

**STATE OF MISSOURI
CHILDREN'S TRUST FUND
CONTRACTUAL SERVICE AGREEMENT
IMMEDIATE NEEDS FUNDING
FY 2022 – FY 2023**

This Agreement is entered into as of the date of the last signatory noted below (the “**Effective Date**”) by and between the Missouri Children's Trust Fund, a Missouri nonprofit corporation, with its principal place of business at 301 West High Street, Room 680, Jefferson City, MO 65102-1641, hereinafter referred to as “Agency”, and City of Columbia on behalf of Columbia/Boone County Department of Public Health and Human Services, P.O. Box 6015, Columbia, Missouri, 65203, hereinafter referred to as “Contractor”.

WHEREAS, Agency is authorized under 210.172(3)(a) to enter into contracts with public or private agencies, schools, or qualified individuals to establish community-based educational and service prevention programs with or without using the procurement procedures of the Office of Administration;

WHEREAS, Agency wishes to provide full or partial funding for the Contractor’s efforts to mitigate needs attributed to the COVID-19 pandemic, as described in the Contractor’s response (Exhibit A) to the CTF Immediate Needs Request for Proposals released in state fiscal year 2022 (Exhibit B);

NOW, THEREFORE, and in consideration of the mutual promises, terms and conditions stated herein, the Parties do now AGREE as follows:

I. Duration and Termination of Agreement

- a) The obligations under this contract shall commence on the Effective Date and will continue until terminated as provided below.
- b) Termination. This Agreement shall terminate on June 30, 2023 unless terminated earlier. Either party may terminate this contract with or without cause, provided written notice of termination is given thirty (30) days in advance to the other party, or the agreement may be cancelled by mutual agreement of both parties, in writing.
- c) Effect of Termination. Contractor will do the following upon the expiration or termination of this Agreement: (i) stop performing Services; (ii) deliver to Agency each completed Deliverable together with each Deliverable in process; (iii) return all Agency Information in Contractor’s possession or, upon Agency’s request, destroy all Agency Information and certify destruction; and (iv) stop using any Agency logo, mark and/or name in connection with the Services.
- d) Payment upon Termination. Should this Agreement be terminated by either party, Agency will pay Contractor for services performed in accordance with this Agreement up to the date of termination, and Agency will have no further obligations to Contractor for Services related to the Agreement.

II. Services and Deliverables:

- a) Contractor agrees to deliver to Agency the services and deliverables set forth in Exhibit A and any exhibits thereto, which are attached hereto and incorporated herein.

III. Payment of Fees and Costs

- a) In consideration for the Services and Deliverables delivered by Contractor to Agency under this Agreement, Agency agrees to pay Contractor the full contract amount upon receiving the Contractor's invoice, according to the approved budget provided in Exhibit A, and conditional upon the availability funds.
- b) **Maximum Cost.** The maximum cost of this Agreement to Agency shall not exceed \$6,750.00. In no way shall Agency be obligated to pay or reimburse Contractor for fees and costs that exceed the maximum cost.

IV. Invoicing and Payment

- a) Funds awarded through this Agreement will be paid in full as a one-time, advance payment. The Contractor shall spend these funds in accordance with this Agreement prior to termination.
- b) An invoice for the maximum cost, listed above, must be received no later than July 15, 2022. **Agency will not be obligated to pay invoices received after July 15, 2022.**
- c) Prior to any payments becoming due under the contract, Contractor shall register or update its vendor registration with its ACH-EFT payment information at <https://MissouriBuys.mo.gov/registration>.
- d) The Contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT).
- e) The Contractor shall submit invoices on the Contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the Contractor to properly apply the Agency's payment to the invoice submitted. The Contractor may obtain detailed information for payments issued for the past 24 months from the Vendor Services Portal at <https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>.

V. Records and Reporting

- a) The Contractor shall maintain appropriate documentation relating to invoices made under this Agreement.
- b) The Contractor shall, upon the request of Agency, allow authorized representatives of Agency and the State Auditor's office access to all records related to this Agreement.
- c) Agency shall maintain the right to audit said records for a period of five years from the termination date.
- d) The Contractor shall submit a written report to Agency within thirty (30) days of expending all funds awarded and no later than July 31, 2023. The report shall describe how Immediate

Needs Funding was expended, describe the impact of the funding on the need(s) expressed in Exhibit A, and include supporting financial documentation.

