



2020-2022 CORE FUNDING CYCLE: FUNDING TRANSFER REQUEST FORM

Please note: St. Louis County Children's Service Fund's (CSF's) form and process for transfer and new unit requests have changed. This form is only for funding transfer requests (formerly referred to as unit transfer requests), which are applicable only for agencies that have more than one CSF-funded program. New unit requests should be completed using the 2020-2022 Core Funding Cycle New Unit Request Form. Please review the new instructions thoroughly and complete as instructed. Contact your assigned program officer and/or grants manager with any questions.

- This form is to be completed when programs that are funded by CSF for the current contract period are requesting **transfer of funds between multiple CSF-funded programs**.
- Agencies may request to transfer funds between multiple CSF-funded programs when the agency anticipates needing additional funds for a program before the end of the funding cycle, due to **unexpected** issues arising within a contract period that have led to a shift in need. CSF's intent is not for agencies to plan to conduct transfers from the beginning of a contract.
- Transfer requests may be made **from** multiple programs but only **into** a single program. A separate submission of this form is needed for each request to transfer funds into an additional program.
- In determining the amount of funds to request for transfer, agencies should consider any anticipated invoices or invoices in process while the transfer request is still under consideration. Agencies may not submit a transfer request that is for services rendered prior to approval by the CSF Board of Directors and prior to the contract amendment approval date. Transferred amounts are adjustments to the **entire award amount**, not just the available amount in the period in which the request is made. Utilization limits for each period still apply. If you have questions, reach out to your CSF grants manager prior to submitting your transfer request.
- **To submit a funding transfer request, email this completed request form and signed agency assurance to keepingkidsfirst@stlouisco.com, and copy CSFFinance@stlouisco.com as well as your assigned CSF program officer and CSF grants manager.**
- This request form must be received by CSF **no later than 5:00 p.m. on the second Wednesday of the month** to be considered at the **following** month's board meeting. If additional information or edits are needed for the request, it may result in an agency's request being delayed another month for consideration by the board. Final requests must be submitted by the second Wednesday of the calendar month that is two months prior to the expiration of the contract period; for this contract period, that date is April 13, 2022.
- If the request is approved by the board, a contract amendment will be created. It is advised that a representative who is authorized to execute contracts for the requesting agency attend the board meeting at which their agency's request is being considered. In order to approve a funding transfer request, a quorum is required at the board meeting. The transferred funds will be available for use on service dates beginning the day after the request is approved by the full board.



TRANSFER REQUEST DETAILS

- *If the request is approved, in order to streamline the process, CSF will make a determination of which units will be transferred. CSF will ensure that the total transferred amount is within \$5.00 of the approved funding transfer amount. Agencies will maintain the ability to borrow amongst all approved and awarded units of service within a specific program at their discretion throughout the 2020-2022 Core cycle, with the exception of Materials and Supplies (99071) units awarded. Materials and Supplies (99071) units may not be used in excess of awarded quantities and amounts.
- **If requesting a transfer from multiple programs, enter percentage for each program from which the agency requests to transfer funds. Percentages must total 100% and will be used to approximate transferred units.

Agency Legal Name (and DBA if applicable)		
Date Submitted		
Transfer Funds To		
Program ID	Program Name	Total Amount of Funding Transfer Request*
Transfer Funds From		
Program ID	Program Name	Percentage of Funds Transferred** (if multiple programs)



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3. Describe any changes that will be made to the agency's implementation plan in each of the following areas **for the program that is requesting additional funds**, if the requested change is approved:
- a. Staffing levels

 - b. Number of clients served

 - c. Program services

 - d. Other (if needed)
4. This request will require transferring funds out of one or more programs. Explain why these funds are no longer needed **in each proposed program from which funds are being transferred**.



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5. Describe any effect the reduced program funding will have on the agency's implementation plan in each of the following areas **for the program(s) from which funds are being transferred**, if the request is approved:
- a. Staffing levels

 - b. Number of clients served

 - c. Program services

 - d. Other (if needed)



Agency Assurance

I, the undersigned, certify that the statements in the 2020-2022 Core Funding Cycle Unit Transfer Request Form are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligations to comply with any of the St. Louis County Children's Service Fund's conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions stated above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I will establish controls, which are adequate to ensure that expenditures used to determine unit costs for allowable purposes. In addition, I will maintain client records to ensure that services are being delivered effectively and efficiently, and that outcome measures are being administered and proper supervision is provided. Accounting and service delivery documentation will be readily available to verify their accuracy and validity.

I, the undersigned, certify that all St. Louis County Children's Service Fund allocations will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.

I, the undersigned, understand that minor revisions to the content of this request may be made by agency staff at CSF's request.

Agency Legal Name	
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Agency Executive Director/CEO	
Printed Name	
Signature	
Date	

Agency Board President/Chair	
Printed Name	
Signature	
Date	