

**OPPORTUNITY FOR ALTERNATIVE USE OF 2020-2022 CORE FUNDING &
2022-2023 CORE CONTRACT EXTENSION REQUEST
FREQUENTLY ASKED QUESTIONS (FAQs)**

This document will be updated and posted to the SurveyMonkey Apply (SMAApply) [landing page for 2020-2022 Core](#) periodically as new questions come in to CSF. Please email any additional questions to KeepingKidsFirst@stlouisco.com.

PROCESS AND ADMINISTRATION

1. When is the form going to be available for access?

The forms are available in SMAApply as of 8am CT on Wednesday, April 28, 2021 and will close on Friday, June 11, 2021 at 11:59pm CT.

2. What is the landing page address?

The hyperlink to the landing page in SMAApply for 2020-2022 Core is:
https://stlcsf.smapply.io/prog/csf_2020-2022_core_funding_cycle.

3. Where can we find the FAQ?

The FAQ document will be uploaded to the SMAApply landing page within 48 hours following the May 5th Core Partner Meeting. Periodic updates to the document will be posted on the landing page as additional questions come in to keepingkidsfirst@stlouisco.com.

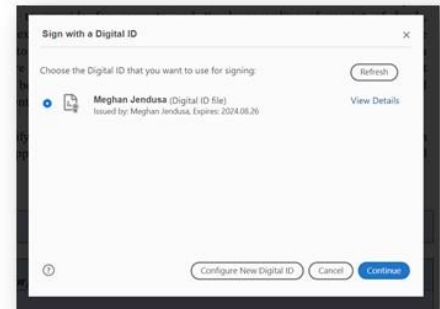
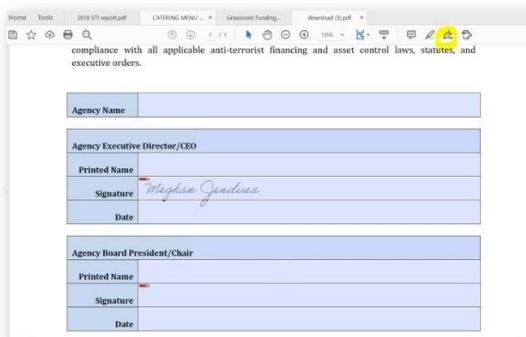
4. Where can I get a copy of the PPT slides from the information session?

CSF will email out the materials from the May 5 Core Partner Meeting through our Agency Update listserv. The materials will also be available to download from the landing page in SMAApply.

- I had a quick question on the CSF agency assurance form. When it says it can be electronically signed, is that as simple as typing in all of the required information, or does there need to be an actual electronic signature on the document?

The Agency Assurance form is a fillable PDF file. Agencies are able to click in the signature line and develop an electronic signature in Adobe, as shown:

You can also choose to use the “sign tool” in Adobe as below:



You're also welcome to print it out, sign, scan, and upload.

- Does the Agency Assurance form need to be signed by both the agency executive director AND the agency board president? Will the executive director only be sufficient?

The agency assurance form needs to be signed by both the agency executive director and the agency board president, as CSF wishes to ensure that each agency's board is aware of the requested contract changes. If the executive director has designated another signer through a completed Authorized Signatures form (either already on file with CSF or uploaded as the optional task in this request form), that person may also sign the agency assurance form. If the board president is not available, a board chair's designee (another board member) can sign the agency assurance form.

- I've completed all required tasks on the form, but I still don't see the option to click a Submit button. Where can this be found?

Only the “owner” of the application, or primary administrator, is able to access the Submit button. If all required tasks are complete and the Submit button has not appeared, most likely you are logged in under a different account than the primary administrator. Please have the primary administrator log in and hit the Submit button, or update the primary administrator for your account.

ALTERNATIVES TO CORE CONTRACT AMENDMENT REQUESTS

8. Will there be new/different service reporting or invoicing requirements if a program moves to the non-unit model?

Demographics and Outcomes Reports for 2020-2022 and the 2022-2023 extension will not differ. Invoicing or billing for non-units of service allocations will look a little different. It will involve substantiating expenditures with proof of payment (receipts, payroll documentation, etc.). Additional information about what will be required will be provided before updated contracts are finalized.

9. Does CSF's choice to allow non-unit/traditional grant requests in this process represent a new direction for future CSF grants?

CSF is unable at this time to answer questions about potential funding model decisions in the future.

10. If we have already delivered modified services to students as a result of COVID and this modification gets approved - can we go back and bill for these services we have provided during the 20-21 School Year?