VI. Ownership

- a) If specified in Exhibit A, all deliverables, materials, reports, programs, designs, documentation, information, data, processes and all other output prepared, authored, developed or created by Contractor or its employees, agents and representatives, either alone or in combination or collaboration with third parties, for Agency resulting from Contractor's performance of services or production of deliverables pursuant to Exhibit A ("Agency IP") will become and remain Agency's exclusive property and title thereto will at all times be in Agency. Agency will have the right to use the deliverables and Agency IP, or any part or parts thereof, as Agency sees fit. Agency may alter the deliverables, add to them, make derivative works from or combine with any other work or works, at its sole discretion. If specified in Exhibit A, Contractor agrees to grant, assign and convey to Agency all of Contractor's right, title and interest in and to all deliverables and Agency IP. Contractor will then have no right to disclose or use any Deliverables or Agency IP for any purpose whatsoever and will not communicate to any third party the nature of or details relating thereto. Contractor agrees that it will not seek and that it will require its employees, agents and representatives who perform services for Agency not to seek patent, copyright, trademark, registered design, trade secret or other protection for any interest in or right to any deliverable or Agency IP when so prohibited in Exhibit A.
- b) Notwithstanding the foregoing, deliverables will not include Contractor's pre-existing (prior to the Effective Date) proprietary information, methodologies, intellectual property, materials, concepts or project tools ("Contractor IP") used by Contractor to produce deliverables or perform services. Deliverables also will not include materials and intellectual property of a third party used to create or embedded in the deliverables ("Third Party Components").
- c) In the event that Contractor uses (or allows a third party to use) Agency IP without a written license from Agency, or other such authorization, Agency will have the right to notify Contractor of such deficiency and to demand that Contractor immediately stop the unauthorized use. Upon receipt of such notice, Contractor shall immediately stop the unauthorized use. A refund by Contractor will not alleviate Contractor's other obligations and duties under this Agreement.

VII. Contractor's Warranties

Contractor represents and warrants that Contractor:

- a) Will perform the Services in a good and workmanlike manner and in compliance with the applicable laws, regulations and ordinances and applicable ethical and professional standards;
- b) Has adequate skill, training, expertise, knowledge, and experience to perform services identified in Exhibit A in a competent and professional manner; and

- c) Has sufficient personnel and equipment available to perform the agreed-to services within any applicable schedules, timelines and time frames specified in Exhibit A.

VIII. The Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes, but is not limited to, the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

IX. All parties agree to comply with the 1964 Civil Rights Act, as amended; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; the Omnibus Reconciliation Act of 1981, and the Americans with Disabilities Act of 1990, and all other applicable federal and state laws which prohibit discrimination in the delivery of services on the basis of race, color, nationality, origin, age, sex, handicap/disability or religious beliefs.

X. No Agency

- a) In entering into this Agreement, the parties intend to create an independent contractor relationship and not an employment relationship. The parties agree that the Contractor will not be treated as an employee for the purposes of employment taxes, income tax withholding, and employee benefit provisions. The Contractor in executing this agreement acknowledges his/her obligation for payment of Federal, State, and local self-employment and income taxes.
- b) Contractor understands that Contractor has no authority, either express or implied, to act, or represent that Contractor is acting on behalf of Agency, except in those instances in which Agency has given Contractor prior written consent that specifically covers Contractor's acts or representations.
- c) Contractor shall not engage in any act or representation on behalf of Agency, except, in those instances in which Agency has given prior written consent that specifically covers Contractor's acts or representation. Furthermore, Contractor shall not refrain from any action where a third party may reasonably interpret or infer from such an action that Contractor has authority to act or represent on behalf of Agency, except in those instances in which Agency has given prior written consent that specifically covers Contractor's acts or representations.

XI. State Held Harmless

To the extent not prohibited by law and without waiving sovereign immunity, the Contractor shall agree to indemnify, defend, and save harmless the state of Missouri, the Office of Administration, the Children's Trust Fund, and their respective officials, board of directors, agents, representatives, and employees from any and all claims, liability, loss, damages, costs, or expenses which any of them may sustain:

- a. By reason of any person's personal injury or death, or property loss or damage sustained as a result of the negligent acts or omissions to act of the Contractor, its officers, employees, or its subcontractors in connection with the performance of this agreement;

- b. As a result of any contract made between the Contractor and any subcontractor or other person, firm, or corporation furnishing or supplying work or services in connection with the performance of this contract; or
- c. By reason of libel, slander, violation of the rights of privacy, or other legal injury occasioned by any person, arising out of the publication, translation, reproduction, delivery, performance, use, or disposition of any data furnished under this agreement or out of the content of or statements contained in such data. However, the provision of this subparagraph (6C) shall not apply to claims, liability, loss, damages, costs, or expenses caused by or resulting from the negligent acts or omissions of Agency or any of its officials, representatives, or employees.

