



Joint Contract Management Workshop



MEMORANDUM

TO: Agency Directors

FROM: Pat Holliday, City of Tallahassee
Tiffany Harris, Leon County

DATE: October 14, 2013

RE: FY 2013/14 Reporting Requirements & Forms

For your convenience, copies of all required reporting instruments are now online on Leon County's website at:

<http://cms.leoncountyfl.gov/Home/Departments/OfficeofHumanServicesandCommunityPartnership/CHSP>

The reporting instrument emphasizes the following areas:

- 1) Information and client demographics;
- 2) The program narrative, highlighting the accomplishments toward meeting program tasks/activities as stated in the Agency Agreement, Attachment A: Statement of Work; and
- 3) The verification section.

As specified in the Agency Agreement, the Quarterly Narrative Report must be submitted by the twenty-fifth (25th) day of the month, following the end of each quarterly reporting period. Specifically, the quarterly and year-end reporting schedule is outlined below.

Quarterly/Annual Reporting Schedule	Reporting Period Covered	Report Due Date
First Quarter	October 1, through December 31, 2013	January 25, 2014
Second Quarter	January 1, through March 31, 2014	April 25, 2014
Third Quarter	April 1, through June 30, 2014	July 25, 2014
2013-14 Year-End Accumulative Report (no fourth quarter report is required)	October 1, 2013, through September 30, 2014	October 31, 2014 <i>(Year-end reporting forms will be posted on line by October 1, 2014)</i>

All agency reports and correspondence can be submitted in the following manner:

For City of Tallahassee Contracts:

E-mail from the agency's executive director in the form of a PDF file (with the ED's signature in blue ink) to the following address sarala.hermes@talgov.com.

- Deliver to: Sarala Hermes; Renaissance building, Economic & Community Development Department; 435 North Macomb Street, on the 3rd Floor
- **Mail to:**



Sarala Hermes, Human Services Division
City of Tallahassee; B-27 City Hall
300 South Adams Street
Economic & Community Development Department
Tallahassee, FL 32301-1731

For Leon County Contracts:

Hard copies with original signatures to:

- **Deliver or Mail to:**



Tiffany Harris
Human Services and Community Partnerships
918 Railroad Avenue
Tallahassee, FL 32310

Please thoroughly review the **Helpful Instructions for Submitting Reports & Reimbursement Requests handout**, which includes reporting requirements. The City's grant funds are administered on a reimbursement basis; therefore, proof of expenditure of funds must be submitted in order to issue payments to the agency. **Proof of expenditures includes copies of canceled checks from the bank.** It is important to note that the Office of the City Auditor and the federal HUD office govern the Human Services Division's grant procedures. If special circumstances hinder your agency's ability to complete 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.

If you have questions or need assistance, please do not hesitate to call Pat Holliday at 891-6524 (City), Anita Morrell at 891-6561 (City), or Tiffany Harris 606-1922 (County).

We look forward to working with you during this fiscal year.