



St. Louis County
Children's Service Fund
Keeping Kids First

2021-2023 Grassroots Fund

Contract Meeting



AGENDA

- | | |
|--|-------------------|
| I. Welcome & Grassroots Fund Overview | Emily Koenig |
| I. Contract Overview | Melissa Jamieson |
| II. CSF Partnership & Role of Program Officers | Paulette Foerster |
| III. Financial Reporting & Payments | Patrick Fox |
| IV. Impact Reporting | Clem Bayetti |
| V. Reporting Process in SMAApply | Meghan Jendusa |
| VI. Q&A | Tom Mennerick |



Overview of the 2021-2023 Grassroots Fund

Emily Koenig, CSF Executive Director



WELCOME & OVERVIEW

- CSF's first round of Grassroots Funding
- Developed in partnership with CSF's Community Advisory Board
- LOI Phase:
 - 81 letters of intent submitted
 - Total Request: Approximately \$9.5M
- Application Phase:
 - 42 agencies asked to submit full applications based on LOI
 - Total Request: Approximately \$5.1M
- Final Recommendation:
 - 17 organizations funded
 - Total Funded: Approximately \$2.0M



GRASSROOTS PARTNER AGENCIES

- A Red Circle
- Artists First
- Barak Christian Church
- Bread & Roses Missouri
- Bridging Families to Communities & Beyond
- Charlotte's Community Outreach (KHAOS Inc.)
- Chinese Service Center in St. Louis
- Good Journey Development Foundation
- Man of Valor Inc.
- Music that Reclaims
- Ollie Hinkle Heart Foundation
- Save Our Youth
- The Collective 314
- The Community Reach
- The Oxygen Project
- The SoulFisher Ministries
- Vitendo 4 Africa



FUNDING GOALS

- Promote local behavioral health equity in the region by partnering with grassroots nonprofit organizations working with historically underserved communities.
- Resource locally-led agencies to support emergent, innovative and/or breakthrough behavioral health projects that are effective at reaching and impacting children and youth.
- Develop the capacity of locally-led agencies to become positioned to seek CSF Core funding.



Contract Overview

Melissa Jamieson, Deputy Director



CONTRACT OVERVIEW AGENDA

- **Contract Term & Eligibility Period**
- **Eligible Service Recipients**
 - Residency & Eligibility Policy
- **Funding Policies**
 - Child Abuse & Neglect Screening
 - Critical Incidents
 - Media Policy



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CONTRACT OVERVIEW AGENDA

- Other Requirements & Notifications
 - Non-Discrimination
 - Professional Liability Coverage
 - Failure to Perform
 - Conflict of Interest



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CONTRACT TERM & ELIGIBILITY PERIOD

- Contract term : October 1, 2021 – September 30, 2023
- Preparation expenses may be eligible from August 19, 2021 – September 30, 2021
- No expenses incurred prior to August 19, 2021 or after September 30, 2023 are eligible for use of funding provided
- Application is the heart of the contract



ELIGIBLE RECIPIENTS

- Per statute, children/youth ages 0 through 19 and their families
- Must be resident of St. Louis County or qualify under CSF's residency and eligibility policy
- Services to adults can be funded by CSF, if services directly target the child's/youth's mental health



RESIDENCY & ELIGIBILITY POLICY

- "Straddling" zip codes

"Straddling" ZIP Codes				
63005	63069	63120	63133	63143
63025	63105	63123	63136	
63026	63117	63125	63137	
63049	63119	63130	63138	

- Court custody
- School-Based Services
- Community-Based Presentations
- Services Provided to Youth Experiencing Homelessness
- Respite Care Services



CHILD ABUSE & NEGLECT SCREENING

- CSF requires funded partners conduct background checks, including child abuse and neglect screenings, by the Family Care Safety Registry or another screening approved by CSF.
- Screenings must be conducted annually on all agency employees and volunteers providing direct services to children and youth, regardless of whether the services are provided in a CSF-funded program.