XII. Contract Officers: It is agreed that the Executive Director of the Children’s Trust Fund, or their designee, shall serve as the Agency’s contract officer for this Agreement. DeCarlon Seewood, or their designee, shall serve as the Contractor’s contract officer for this Agreement.

XIII. Entire Agreement: This Agreement contains all terms and conditions agreed to by both parties and cannot be altered or waived by any oral agreement. Any alterations or revisions to this Agreement shall only be valid when they have been reduced to writing and duly executed by both parties.

XIV. No Waiver of Immunities: In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party’s rights or defenses with regard to each party’s applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

XV. Electronic Signature: This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

XVI. Contract Documents: This Agreement includes the following exhibits, which are incorporated herein by reference:

Exhibit	Description
A	CBCAP Supplemental Funding for Immediate Needs Application
B	Request for Applications Funding for Immediate Needs

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement controls.

REMAINDER OF PAGE IS INTENTIONALLY BLANK.

SIGNATURE PAGE FOLLOWS.

IN WITNESS THEREOF, Agency and Contractor hereby execute this Agreement.

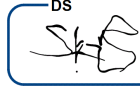
Approved by:

De'Carlton Seewood

Printed Name of Contractor's Authorized Official

City Manager

Title



Signature of Contractor's Authorized Official

Date

ATTEST:

Sheela Amin, City Clerk

Approved as to form:

Nancy Thompson, City Counselor/rw

Emily Van Schenkhof
Executive Director, Children's Trust Fund

Date

EXHIBIT A – CONTRACTOR'S RESPONSE TO IMMEDIATE NEEDS REQUEST FOR PROPOSALS

Exhibit A

CTF APPLICATION FORM
CBCAP Supplemental Funding for Immediate Needs

Name of Applicant Agency	City of Columbia (on behalf of Columbia/Boone County Dept. of Public Health and Human Services)
Address	P.O. Box 6015
City, State, Zip Code	Columbia, MO 65203
Telephone Number	573-874-7626
Website Address	https://www.como.gov
Federal Tax ID#	City 43-6000810

Tax Status of Applicant Agency: <input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code <input checked="" type="checkbox"/> Exempt governmental Unit <input type="checkbox"/> Other (specify) _____	NOTE: Incorporated or governmental tax-exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating its willingness to be responsible for the fiscal and programmatic requirements.
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Primary Contact: Elizabeth "Ellie" Prentice	Email: Elizabeth.Prentice@CoMo.gov
Exec Director/CEO: DeCarlon Seewood, City Manager	Email: Decarlon.Seewood@CoMo.gov

County(ies) served: Boone

Dollar Amount Requested from CTF: \$ <u>6,750</u>
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Exhibit A

CTF APPLICATION FORM
CBCAP Supplemental Funding for Immediate Needs

Name of Applicant Agency	Boone County Community Services Department
Address	605 E. Walnut St., Ste. A
City, State, Zip Code	Columbia, MO 65201
Telephone Number	(573) 886-4298
Website Address	www.showmeboone.com/community-services
Federal Tax ID#	43-6000349

Tax Status of Applicant Agency: <input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code <input checked="" type="checkbox"/> Exempt governmental Unit <input type="checkbox"/> Other (specify) _____	NOTE: Incorporated or governmental tax-exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating its willingness to be responsible for the fiscal and programmatic requirements.
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Primary Contact: Elizabeth Prentice	Email: elizabeth.prentice@como.gov
Exec Director/CEO: Joanne Nelson, Director	Email: jnelson@boonecountymo.org

County(ies) served: Boone

Dollar Amount Requested from CTF: \$ <u>6,750.00</u>

Exhibit A

INDICATE PERCENTAGE OF FUNDING REQUESTED BY PRIORITY AREA:

	Concrete supports for families living in poverty and/or who have been adversely affected by COVID-19
	Support for general operating expenses (must be able to demonstrate a loss in fundraising revenue due to COVID-19)
10	Support to address agency workforce issues
90	Support to address increased programmatic needs resulting from COVID-19
	Support to address other immediate needs of community-based child abuse prevention agencies, and/or families receiving their services, that are not listed above

NARRATIVE

Please answer each of the following questions on a separate document, and attach responses to your final application submission email. Total narrative should not exceed two (2) pages in length using a minimum font size of 11pt.

