

CHILD CARE RELIEF PROGRAM GUIDANCE



NOTE: This document is NOT the application form.

Please read the [Request for Proposals \(RFP\)](#) document carefully for application requirements and contract expectations. The St. Louis County Humanitarian application is internet-based and can be found at https://stlcsf.smapply.io/prog/stlouisco_cares_childcare.

RECOMMENDATIONS AND ITEMS TO NOTE

- SurveyMonkey Apply, the online application platform, will function in a variety of internet browsers but operates most efficiently in the **Google Chrome** internet browser.
- Please follow the instructions for registering on SurveyMonkey Apply website on the next page of this document.
- St. Louis County recommends answering narrative application questions in a word processing program (such as Microsoft Word) for editing and retention purposes. When complete, narrative answers from the word processing file can be copied and pasted into the appropriate SurveyMonkey Apply text boxes.
- This symbol(📄), located throughout the application in the top right corner allows applicants to:
 - contact the site administrator at humanitarian@stlouisco.com for questions about application content
 - access frequently asked questions about the SurveyMonkey Apply platform, or
 - contact [SurveyMonkey Apply](#) with technical concerns regarding the SurveyMonkey Apply platform
- SurveyMonkey Apply will auto-save regularly during an open work session. A “Save and Continue Editing” button is also available at the bottom of each application section.
- St. Louis County will host a Webinar on how to navigate the Survey Monkey Apply system on Thursday, June 4 @ 2p.m. It will be recorded and available on the SurveyMonkey Apply landing page for future reference.

INSTRUCTIONS FOR REGISTERING ON SURVEYMONKEY APPLY WEBSITE

<p>Step One</p>	<p>Please talk to colleagues within your organization and establish who will be the Primary Administrator for the organization’s SurveyMonkey Apply account before beginning the registration process.</p> <p>The Primary Administrator will have responsibility for submitting the completed application(s) and will be the sole point of contact for all emails and alerts from SurveyMonkey Apply related to the application(s).</p> <p>The individual who is designated as the Primary Administrator should begin the registration process.</p>	<p>Tips: Instructions for adding collaborators to your organization’s application(s) are delineated below, once initial registration is complete. If at any point the Primary Administrator needs to transfer management to another user on the Organization’s account, please follow the instructions as found here.</p>
<p>Step Two</p>	<p>Open a web browser window. Go to: https://stlcsf.smapply.io/prog/stlouisco_cares_childcare</p>	<p>Tips: SurveyMonkey Apply works best in Chrome. Using Internet Explorer and Safari may lead to slower loading time and formatting issues.</p>
<p>Step Three</p>	<p>In the upper right corner of the browser window, click Register.</p> <div style="text-align: right;">  </div>	
<p>Step Four</p>	<p>After entering your name and email address and selecting a password for your user account, you will be prompted to provide the following information about your organization:</p> <ul style="list-style-type: none"> • Organization Name • Organization Address • Organization Email 	
<p>Step Five</p>	<p>Before you can complete all the tasks and submit an application, you will need to verify your email address. To verify your email address, click “Send verification link” at the top of the Homepage.</p> <div style="text-align: right;">  </div> <p>You will receive an email from SurveyMonkey Apply with a link. Once you have clicked the link to verify your email address you will be able to begin your application(s) for the COVID-19 Humanitarian Response Fund.</p>	
<p>Adding Collaborators</p>	<p>To add colleagues as members of your organization and collaborate on the applications, click “Manage organization” in the top right-hand corner from the Homepage (when signed in as the Primary Administrator).</p> <p>After you have selected “Manage organization”, select the “Members” tab, and click “Add member”. Add the person’s name, email address, and select the role they should have on the organization’s account. You can also create Teams within your organization to edit and contribute to specific tasks in your application(s) using the “Teams” tab.</p>	<p>Tips: <i>Administrators</i> will be able to edit and remove non-administrative members, or inactive Administrators and can create and submit program applications.</p> <p><i>Non-admin members</i> will be able to edit applications on behalf of the organization but will not have access to manage the organization’s profile and members. They will also not be able to create or submit applications for an organization.</p>



