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**2021-2023 GRASSROOTS FUNDING: INTENT TO TRANSFER/ADD/REDUCE COMMUNITY/OFFICE-BASED SITES**

St. Louis County Children's Service Fund (CSF) understands that throughout a funding contract period it may be appropriate to add or terminate sites where CSF-funded services have been proposed or delivered. CSF created the following process for partner agencies to notify CSF staff with an intent to change service delivery sites from what is listed in the agency's contract.

This process should be completed when an agency seeks to add or remove sites where CSF-funded services are provided on a regularly scheduled basis. Services provided on a one-time or occasional basis, such as presentations, do not need to follow this procedure. If you have questions about whether this process pertains to your programming, please reach out to your agency's assigned program officer. Site changes will not impact a program's award amount.

CSF provides the following expectations to be completed before any anticipated site changes take place:

- **Before adding a new CSF-supported service site:** The agency and the site administrator from the proposed site should discuss and be in agreement regarding the nature of the identified services to be added. If similar services are already in place by another provider at the same site, all involved parties should clarify the need for additional services and ensure that the addition of services is not a duplication.  
*Note: There may be circumstances where demand for services dictates that multiple providers serve the same site. However, all parties must agree and verify that the need is quantifiable, and that the existing agency does not have the capacity to meet the additional identified need.*
- **Before terminating services at a current CSF-supported service site:** The agency and the site administrator or district representative(s) from the proposed site should discuss and be in agreement regarding the nature of the identified services to be removed.
- **Before reducing services at a current CSF-supported service site as a result of adding a different CSF-supported service site:** The agency and the site administrator or district representative(s) from the proposed site should discuss and be in agreement regarding the nature of the identified services to be removed or reduced.
- After these steps have been completed, the agency submits this site change form by emailing it to their assigned CSF program officer. CSF will review the form and if necessary, ask for additional information. Please allow up to 10 business days for CSF staff to review and communicate the site change confirmation to the funded partner.



**2021-2023 GRASSROOTS FUNDING: INTENT TO TRANSFER/ADD/REDUCE SITES FORM**

Complete this entire form, providing information on any and all community/office-based sites where service delivery may be impacted by the requested changes.

Requesting Agency Legal Name <i>(DBA, if applicable)</i>	
Program Name	
Date Submitted	

I verify that this service change has been discussed with all appropriate and necessary site personnel for each impacted site. Please list the site personnel who participated in the discussions regarding service arrangements.

\_\_\_\_\_

Requesting Agency Program Representative (print name) Date

\_\_\_\_\_

Requesting Agency Program Representative (signature)

\_\_\_\_\_

Requesting Agency Executive Director (print name) Date

\_\_\_\_\_

Requesting Agency Executive Director (signature)



Enter the information for the sites that will be impacted by the program's shift in resources.

**SITE(S) TO BE ADDED**

Site Name Street

City ZIP Code Phone

Greyed-out form fields for Site Name, Street, City, ZIP Code, and Phone.

Site Name Street

City ZIP Code Phone

**CURRENT SITE(S) TO BE REMOVED**

Site Name Street

City ZIP Code Phone

Greyed-out form fields for Site Name, Street, City, ZIP Code, and Phone.

Site Name Street

City ZIP Code Phone

