Information Packet about St. Louis County Child Care Relief Program
Grant Opportunity
Apply by June 30, 2020

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Child Care Relief Program

Applications are now being accepted for the St. Louis County COVID-19 Child Care Relief Program. Grants under the Child Care Relief Program are being made available to assist child care providers, many of which have experienced business interruptions and increased expenses as a result of COVID-19. Total funding available: $5.9M. The purpose of these grants is to help those child care providers continue to operate safety and effectively in response to the COVID-19 public health emergency by providing funding for two categories of costs and expenses:

1. costs of business interruption caused by COVID-19; and
2. costs to facilitate compliance with County and CDC public health guidelines relating to COVID-19, including modifications to allow for social distancing and the purchase of disinfecting and cleaning supplies and personal protective equipment.

Please review the Request for Proposals (RFP) document thoroughly before applying. Applications will be accepted beginning June 3, 2020 on a rolling basis. Guidance on how to register for a SurveyMonkey Apply account to begin an application can be found by clicking here.

The first live webinar was recorded on Thursday, June 4th and was attended by applicants. You can access the webinar by clicking this link -> Child Care Relief Program

The 2nd live webinar was recorded on Monday, June 8th and was attended by applicants. You can access the webinar by clicking this link -> Child Care Relief Program

To review a list of FAQ's, please click here (updated 06.08.20). New questions and answers submitted to St. Louis County will be posted regularly. Please check back periodically for updates.

Additional questions and answers: 06.05.2020

06.08.2020

For all other inquiries, please email: humanitarian@stlouisco.com.

Printed from: https://stlcsf.smapply.io/prog/stlouisco_cares_childcare/ on 6/15/2020
WHO IS ELIGIBLE TO APPLY?

To be eligible to apply for an award from the COVID-19 Humanitarian Response Program under this RFP, an organization must:

- Be an organization that is located within St. Louis County that is currently licensed or deemed licensed-exempt by the State of Missouri Department of Health and Senior Services to provide child care (not including day or summer camps);

- Have been and are adhering to County and CDC guidelines related to COVID-19;

- Require background checks, including child abuse and neglect screenings, by the Family Care Safety Registry or another screening approved by the State of Missouri, conducted annually on all employees and volunteer providing direct services to children and youth;

- Maintain a policy of nondiscrimination against any employee or applicant for employment of services based on race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or ability. (St. Louis County Ordinance 202.270);

- Have not received a loan from the Paycheck Protection Program or other funds from St. Louis County, the State of Missouri, or the federal government for the same services; and,

- Be in good standing with the State of Missouri, and, if different, its state of formation or organization.
ST. LOUIS COUNTY COVID-19 HUMANITARIAN RESPONSE

NOTICE OF FUNDING OPPORTUNITY FOR CHILD CARE PROVIDERS

SECTION 1: OVERVIEW OF CHILD CARE RELIEF PROGRAM

Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, codified at 42 U.S.C. § 801 (the “CARES Act”) established the Coronavirus Relief Fund (the “CRF”). Under the CARES Act, the CRF is to be used to make payments to States, Tribal governments, and certain units of local government. On April 29, 2020, the federal government paid St. Louis County (the “County”) approximately $173 million from the CRF, which was used to establish the County’s CARES fund. County Executive Sam Page announced an organizational structure and process for allocating amounts in the CARES fund centered on three key priority areas: health, humanitarian efforts, and economic recovery. CRF funds will be allocated to fund programs and services that support the basic needs of County residents suffering from the effects of the COVID-19 public health emergency in order to promote recovery for the region and mitigate the effects of COVID-19.

The County has determined that economic recovery from COVID-19 and its effects requires access to reliable, safe, and sound child care resources. The County has further determined that, as a result of COVID-19 and its second-order effects, child care facilities are in need of economic support to help with some of the costs of business interruption caused by COVID-19 and to facilitate compliance with applicable health and safety measures related to COVID-19. Accordingly, the County has allocated approximately $5.9 million from its CARES fund to support qualifying child care providers through what is referred to herein as the “Child Care Relief Program.”

Funds under the Child Care Relief Program are being made available to assist child care providers, many of which have experienced business interruptions and increased expenses as a result of COVID-19. The purpose of this fund is to help those child care providers continue to operate safely and effectively in response to the COVID-19 public health emergency by providing funding for two categories of costs and expenses: (i) costs of business interruption caused by COVID-19; and (ii) costs to facilitate compliance with County and CDC public health guidelines relating to COVID-19, including, but not limited to, modifications to allow for social distancing and the purchase of disinfecting and cleaning supplies and personal protective equipment.
The County, through this Notice of Funding Opportunity for Child Care Providers (the "Notice"), is inviting applications by eligible child care providers to receive funding. This is a non-competitive funding opportunity. Additional opportunities may be available at a later date.

SECTION 2: ELIGIBLE APPLICANTS

2.1 QUALIFICATIONS

1. The County is seeking applications from child care providers who meet the following criteria:

   a. Be an organization that is located within St. Louis County that is currently licensed or deemed licensed-exempt by the State of Missouri Department of Health and Senior Services to provide child care (not including day or summer camps);

   b. Have been and are adhering to County and CDC guidelines related to COVID-19;

   c. Require background checks, including child abuse and neglect screenings, by the Family Care Safety Registry or another screening approved by the State of Missouri, conducted annually on all employees and volunteer providing direct services to children and youth;

   d. Maintain a policy of nondiscrimination against any employee or applicant for employment of services based on race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or ability. (St. Louis County Ordinance 202.270);

   e. Have not received a loan from the Paycheck Protection Program or other funds from St. Louis County, the State of Missouri, or the federal government for the same services; and

   f. Be in good standing with the State of Missouri, and, if different, its state of formation or organization.