Child Care Relief Program

SurveyMonkey Apply User Tips

SurveyMonkey Apply User Tips

- Your organization must register and log in as an organization before you can begin or open an application
- The application is only open to nonprofit organizations; individuals cannot apply
- Pick someone in your organization who will be the leader in completing the online application: this person will be called the “Primary Administrator” on SurveyMonkey Apply
- Please follow the instructions for setting up the organization account on the [Application Guide](#) provided
- Save your log-in information in a safe place. The site administrator cannot restore your password; you will have to contact SurveyMonkey Apply directly to reset or recover account information

The screenshot shows the Saint Louis County CARES SurveyMonkey Apply website. At the top right, there are 'Log In' and 'Register' buttons. The main header features the 'Saint Louis COUNTY CARES' logo. Below the header, the page is divided into two columns. The left column is titled 'Child Care Relief Program' and contains text about the application process, including a list of eligible costs and a link to a Request for Proposals (RFP) document. The right column contains a 'See my application' button, an 'APPLY' button, and the text 'Open to Organizations can apply.'

Log In Register

Saint Louis **COUNTY** CARES

Child Care Relief Program

Applications are now being accepted for the St. Louis County COVID-19 Child Care Relief Program. Grants under the Child Care Relief Program are being made available to assist child care providers, many of which have experienced business interruptions and increased expenses as a result of COVID-19. The purpose of these grants is to help those child care providers continue to operate safely and effectively in response to the COVID-19 public health emergency by providing funding for two categories of costs and expenses:

1. costs of business interruption caused by COVID-19; and
2. costs to facilitate compliance with County and CDC public health guidelines relating to COVID-19, including modifications to allow for social distancing and the purchase of disinfecting and cleaning supplies and personal protective equipment.

Please review the [Request for Proposals \(RFP\) document](#) thoroughly before applying. Applications will be accepted **beginning June 3, 2020 on a rolling basis**. Guidance on how to register for a SurveyMonkey Apply account to begin an application can be found by [clicking here](#). St. Louis County will host a live webinar on **Thursday, June 4, 2020 at 2PM** to walk through the application in SurveyMonkey Apply. To register and attend the webinar live, please [click here](#). Following the demonstration, a recorded version will be placed on this page for future viewing.

To review a list of FAQ's, please [click here](#). For all other inquiries, please email: humanitarian@stlouisco.com.

See my application

APPLY

Open to
Organizations can apply.