- 1) Please provide a detailed description of how the priority area(s) selected above would be addressed through the requested funding, and how these needs are related to COVID-19.
- 2) Please list all COVID-related funding received by the applicant agency in 2020 and 2021, including the source of funding (e.g. CTF, Payment Protection Plan, private foundations, state or federal funding) and the amount received by source.
- 3) Please describe your agency's need for additional funding, and provide supporting documentation. For instance, if you are requesting funding for operating expenses due to loss of fundraising revenue, please describe how COVID has affected your fundraising efforts, and provide documentation showing a loss of fundraising revenue, such as a profit and loss statements for pre- and post-COVID years.
- 4) Describe your agency's history with CTF. Please include the types of grants you have previously received from CTF.
- 5) How does the mission of your organization align with that of CTF?

Exhibit A

CTF Funding for Immediate Needs

- 1) **Please provide a detailed description of how the priority area(s) selected above would be addressed through the requested funding, and how these needs are related to COVID-19.**

At the Brighter Beginnings home visiting collaborative quarterly stakeholder meeting in January 2022, stakeholders discussed training priorities and emergent needs for both home visitors and families as a consequence of the COVID-19 pandemic. Stakeholders noted the prevalence and increased acuity of maternal and perinatal mental health issues in the context of the pandemic, and identified a need for increased training in this area to ensure that mothers who are enrolled in Brighter Beginnings partner home visiting programs are being successfully screened and referred for mental health support. Furthermore, as frontline workers throughout the pandemic, the mental health of home visitors was identified as an area in need of attention and additional support. The requested funding will be used to provide a training opportunity for Brighter Beginnings partners to meet both of these needs.

A Missouri-based training provider that has worked successfully with another regional collaborative (Generate Health) has been identified, and the Brighter Beginnings coordinator has met with training facilitators to discuss the needs of our collaborative and to tentatively schedule a training for home visitors across Brighter Beginnings partner organizations in June 2022.

This training focuses on recognizing risk factors and triggers of perinatal mood and anxiety disorders, screening for symptoms, and ensuring that families are connected to appropriate support for mental health challenges. In addition, The Heartland Protocol training with Heartland PMAD Consultants, LLC includes a focus on provider wellbeing, mental hygiene, and coping with compassion fatigue. Providing this training to Brighter Beginnings partners will help ensure that families and providers have access to additional resources to navigate the ongoing psychological effects of the COVID-19 pandemic.

- 2) **Please list all COVID-related funding received by the applicant agency in 2020 and 2021, including the source of funding (e.g. CTF, Payment Protection Plan, private foundations, state or federal funding) and the amount received by source.**

All funding for Brighter Beginnings is through the capacity building grant awarded by CTF in January 2020. No additional COVID-related funds have been allocated towards this initiative. Additionally, the Boone County Community Services Department did not receive any COVID-related funding in 2020 or 2021.

- 3) **Please describe your agency's need for additional funding, and provide supporting documentation. For instance, if you are requesting funding for operating expenses due to loss of fundraising revenue, please describe how COVID has affected your fundraising efforts, and provide documentation showing a loss of fundraising revenue, such as a profit and loss statements for pre- and post-COVID years.**

EXHIBIT A

CTF Funding for Immediate Needs

The training described above through Heartland PMAD Consultants, LLC is offered for \$7,500. With a 10% discount offered to our collaborative, the quoted price is \$6,750. Additional funding is required to address this emergent need for our collaborative.

Attached is a FY 2022 project budget for Brighter Beginnings. Accounting for all allocated and actual expenses, Brighter Beginnings will not be able to offer this training to partners without additional funding.

- 4) **Describe your agency's history with CTF. Please include the types of grants you have previously received from CTF.**

The Boone County Community Services Department is the recipient of a capacity building grant (CTF-CB-2002) from CTF to fund Brighter Beginnings.

Brighter Beginnings is one of four home visiting collective impact sites in the state of Missouri currently funded by CTF. Our initiative is focused on increasing access to home visiting support, prioritizing support to the most vulnerable families in our community, and improving outcomes for families enrolled in home visiting programs in Boone County. Through funding provided by this capacity building grant from CTF, we have been able to build, pilot, implement and expand a central referral and intake system. We have also aligned outcomes across programs and developed a data collection system to support improving outcomes for children and families.