SECTION 3: APPLICATION PROCESS AND COMMUNICATIONS

3.1 KEY DATES AND DEADLINES

<table>
<thead>
<tr>
<th>KEY ACTIVITIES</th>
<th>KEY DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notice of Funding Opportunity</td>
<td>June 3, 2020</td>
</tr>
</tbody>
</table>
Application Deadline – The final deadline to submit an application for funding is June 30, 2020 @ 5:00PM

Announcement of Funding | July 10, 2020

3.2. SUBMISSION

1. Applications and related materials can be submitted online by Application Deadline specified above at the online portal available at: [https://stlcsf.smapply.io/prog/stlouisocoares_childcare](https://stlcsf.smapply.io/prog/stlouisocoares_childcare)

2. Applications received after the Application Deadline will not be accepted or considered.

3.3 COMMUNICATIONS

1. The designated points of contact for this RFP are Andrea Jackson Jennings, Department Director, St. Louis County Department of Human Services and Emily Koenig, Acting Executive Director, St. Louis County Children’s Service Fund.

2. Any questions regarding this Notice shall be submitted in writing. Questions and requests for clarification may be submitted via email to: [humanitarian@stlouisco.com](mailto:humanitarian@stlouisco.com).

3. Contact with any representative, other than that outlined herein, concerning this Notice is prohibited. “Representative” shall include, but not be limited to, all elected and appointed officials, and employees of County and the agencies within the County.

3.4 REVISIONS TO FUNDING OPPORTUNITY

Any changes or updates to this funding opportunity will be in the form of an addendum posted on the County’s website at [stlouisocoareshumanitarian.com](http://stlouisocoareshumanitarian.com). It is the proposer’s responsibility to monitor the site for any addenda.

SECTION 4: DESCRIPTION OF THE FUNDING OPPORTUNITY

4.1 TIMING AND AMOUNT OF PAYMENTS

1. The Child Care Relief Program is intended to assist child care facilities by helping provide funding for: (i) costs of business interruption caused by COVID-19; and (ii) costs to facilitate compliance with County and CDC public health guidelines relating to COVID-19, including, but not limited to, modifications to allow for social
distancing and the purchase of disinfecting and cleaning supplies and personal protective equipment.

2. Funds will be based on child care capacity and will be comprised of the following components:

<table>
<thead>
<tr>
<th>Child Capacity</th>
<th>Business-Interruption Component</th>
<th>Public-Health Compliance Component</th>
<th>Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 or Less</td>
<td>$1,000 / month @ 3 months</td>
<td>$150 / month @ 3 months</td>
<td>$3,450</td>
</tr>
<tr>
<td>11 – 50</td>
<td>$2,750 / month @ 3 months</td>
<td>$300 / month @ 3 months</td>
<td>$9,150</td>
</tr>
<tr>
<td>51 – 100</td>
<td>$5,000 / month @ 3 months</td>
<td>$500 / month @ 3 months</td>
<td>$16,500</td>
</tr>
<tr>
<td>Over 100</td>
<td>$7,000 / month @ 3 months</td>
<td>$1,000 / month @ 3 months</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

4.2 **Eligible Expenditures**

1. **Business-Interruption Component**: This component provides reimbursement for COVID-19-related business interruption costs.

2. **Public-Health Compliance Component**: This component helps covers expenses associated with achieving and maintaining compliance with County and CDC public health guidelines for COVID-19, including, but not limited to: modifications to allow for social distancing; cleaning and disinfecting supplies and equipment; personal protective equipment; screening equipment; and sanitizing solutions.

3. The County reserves the right to impose requirements and restrictions, including on the use of the funds provided under the Child Care Relief Program, that are not contrary to the terms of this Notice, the CARES Act, 42 U.S.C. § 801, and other applicable laws, rules, regulations, and governmental decisions and interpretations thereof. By submitting an Application in response to this Notice, each proposing party acknowledges and agrees to the foregoing and that such requirements and restrictions are subject to revision from time to time.

4.3 **Ineligible Expenditures**

1. Any cost or expenditure of funds provided under the Child Care Relief Program that does not meet the requirements set forth in Section 4.2 above — or any of the other requirements described in this Notice — is prohibited.

2. Without limiting the generality of the foregoing, the following is a non-exhaustive list of expenditures and other uses of funds provided under the Child Care Relief Program that are **prohibited**:
   - Expenses that have been, or will be, reimbursed by any other source, including under any federal program, such as reimbursement by the federal
government, whether pursuant to the CARES Act or otherwise.

- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.
- Damages covered by insurance.
- Assistance to meet tax obligations.
- Expenditures that are not necessary to respond to the COVID-19 public health emergency.
- Capital improvement projects that are not necessary expenditures incurred due to the COVID-19 public health emergency.

Other requirements and conditions may apply to funds provided under the Child Care Relief Program, including but not limited to, any applicable requirements, terms, and conditions under 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

SECTION 5: APPLICATION REQUIREMENTS

Applications are due by the Application Deadline specified above. Applications submitted will be reviewed to ensure information is complete and submitted by an eligible applicant. This is a non-competitive funding opportunity.

To standardize submissions and assist in evaluation, applications must include the information and documentation described below:

1. Each applicant shall submit the following via the online application management system noted in section 3.2.1. The following components are required and included within the online application:
   a. Application (the “Application”), duly completed and duly executed by an authorized officer or other authorized representative of the applicant via (insert SM Apply link)
   b. Detailed, line-item budget listing, separately: (a) the business interruption costs caused by COVID-19 for which applicant seeks reimbursement; and (b) costs associated with achieving and maintaining compliance with County and CDC guidelines related to COVID-19 for which applicant seeks reimbursement or coverage.
   d. Child Care Relief Program Certification.
   e. The applicant’s most recent fiscal year budget

2. Each applicant must also submit a Certificate of Good Standing (or equivalent) issued by the State of the applicant’s organization, or, if the applicant does not have a Certificate of Good Standing, a written explanation explaining in reasonable detail
why such documentation is unavailable.

3. The organization’s W-9 form will be collected after award notification during the contracting process. The organization’s award is contingent upon proper documentation.

SECTION 6: CONTRACT FORMATION

6.1 Contract Formation

In order to receive funds under the Child Care Relief Program, applicants will be required to sign an agreement that covers County, state and federal terms and conditions. The terms contained in Section 7 (“Contract Requirements”) of this Notice will be included in the agreement. The agreement shall be based on the terms contained in Section 7, the application documents, the application submitted, and the legal requirements applicable to the Child Care Relief Program.