SurveyMonkey Apply Registration User Errors

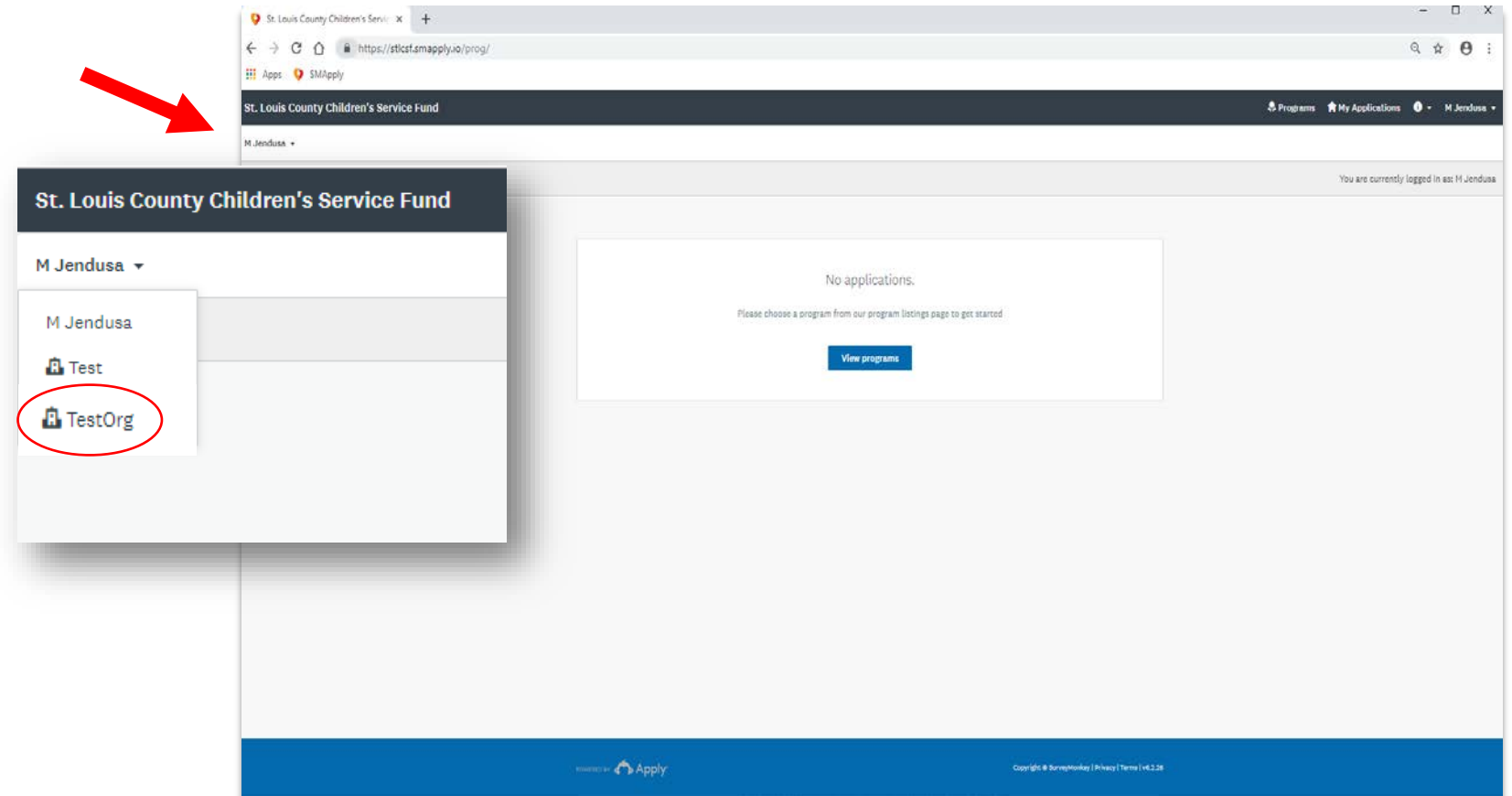
SETTING UP YOUR ORGANIZATION'S ACCOUNT

- ❑ When you or the identified Primary Administrator in your agency goes to register your organization for an account, select “Register as an organization”
 - You will be prompted to provide some basic information on your agency, including the organization’s name, address, and phone number.
- ❑ To add collaborators on your organization’s SurveyMonkey Apply account follow the instructions included in the [Application Guide](#) provided

The screenshot shows the SurveyMonkey Apply registration page. At the top, the 'Apply' logo is displayed with the text 'Register for an applicant account' below it. Under the heading 'Register with', there are three social media buttons: Facebook (f), Twitter, and Google (G). Below these is an 'OR' separator. Two radio button options are presented: 'Register as an individual' and 'Register as an organization'. The 'Register as an organization' option is selected and highlighted with a red oval. Below the radio buttons are input fields for 'First name' and 'Last name', followed by an 'Email' field, a 'Password' field with an eye icon, and a 'Confirm password' field with an eye icon. A line of text states: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' At the bottom left, there is a checkbox labeled 'I'm not a robot' next to a CAPTCHA logo and 'Privacy Terms' link. A large green button labeled 'CREATE ACCOUNT' is positioned at the bottom center.