CSF is unable to allow for billing services retroactively for units, activities, or funding that was not approved when the service was delivered.

11. Can a new program request include providing training to other professionals or organizations to provide services that align with the legislated areas?

CSF cannot direct an agency as to what services or activities it may or should propose. Activities with children and youth, as well as training and support to adult caregivers, that directly benefit the children's/youth's social and emotional wellness are considered as eligible services. For more information on what services are eligible for CSF funding, please reference CSF's [Residency and Eligibility Policy](#), as well as the [service areas approved by CSF statute](#).

St. Louis County Children's Service Fund's Board and staff has identified several areas of increased or pressing need as a result of the COVID-19 pandemic from information shared by stakeholders in surveys, committees, workgroups, etc. throughout the community. Please see the [Winter 2020-2021 Pandemic Related Needs Assessment](#) as a resource in reviewing the documented needs.

12. Is it possible to submit a proposal that involves redirecting awarded funds to two different new programs? It looks like SMAApply is set up to only accept one newly proposed program form and budget worksheet.

It is possible to request this using the "Request some other amendment not listed" option in SurveyMonkey Apply. An agency wishing to do this should describe their request for one of the new programs in the "Other" form and sum the entirety of the funds they want to redirect in the Budget Worksheet. CSF will likely have some follow-up questions to understand how much money is being requested from their currently funded program for each individual new program.

13. Is the option to “redirect money from existing Core funded program(s) to a newly proposed program” referring to a brand-new program that our organization has not previously provided, or an existing program that CSF has not previously funded?

Either scenario can be requested, using this option.

14. Regarding this language about requesting contract amendments: “Add new activities or services to an existing funded program, including new unit requests for activities that were not originally included in the 2020-2022 Core contract.” Does that mean we can request units/services that are not part of the Schedule B? Or is it only approved codes that we do not currently have?

As part of this process, a program can request services that are not part of the current List of Approved Units of Service (Schedule B). This can be done by

- a. Selecting “alter or modify the eligible activities as defined for a unit of service” to request a similar service be allowed under an existing approved unit for a program
 - b. Selecting “add new activities or services to an existing funded program, including new unit requests for activities that were not originally included in the 2020-2022 Core contract” to request a new service that does not seem related enough to an existing approved unit for a program to request under the “a” option above. This selection will then require a user to choose whether they are requesting to
 - a. add a new unit to their program (from the current Schedule B) that aligns with their proposed new activity, or
 - b. provide the service under a non-unit based traditional grant model, in cases where there is no appropriate unit in the current Schedule B
15. I’m wondering if you can help clarify the difference between “alter or modify the eligible activities as defined for a unit of service” and “add new activities or services to an existing funded program.” We are not looking to request new units.

- “Alter or modify the eligible activities as defined for a unit of service”: This is one of the ways in which a program can request to temporarily modify or expand a unit of service definition, and involves a minor change to the “Activities Included” section of a unit of service’s description in Schedule B. If a program has an approved unit and wants to (for instance) provide a new similar activity to one that is already included in the unit, this might be a good way to request that.
- “Add new activities or services to an existing funded program”: This option is used to request adding new activities to an existing funded program, whether a program wants to add a unit or request non-unit, grant-based funding for the new activities. If a new activity does not seem close enough to any existing units in the Schedule B to request a modification as described above, this may be the better way to request the new activity.
- In either case, the request would not result in additional funding; approved requests will use existing program dollars for the additional activities as well as currently approved activities.

- 16. We are currently filling out the survey apply form to modify the details of our core contract service projections. The application is not letting us move forward and requests that we fill in the outcome data. Our intentions were only to modify the number of clients served and request a core extension.**

The settings on this question have been edited; the outcome statement is now optional so programs should be able to “Mark as Complete” the task after completing just the projections.

- 17. We do not need to submit an amendment to continue the Telehealth Expansion changes, correct?**

That is correct. CSF's [Telehealth Expansion Policy](#) will continue to be in effect for the remainder of the 2020-2022 Core contract period, including the contract extension period of July 1, 2022 – June 30, 2023.

- 18. We plan to request a new unit for one of our programs. Should this request be added to our extension application? Or submitted through a New Unit Request form? If submitted through the extension application and approved, can we begin using this CPT code starting July 21, 2021 (once approved) or do we have to wait until July 1, 2022? Or if we have to submit through a New Unit Request, how quickly can we submit that form for approval?**

New unit requests can be submitted through the Alternatives to Core request process, but are only appropriate for that process if they are tied to a program change designed to better serve clients due to changes in need because of COVID-19.