CRITICAL INCIDENT POLICY

- CSF asks that funded partners make CSF immediately aware of any of the following events, regardless of whether the services are provided in a CSF-funded program:
 - Consumer death (caused directly by actions of the AGENCY)
 - Consumer serious injury (caused directly by actions of the AGENCY)
 - Incident or allegation of any consumer abuse or neglect levied against an organization employee, volunteer, foster parent, or consumer
 - Incident or allegation of any employee or volunteer abuse or harassment levied against an organization employee, volunteer, foster parent, or consumer
 - License revocation
 - Other changes in license status
 - Change of executive leadership
 - Civil or criminal action
 - Closure of organization or termination of a CSF-funded program
 - Change in accredited status
 - Mergers between the AGENCY and another entity



MEDIA POLICY

- Acknowledge CSF as a funding source on all written and electronic publications related to funded activities.
- If your organization has any contact with the media regarding a CSF-funded program, please acknowledge your relationship with CSF.
- Let us know of any media promotion and/or interviews of any media promotion and/or interviews of CSF-funded programs or profiles of participants in CSF-funded programs.



NON-DISCRIMINATION

Per the St. Louis County non-discrimination ordinance:

- Agencies shall not discriminate against any employee or applicant for employment because of race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or ability.



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LIABILITY COVERAGE

- The AGENCY must maintain for the ***duration of the contract*** commercial general liability, (CGL) and, if necessary, commercial general umbrella insurance with a limit of no less than \$1 million per each occurrence.



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CONFLICT OF INTEREST

- The organization shall not employ as a director, officer, employee, agent, or sub-contractor any elected or appointed official of St. Louis County or any member of his/her immediate family, unless the agency is a governmental entity.



FAILURE TO PERFORM

- In the event that CSF determines an agency is non-compliant, or at risk for non-compliance with contractual requirements, CSF may impose special conditions or restrictions prior to termination. Special conditions include, but are not limited to:
 - Requiring technical assistance;
 - Additional levels of approval for contracted activities;
 - Providing more detailed financial reports or documentation;
 - Additional monitoring; and
 - Submission and implementation of a corrective action plan.



CSF Partnership and Role of Program Officers

Paulette Foerster, Chief Program Officer



CSF PARTNERSHIP WITH GRASSROOTS AGENCIES

Leadership

- Champion a community-level children's behavioral health **investment and policy agenda** grounded in a population health approach with **equity** as central tenet.

Impact

- Develop, adopt, and promote an **impact framework** that supports regular assessment of performance results and informs improvement opportunities.

Communication

- Cultivate a **climate of trust, transparency, coordination, partnership, and inclusivity** with stakeholders.

Alignment

- **Align with existing initiatives** and promote operational practices that **maximize existing resources** and introduce efficiency.

Infrastructure and Capacity Building

- Maximize community-level behavioral health capacity through strategic investments in internal capacity building and infrastructure development

<https://stlouiscountymo.gov/st-louis-county-government/childrens-service-fund/about-us/strategic-plan-2020-2023/>



CSF PARTNERSHIP

Strategic Initiative to:

1. Champion a community-level children's behavioral health investment and policy agenda grounded in a population health approach with equity as central tenet.
2. Work with community-based agencies
 - to address community need and service gaps
 - to develop community-wide child and youth behavioral health services that are trauma informed and culturally appropriate



CSF PROGRAM OFFICERS

CSF Program Officer	Agency
Courtne Scott-Cammerata CScott-Cammarata@stlouiscountymo.gov	A Red Circle Bridging Families To Communities & Beyond Khaos Inc Music That Reclaims Save Our Youth
Jenny Lynch Jlynch@stlouiscountymo.gov	Ollie Hinkle Heart Foundation The Community Reach The Soulfisher Ministries
C. Ming Saelee MSaelee@stlouiscountymo.gov	Chinese Service Center In St. Louis Man Of Valor Inc. Vitendo 4 Africa
Tammie Crumble Tcrumble@stlouiscountymo.gov	Barak Christian Church The Collective 314 The Oxygen Project
Tom Mennerick Tmennerick@stlouiscountymo.gov	Artists First Bread And Roses Missouri Good Journey Development Foundation