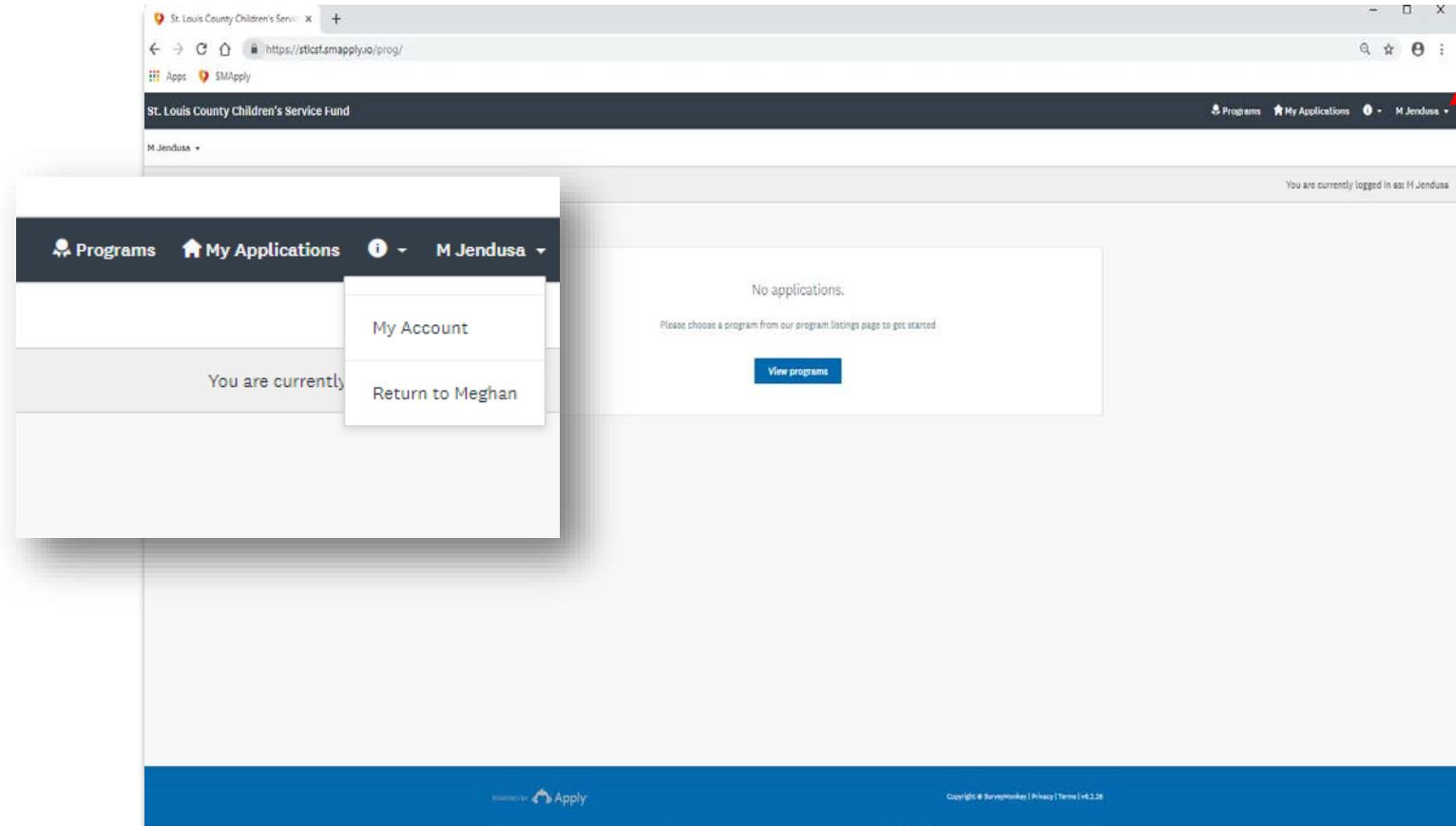
SurveyMonkey Apply Log-in User Errors

- ❑ Once your organization has been registered on SurveyMonkey Apply and you have been added as an individual user and member of your organization's account, log into your individual account on SurveyMonkey Apply
- ❑ Immediately upon logging into your individual account, you will find that you do not have any program applications available to open
- ❑ You will need to tell SurveyMonkey Apply that you want to open an application for your organization (for which you have been added as a collaborator on by the Primary Administrator) by clicking on your user name in the upper left hand corner of your screen and selecting the organization's name.



SurveyMonkey Apply Log-in User Errors

- ❑ If the drop down menu with your organization is not available, double check to make sure that your organization is registered and that your individual account is actually linked to the organization's account.
- ❑ If you are sure that your agency is not registered, and you already are registered and logged-in as an individual user, you can register your agency for an organization account by clicking on your user name and "My Account".
 - You can set up an organization account from the Account Settings page and then add your agency's name, address, and email information.



SurveyMonkey Apply Log-in User Errors


- ❑ To double check that your individual account is actually linked to the organization's account, have your Primary Administrator log in to their account, select the organization from the upper left corner of the screen (as demonstrated previously), and then select "Manage organization" in the ribbon bar
- ❑ Once in the organization's profile, click on the "Members" tab to review all individual users who have been added as collaborators to the organization's program applications

The screenshot shows the SurveyMonkey interface for 'St. Louis County Children's Service Fund'. The top navigation bar includes 'Programs', 'My Applications', and a user profile icon. A red arrow points to the 'Manage organization' link in the ribbon bar. Below the ribbon bar, the 'TestOrg' dropdown is visible. The main content area shows 'All Applications' with a list of applications. One application is highlighted: 'Child Care Relief Program' with ID '2020C-0000000003'. The status is 'Application in progress' and it shows '0 of 8 tasks complete' with a green 'START' button. The last edited date is 'Jun 1 2020 02:04 PM (CDT)'.