SECTION 7: CONTRACT REQUIREMENTS

The following contract terms, in addition to the terms and conditions otherwise set forth herein, will be included in the funding agreement (the “Contract”) to be entered into by the County and each recipient of funds from the Child Care Relief Program (each a “Recipient”).

The County expressly reserves the right to include any additional or different terms in the Contract.

7.1 Use of Funds

1. The Recipient shall use the amounts paid under the Child Care Relief Program solely for the purposes of set forth in (and subject to any restrictions or limitations to be specified in) the Notice, the Application, and the Contract.

2. The Recipient shall ensure that the amounts paid under the Child Care Relief Program are spent as outlined in the Notice, the Application, the Contract, and as required by the CARES Act, 42 U.S.C. § 801, and any applicable regulations and guidance issued in connection therewith.

3. The Recipient shall ensure, certify, warrant, and represent that all uses and expenditures by the Recipient of the amounts provided under the Child Care Relief Program will comply with all Federal statutes, regulations, and the terms and conditions of the CARES Act applicable to the Coronavirus Relief Fund and awards and subawards made thereunder, including that such uses and expenditures: (a) are necessary to respond to the public health emergency with respect to COVID-19; and (b) are not for any ineligible purpose under the CARES Act, 42 U.S.C. § 801, and any applicable regulations and guidance issued in connection therewith.

4. The Recipient shall ensure, certify, warrant, and represent that the Recipient is not
debarred, suspended, or otherwise excluded from, or ineligible for participation in, federal, state, or County assistance, funding, programs or activities.

5. The Recipient shall ensure, certify, warrant, and represent that it is, or has been, audited when required by Subpart F—Audit Requirements of 2 CFR Part 200.

7.2 **Subcontracts, Subgrants, and Subawards**

1. The Recipient shall not make any subgrants or subawards from the funds provided under the Child Care Relief Program.

2. The Recipient shall not enter into any subcontracts relating to any funds provided under the Child Care Relief Program.

7.3 **Return or Repayment of Awards**

1. The Recipient shall immediately repay to the County any funds that the County, the United States Department of the Treasury, or any other appropriate governmental authority determines were expended or otherwise used in violation of the CARES Act, 42 U.S.C. § 801(d), and any applicable regulations and guidance issued in connection therewith, including expenditures that were not necessary to respond to the COVID-19 public health emergency.

7.4 **Independent Recipient**

The relationship of the Recipient to the County shall be that of independent contractor, and no principal agent or employer-employee relationship is created by the Contract.

7.5 **Conflict of Interest**

The Recipient shall not employ as a director, officer, employee, agent, or sub-contractor any elected or appointed official of the County or any member of his/her immediate family.

7.6 **Non-Discrimination of Employment**

The Recipient shall not discriminate against any employee or applicant for employment because of race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or ability. The Recipient shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or ability. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, rates of pay or other forms of compensation, and selection for training including apprenticeship. In the event of the Recipient’s noncompliance with the provisions of this paragraph, the
contract may be terminated or suspended in whole or in part and Applicant may be declared ineligible for further County contracts.

7.7 **Changes in Contract**

The Contract may be changed only upon the written agreement of the parties.

7.8 **Governing Law**

The Contract will be made and entered into in St. Louis County, Missouri, and the laws of the State of Missouri, subject to application of the CARES Act and any related federal laws, rules, regulations, and guidance, shall govern the construction of the Contract and any action or causes of action arising out of the Contract. All claims or causes of action arising out of the Contract shall be litigated in the Twenty-First Judicial Circuit Court of the State of Missouri.

7.9 **Wording Conflicts**

Should there be a conflict in wording between the Contract and the Recipient’s application, the Contract shall prevail. The Recipient’s application shall be attached and incorporated into the Contract.

7.10 **Indemnification**

To the extent allowed by law, the Recipient shall indemnify, defend, and hold harmless the County, its elected and appointed officials, employees, agents, and volunteers from and against any and all claims, damages, losses, liabilities, and expense, to the fullest extent permitted by law, including but not limited to attorneys’ fees arising out of or resulting from (i) injuries to persons or damage to property occasioned by any acts or omissions of the Recipient, its subcontractors, agents, independent contractors or employees, (ii) any breach of the covenants, representations, certifications, and warranties made by the Recipient in connection with the application or the provision of funds under the Child Care Relief Program, (iii) any determination by the County, the United States Department of the Treasury, or any other governmental authority or as otherwise determined by a court of law, that the Recipient’s administration or expenditure of the funds awarded under the Child Care Relief Program was inconsistent with, or in violation of, any applicable law, including the CARES Act, 42 U.S.C. § 801, and any applicable regulations and guidance issued in connection therewith, or (iv) any use of the funds provided under the Child Care Relief Program to the Recipient, or the performance of the services or activities relating thereto, or any other activities of the Recipient, its subcontractors, agents, independent contractors, or employees.

7.11 **Contingent Fee**
The Recipient represents and warrants that no agreement has been made with any person or agency to solicit or secure the Contract upon an understanding for a gratuity, percentage, brokerage or contingent fee in any form to any person. For breach of this representation and warranty by the Recipient, the County may, by written notice to the Recipient, terminate the right of the Recipient to proceed under the Contract and will be entitled to pursue the same remedies against the Recipient as it could pursue in the event of a breach of the Contract. As a penalty in addition to any other damages to which it may be entitled to by law, the County may recover exemplary damages in an amount to be determined by the County. The rights and remedies of County as provided in this Section will not be exclusive and are in addition to any other rights or remedies as provided by law.

7.12 Books and Records

The Recipient shall generate and maintain, in accordance with appropriate accounting practices and procedures, book, records, ledgers, receipts, accounts, back-up documents, and all other information sufficient to demonstrate that all funds provided under the Child Care Relief Program to the Recipient were used and expended in accordance with the Notice, the Application, the Contract, the CARES Act, 42 U.S.C. § 801, and any applicable regulations and guidance issued in connection therewith, including that any uses and expenditures are necessary to respond to the public health emergency with respect to COVID-19, and are not for any ineligible purpose under the CARES Act, 42 U.S.C. § 801, and any applicable regulations and guidance issued in connection therewith. The Recipient will retain originals of those records for five (5) years.