ROLE OF THE PROGRAM OFFICER

Your program officer is your first point of contact with CSF

- if you have questions about anything related to your partnership with CSF
- if you want to discuss your program
- if you want to discuss changes to your program
- if you have questions about financial reporting or documentation
- things are working out as planned or things are not working out as planned



ROLE OF THE PROGRAM OFFICER

- To help support and promote success of your funded program
- Facilitate ongoing discussions with you around individual goals for the program
- The pipeline of communication to CSF



Let's take a quick break!

Enter your questions in the Q&A chat box!



Financial Reporting & Payments

Patrick Fox, Accounting Manager



EXPENSE REPORTING

- Expenses reported should include needed information for CSF to ensure it aligns with proposed activities and funded expense category from budget.
 - What is expense for?
 - Does expense align with application and clarifications prior to contract issuance?
 - When was purchase made or service performed?
 - How much was the expense?
 - Was the expense paid?
 - Is expense eligible for submission to CSF?
 - Does it fit in budget expense category?



EXPENSE REPORTING

- **Budget Example**
- **Expense Reallocation**
 - Permitted so long as it was a funded expense type
- **Common Follow-Up**
 - Payroll showing pay date only
 - Invoice provided without proof of payment
 - Receipts with not enough details



SUBMITTING EXPENSE DOCUMENTATION

- **SurveyMonkey Apply**
- **Information Entered Will Include:**
 - Expense Category
 - Total Amount
 - Description
- **Upload Attachments**
 - Multiple Documents can be attached for expense type
 - Example: Salary & Benefits expense can be for multiple pay periods
 - If needed, provide additional details on scan (pay period dates, highlight items)
- **Final Submission Deadline: November 30, 2023**



WHAT HAPPENS AFTER EXPENSE SUBMISSION?

- CSF staff begins review
 - Ensures activities align with contract and eligibility period
 - Confirms all needed details are included in uploaded documents
 - Follows up if additional information is needed
 - Tracks overall progress of approved expenses compared to awarded amount
 - Initiate second payment (if applicable)



