



St. Louis County
Children's Service Fund

Keeping Kids First

2021-2022 Emergency Funding

Contract Meeting



AGENDA

Overview of Emergency Funding	Paulette Foerster
Contract Process & Timeline	Melissa Jamieson
Financial Documentation Requirements	Patrick Fox
SurveyMonkey Apply Form	Clément Bayetti
Question & Answers	



Overview of Emergency Funding

Paulette Foerster, Chief Program Officer



OVERVIEW OF EMERGENCY FUNDING

The Emergency Funding Opportunity

- created by Children's Service Fund Board of Directors and staff in response to the COVID-19 Pandemic.
- Addressed changing needs of the community
- Funded projects that would decrease negative effects on the mental health of children and youth.
- \$250,000 funded in 2020



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Review & Selection

Emergency Funding Opportunity in 2021

- 84 letters of intent were received
- 35 organizations were invited to submit full applications
- Reviewers looked for projects that addressed unmet needs, gaps in services, and quick implementation.



OVERVIEW OF EMERGENCY FUNDING

Emergency Funding 2021

- The CSF Board of Directors voted to fund 17 organizations
- \$1.4 Million Dollars total allocations



Contract Process & Timeline

Melissa Jamieson, Deputy Director



PROGRAM REQUIREMENTS

- New agencies: Welcome! We are excited to work with one another on this funding opportunity.
 - Your program contact will be reaching out to you once your contract is signed to schedule a Meet and Greet
- All programs will be scheduled for a check-in meeting with the CSF program staff in 2022



Contract Process

Policy reminder: expenses are eligible starting April 22, 2021, the day following final Board approval.



Contract Process

- 1) CSF sends contract narrative to agency through DocuSign (next two weeks).
- 2) Agency reviews contract.
- 3) Authorized signatory signs contract via DocuSign.
- 4) CSF Board chair or Vice Chair signs contract via DocuSign.
- 5) St. Louis County Fiscal Department reviews.
- 6) Contract is executed and copy of final returned back to authorized signatory via DocuSign.



Financial Documentation Requirements

Patrick Fox, Accounting Manager



Finance Documentation

- Financial documentation must be uploaded into SurveyMonkey Apply (SMA)
- Documents uploaded will be compared to contract budget and application by CSF staff.
- Once SMA uploads are reviewed and approved by CSF staff in excess of 50% of total award, final payment will occur.
- Resource document explaining expense types and example documents will be provided.



Finance Documentation Reminders

- Expenses submitted must align with activities outlined in your application.
- Sufficient details must be provided for CSF to discern what and when expense is for.
- Proof of payment is required for all submissions. Salaries and wages can use either payroll registers/reports or pay stubs.



Finance Documentation Reminders

- Period of performance must be clear to align with funding eligibility period.
- When allocating a portion of expenses, provide calculations.
- You may borrow amongst funded expense categories but cannot expend in non-funded expense types.



SMApply Forms

Clément Bayetti, Data and Performance Analyst



SMAApply Reminders

- Reporting forms available in SMAApply
 - Bookmark this link: https://stlcsf.smapply.io/prog/2021-2022_emergency_fund
 - Save your passwords and login information!
 - Refer to the Guidance Document for tips & reminders!
- Financial documentation can be completed at any time once contract is executed!
- Don't forget to "Mark as Complete" when you've finished the form!



Three Reporting Periods

Reporting Period	Report Content	Deadline
April 22, 2021 – December 31, 2021	<ul style="list-style-type: none">• Program Services• Receipts & Expenditures	February 15, 2022
January 1, 2021 – June 30, 2022	<ul style="list-style-type: none">• Receipts & Expenditures	August 15, 2022
July 1, 2022 – December 31, 2022	<ul style="list-style-type: none">• Program Services• Receipts & Expenditures	February 15, 2023



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Receipts & Expenditures

Form Instructions

- Multiple files can be uploaded for each expense
- Select the Expense Type from dropdown matching the program's approved line-item budget
- Date(s) of Purchase: Enter dates of pay period when submitting salary and benefits expenditures
- Enter the (\$) amount for the expenditure
 - Example: If you are submitting for two weeks of pay at 40% of a staff person's salary, and their total pay is \$1000 for the pay period, enter \$400 as the Qualified Expense Total
- Describe the items purchased
 - Example: Two weeks of pay for one case manager; 40% of staff salary

Expenditure Documentation Upload (1.1)

[Upload a file](#)

Expenditure Description Table (1.1)

Expense Type	---	▼
Date(s) of Purchase		
Qualified Expense Total	\$	
Item Description		

Do you have another receipt or expenditure to upload?
 ▼

Please click save and continue to the next page!

[SAVE & CONTINUE EDITING](#) [NEXT](#)

** You can submit financial documents for expenditures from an earlier reporting period as long as the expense was incurred during the eligible grant period (04/22/21 – 12/31/22).*



Program Services - Data & Outcomes

- In 500 characters or less, summarize the purpose of this funding request.
- Summarize the activities completed by the program during the reporting period, including any progress achieved with specific tasks proposed in the application timeline.
- What were the primary successes of the program?
- State the program's results at achieving the proposed outcomes.
- Describe any challenges encountered during implementation of this program. What strategies were used to resolve them, and were these strategies successful?



Program Services - Data & Outcomes

- How many individuals were served during the reporting period?
 - Report by ZIP code
 - Report by age group 0 - 5 years; 6 - 11 years ; 12 - 14 years ; 15 - 19 years ; 20+ years
- List the program's outputs during the reporting period.
 - Examples: # of presentations to the community; # of visits completed; # of hours of services delivered.
- Explain how the lives of St. Louis County children and youth have been impacted as a result of program activities.



Additional Questions & Answers

Please enter your questions in the Chat bar!