7.13 Reporting

1. Recipient acknowledges that information regarding its receipt of funds under the Child Care Relief Program may be publicly disclosed under applicable legal requirements, including the Recipient’s name, location, and the amount of funds received.

2. No later than the 30th day of each calendar month, the Recipient shall provide to the County, in a form and manner to be prescribed by the County, a report containing the following:
   a. the total amount of funds used or expended to date;
   b. a line-item list of all uses and expenditures of the funds provided under the Child Care Relief Program to the Recipient, to the extent not included in a prior report, including, but not limited to, for each expenditure: date of the use or expenditure; amount of the use or expenditure; name, title, address of the payee or recipient; a description of what was acquired; the quantity of what was acquired; invoice number; invoice date; and any further information the County may require; and
c. such other information as may be reasonably requested by the County.

3. No later than January 15, 2021, or such other date as the County may specify, the Recipient shall submit a final report to the County, in the form and manner to be determined by the County, providing the following information, to the extent not previously included in a prior report:
   a. the total amount of funds used or expended;
   b. a line-item list of all uses and expenditures of the funds provided under the Child Care Relief Program to the Recipient, not included in a prior report, including, but not limited to, for each use and expenditure: date of the use or expenditure; amount of the use or expenditure; name, title, address of the payee or recipient; a description of what was acquired; the quantity of what was acquired; invoice number; invoice date; and any further information the County may require;
   c. a certification by the Recipient that all of its uses and expenditures of funds provided under the Child Care Relief Program comply with all Federal statutes, regulations, and the terms and conditions of the CARES Act applicable to the Coronavirus Relief Fund and awards and subawards made thereunder, and that any funds not expended, or used to reimburse appropriate costs, have been returned to the County; and
   d. such other information as may be reasonably requested by the County.

4. The Recipient shall provide timely written notification to the County if any audit of the Recipient, including any audit conducted pursuant to Subpart F of 2 C.F.R. Part 200, discloses findings relating to funds awarded to Recipient from the Child Care Relief Program.

7.14 **Audit Rights**

The County, including any designated representatives or designees, may conduct an audit of the Recipient on reasonable written notice to evaluate compliance with the requirements applicable to the award of funds provided under the Child Care Relief Program, the Contract, and all applicable state, federal, and County laws, regulations, and guidance, including but not limited to the CARES Act, 42 U.S.C. § 801, and any applicable regulations and guidance issued in connection therewith. The Recipient shall cooperate with the County and its designee in performance of any such audit, and make documents and information available to the County when requested.

7.15 **Remedies**

If the County determines that Recipient materially fails to comply with any term of the Contract or any other applicable requirement, the County, in its sole discretion, may take such actions as appropriate and permitted by law, including, without limitation: wholly or partially suspending or terminating the Contract; requiring return of funds
provided to the Recipient; prohibiting Recipient from applying for or receiving additional funds for other programs administered by the County until repayment to the County is made and any other compliance or audit finding is satisfactorily resolved; terminating the Contract; imposing a corrective action plan; and withholding further awards.

7.16 TERMINATION

The County shall have the right to terminate the Contract immediately, with or without cause, in the exercise of its absolute and sole discretion, upon written notice to the Recipient. After receipt of such notice, the Contract shall automatically terminate without further obligation of the parties; provided, however, Recipient shall continue to be obligated to the County for the return of the funds provided under the Child Care Relief Program in accordance with applicable provisions of the Contract. Recipient must provide ninety (90) days written notice to County of intent to terminate the Contract.
CHILD CARE RELIEF PROGRAM GUIDANCE

NOTE: This document is NOT the application form.

Please read the Request for Proposals (RFP) document carefully for application requirements and contract expectations. The St. Louis County Humanitarian application is internet-based and can be found at https://stlcsf.smapply.io/prog/stlouisco_cares_childcare.

RECOMMENDATIONS AND ITEMS TO NOTE

- SurveyMonkey Apply, the online application platform, will function in a variety of internet browsers but operates most efficiently in the Google Chrome internet browser.

- Please follow the instructions for registering on SurveyMonkey Apply website on the next page of this document.

- St. Louis County recommends answering narrative application questions in a word processing program (such as Microsoft Word) for editing and retention purposes. When complete, narrative answers from the word processing file can be copied and pasted into the appropriate SurveyMonkey Apply text boxes.

- This symbol (☑), located throughout the application in the top right corner allows applicants to:
  - contact the site administrator at humanitarian@stlouisco.com for questions about application content
  - access frequently asked questions about the SurveyMonkey Apply platform, or
  - contact SurveyMonkey Apply with technical concerns regarding the SurveyMonkey Apply platform

- SurveyMonkey Apply will auto-save regularly during an open work session. A “Save and Continue Editing” button is also available at the bottom of each application section.

- St. Louis County will host a Webinar on how to navigate the Survey Monkey Apply system on Thursday, June 4 @ 2p.m. It will be recorded and available on the SurveyMonkey Apply landing page for future reference.
**Instructions for Registering on SurveyMonkey Apply Website**

| Step One | Please talk to colleagues within your organization and establish who will be the Primary Administrator for the organization’s SurveyMonkey Apply account before beginning the registration process.  

The Primary Administrator will have responsibility for submitting the completed application(s) and will be the sole point of contact for all emails and alerts from SurveyMonkey Apply related to the application(s).  