- 5) **How does the mission of your organization align with that of CTF?**

Brighter Beginnings seeks to increase access to home visiting support, establish better coordination across home visiting providers, and through strong relationships with referring partners systematically identify and prioritize support to the most vulnerable families in Boone County. Through this coordination across sectors and programs, we hope to strengthen protective factors and promote equity in early childhood outcomes.

The Boone County Community Services Department's (BCCSD) mission is to support the greatest possible level of independence and self-sufficiency of Boone County residents by promoting their physical, mental, and social well-being to cultivate a safe and healthy community. BCCSD has extensive experience in funding organizations working directly with vulnerable children and families at risk of abuse and/or neglect. Prevention services include programming focused on promoting protective factors in families and provision of home visiting support for vulnerable families funded through the Children's Services Fund.

Exhibit A

Brighter Beginnings Budget		
STATE FY 2022 (July 1, 2021 - June 30, 2022)		
Agency Name: Boone County (City of Columbia)		
Project Title: Brighter Beginnings		
Budget Category	Budget	Actual and Allocated
Salaries & Wages	\$ 50,060.00	\$ 50,060.00
Fringe Benefits	\$ 16,487.00	\$ 16,487.00
Consultant Services	\$ -	\$ -
Space Costs	\$ -	\$ -
Consumable Supplies	\$ 750.00	\$ 750.00
Travel	\$ 750.00	\$ 750.00
Telephone	\$ 400.00	\$ 400.00
Non-Consumable Supplies	\$ -	\$ -
Program Related Expenses	\$ 18,853.00	\$ 17,950.00
Other Costs	\$ 200.00	\$ 200.00
TOTAL CTF Funds AWARDED	\$ 87,500.00	\$ 86,597.00

Exhibit A

BUDGET

In the space below, please include an itemized budget for the CBCAP Supplemental Funding for Immediate Needs request. Budgets must clearly delineate how CTF funding will be utilized. Be specific in describing each item and the estimated expense.

EXPENSES	ITEM DESCRIPTION	FUNDING REQUESTED
1. Salaries and Wages (Staff positions)		\$
2. Fringe Benefits (Aggregate amount – not to exceed 30% of salary costs)		\$
3. Consultant & Contractual Services (Trainer Fees x hours)	8 hour Heartland protocol training with Heartland PMAD Consultants, LLC	\$ \$6,750.00
4. Space Costs		\$
5. Consumable Supplies (Example: Desk Top & paper supplies, postage)		\$
6. Travel (Example: mileage (capped at 49 cents/mile, meals, lodging)		\$
7. Communications (Example: basic & long distance service fees, Cell phone costs)		\$
8. Non-consumable Supplies (Example: computer equipment)		\$
9. Program Related Expenses (Example: training manuals or handouts)		\$
10. Other Costs (Please explain)		\$
TOTAL FUNDS REQUESTED (total of 1-10)		\$6,750.00

Exhibit A

CHILDREN'S TRUST FUND FUNDING FOR IMMEDIATE NEEDS ASSURANCE/CERTIFICATION SIGNATURE PAGE

I, the undersigned, certify that the statements in this grant application are true and complete to the best of my knowledge and accept, as to any grant awarded, the obligations to comply with any Children's Trust Fund special conditions specified in the grant award and contract.

I, the undersigned, certify that program information will be collected and conveyed to the Children's Trust Fund by submission of a final project report.

I, the undersigned, certify that in addition to the conditions mentioned before, will maintain accepted accounting procedures to provide for accurate and timely recording or receipt of funds (by source), expenditures (by items made from such funds) and of unexpended balances. I will establish controls, which are adequate to ensure that expenditures charged to grant activities are for allowable purposes, and that documentation is readily available to verify that such charges/expenses are accurate.

Name: Daniel K. Atwill Presiding Commissioner
Authorized Official Title

Signature:  2/24/2022
Authorized Official Date

EXHIBIT B – IMMEDIATE NEEDS REQUEST FOR PROPOSALS

Exhibit B

Request for Applications

Funding for Immediate Needs



The Missouri Children's Trust Fund (CTF) is pleased to announce the availability of funding for the immediate needs of community-based child abuse prevention agencies, and families receiving their services, resulting from the ongoing COVID-19 pandemic. At least \$300,000 in total, one-time funding will be awarded for this purpose, which is made available through supplemental Community-Based Child Abuse Prevention (CBCAP) funding received under the American Rescue Plan Act.