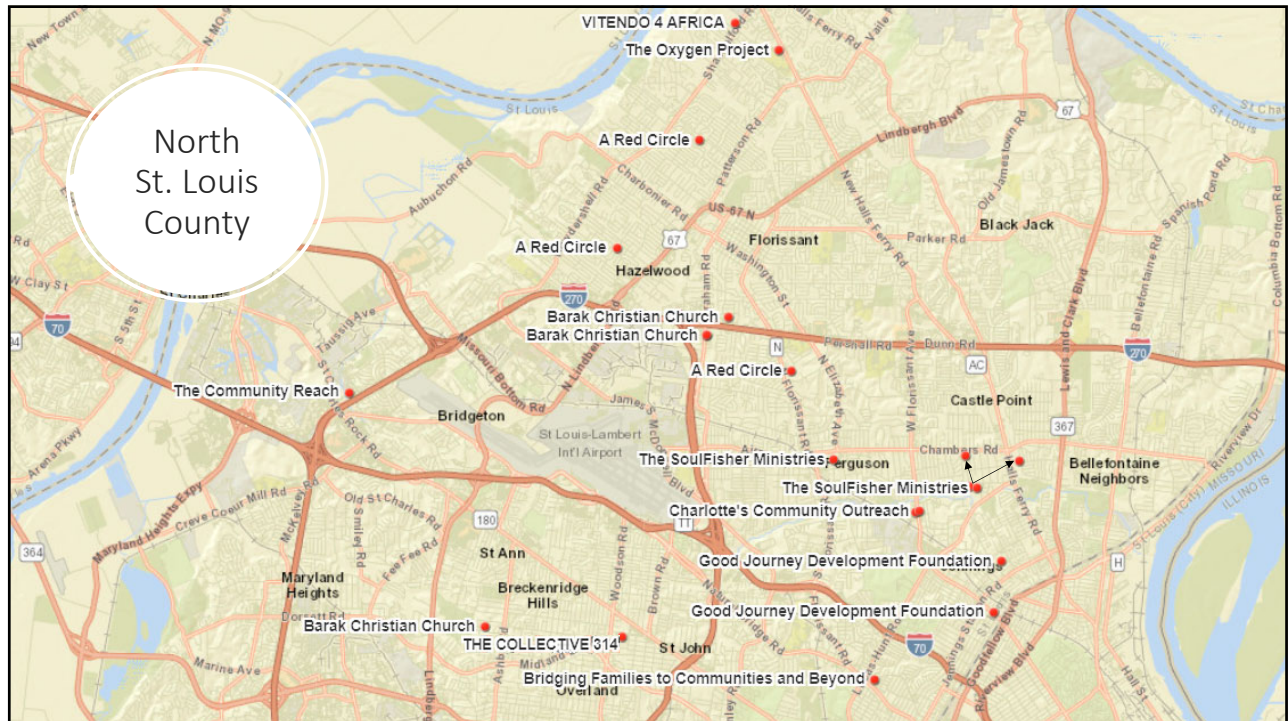
PAYMENTS

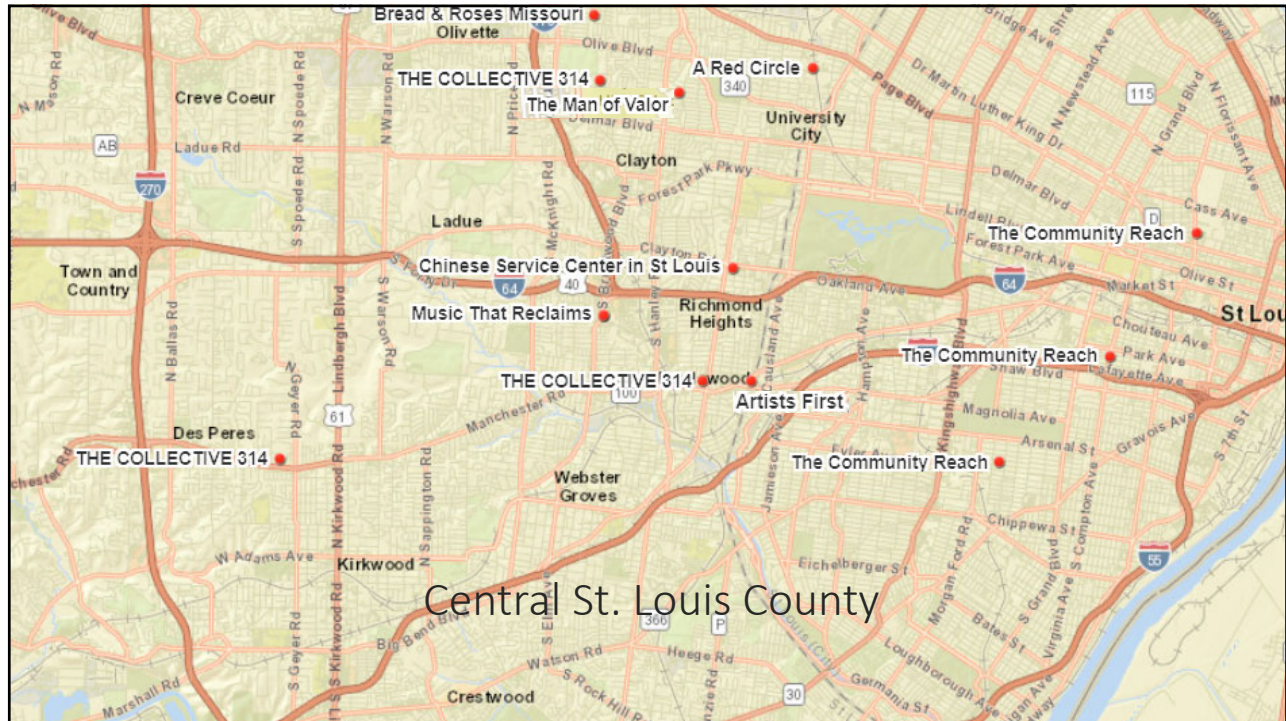
- Initial Payment is 50% of Award
 - May be made by paper check if banking account is not setup
- Final Payment of 50% of Award
 - Occurs once 25% of total award is reviewed and approved
- Reminder: Even if paid in full, you must submit expense documentation for entire awarded amount.