The individual who is designated as the Primary Administrator should begin the registration process. | **Tips:** Instructions for adding collaborators to your organization’s application(s) are delineated below, once initial registration is complete. If at any point the Primary Administrator needs to transfer management to another user on the Organization’s account, please follow the instructions as found [here](https://stlcsf.smapply.io/prop/stlouisco_cares_childcare). |
|---|---|
| **Step Two** | Open a web browser window. Go to:  
https://stlcsf.smapply.io/prop/stlouisco_cares_childcare | **Tips:** SurveyMonkey Apply works best in Chrome. Using Internet Explorer and Safari may lead to slower loading time and formatting issues. |
| **Step Three** | In the upper right corner of the browser window, click Register. | |
| **Step Four** | After entering your name and email address and selecting a password for your user account, you will be prompted to provide the following information about your organization:  
• Organization Name  
• Organization Address  
• Organization Email | |
| **Step Five** | Before you can complete all the tasks and submit an application, you will need to verify your email address. To verify your email address, click “Send verification link” at the top of the Homepage.  
You will receive an email from SurveyMonkey Apply with a link. Once you have clicked the link to verify your email address you will be able to begin your application(s) for the COVID-19 Humanitarian Response Fund. | |
| Adding Collaborators | To add colleagues as members of your organization and collaborate on the applications, click “Manage organization” in the top right-hand corner from the Homepage (when signed in as the Primary Administrator).  
After you have selected “Manage organization”, select the “Members” tab, and click “Add member”. Add the person’s name, email address, and select the role they should have on the organization’s account. You can also create Teams within your organization to edit and contribute to specific tasks in your application(s) using the “Teams” tab. | **Tips:** Administrators will be able to edit and remove non-administrative members, or inactive Administrators and can create and submit program applications.  
*Non-admin members* will be able to edit applications on behalf of the organization but will not have access to manage the organization’s profile and members. They will also not be able to create or submit applications for an organization. |
Saint Louis County CARES

Child Care Relief Program

SurveyMonkey Apply User Tips
SurveyMonkey Apply User Tips

- Your organization must register and log in as an organization before you can begin or open an application.
- The application is only open to nonprofit organizations; individuals cannot apply.
- Pick someone in your organization who will be the leader in completing the online application: this person will be called the "Primary Administrator" on SurveyMonkey Apply.
- Please follow the instructions for setting up the organization account on the Application Guide provided.
- Save your log-in information in a safe place. The site administrator cannot restore your password; you will have to contact SurveyMonkey Apply directly to reset or recover account information.

Saint Louis COUNTY CARES

Child Care Relief Program

Applications are now being accepted for the St. Louis County COVID-19 Child Care Relief Program. Grants under the Child Care Relief Program are being made available to assist child care providers, many of which have experienced business interruptions and increased expenses as a result of COVID-19. The purpose of these grants is to help those child care providers continue to operate safely and effectively in response to the COVID-19 public health emergency by providing funding for two categories of costs and expenses:

1. Costs of business interruption caused by COVID-19; and
2. Costs to facilitate compliance with County and CDC public health guidelines relating to COVID-19, including modifications to allow for social distancing and the purchase of disinfecting and cleaning supplies and personal protective equipment.

Please review the Request for Proposals (RFP) document thoroughly before applying. Applications will be accepted beginning June 3, 2020 on a rolling basis. Guidance on how to register for a SurveyMonkey Apply account to begin an application can be found by clicking here. St. Louis County will host a live webinar on Thursday, June 4, 2020 at 12PM to walk through the application in SurveyMonkey Apply. To register and attend the webinar live, please click here. Following the demonstration, a recorded version will be placed on this page for future viewing.

To review a list of FAQs, please click here. For all other inquiries, please email: humanitarian@stlouisco.com.
SurveyMonkey Apply Registration User Errors

SETTING UP YOUR ORGANIZATION’S ACCOUNT

☐ When you or the identified Primary Administrator in your agency goes to register your organization for an account, select “Register as an organization”
  - You will be prompted to provide some basic information on your agency, including the organization’s name, address, and phone number.

☐ To add collaborators on your organization’s SurveyMonkey Apply account follow the instructions included in the Application Guide provided.
SurveyMonkey Apply Log-in User Errors

- Once your organization has been registered on SurveyMonkey Apply and you have been added as an individual user and member of your organization’s account, log into your individual account on SurveyMonkey Apply.

- Immediately upon logging into your individual account, you will find that you do not have any program applications available to open.

- You will need to tell SurveyMonkey Apply that you want to open an application for your organization (for which you have been added as a collaborator on by the Primary Administrator) by clicking on your user name in the upper left hand corner of your screen and selecting the organization’s name.
SurveyMonkey Apply Log-in User Errors

- If the drop down menu with your organization is not available, double check to make sure that your organization is registered and that your individual account is actually linked to the organization's account.

- If you are sure that your agency is not registered, and you already are registered and logged-in as an individual user, you can register your agency for an organization account by clicking on your user name and "My Account".
  - You can set up an organization account from the Account Settings page and then add your agency's name, address, and email information.
SurveyMonkey Apply Log-in User Errors

- To double check that your individual account is actually linked to the organization’s account, have your Primary Administrator log in to their account, select the organization from the upper left corner of the screen (as demonstrated previously), and then select “Manage organization” in the ribbon bar.

- Once in the organization’s profile, click on the “Members” tab to review all individual users who have been added as collaborators to the organization’s program applications.
SurveyMonkey Apply Helpful Tips

- Application Guide
- Google Chrome
- Character Limits
- Word Processing File to SurveyMonkey Apply
- Auto-Save
- 📝
SurveyMonkey Apply Application Tasks

0 of 0 tasks complete

Last edited: Jun 1, 2020 05:24 PM (CDT)

REVIEW SUBMIT

TestOrg

Child Care Relief Program

2020C-000000003

Status: Application in progress

APPLICATION ACTIVITY

Your tasks

- Application: General Information
- Application: Questions
- Application: Program Budget Table
- Attachment 1: CARES Act Child Care Relief Program Certification
- Attachment 3: Applicant’s most recent fiscal year budget
- Attachment 4: Certificate of Good Standing
SurveyMonkey Apply Application Tasks

- Application: General Information
- Application: General Information Continued
- Application: Questions
- Application: Program Budget Table
- Attachment: CARES Act
- Child Care Relief Program Certification
- Attachment: Work Authorization Affidavit

General Info
GENERAL INFORMATION
Agency's Legal Name as shown on IRS Determination Letter:
TestOrg
Doing Business As:
Test
Unique Identifier (DUNS Number):
123456789
Applicant's IRS Status:
501(c)(3)
Type of Center:
Licensed Exempt

Did you apply for the Small Business Relief Program through St. Louis County?
No
Did you receive a Payroll Protection Loan?
No

Please provide a brief overview of child care center:

Characters entered: 4
Min: 0 Max: 500

SAVE & CONTINUE EDITING  MARK AS COMPLETE
Reuse data

You have previously completed this task. Would you like to reuse the data you provided?