Based on stakeholder input solicited in August 2021, CTF will consider the following costs to be eligible under this funding opportunity:

- Concrete supports provided to families living in poverty and/or who have been adversely affected by COVID-19, which may include assisting families in accessing additional services to further address their basic, health, and safety needs;
- General operating expenses for agencies experiencing a loss in fundraising revenue due to COVID-19;
- Costs associated with addressing workforce issues, which may include activities designed to prevent and address burnout in staff and administrators;
- Costs associated with addressing increased programmatic needs resulting from COVID-19; and
- Costs associated with addressing other immediate needs of community-based child abuse prevention agencies, and/or families receiving their services, that are outside of the eligible costs listed above.

All proposed costs will be approved at CTF's discretion. In order to be considered, costs must be accompanied by a strong justification for how they are related to the COVID-19 pandemic, and be consistent with CBCAP funding guidelines (<https://ctf4kids.org/wp-content/uploads/2022/01/Attachment-A-PI-21-07-CBCAP-Program-Use-of-Funds.pdf>).

Eligible applicants may apply for up to \$25,000 in eligible costs per agency.

ELIGIBILITY TO APPLY

CTF Immediate Needs Funding will be awarded to community-based child abuse prevention agencies through an application process that is only open to agencies that received CTF grant funding in state fiscal years 2021 and/or 2022 (July 1, 2020 – June 30, 2022).

APPLICATION PROCESS AND DEADLINE

The application process for this funding opportunity will open on Wednesday, February 2, 2022. To successfully apply, eligible applicants must complete the application form provided on pages 4-7 of this document, and any required attachments, and email their final submission to CTF@oa.mo.gov by no later than 11:59 pm on Wednesday, March 2, 2022.

AWARDS

CTF Immediate Needs Funding is limited, and it is unlikely that we will be able to award funding to every applicant. A formal review process will be used to formulate funding recommendations for the Board of Directors' consideration, and priority consideration will be given to applying agencies that have received a lesser amount of COVID-relief funding from other sources, relative to other applicants. Award announcements are expected to be made the week of April 11, 2022.

GRANT REQUIREMENTS FOR AWARDEES**Background Checks**

All employees and volunteers having direct contact with children younger than eighteen years of age are required to have criminal background checks prior to employment. Other CTF-funded employees who may not have direct contact with families must also have background checks. Minimum requirements for CTF grantees include the following:

- Grantee personnel must register with and undergo child abuse/neglect and criminal background screenings prior to providing services, using the Family Care Safety Registry (FCSR). Thereafter, FCSR screenings must be completed annually. Refer to www.health.mo.gov/safety/fcsr/about.php for FCSR information.
- In addition to the FCSR, a criminal background check must be conducted upon hire that includes completing and submitting two (2) sets of fingerprints, one to the Missouri State Highway Patrol (MSHP) and one to the national Federal Bureau of Investigation (FBI). Grantee agencies will need to register their agency with the Missouri Volunteer and Employee Criminal History Services (MOVECHS) by following the instructions posted at: <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/MoVECHSProgram.html>. Once registered through MOVECHS, agencies will access the Missouri Automated Criminal History System (MACHS) at: <https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html> and follow the instructions posted there to obtain both an MSHP and a national FBI criminal record check by registering with the Fingerprint Portal.

Monitoring/Site Visits, Program Reporting and Evaluation

All grantees will consent to monitoring requirements as established by CTF. This may include on-site or virtual reviews to ensure financial and programmatic compliance.

Grantees will also be required to submit a brief report, detailing how funds were expended and the impact they had in addressing the need(s) identified in the grantee's application. The report due date will be specified in contracts.

Exhibit B

Contracting/Payment

Award funding will be disbursed through a one-time grant payment issued at the beginning of the contract period. **The effective date for contracts is contingent upon when CTF receives spending authority from the General Assembly, but will be no later than July 1, 2022.**

The following will be required in order to receive payment of funds awarded:

- A fully-executed contract between CTF and grantee;
- Contractor is a registered vendor with the State of Missouri, which is completed through the MissouriBUYs eProcurement System (<https://missouribuys.mo.gov/registration>);
- Contractor is an active E-Verify participant (<https://www.e-verify.gov/>);
- Contractor has no taxes due to the State of Missouri and is in good standing with the federal government.