The screenshot shows the 'Manage Organization' page for 'TestOrg'. The 'Members' tab is selected. The page features a table of members with columns for Name, Email, Role, Teams, Last login, Signup date, and Active. A single member is listed: 'MJ Jendusa', Primary administrator, with a last login of 'Today' and a signup date of '5 days ago'. The page also includes an 'Add member' button, a search bar, and pagination information: 'Page: 1 (1 - 1 of 1)' with a dropdown set to '25'.

Name	Email	Role	Teams	Last login	Signup date	Active
MJ Jendusa	[REDACTED]	Primary administrator		Today	5 days ago	✓

SurveyMonkey Apply Helpful Tips [click here to view notes](#)


- Application Guide
- Google Chrome
- Character Limits
- Word Processing File to SurveyMonkey Apply
- Auto-Save
- 

SurveyMonkey Apply Application Tasks [click here to view notes](#)

0 of 8 tasks complete

Last edited: Jun 1 2020 02:04 PM (CDT)


REVIEW **SUBMIT**

 TestOrg

Add Member or Team









Child Care Relief Program [🔗](#) 👁️ Preview ⋮

2020C-0000000003

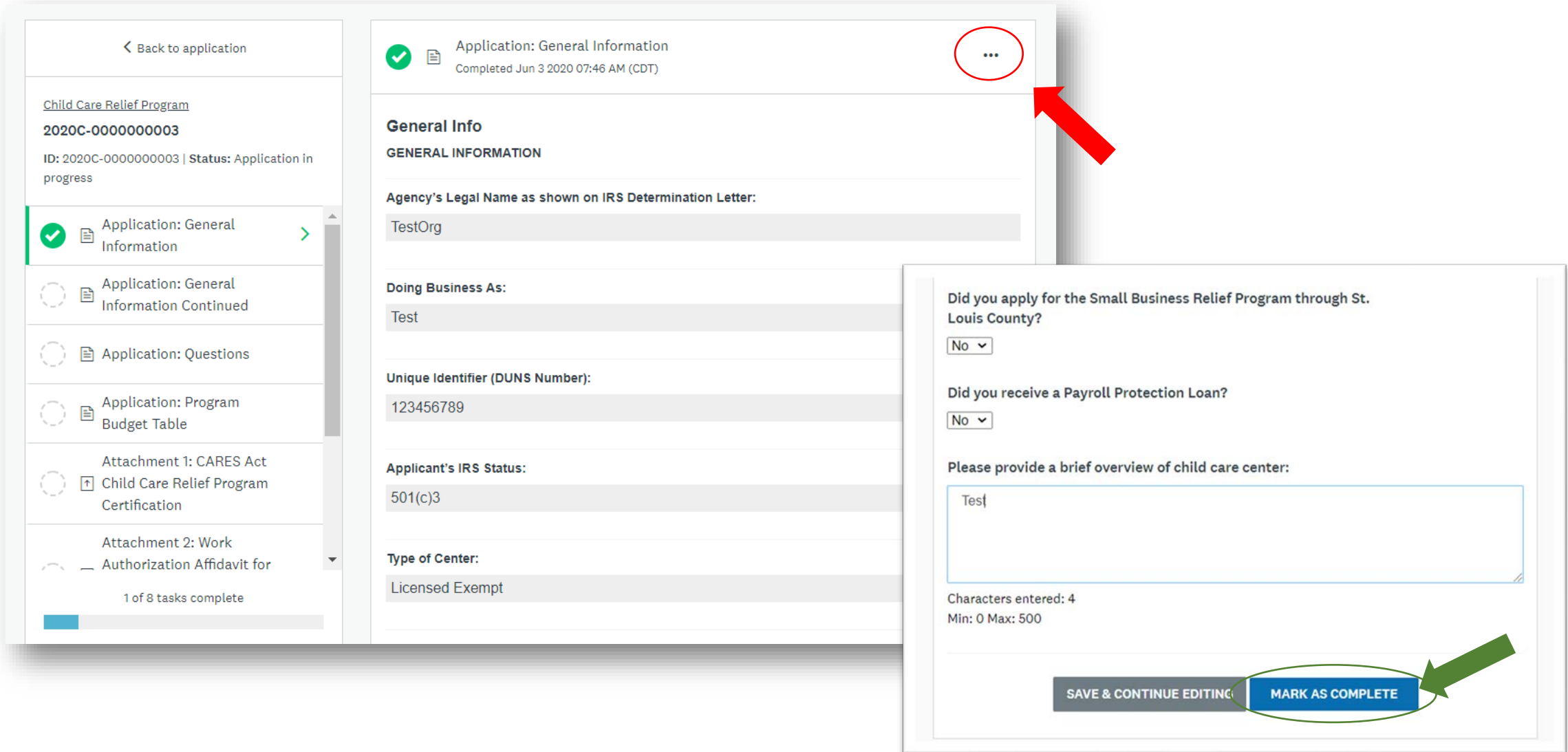
 TestOrg Status: Application in progress