Previous instances
Feb 19 2019 02 22 PM (CST) (Fantastic Families)

☑️ Overwrite any data I have already added to this task

CANCEL ADD DATA
SurveyMonkey Apply Document Uploads

All upload tasks are required for each agency submitting an application. If your organization does not have any of the required documentation, you must upload in its place a document explaining why the information is not available. Failure to comply with the requirements of this RFP, or evidence of unfair proposal practices, is cause for rejection of the proposal.
Humanitarian Response Program upload tasks:

Instructions for each upload task, including document templates or links to access specific documentation from government entities, can be found by clicking on the task in your task list on SurveyMonkey Apply.

- Attachment 1 – CARES Act Coronavirus Relief Fund Certification
- Attachment 3 – Applicant’s most recent organizational annual budget
- Attachment 4 – Certificate of Good Standing
Samples of Select Required Documents

Attachment 2 – E-Verify Supporting Documentation

- Confirms employee’s eligibility to work in the U.S.
- Required three components:
  1. First page (identifying employer)
  2. Signature page
  3. Work Authorization Affidavit
Samples of Select Required Documents

Attachment 4 – Certificate of Good Standing

- Confirms the organization is in good standing with the state of Missouri
- Certificate must be dated within 90 days of submission
COVID-19 CHILD CARE RELIEF PROGRAM
Frequently Asked Questions (FAQ’s)

1. **WHO IS ELIGIBLE TO APPLY?** To be eligible to apply for an award from the COVID-19 Humanitarian Response Program under this RFP, an organization must:
   - Be an organization that is located within St. Louis County that is currently licensed or deemed licensed-exempt by the State of Missouri Department of Health and Senior Services to provide child care (not including day or summer camps);
   - Have been and are adhering to County and CDC guidelines related to COVID-19;
   - Require background checks, including child abuse and neglect screenings, by the Family Care Safety Registry or another screening approved by the State of Missouri, conducted annually on all employees and volunteer providing direct services to children and youth;
   - Maintain a policy of nondiscrimination against any employee or applicant for employment of services based on race, creed, color, gender, sexual orientation, gender identity, national origin, age, marital status, or ability. (St. Louis County Ordinance 202.270);
   - Have not received a loan from the Paycheck Protection Program or other funds from St. Louis County, the State of Missouri, or the federal government for the same services; and,
   - Be in good standing with the State of Missouri, and, if different, its state of formation or organization.

2. **HOW DO I APPLY?** Applications must be submitted online via the Survey Monkey Apply: https://stlcsf.smapply.io/prog/stlouisco_cares_childcare

3. **WHEN ARE APPLICATIONS DUE?** Applications will be accepted on a rolling basis with a final deadline of June 30th @ 5PM CST. Any proposal submitted after the deadline will not be considered.

4. **WILL THERE BE ADDITIONAL FUNDING OPPORTUNITIES WITHIN THE COVID-19 HUMANITARIAN RESPONSE FUND?** The County may release additional emergency funding opportunities in the future for both intermediate and longer-term support to address recovery as the County continues to assess the needs of the community.
5. **What can I use my funds for under the child care relief program?** The purpose of this fund is to help those child care providers continue to operate safely and effectively in response to the COVID-19 public health emergency by providing funding for two categories of costs and expenses:

**Business-Interruption Component:** This component provides reimbursement for COVID-19-related business interruption costs including, but not limited to, rent, utilities (electric, gas, phone, internet), loan payments, and insurance.

**Public-Health Compliance Component:** This component helps covers expenses associated with achieving and maintaining compliance with County and CDC public health guidelines for COVID-19, including, but not limited to: modifications to allow for social distancing; cleaning and disinfecting supplies and equipment; personal protective equipment; screening equipment; and sanitizing solutions.

6. **What expenses are ineligible?** Without limiting the generality of the foregoing, the following is a non-exhaustive list of expenditures and other uses of funds awarded that are **prohibited**:

- Expenses that have been, or will be, reimbursed by any other source, including under any federal program, such as reimbursement by the federal government, whether pursuant to the CARES Act or otherwise.
- Reimbursement to donors for donated items or services.
- Severance pay.
- Legal settlements.
- Damages covered by insurance.
- Assistance to meet tax obligations.
- Expenditures by the proposer of such awarded funds that are not necessary to respond to the COVID-19 public health emergency and/or will not be made by December 30, 2020.
- Capital improvement projects that are not necessary expenditures incurred due to the COVID-19 public health emergency.
7. **How much funding is allocated?** Approximately $5.9 million will be allocated for the Child Care Relief Program. Funding is available for the child care programs based on the capacity of the program and is comprised of the following components:

<table>
<thead>
<tr>
<th>Child Capacity</th>
<th>Business-Interruption Component</th>
<th>Public-Health Compliance Component</th>
<th>Total Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 or Less</td>
<td>$1,000 / month @ 3 months</td>
<td>$150 / month @ 3 months</td>
<td>$3,450</td>
</tr>
<tr>
<td>11 – 50</td>
<td>$2,750 / month @ 3 months</td>
<td>$300 / month @ 3 months</td>
<td>$9,150</td>
</tr>
<tr>
<td>51 – 100</td>
<td>$5,000 / month @ 3 months</td>
<td>$500 / month @ 3 months</td>
<td>$16,500</td>
</tr>
<tr>
<td>Over 100</td>
<td>$7,000 / month @ 3 months</td>
<td>$1,000 / month @ 3 months</td>
<td>$24,000</td>
</tr>
</tbody>
</table>

8. **What will proposals be evaluated on?** Applications will be reviewed on a for accuracy, completeness, and compliance with county, state, and federal requirements. Applicants will be notified with 10 calendar days of the application submission deadline.