CTF CONTACT INFORMATION

If you have questions about this funding opportunity and/or the application process, please contact:

Jennifer Sommerfeld
Program Director
(573) 751-6511
jennifer.sommerfeld@oa.mo.gov

**CTF APPLICATION FORM
CBCAP Supplemental Funding for Immediate Needs**

Name of Applicant Agency	
Address	
City, State, Zip Code	
Telephone Number	
Website Address	
Federal Tax ID#	

Tax Status of Applicant Agency: <input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code <input type="checkbox"/> Exempt governmental Unit <input type="checkbox"/> Other (specify) _____	NOTE: Incorporated or governmental tax-exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating its willingness to be responsible for the fiscal and programmatic requirements.
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Primary Contact:	Email:
Exec Director/CEO:	Email:

County(ies) served:

Dollar Amount Requested from CTF: \$ _____

Exhibit B**INDICATE PERCENTAGE OF FUNDING REQUESTED BY PRIORITY AREA:**

	Concrete supports for families living in poverty and/or who have been adversely affected by COVID-19
	Support for general operating expenses (must be able to demonstrate a loss in fundraising revenue due to COVID-19)
	Support to address agency workforce issues
	Support to address increased programmatic needs resulting from COVID-19
	Support to address other immediate needs of community-based child abuse prevention agencies, and/or families receiving their services, that are not listed above

NARRATIVE

Please answer each of the following questions on a separate document, and attach responses to your final application submission email. Total narrative should not exceed two (2) pages in length using a minimum font size of 11pt.

- 1) Please provide a detailed description of how the priority area(s) selected above would be addressed through the requested funding, and how these needs are related to COVID-19.
- 2) Please list all COVID-related funding received by the applicant agency in 2020 and 2021, including the source of funding (e.g. CTF, Payment Protection Plan, private foundations, state or federal funding) and the amount received by source.
- 3) Please describe your agency's need for additional funding, and provide supporting documentation. For instance, if you are requesting funding for operating expenses due to loss of fundraising revenue, please describe how COVID has affected your fundraising efforts, and provide documentation showing a loss of fundraising revenue, such as a profit and loss statements for pre- and post-COVID years.
- 4) Describe your agency's history with CTF. Please include the types of grants you have previously received from CTF.
- 5) How does the mission of your organization align with that of CTF?

Exhibit B**BUDGET**

In the space below, please include an itemized budget for the CBCAP Supplemental Funding for Immediate Needs request. Budgets must clearly delineate how CTF funding will be utilized. Be specific in describing each item and the estimated expense.

EXPENSES	ITEM DESCRIPTION	FUNDING REQUESTED
1. Salaries and Wages (Staff positions)		\$
2. Fringe Benefits (Aggregate amount – not to exceed 30% of salary costs)		\$
3. Consultant & Contractual Services (Trainer Fees x hours)		\$
4. Space Costs		\$
5. Consumable Supplies (Example: Desk Top & paper supplies, postage)		\$
6. Travel (Example: mileage (capped at 49 cents/mile, meals, lodging)		\$
7. Communications (Example: basic & long distance service fees, Cell phone costs)		\$
8. Non-consumable Supplies (Example: computer equipment)		\$
9. Program Related Expenses (Example: training manuals or handouts)		\$
10. Other Costs (Please explain)		\$
TOTAL FUNDS REQUESTED <i>(total of 1-10)</i>		

**CHILDREN'S TRUST FUND
FUNDING FOR IMMEDIATE NEEDS
ASSURANCE/CERTIFICATION SIGNATURE PAGE**

I, the undersigned, certify that the statements in this grant application are true and complete to the best of my knowledge and accept, as to any grant awarded, the obligations to comply with any Children's Trust Fund special conditions specified in the grant award and contract.

I, the undersigned, certify that program information will be collected and conveyed to the Children's Trust Fund by submission of a final project report.

I, the undersigned, certify that in addition to the conditions mentioned before, will maintain accepted accounting procedures to provide for accurate and timely recording or receipt of funds (by source), expenditures (by items made from such funds) and of unexpended balances. I will establish controls, which are adequate to ensure that expenditures charged to grant activities are for allowable purposes, and that documentation is readily available to verify that such charges/expenses are accurate.

Name:

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Authorized Official

Title

Signature:

Authorized Official

Date