APPLICATION ACTIVITY

Your tasks

-  Application: General Information >
-  Application: General Information Continued >
-  Application: Questions >
-  Application: Program Budget Table >
-  Attachment 1: CARES Act Child Care Relief Program Certification >
-  Attachment 2: Work Authorization Affidavit for Business Entities pursuant to 285.530 R.S.Mo. >
-  Attachment 3: Applicant's most recent fiscal year budget >
-  Attachment 4: Certificate of Good Standing >

SurveyMonkey Apply Application Tasks [click here to view notes](#)



← Back to application

Child Care Relief Program
2020C-000000003
ID: 2020C-000000003 | Status: Application in progress

- ✓ Application: General Information >
- Application: General Information Continued
- Application: Questions
- Application: Program Budget Table
- Attachment 1: CARES Act Child Care Relief Program Certification
- Attachment 2: Work Authorization Affidavit for

1 of 8 tasks complete

✓ Application: General Information
Completed Jun 3 2020 07:46 AM (CDT)

...

General Info
GENERAL INFORMATION

Agency's Legal Name as shown on IRS Determination Letter:
TestOrg

Doing Business As:
Test

Unique Identifier (DUNS Number):
123456789

Applicant's IRS Status:
501(c)3

Type of Center:
Licensed Exempt

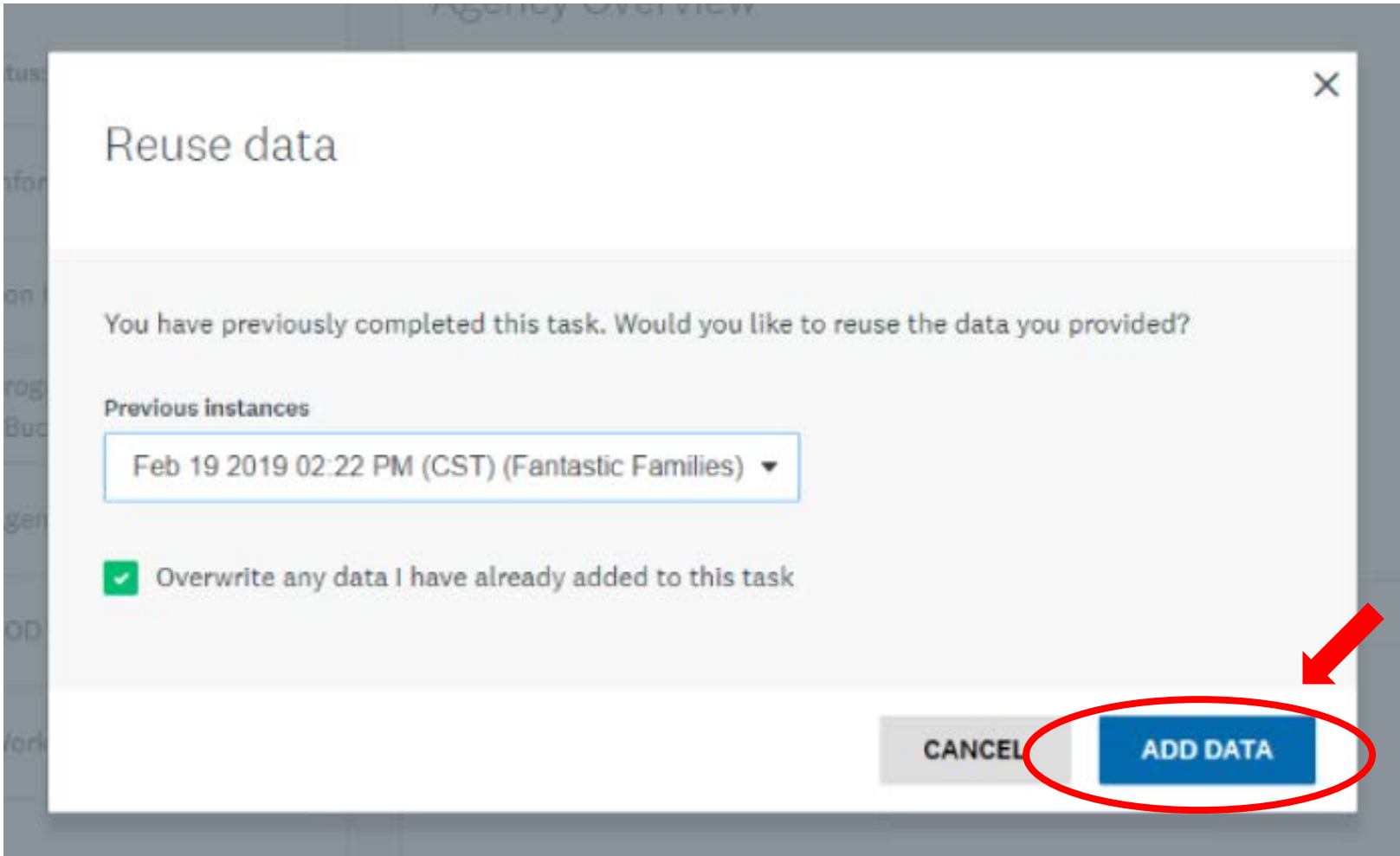
Did you apply for the Small Business Relief Program through St. Louis County?

Did you receive a Payroll Protection Loan?

Please provide a brief overview of child care center:

Characters entered: 4
Min: 0 Max: 500

SurveyMonkey Apply Reusable Data [click here to view notes](#)



Reuse data

You have previously completed this task. Would you like to reuse the data you provided?

Previous instances

Feb 19 2019 02:22 PM (CST) (Fantastic Families) ▼

Overwrite any data I have already added to this task

CANCEL ADD DATA

SurveyMonkey Apply Document Uploads

All upload tasks are required for each agency submitting an application. If your organization does not have any of the required documentation, you must upload in its place a document explaining why the information is not available. Failure to comply with the requirements of this RFP, or evidence of unfair proposal practices, is cause for rejection of the proposal.