All contract changes (including new unit requests) that are submitted and approved through the Alternatives to Core process are planned to be effective as of July 22, 2021, the day after the current projected board decision date.

If a program wants to request a new unit and the change is not related to COVID-19, the program will need to follow the standard new unit request process, which can be found on CSF's website [here](#). Agencies can submit this form at any time, although CSF staff may delay the review of these forms until after the July 2021 board meeting, in order to prioritize the Alternatives to Core and contract extension request review and recommendation process.

- 19. If we desire to do unit transfers, is it true that there's no need to make transfers between units that are the same service for different time frames? For example, we want to transfer 10 units of 90837.01 to 20 units of 90832.01. Would this require a unit transfer?**

Correct, a unit or funding transfer would not be required. As part of both the standard Core contract and the current modification opportunities, agencies have the discretion to use more of any units within a program and less of others, within the limits of the program's total award amount. This discretion is not limited to “same service, different time frame” units; for example, a program could invoice more counseling units and fewer case management units than those detailed in a contract's Schedule A.

- 20. My understanding was that we were given the opportunity to make a change to our program, for example, staff requirements, because of the extension. On the form, I see the question “How has the COVID-19 pandemic impacted the need for this unit of service change?” Does the change have to be related to COVID or can we propose a change for the extension unrelated to COVID?**

The Alternative Use of 2020-2022 Core Funding and 2022-2023 Core Contract Extension Request opportunities have been provided as a response to changing community needs due to the COVID-19 pandemic. For this reason, any program changes including staff requirements requested through the Alternative Use of Core process must be designed to better serve clients due to changes in need because of COVID-19, in order to be recommended for approval.

If your program is experiencing a need for a program change that is not related to COVID-19 or this request process, please reach out directly to your assigned program officer and explain the circumstances, so CSF can determine if there is another way to assist.

- 21. If we make updates to the budget to include non-unit budget items, should we go ahead and update the unit of service budget to include telehealth units?**

The only options for making budgetary requests are available if you propose an entirely new program or if you want to add new services or activities to an existing funded program; non-unit budget requests are only available if you are proposing to provide services or activities that do not fit in any existing unit of service listed in Schedule B with slight modifications. CSF's [Telehealth Expansion Policy](#) will continue to be in effect for the remainder of the 2020-2022 Core contract period, including the contract extension period of July 1, 2022 – June 30, 2023.

- 22. Is the template budget document on the application portal? I am not seeing it in emails that have been sent to my inbox from CSF folks.**

The budget workbook and instructions are available for preview and download on the [SMAApply landing page](#), though these budgetary change requests are only an option if your amendment request needs a completed budget.

- 23. For the Alternative Use of Core Funding Opportunity, we would like to add a new activity to an existing funded program (we want to add one new unit request for an activity that was not originally included in the 2020-2022 Core contract).**

In completing the budget worksheet, do we need to include a recalculation of usage of all of our units (existing units plus the new unit) for the “units projected,” or do we enter a quarterly estimate of only the new unit request on this budget worksheet?

Also, if we are recalculating all of the projected units, do we calculate based on units that we will carry over from last year that we did not utilize?

Per the budget worksheet instructions (located on the SurveyMonkey Apply landing page for this opportunity), the budget worksheet need only include an estimate of the additional new units being requested, provided the unit request is related to community needs arising from COVID-19. If the request is not related to COVID-19, then please submit a regular new unit request outside of this process, through normal CSF procedures.

A recalculation of projecting existing awarded units of service should not be provided per the budget worksheet, as an approved extension will simply allocate an additional 40% of the total award amount as of December 31, 2020. The units unused from a prior period are irrelevant, as CSF permits use of awarded units of service and does not limit remaining award amounts available on a per-unit basis.

- 24. I would like to request CSF provide a set reimbursement rate for [a type of service], due to the fact that we are limited in the number of youth we can serve at this time in order to maintain 6 feet of distance as was recommended by the health department. I feel like that would fit better under traditional grant request rather than modifying definition of unit of service. Am I on the right track or is this not what you all had in mind when proposing the traditional grant funding option?**

A traditional grant model can be requested in three ways:

- When adding a new activity to a program, where the activity does not fit under existing units
- When redirecting money from an existing CSF-funded program to a newly proposed program, where the new program activities do not fit under existing units
- When requesting some other amendment not listed, if a needed change is proposed that does not fit cleanly under the other options and would involve a traditional grant model of service

CSF cannot give individualized advice about which of the options in the Alternatives to Core amendment request process is the best fit for your program’s needs. Programs should submit requests in the manner that they believe best matches the general guidance provided to all agencies, and CSF will reach out as needed for questions or clarifications.