9. **What will my organization be required to report? How often?** The Recipient will provide a report to the County, in a form and manner to be prescribed by the County in the contract, a report containing the following:
   - a description of how awarded funds were utilized;
   - the total amount of funds expended to date;
   - details regarding the population served;
   - the estimated number served;
   - what type of assistance has been provided;
   - zip codes of those served;
   - the estimated number of jobs created or retained by the program, if any;
   - a line-item list all of the expenditures of the funds awarded from the COVID-19 Humanitarian Response Fund to the Recipient, to the extent not included in a prior report, including, but not limited to, for each expenditure: date of the expenditure; amount of the expenditure; name, title, address of the payee or recipient; a description of what was acquired; the quantity of what was acquired; invoice number; invoice date; and any further information the County may require; and
   - such other information as may be reasonably requested by the County.

In addition, the Recipient will need to submit a final report no later than January 15th, 2020.
10. **Will my organization have to return funds?** Any unused funds shall be returned to the County or funds that were not used to respond to the COVID-19 public health emergency.

11. **What if I have questions, who do I contact?** Please submit all questions via email to humanitarian@stlouisco.com
CHILD CARE RELIEF PROGRAM FREQUENTLY ASKED QUESTIONS

Following is a summary of questions received and responses issued through 6/4/2020. Additional questions should be directed to humanitarian@stlouisco.com, and responses will be posted on this form as it is updated.

*Please note that questions related to issues with the application platform itself should also be directed to humanitarian@stlouisco.com and will be addressed individually and not posted on the FAQ document, unless a common theme is noted.*

1. **Does receipt of Paycheck Protection Program (PPP) funds disqualify an organization from participating in the Child Care Relief Program?**

Applicants are eligible to apply for the Child Care Relief Program if the applicant can document that the request for funding under this program was not covered by other federal CARES funding, as well as St. Louis County’s Small Business Relief Program. St. Louis County may ask for additional documentation including the PPP loan request and/or forgiveness documentation. Because PPP covers a certain time period, St. Louis County recognizes that applicants may have additional costs associated with the public health crisis that may not be covered under the forgivable portion of a PPP loan and therefore could be eligible to apply for the time period not covered.

2. **Are organizations that have not received PPP funds eligible for Child Care Relief Program funding?**

Yes, organizations are eligible for Child Care Relief Program funding regardless of receipt of PPP funding. Please see the guidance provided in the question above for organizations that have received PPP funding.

3. **Are public child care facilities eligible for funding?**

Yes, public child care facilities, including school-based programs, are eligible for funding through the Child Care Relief Program.

4. **Are centers located in St. Louis City or Illinois eligible for funding through the Child Care Relief Program?**

St. Louis County’s Child Care Relief Program is limited to service providers located in St. Louis County. Those childcare providers located outside of St. Louis County are not eligible for funding through this program.
5. **Can you provide examples of business interruption costs?**

There are examples in the [FAQ document](#), but items we have seen are rent, utilities, and other items related. It is up to the organization to define.

6. **Where are handouts from the informational webinars available?**

All handouts, including the RFP, guidance documents, and FAQ documents can be accessed through the Child Care Relief Program application homepage.

7. **If an organization has 3 locations, should they complete one application for all three locations, or should they complete one application per location?**

You may submit one application for each legal entity and corresponding tax ID number. If separate locations operate under different tax identification numbers, separate applications will be required for each location. If locations are operating under the same tax identification number, please describe costs associated with each location in the budget narrative.

Please note: Those that have multiple locations applying under one entity should be sure to correctly provide capacity on a per-location basis.

8. **Does the budget request need to equal the amount of the award? Can we request less?**

Applicants may request less – the guidelines provided are request maximums. The budget request may not exceed those as outlined based on-site capacity.

9. **Does Child Care Relief Program funding cover months prior to the deadline, or just after? Is funding available through December?**

St. Louis County Child Care Relief Program funding is available for expenses incurred from March 1, 2020 through December 30, 2020.

10. **If our district applies for the CARES Act, but we also want to apply for early childhood funding, how should we proceed?**

St. Louis County Child Care Relief Program funding is intended to fill gaps in areas that are not being funded by other opportunities.

11. **Does St. Louis County know the timing of St. Louis City’s relief release?**

St. Louis County’s Child Care Relief Program is specific to St. Louis County. The timeline for release of external funding opportunities is unknown.
12. For licensed home providers with the capacity of 10, serving 30 children throughout the day, which number should be used when responding to capacity?

The number of simultaneous clients eligible under licensure should be used. In the requested example, the license capacity of 10 applies since that is the number of clients that are able to be served.

Note: It is expected that all licensure requirements including staff-student ratios are observed.

13. If one organization has 6 child care programs beginning in the fall, do they qualify for Child Care Relief Program funding and, if so, should they apply separately or together, and are they subject to the one $24,000 site maximum or the original maximum?

Please refer to the guidance provided in questions 7 and 9 above.

14. Are personnel costs eligible under the business interruption component?

Yes, personnel costs are eligible under the business interruption component of St. Louis County's Child Care Relief Program.

15. Is there Technical Assistance available to assist programs in completing Child Care Relief Program applications?

Resources will be posted on the application homepage as they are secured – please continue to check for updates.

16. Regarding reopening costs, is the cost incurred as of the date of the application, or as of the date of the reopening?

St. Louis County Child Care Relief Program funding covers costs incurred from March 1, 2020 through December 30, 2020.

17. Is there a specific date that the E-Verify affidavit expires?

The E-Verify is required annually, so E-Verify affidavits submitted as a part of the Child Care Relief Program application process will cover one year from submission which covers the duration of the contract.

18. Are St. Louis County Child Care Relief Program funds available to organizations that are not licensed or license-exempt?

Eligible applicants to St. Louis County's Child Care Relief Program must be licensed or license-exempt.
19. For school-based or public programs that do not have 501(c)3 status, which organization type should be selected on the application?

The application form has been updated with an additional option to accommodate school-based or public programs that do not have 501c3 status.

20. What is the date by which the final report is due for the Child Care Relief Program?

Organizations awarded funding through the Child Care Relief Program should return a final report no later than January 15, 2021.

