

## **2021-2022 Emergency Funding**

**Contract Meeting** 



#### **A**GENDA

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



#### **Review & Selection**

#### **Emergency Funding Opportunity in 2021**

- o 84 letters of intent were received
- o 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

- o The CSF Board of Directors voted to fund 17 organizations
- o \$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**

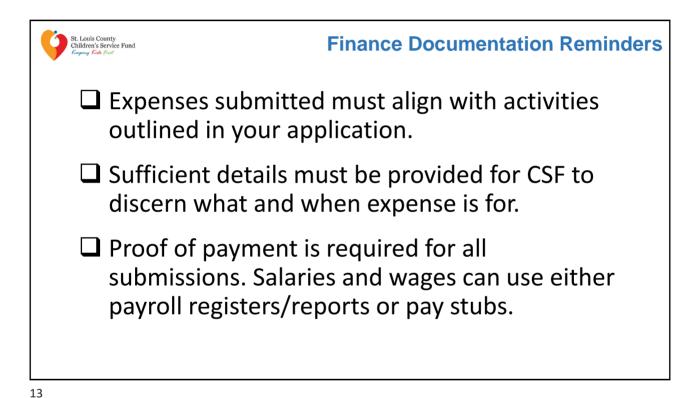
- 1) CSF sends contract narrative to agency through DocuSign (next two weeks).
- 2) Agency reviews contract.
- 3) Authorized signatory signs contract via DocuSign.
- 4) CSF Board chair or Vice Chair signs contract via DocuSign.
- 5) St. Louis County Fiscal Department reviews.
- 6) Contract is executed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

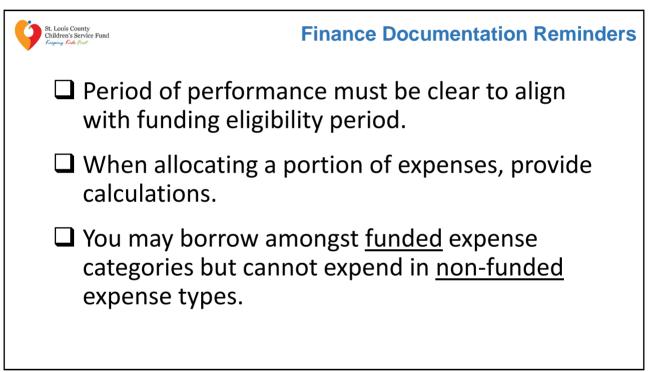


# Financial Documentation Requirements

Patrick Fox, Accounting Manager

St. Louis County Children's Service Fund Empirey Kilo Frest	Finance Documentation
☐ Financial documentation SurveyMonkey Apply (S	on must be uploaded into SMA)
Documents uploaded v budget and application	vill be compared to contract by CSF staff.
Once SMA uploads are CSF staff in excess of 50 payment will occur.	reviewed and approved by 0% of total award, final
Resource document ex example documents wi	plaining expense types and II be provided.

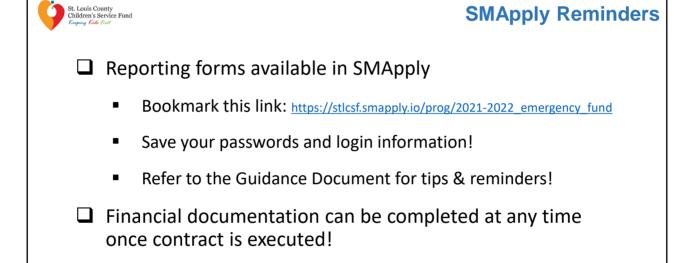






# **SMApply Forms**

Clément Bayetti, Data and Performance Analyst



☐ Don't forget to "Mark as Complete" when you've finished

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the form!



## **Three Reporting Periods**

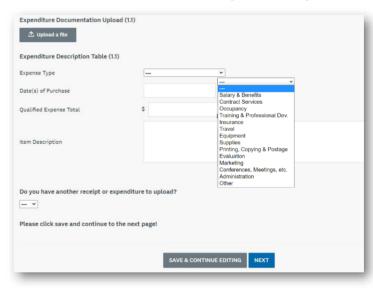
Reporting Period	Report Content	Deadline
April 22, 2021 – December 31, 2021	<ul><li>Program Services</li><li>Receipts &amp; Expenditures</li></ul>	February 15, 2022
January 1, 2021 – June 30, 2022	Receipts & Expenditures	August 15, 2022
July 1, 2022 – December 31, 2022	<ul><li>Program Services</li><li>Receipts &amp; Expenditures</li></ul>	February 15, 2023



#### 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

#### **Receipts & Expenditures**



\* 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**

- $\hfill \square$  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!