnold McKay, United Way of the Big Bend

Switchboard: 414- 0844

Fax Number: 414- 0852

arnold@uwbb.org

Pat Holliday, City of Tallahassee

Direct line: 891- 6524 or

patricia.holliday@talgov.com

Anita Morrell: 891- 6561

anita.morrell@talgov.com

Sarala Hermes: 891-6553

sarala.hermes@talgov.com

Switchboard: 891- 6500

Fax Number: 891- 6592

Tiffany Harris, Leon County

Direct Line: 606-1922

Switchboard: 606-1900

Fax Number: 606-1943

harristi@leoncountyfl.gov