21. Where should applicants claim salary and benefits of staff if the organization did not receive tuition?

If for eligible activities as outlined in the RFP, these would be direct expenses.

22. Are foster families considered child care under St. Louis County's Child Care Relief Program? Services must be provided at a qualified facility located wholly within St. Louis County.

Forster care status is not applicable.

23. What is the funding limit for any one 501(c)3 for Child Care Relief Program funding?

The limit is directly related to the licensure as outlined in the RFP.

24. If an applicant has an extension for their 990s and neither 2018 nor 2019 has been completed (pending an audit), can the applicant apply using the extension approval?

A completed 8868 extension form can be supplied as substantiation. Applicants should include along with their extension a copy of the most recently completed 990 and audited financial statements.
CHILD CARE RELIEF PROGRAM FREQUENTLY ASKED QUESTIONS

Following is a summary of questions received and responses issued through 6/8/2020. Additional questions should be directed to humanitarian@stlouisco.com, and responses will be posted on this form as it is updated.

Please note that questions related to issues with the application platform itself should also be directed to humanitarian@stlouisco.com and will be addressed individually and not posted on the FAQ document, unless a common theme is noted.

1. Are Federally Qualified Head Start programs eligible for funding through the Child Care Relief Program?

   Federally qualified Head Start programs are not eligible for funding through St. Louis County’s Child Care Relief Program.

2. What is the maximum amount that can be received?

   The maximum amount that can be received is based on licensed childcare capacity. In the RFP is a table that clarifies by category the amount applicants are eligible to receive for business interruption as well as public health components. Applicants are able to reference this table when completing the application as well.

3. If an applicant has multiple sites under one tax ID, is the applicant maxed out at $21K for business interruption costs, or is that per site?

   If an applicant has multiple locations under each tax ID, each center’s capacity is calculated. Maximum amount is per site.

4. Should business interruption costs be reported per month or for the rest of the year?

   Business interruption costs should represent the total of what applicants think they will be between March 1 and December 30, 2020.

5. Should payroll be reported per month or for the rest of the year?

   Organizations can define what these costs are for them. For example, if PPP is covering through June, applicants can count the cost for the remainder of the year after that, since that time period is not supported by PPP.
6. Has a decision made about centers who had secured a PPP loan that did not cover all components of business interruption?

Since the application allows agencies to define business interruption, if an applicant is applying for components that PPP doesn't consider to be business interruption, this is appropriate.

7. Is it correct that applicants are able to apply for both Child Care and Humanitarian if they are eligible?

Organizations can apply for both categories, childcare relief and humanitarian, if they fit the qualifications and the scope for both. In this case, it is recommended that applicants split out the costs between the two (childcare and humanitarian) and explain this in the application to simplify for reviewers and confirm there is no overlap.

8. Can adhering to CDC guidelines, such as only having half capacity, be considered a business interruption cost?

Yes.

9. What is the anticipated payment schedule and process for disbursement of the awards?

Once evaluations have concluded and agencies are awarded funding, a contract will be provided outlining the payment schedule and process. At this time, we anticipate payments to occur approximately 3-4 weeks after contracts and required documents are returned and processed.

10. Are there any applicable procurement or hiring requirements for expenditures under this award?

This RFP and award process is being conducted in accordance with St. Louis County procurement requirements. There are no specific requirements relating to procurement conducted by applicants. Any specific requirements relating to hiring are outlined in the RFP. The only applicable requirements relating to this question would be the requirement that applicants complete the E-Verify affidavit and provide supporting documentation as outlined in the RFP.
Looking for Help?
Try these Local Entrepreneur Support Organizations & Contacts

St. Louis County Child Care Relief Program
Email: humanitarian@stlouisco.com

Grace Hill Women's Business Center
Website: https://www.gracehillwbc.org
Email: wbcinfo@gracehillsettlement.org
Phone #: 314-584-6700
Availability:
  Monday – Friday 8:30 a.m. to 5:00 p.m.
  Tuesday 8:30 a.m. to 7:00 p.m.
  Saturday By Appointment Only
Offering: 1:1 Business Counseling: No matter which stage your business is in, one-on-one counseling is a valuable tool that allows you to garner expert advice on the day-to-day and big picture situations that all entrepreneurs face. Grace Hill Women’s Business Center offers no-cost professional business analysis consultations ranging from financial analysis, strategic planning, management, HR, social media, marketing, taxes, customer service, business plan, startup, and more.

Missouri SBDC in St. Louis
Website: https://sbdc.missouri.edu
Submit questions online: https://sbdc.missouri.edu/contact-us
Phone #: 314-405-8400
Offering: We provide confidential one-on-one business consulting to assist with business start-ups, growth, loans, marketing, government contracting, technology and more. We have the resources to help you start, grow or manage your business and, as a non-profit organization; most of our services are at no cost to the client.

MO SourceLink
Website: https://www.mosourcelink.com
Email: info@mosourcelink.com
Phone #: 816-235-6500
Offering: We’re here to help you determine if you are ready to apply for financial assistance and which program(s) (local, state or federal) might be the best fit.

Operation Hope - Ryan Moore
Phone #: 314-626-0249
Availability:
  Monday - Friday 9:00am to 5:00pm
Offering: Help putting together a basic business budget. You may have to leave a message, but he will call back.
Small Business Administration (St. Louis office) - Thomas Daiber
Website: https://www.sba.gov/offices/district/mo/st-louis
Phone #: 314-539-6614
Availability: Tuesday, Wednesday, Thursday mornings
Offering: Answering funding questions plus anything related to the SBA stimulus programs.

SCORE St. Louis
Website: https://stlouis.score.org
Email: admin@stlscore.org
Phone #: (866) 728-7340
Offering: We'll listen to your business challenges, analyze opportunities and offer business coaching. For free! We have over 70 mentors locally and hundreds of email mentors nationally who've "been there, done that".

St. Louis Economic Development Partnership
Website: https://stlpartner.org/grow-your-business/
Email: info@stlpartner.org
Phone #: 314-615-1777
Offering: We have set up a Small Business Resource Hotline to help connect you to needed resources.