Humanitarian Response Program upload tasks: [click here to view notes](#)

Instructions for each upload task, including document templates or links to access specific documentation from government entities, can be found by clicking on the task in your task list on SurveyMonkey Apply.

- Attachment 1 – CARES Act Coronavirus Relief Fund Certification
- Attachment 2 – **Work Authorization Affidavit AND E-Verify Supporting Documentation**
- Attachment 3 – Applicant’s most recent organizational annual budget
- Attachment 4 – **Certificate of Good Standing**

Samples of Select Required Documents click here to view notes

Attachment 2 – E-Verify Supporting Documentation

- Confirms employee's eligibility to work in the U.S.
- Required three components:
 1. First page (identifying employer)
 2. Signature page
 3. Work Authorization Affidavit



E-Verify
Compare ID Number: _____

THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION MEMORANDUM OF UNDERSTANDING FOR DESIGNATED AGENTS

ARTICLE I
PURPOSE AND AUTHORITY

The parties to this Agreement are the Department of Homeland Security (DHS), and _____ (Designated Agent). The purpose of this Agreement is to set forth terms by which SSA and DHS will provide information to _____ (Designated Agent) on behalf of the Designated Agent's client (the Employer). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, SSA, the Employer, and the Designated Agent. References to the Employer include the Designated Agent when acting on behalf of the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

The Employer is not a party to this MOU. The E-Verify program requires an initial agreement between DHS and the Designated Agent as part of the enrollment process. After agreeing to the MOU as set forth herein, completing the tutorial, and obtaining access to E-Verify as a Designated Agent, the Designated Agent will be given an opportunity to add a client once logged into E-Verify. All parties, including the Employer, will then be required to sign and submit a new MOU. The responsibilities of the parties remain the same in each MOU.

