



**CITY OF
TALLAHASSEE**

Human Services

Bridge Program Manual

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Introduction

In FY2020, the City established the Bridge program to support local organizations proposing to implement innovative solutions to community needs but lacked the eligibility requirements to participate in the Community Human Service Partnership (CHSP) grant process.

The City currently administers the Community Human Service Partnership in collaboration with the County to provide an efficient and effective method for allocating human services grant funds. The CHSP process is robust and has received a *Best Practice* award from the U.S. Department of Housing and Urban Development. CHSP has several minimum requirements and operates on a two-year funding cycle. The Bridge program is an annual funding opportunity with less stringent requirements and enables nonprofit agencies that do not meet the minimum CHSP standards to strengthen its capacity while receiving funding up to a maximum of two years. Agencies are then required to apply to CHSP for funding. Agencies that have previously received or are currently receiving CHSP funding are not eligible for the Bridge program.

Minimum Eligibility Requirements

To apply to the Bridge program the agency must meet the following requirements:

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

Online Application and Application Cycles

To be considered for funding, the agency must complete an online application. The agency may submit only one application each funding cycle. Applications will be accepted between July 1st and July 31st, evaluated by August 31st. Fund disbursements are made at the beginning of the City's fiscal year, October 1st.

Funding

The total budget for the Bridge program is \$50,000 per year, and an agency can receive up to \$10,000 in a fiscal year.

Evaluation, Awarding Process, and Action Plan

The Bridge Review Team (BRT), consisting of members with experience as Community Human Service Partnership (CHSP) Citizen Review Team, will serve as grant reviewers. Agencies will be evaluated based on its service delivery model (e.g., potential to provide impactful, innovative services), potential capacity, and ability to eventually meet the CHSP eligibility requirements.

The BRT has the discretion to request presentations, copies of legal documents, additional written responses, or site visits to aid in their ability to evaluate the proposals. Each funding cycle the BRT will complete its review of the applications and determine funding recommendations. The recommendations rendered by the BRT are not subject to appeal.

The BRT will utilize an evaluation rubric to assess all funding requests. Each agency will receive a decision letter that includes the funding recommendation.

Program Reporting and Evaluating Second-Year Agencies

Funded agencies are required to submit an annual progress report.

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.

CHSP Eligibility Requirements

One of the primary goals of the Bridge program is to support promising nonprofits to build its capacity, which includes obtaining the necessary qualifications to become eligible to apply to CHSP, and the ability to achieve one of the six Common Goals, Subgoals, and Measures, as referenced in the chart below. For your information, the CHSP eligibility criteria are provided below:

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.
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.

Bridge Staff Contact Information

If you have questions or need technical assistance, please contact Bridge staff at Bridge@talgov.com

COMMON GOALS, SUBGOALS, AND MEASURES

Related Current CHSP Funding Categories						
1 Children's Services 5 Family Support	2. Community Support 4. Basic Needs, Emergency 10. Promise Zone	3. Disability Services	6. Physical Health 10. Promise zone	7. Senior Services	8. Youth Recreation & Character Building 9. Youth Education & Employment 10. Promise Zone	11. Homeless Services
Major Goal Areas & Subgoals						
Support Healthy Families	Support Individuals & Families in Crisis & Emergency Situations	Enhance Quality of Life for Persons With Disabilities	Improve Healthcare for Vulnerable Populations	Enhance Quality of Life for Elders	Strengthen Academic Performance & Reduce Risk Factors for At-Risk Youth (K-12)	Reduce Homelessness
Improve early childhood & achieve developmental milestones	Support emergency recovery	Support social connections & physical activity	Improve access to health & supportive services	Support social connection & physical activity	Improve academic achievement	Make homelessness a rare occurrence (<.1%)
Improve academic achievement	Support family safety & self-sufficiency	Support family safety & self-sufficiency		Provide nutritional stability	Improve youth behavior & positive life outcomes	Brief shelter stays (<90 days)
Secure & maintain employment	Secure & maintain employment	Improve access to health & supportive services		Provide caregiver support	Secure & maintain stable housing (youth)	Rapid Rehousing
Support family safety & self-sufficiency	Secure & maintain stable housing	Provide caregiver support		Secure and maintain stable housing	Secure & maintain employment (youth)	Reduce homelessness recurrence
Improve access to health & supportive services	Expand access to legal representation	Achieve developmental milestones (youth)				Provide adequate temporary shelter
Improve youth behavior & positive life outcomes	Improve access to health & supportive services					
Secure & maintain stable housing	Provide nutritional stability					

Uniform Metrics

Support Healthy Families	Support Individuals and Families in Crisis & Emergency Situations	Enhance Quality of Life for Persons With Disabilities	Improve Healthcare for Vulnerable Populations	Enhance Quality of Life for Elders	Strengthen Academic Performance & Reduce Risk Factors for At-Risk Youth (K-12)
Youth with improved childhood development (higher assessment score / meet developmental milestones)	Persons receiving improved access to healthcare (health / dental / mental health / supportive services)	Persons receiving improved access to healthcare (health / dental / mental health / supportive services)	Persons receiving improved access to healthcare (health / dental / mental health / supportive services)	Persons obtaining / maintaining stable housing	Students promoted to next grade (Kindergarten readiness / K-12)
Students promoted to next grade (Kindergarten ready / K-12)	Persons receiving emergency needs support (households / elders)	Caregivers receiving respite support		Persons receiving nutritional support (elders)	Students completing high school & enrolling in postsecondary education
Youth with lower negative behavioral outcomes (disciplinary & delinquency incidents / teen pregnancy / substance abuse / gang involvement)	Persons with legal needs met	Persons gaining self-sufficiency skills to manage disability and health issues		Caregivers receiving respite support	Youth with lower negative behavioral outcomes (disciplinary & delinquency incidents / teen pregnancy / substance abuse / gang involvement)
Students completing high school & enrolling in postsecondary education	Persons receiving nutritional support	Youth meeting developmental milestones		Elders receiving social supports to manage health care risks & end-of-life decisions	Youth attaining management & self-protections skills
Persons obtaining / retaining employment (parents)	Persons obtaining / retaining employment (parents/youth)	Persons linked to service provision			Youth obtaining / retaining employment
Persons in at-risk neighborhoods receiving family safety net & supplemental education services (households / youth)	Persons obtaining / maintaining stable housing	Caregivers receiving respite supports			Youth obtaining / maintaining stable housing
Persons receiving improved access to health, dental, mental health & supportive services	Persons linked to service provision				Persons receiving family safety net & supplemental education services (households / youth)
Persons obtaining / maintaining stable housing					
Persons linked to service provision					