

**SECTION SIX: FUNDING ELIGIBILITY REQUIREMENTS AND RESTRAINTS**

**A. General CHSP requirements are as follows:**

- ❑ CHSP funds will only be granted to programs providing direct client services.
- ❑ Agencies applying for CHSP funds can only apply for funds to support a specific human service program that provides direct client services.
- ❑ Program grants are normally awarded for a twelve-month period, with the fiscal year beginning on October 1, 2010, through September 30, 2011. An official letter notifying the agency of the funding recommendation will be mailed to the agency director at the end of the grant review period.
- ❑ **All agencies must meet the minimum legal requirements shown on Form One of the 2010/2011 Grant Application.**
- ❑ Furthermore, the applicant agency must demonstrate that it has appropriate 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.
- ❑ Applications for FY 2010-2011 will not be accepted from agencies failing to attend (and register at) one of the mandatory workshops.
- ➔ ❑ **All grant application deadlines are final.** No extensions shall be granted.
- ❑ Grant applicants that do not meet the standards specified in Section Twelve: General Instructions for Submission of the Applicant Packet and CHSP Contact Persons will not be accepted. This standard is based on the premise that the agency has failed to meet the submission deadline for the CHSP application.
- ❑ Please note, in incidences when university-based programs are awarded CHSP funds, those funds cannot be utilized to pay for student waivers or indirect costs.

**B. The City of Tallahassee funding requirements are as follows:**

To be eligible for Community Development Block Grant federal funds (CDBG), program activities must meet one of the three national objectives. Those three objectives are identified as: benefiting low- and moderate-income persons; preventing or eliminating slums and blight; and meeting an urgent need as defined by the U.S. Department of Housing and Urban Development (HUD). Agencies applying for these funds through the CHSP should focus on how their program(s) will meet one or more of the three stated objectives. Please note, due to federal regulations, city specific fiscal and legal requirements, and other applicable policies that govern the City's Human Services Division, agencies that receive city funds are required to: enter into a formal contractual agreement; submit proof of expenditures for reimbursements; submit quarterly client demographic and progress reports; and maintain an acceptable client and fiscal record keeping system, which is subject to on-site monitoring by city and county staff.

**C. The Leon County funding requirements are as follows:**

Agencies that receive county funds are required to: enter into a formal contractual agreement; submit quarterly client demographic and progress reports; and maintain an acceptable client and fiscal record keeping system, which is subject to on-site monitoring by county and city staff.

**D. The United Way of the Big Bend funding requirements are as follows:**

To receive funds from the UWBB an agency must be a Certified Member Agency.