- 25. The Alternative to Core Contract budget spreadsheet and accompanying guidelines provide for salary and benefit expenses, but not a consulting rate - a rate we typically charge for mental health consultation and use in grant applications. Are we limited to the salary and benefits provision in identifying the costs of services we wish to propose in a project, or is there a way to base the cost/expense on our consultation rate?**

Any consulting fees or costs related to but not exclusively salary or benefits should be listed in the "other" category and explained in the narrative portion.

2022-2023 CONTRACT EXTENSION REQUESTS
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- 26. Will there be a core cycle 2022-2023 or do we have to extend to be able to have money for FY2022?**

Due to the COVID-19 pandemic and input from provider agencies, CSF determined that for the most efficient and effective continuity of services, a contract extension for the current CSF Core funded programs was the best overall approach. There are no additional opportunities to request Core funding for July 1, 2022 - June 30, 2023 planned at this time. Also, this is planned to be the only opportunity to request the 2022-2023 contract extension.

- 27. Just to clarify, there will be no new funding available for Core programs from 6/2022 through 6/23, correct?**

CSF does not intend to host a separate or new application process for Core 2022-2023 funding at this time. For currently CSF funded programs, the 2022-2023 Core Contract Extensions request will serve as the opportunity to request funding for 2022-2023 Core allocations.

- 28. If we don't request an amendment or extension for one of our programs, does that program go without funding for a year (7/1/22-6/30/23)?**

If an agency does not request the 2022-2023 Core Contract Extension by June 11, 2021 (the current deadline for this opportunity in SMAApply), then their funded program(s) will not have access to Core funding from CSF from July 1, 2022 - June 30, 2023. In this case, the agency's contract will end on June 30, 2022 as it currently reads in the existing 2020-2022 Core contract.

29. Can you clarify, for the program extension options where you are calculating 40%, this option is increasing our current award to continue providing services?

That is correct. The 40% program award and extension will be calculated based on the funded program's allocation, inclusive of any funding transfer requests approved as of December 31, 2020. If requested and approved, the contract extension will provide an additional 40% of the total 2020-2022 allocation for said program, and will extend the agency's Core contract to end on June 30, 2023 rather than the current end date of June 30, 2022.

Example: Program A was allocated \$100,000 in the 2020-2022 Core contract which included 30 months of activities (Jan. 1, 2020 - June 30, 2022). The program requested and was approved for a 2022-2023 Core Contract Extension. They will receive a contract amendment that will award the program an additional \$40,000 to continue providing services another twelve months, for a total of \$140,000 and will extend the end date of their Core contract to June 30, 2023.

30. If you apply for an extension, are you then disqualified from applying in the next core program?

Whether or not an agency requests the 2022-2023 Core Contract Extension, they will be eligible to apply for future Core funding if they would otherwise have been eligible. At this time, the next Core contract period is estimated to begin July 1, 2023 with application in fall of 2022.

31. Is the contract extension an all or nothing? Is partial funding extension permissible?

Contract extensions are designed to increase the program's award by 40%. CSF is aware that some programs' utilization may be impacted by the pandemic.

32. So we will have access to the 40% extension during the current 2022 cycle?

CSF is restricted by St. Louis County government appropriations rules and may not be able to allow for additional invoicing outside of the existing contract for 2021. Clarifications as to when invoicing may occur for amendments that are requested and approved are forthcoming.

33. Can you please clarify how the 40% extension is calculated? Is it based on the contractual amount or actual amount billed?

The 40% extension will be calculated based on the program's 2020-2022 awarded allocation as of December 31, 2020 (inclusive of any funding transfer requests approved prior to that date), not the billed amount.

34. How much can we ask for during the extension request?

The 2022-2023 Contract Extension Request does not offer an opportunity for agencies to request a specific amount. Any agency who requests a contract extension for any of their programs will be eligible to receive 40% of the 2020-2022 allocation as of December 31, 2020 (inclusive of any funding transfer requests approved prior to that date), given CSF Board approval.

