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**2021-2022 EMERGENCY FUND FOR COVID-19 PANDEMIC RESPONSE****REQUIRED DOCUMENTS**

Required documentation for agencies selected to complete application process:

1. Attachment 1 – Work Authorization Affidavit for Business Entities **AND** E-Verify Supporting Documentation (.pdf)
2. Attachment 2 – Authorized Signatures (.pdf)
3. Attachment 3 – Agency Assurance (.pdf)
4. Attachment 4 – Most Recent Audited Financial Statements (.pdf)<sup>1</sup>
5. Attachment 5 – Current Certificate of Corporate Good Standing (dated within 90 days of application submission)

For 501©3 agencies only:

6. Attachment 6 – IRS Determination Letter (.pdf)
7. Attachment 7 – Board of Directors Resolution (.pdf)

Required documentation for funded agencies to execute a contract with CSF:

1. Agency policy for staff and volunteer screening of past child abuse and neglect
2. Agency policy of non-discrimination practices
3. Agency policy on confidentiality
4. Agency policy on whistleblowers
5. Agency policy on conflict of interest
6. Agency policy/procedure regarding educating clients about their rights, responsibilities, and grievance process
7. Signed Memorandums of Understanding, if applicable (Required for formal partnerships and for services delivered in schools)

For 501©3 agencies only:

8. Federal W-9 (must be Rev. October 2018 or later version and signed within past calendar year)
9. Certificate of Liability Insurance (St. Louis County must be named as additional insured) or self-insurance information

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<sup>1</sup> Not applicable to 501©3 agencies who meet any of the following criteria:

1. Agency incorporated within the last 18 months
2. Annual revenue of less than \$1 million in any of the last three years of operation