



2020-2022 CORE FUNDING CYCLE: NEW UNIT REQUEST FORM

Please note: St. Louis County Children's Service Fund's form and process for transfer and new unit requests have changed. This form is only for new unit requests. Funding transfer requests should be completed using the 2020-2022 Core Funding Cycle Unit Transfer Request Form. Please review the new instructions thoroughly and complete as instructed. Contact your assigned program officer with any questions.

- This form is to be completed when programs that are funded by St. Louis County Children's Service Fund (CSF) for the current contract period are requesting access to **one or more new units of service for one CSF funded program**.
- Agencies may request new unit type(s) when they can demonstrate the need to access units not previously included in the program's Schedule A of the contract, in order to provide **services that were proposed by the agency in its application and approved by CSF's board**. CSF's intent is not for agencies to add new services to current programming.
- A new unit request form may include requests for multiple units for **a single program**, as long as the question responses address each unit being requested. A separate submission of this form is needed for each request to add units to **an additional program**.
- Please be aware that access to the new unit(s), if awarded, will not change the program's total award amount.
- **To submit a new unit 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 new unit request, a quorum is required at the board meeting. The new units will be available for use on service dates beginning the day after the request is approved by the full board.



REQUEST NARRATIVE

Please complete the below questions, using only the space provided. Do not provide additional pages.

1. Describe the need for the new unit request.

2. Describe any changes that will be made to the agency's implementation plan in each of the following areas for the program, if the requested change 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 New Unit 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	