35. My agency will be applying for the 2023 Contract Extension and not for the Alternate Use of Core Funding. Can you please confirm the following:

Do we submit documents relating to the 2023 Contract Extension with the budget reflecting 40% of our original Core Award? And since we do not have any unused 2020 funds, the 40% will be new funds for us for 2023 (if approved)? And we submit the opt-out documentation for the Alternate Use of Funds.

- It is not necessary to submit any budget documents for the 2023 contract extension request. CSF will calculate the 40% increase to approved programs' awards when creating the contract amendment. Regardless of the amount of funds utilized in 2020, the 40% increase reflects new funds to cover the extension period of July 1, 2022 – June 30, 2023.
- To opt out of the Alternative Use of Core opportunity, a program only needs to mark this box in the "Intro: Alternative Use of Core Funding" section of SurveyMonkey Apply: "This program does not wish to make any amendments or changes to the program as described in the 2020-2022 Core Contract."

36. If we use all money granted by the end of the original contract will there be a new contract starting on July 1, 2022 or does that mean no new money until the next NEW contract starts?

Whether or a program uses all of its original award by the end of the original contract (June 30, 2022) does not impact whether there are dollars available to the program as of July 1, 2022. This is determined by whether a contract extension is requested and approved. There will not be a new contract per se; the 2022-2023 contract extension, if request and approved, will result in an extension of the existing 2020-2022 Core contract, including any requested and approved amendments to the agency's funded programs. Allocation amounts for approved 2022-2023 contract extensions will be calculated at 40% of the total 2020-2022 Core contract amount as of December 31, 2020. If an agency chooses not to request a contract extension for a program, there is not another Core funding opportunity planned until the contract period planned to start on July 1, 2023.

37. If we had unspent dollars in 2020, can those can be used as part of this process as we think about alternatives and new programs?

Yes. Funded partners are encouraged to review their utilization of existing 2020-2022 allocation amounts for all of their currently funded programs when crafting their Alternative Use of Core Funding amendment request, as well as determining their 2022-2023 Core Contract Extension options. As in accordance with current CSF utilization policies and procedures, agencies are able to access unspent funds from the 40% of their total contract allocation that was available January 1, 2020 - December 31, 2020, plus the additional 40% of their total existing Core allocation which became available to them as of January 1, 2021.

- 38. My agency is not requesting any amendments. I'm looking at the Agency Assurance form in Survey Monkey. The heading is "Alternative Use of Core (2022-2022)." Does that need to say "Extension" instead? Or is the form the same for either use?**

The same Agency Assurance form should be used, regardless of whether the agency/program is requesting changes to Core programming or a contract extension.

- 39. Our agency would like to request the extension of our CSF 20-22 grant for the additional one year but we do NOT want to transfer any units or make any changes to our program or service area. Please confirm that the budget worksheet is NOT required for an extension only request.**

That is correct. Budget worksheets are not required if programs are not requesting any changes to programming through the Alternative Use of Core process, whether or not an extension is requested.

- 40. If we apply for an extension for a program and we get to June 30, 2022 and have remaining funds will we (a.) get 40% in addition to the left over amount from the 2020-2022 portion? (b.) Or will the excess from the 2020-2022 portion be erased and we will start July 1, 2023 with on the 40% for the extension? (c.) Or will the awarded amount be adjusted based on the remaining balance?**

Answer (a) is correct. For programs that request and are approved for the extension, any remaining funds from earlier in the 2020-2022 Core contract will roll over into the extension period of July 1, 2022 – June 30, 2023.

- 41. When does the extension apply – are specific changes (such as a marketing line item or a new UOS) eligible upon award, or do we need to wait to use them until July 2022?**

To clarify, the examples of changes given in the question are not part of the contract extension, but rather are program change requests through the Alternatives to Core request process that is completed through the same form.

The extension is just that, an extension of the current contract, which will be in effect July 1, 2022 – June 30, 2023.

Approved change requests made through the Alternatives to Core request process, such as a marketing line item or a new unit of service, are projected for a board decision date of July 21, 2021, and would then be effective on July 22, 2021.

42. The 2022-2023 extension means we have from January 2020-June 2023 to use funds awarded? For example, the funds left over from 2020 can still be recovered by June 2023?

It is correct that programs that receive the contract extension will be able to roll any unused dollars over into the remaining (extended) year of the contract, and that the final date to provide services with CSF funding under this extended Core contract will be June 30, 2023. To clarify, in addition to the extra year of time to use existing funding, the contract extension also provides an extra year of funding for services under the contract, by increasing each program's award by 40%.