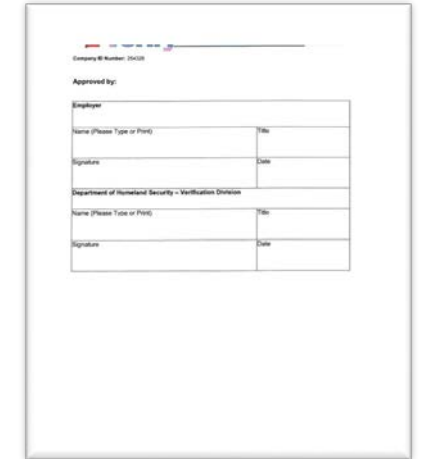
Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (5 U.S.C. § 1324a note). Authority for use of the E-Verify program by Federal contractors and subcontractors covered by the terms of Subpart 22.18, "Employment Eligibility Verification", of the Federal Acquisition Regulation (FAR) (hereinafter referred to in this MOU as a "Federal contractor with the FAR E-Verify clause") to verify the employment eligibility of certain employees working on Federal contracts is also found in Subpart 22.18 and in Executive Order 12958, as amended.

ARTICLE II
FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF SSA

1. SSA agrees to provide the Employer (through the Designated Agent) with available information that will allow the Employer to confirm the accuracy of Social Security Numbers provided by all employees verified under this MOU and the employment authorization of U.S. citizens.
2. SSA agrees to provide the Employer and Designated Agent appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. SSA agrees to provide the Designated Agent with names, titles, addresses, and telephone numbers of SSA.

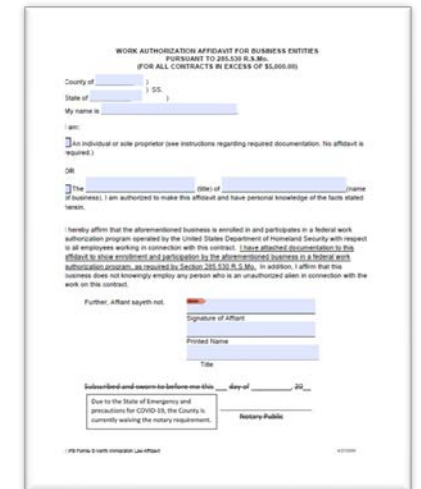
Page 1 of 13 | E-Verify MOU for Designated Agent Revision Date 06/01/08 www.dhs.gov/e-verify



Employer # Number: _____

Approved by:

Employer	
Name (Please Type or Print)	Title
Signature	Date
Department of Homeland Security - Verification Division	
Name (Please Type or Print)	Title
Signature	Date



WORK AUTHORIZATION AFFIDAVIT FOR BUSINESS ENTITIES
(FOR ALL CONTRACTS IN EXCESS OF \$5,000.00)

County of _____, State of _____, U.S.A.
My name is _____
I am: An individual or sole proprietor (see instructions regarding required documentation. No affidavit is required).
 The _____ (title of _____) (name of business). I am authorized to make this affidavit and have personal knowledge of the facts stated herein.

I hereby affirm that the aforementioned business is enrolled in and participates in a federal work authorization program operated by the United States Department of Homeland Security with respect to all employees working in connection with the contract. I have attached documentation to this affidavit to show enrollment and participation by the aforementioned business in a federal work authorization program, as required by Section 22.18 of the FAR, in addition, I affirm that the business does not knowingly employ any person who is an unauthorized alien in connection with the work on the contract.

Further, Affidavit signer is: _____
Signature of Affiant
Printed Name
Title

Subscribed and sworn to before me this _____ day of _____, 20____.
Due to the State of Emergency and provisions for COVID-19, the County is currently waiving the in-person requirement. **Notary Public**

I/We have a work authorization ID number: _____

Samples of Select Required Documents [click here to view notes](#)

Attachment 4 – Certificate of Good Standing

- Confirms the organization is in good standing with the state of Missouri
- Certificate must be dated within 90 days of submission

