



**CITY OF
TALLAHASSEE**

Human Services

Fiscal Year 2026 Bridge Program Manual

Table of Contents

Introduction.....	3
Minimum Eligibility Requirements	3
Online Application and Application Cycles	3
Funding	3
Evaluation, Awarding Process, and Action Plan	4
Contract Agreement.....	4
Supporting Documentation	4-5
Program Reporting.....	5
Technical Assistance.....	5
CHSP Eligibility Requirements	5-6
CHSP Performance Metrics	7
Bridge Staff Contact Information	7
Appendix 1	8

Introduction

In 2020, the City established the Bridge program to support local organizations proposing to implement innovative solutions to address community needs but ineligible for the Community Human Service Partnership (CHSP) grant process.

The City and County administer the Community Human Service Partnership 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. It enables nonprofit agencies that do not meet the minimum CHSP standards to strengthen their capacity while receiving funding up to a maximum of two years. Agencies are then required to apply to CHSP for continued 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:

- At the time of application submission, the agency is registered as a 501(c)(3) with the United States Department of Treasury.
 - Please note that fiscal agents are not accepted, the applying agency must have its own 501(c)(3) status.
- 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 CHSP funding.
- The agency has a previous fiscal year operating budget at or below \$100,000.00

Online Application and Application Cycles

- To be considered for funding, the agency must complete an application on the [City's Neighborly Software Portal](#).
- The agency can submit only one application each funding cycle.
- Applications will be accepted between July 1st and July 31st, evaluated by September 30th.

Funding

- An agency can receive up to \$10,000 each fiscal year, for a maximum of two years.
- Afterwards, the agency is expected to apply to CHSP (CHSPPortal.org).

Evaluation, Awarding Process, and Action Plan

- The Bridge Review Team (BRT) are local citizen volunteers who serve as grant reviewers and make funding recommendations for each program.
- Agencies will be evaluated based on their service delivery model (e.g., potential to provide impactful, innovative services), potential capacity, and ability to meet the CHSP eligibility requirements.
- Agencies seeking Bridge program funding for a second year will be assessed more rigorously than in their initial year of funding. 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 BRT evaluates the agency's progress towards meeting CHSP requirements and the annual report regarding the agency's program development (e.g., achievements, shortfalls, collaborative partners, etc.).
- 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.
- The BRT will utilize an evaluation rubric to assess all funding requests.
- Each agency will receive a decision letter that includes the funding recommendation.
- The agency cannot appeal the BRT's decision. Recommendations rendered by the BRT are not subject to appeal.

Contract Agreement

- If awarded, the City will work with the agency to complete all required General Revenue contract materials.
 - This contract will include the program specific target population(s), program description, performance metric(s), data source and collection method(s), collaboration plan, and budget.
- The Bridge Program grant funds will be processed based on the City's fiscal year, which begins October 1st, at a frequency of bi-annual drawdowns.
- The City will process the first payment (totaling half of the awarded grant funds) at the execution of the Agreement.
 - The associated supporting documentation required for reconciliation is due by April 15, 2026.
- Once all funds have been reconciled, the City will process the second payment (the remaining half of the awarded grant funds).
 - The associated supporting documentation required for reconciliation is due by October 15, 2026.

Supporting Documentation

- As a best practice, the agency should keep copies of all expenses, bank statements, credit card statements, and, if applicable, copies of checks generated for payment.

- To reconcile Bridge funds disbursed, the agency will be required to submit supporting documentation that clearly shows what funds were utilized for.
- This information should be submitted to Bridge@talgov.com
- Bridge staff will compare supporting documents to the Bridge contract for grant eligible expenses.
- Documents that are not legible will be denied. Ensure the vendor's name, date of purchase, items purchased, and total are clear.
- Examples of supporting documentation include, but are not limited to:
 - Pay stubs for associated payroll.
 - A Publix receipt for boxed lunches that will be provided at an event, a sign-in sheet, and the meeting agenda or itinerary.
 - Invoice from a website developer.
 - Invoice from Insurance agent, for General Liability coverage.
 - Amazon order summary for supplies/materials purchased.
 - Sam's Club receipt for snacks purchased (e.g., bagged chips, water bottles, and paper products).

Program Reporting

- Funded agencies are required to submit an Annual Report, due by November 1st.
- This report will be generated and completed through the [City's Neighborly Software Portal](#).

Technical Assistance

Agencies that receive Bridge funding will be required to engage in complimentary technical assistance with [United Partners for Human Services \(UPHS\)](#) to build agency capacity. Technical assistance may take the form of group meetings with other awardees and/or one-on-one consultations.

CHSP Eligibility Requirements

One of the primary goals of the Bridge program is to support promising nonprofits to build their capacity, which includes obtaining the necessary qualifications to become eligible to apply to CHSP and the ability to achieve one of the Goals, Outcomes, and Metrics, as referenced in the chart below (Appendix 1). 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 agencies 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 agencies 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 board oversight) regarding making withdrawals from the agencies 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 agencies income, disbursements, assets, liabilities, endowments, and other funds, as well as the agencies 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.

More information about the CHSP grant can be found on the CHSPPortal.org.

CHSP Performance Metrics

In 2022, the CHSP process established standard Performance Metrics (Appendix 1) to measure the Return on Investment and to evaluate the performance and outcome measures reported by CHSP agencies. To ensure Bridge applicants will meet the CHSP Performance Metrics, applicants will need to demonstrate their ability to align with the below Major Goals, Subgoals, and Measures.

In the application, the applicant must choose one Major Goal, Subgoal, and Performance Metric for the proposed program.

Bridge Staff Contact Information

If you have a disability requiring accommodations to complete a Bridge Program application, please call (850) 891-6566 or the TDD telephone number, 711, at least 24 hours (excluding weekends and holidays) before accommodations are needed. **If you have questions, please contact Bridge Program staff at Bridge@talgov.com**

Appendix 1

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					