



2021 – 2023 Grassroots Funding Agency Orientation
Webinar Questions and Answers
October 13, 2021

1. Is there a compliance manual for this grant?

St. Louis County Children's Service Fund (CSF) does not have a single compliance manual for the 2021 – 2023 Grassroots Funding cycle; however, CSF has several resource documents available to help provide guidance. Please refer to the recording of the Grassroots Funding agency orientation webinar, presentation slides, Budget Expense Descriptions and Examples document, and funding contract for guidance. Also, CSF program officers are agencies' first point of contact for questions.

Please visit the SurveyMonkey Apply (SMAppl) landing page at https://stlcsf.smapply.io/prog/csf_2021-2023_grassroots_funding_opportunity/ for resource documents and additional information.

2. Can we use the CSF logo in printed and/or electronic materials?

Yes, agencies are encouraged to include St. Louis County Children's Service Fund's (CSF) logo with the agency's printed and electronic communication. CSF appreciates the collaborative marketing and outreach efforts. In addition to displaying the CSF logo on any marketing, promotional, or outreach items, CSF also requires acknowledgement of this partnership in any media interviews.

The media policy, as stated in the 2021 – 2023 Grassroots Contract:

The AGENCY may acknowledge CSF as a funding source on all written and electronic publications related to funded activities. If AGENCY has any contact with the media regarding a CSF-funded program, AGENCY shall acknowledge its partnership with CSF. AGENCY may notify CSF of any media promotion and/or interviews of CSF-funded programs or profiles of participants in CSF-funded programs.

The CSF logo is available on the SurveyMonkey Apply (SMAppl) landing page at https://stlcsf.smapply.io/prog/csf_2021-2023_grassroots_funding_opportunity/.



3. CSF requires annual background screenings on employees and volunteers. Who pays for the screenings? Does CSF pay for background screenings?

The cost to perform annual child abuse and neglect screenings is often times paid by either the agency or individual staff/volunteer who provides direct services for programs funded by St. Louis County Children's Service Fund (CSF). CSF does not provide separate funding for the cost of child abuse and neglect screenings; however, background screenings can be applied as a 2021 – 2023 Grassroots Funding administrative expense.

The child abuse screening policy, as stated in the 2021 – 2023 Grassroots Contract:

The AGENCY must require 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.

4. If there's a critical incident, who should we contact at CSF?

Critical incidents are reported to Emily Koenig, Executive Director, at ekoenig@stlouiscountymo.gov or (314) 615-5851 **and** to your agency's assigned program officer.

Excerpts from the reporting policy, as stated in the 2021 – 2023 Grassroots Contract:

AGENCY shall notify CSF immediately following awareness 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



5. Will there be opportunity for sharing successes, challenges, and lessons learned among awarded agencies?

During the course of the two-year grant period, St. Louis County Children's Service Fund (CSF) plans to facilitate activities around peer learning, and opportunities to share successes, challenges, and lessons learned among awarded agencies.

6. When reporting expenses in SurveyMonkey Apply (SMApplY), should personal identifying information, such as social security numbers, be redacted from payroll and other financial documents?

St. Louis County Children's Service Fund (CSF) requires agencies to remove personal protected information (PPI) from any reporting requirements and communications with CSF. SurveyMonkey Apply (SMApplY) is not a secure platform for sharing PPI. When reporting on salaries and benefits (and possibly contracted services) expenses, CSF asks agencies to provide staff last names and positions, to provide context for the expense activity.

7. When reporting program participant demographic information in SurveyMonkey Apply (SMApplY), how do we report on participant information for virtual events? Do we have to report on age, zip code, and other demographic data from all online program participants?

St. Louis County Children's Service Fund (CSF) recognizes the variety of services being provided by agencies, and the demographic reporting requirements may vary among agencies for both in-person and virtual events. CSF will work with agencies individually to design data collection and reporting expectations based on the type of service delivery the program offers. In general, group activities that program participants also have a one-on-one relationship with the program, such as mentoring or therapy services, will require individual client demographic information including age, race, gender, and zip code/school district. Presentations or group-based activities where individual clients do not have the opportunity to self-identify demographic information such as gender and race are not expected to collect this type of data.

8. Is the Grassroots Funding agency orientation webinar recorded? I would like to share the recording with agency staff and volunteers working on this grant who were not able to attend.

<https://us02web.zoom.us/rec/share/UC0vu6e5YVt40H0JhK8Bd6D1x7u8GFRZdjpheduYDgMsbnhdfP3keIUk3FRNkm.F13VWYNyKVCgez?startTime=1634135604000>

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9. Are all documents, including required financial reporting form templates, all available in Survey Monkey Apply (SMAApply)?

St. Louis County Children's Service Fund (CSF) does not have form templates for submission of information. CSF uses the SurveyMonkey Apply (SMAApply) online platform to capture needed data and collect documentation. Exported PDF copies of the reporting forms which agencies will be expected to complete are available on the SurveyMonkey Apply (SMAApply) land page at https://stlcsf.smapply.io/prog/csf_2021-2023_grassroots_funding_opportunity/ for reference. All reporting requirements are submitted in SMAApply.

10. Do receipts need to reflect dates after the funds were released?

Proof of payment submitted on SurveyMonkey Apply (SMAApply) will need to reflect dates on or after the beginning of the contract (October 1, 2021). Proof of payment, including receipts, can also be submitted for expenses incurred for dates between August 19, 2021 and September 30, 2021, *if* they are for preparation and planning expenses that were proposed and approved. Examples may include staff training, curriculum purchases, and liability insurance costs needed in advance to be prepared for an October 1 program implementation date.