Impact Reporting

Clem Bayetti, CSF Data and Performance Analyst





IMPACT REPORTING – COMMUNITY CENTERED

- **Elevate your experience and expertise and keep the focus on your community**
- Your agency has an invaluable experience and expertise in what you do, and the community you serve
- We'll work with your organization and offer opportunities to connect and exchange with other organizations in your community



IMPACT REPORTING – OUR APPROACH

- Our goal: **Help you demonstrate the success of your work in a way that is meaningful to you and is representative of the success that your program has on the community that you serve**
- Offering continuous learning activities in the areas of data collection, performance management and program implementation and evaluation



IMPACT REPORTING – TIMELINE

Timeline	Main area of work
0-6 months	<ul style="list-style-type: none"> - Get to know you and your organization's unique strengths - Develop and strengthen data collection and management practices
6 – 12 months	<ul style="list-style-type: none"> - Work with you to build a way to demonstrate your success using data - Expand from tracking outputs to measuring impact
12- 24 months	<ul style="list-style-type: none"> - Implement new ways of capturing your program's impact - Communicate the impact of your program through data



IMPACT REPORTING – HOW IS DATA REPORTED?

- **All data will be reported using Survey Monkey Apply (SMAppl), as well as financial documentation**
- CSF will support you to become comfortable with this platform and how to submit your reports



IMPACT REPORTING – HOW DO WE DEMONSTRATE SUCCESS?

- **Talking about your success can take many different forms:**
 - the number of people that your program has served
 - the changes that your program has created
- We will work with you according to where you're starting from, working towards goals that you define
- We anticipate our work to be divided in three main stages



IMPACT REPORTING – WHAT DATA WILL BE REPORTED?

- **All organizations will be required to submit a bi-annual report every 6 months that includes:**
 - Count of child/youth and adult clients served
 - Client demographic information (ZIP, race, gender, age range)
- Impact reports will grow over the 2 year contract, ultimately requesting you share information about your program's impact in a more comprehensive way



IMPACT REPORTING – NEXT STEPS

- CSF Data Team (Clem and Meghan) will email your organization to set up an initial meeting
- This will be an opportunity for us to get to know each other!
- Remember, we here to support you and we can be contacted at any point:
 - MJendusa@stlouiscountymo.gov
 - CBayetti@stlouiscountymo.gov



Reporting Process in SMApplly

Meghan Jendusa, CSF Data and Performance Analyst



SMApplly LOGIN

- If you submitted your LOI or application through SMApplly, sign in using your original login credentials
- If you have not previously used SMApplly with CSF, then CSF set up an account for you and uploaded your application to the system
 - Contact your Program Officer to request support in accessing your account



Additional Questions & Answers

Tom Mennerick, CSF Program Officer

Please enter your questions in the Q&A field!



CSF CONTACT INFO

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Patrick Fox, Accounting Manager | PFox@stlouiscountymo.gov

Clem Bayetti, Data and Performance Analyst | CBayetti@stlouiscountymo.gov

Meghan Jendusa, Data and Performance Analyst | MJendusa@stlouiscountymo.gov