



Boone County Community Services

Boone County Children's Services Fund

Application for Contingency Funds Request

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

*To improve the lives of children, youth and families in Boone County
by strategically investing in the creation and maintenance of integrated systems
that deliver effective and quality services for children and families in need.*

CONTACT INFORMATION:

Boone County Community Services Department
605 E. Walnut, Ste. A, Columbia, MO 65201

Phone: (573) 886-4298 • Email: communityservices@boonecountymo.org

I. Overview

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

II. Funding Goals

The Board believes that it should invest in meaningful services to children, youth and families in a way that utilizes multiple effective strategies. To that end, the Board intends to invest its funding *appropriated for services* in the following general categories:

- Purchase of service programs
- Strategic Innovation Opportunities
 - Pilot programs that provide innovative services
 - Pursue match funding opportunities
 - Programs that improve expertise
- Contingency reserve to support programs in exigent circumstances

This Contingency Fund Application allows for a request for funds for exigent circumstances. An exigent circumstance is a circumstance that requires immediate attention. The objective of the

Contingency Funds Request is to assist organizations in dealing with non-recurring capital or service contingencies resulting from conditions beyond their control.

III. Minimum Eligibility Criteria

Organizations must at a minimum meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit organization or governmental entity
- Be in good standing with the State of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services
- Comply with RSMo §285.530 in that they shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri

IV. Funding Available

Applications for contingency funding will be accepted to assist organizations encountering an exigent circumstance. The organization must demonstrate how the exigent circumstance will seriously impair its ability to provide services which are eligible to be funded by the Children's Services Fund and will have a direct impact on children and families in need in Boone County. Organizations must also comply with the Boone County Children's Services Board Funding Policy.

V. Application

The Application Narrative cannot exceed six (6) double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.

Please submit two paper copies to:

Boone County Community Services Department
605 E. Walnut, Ste. A
Columbia, MO 65201

Please submit an electronic copy in Microsoft Word or PDF format to:

communityservices@boonecountymmo.org

**BOONE COUNTY CHILDREN'S SERVICES FUND
APPLICATION FOR CONTINGENCY FUNDING**

Organization Name:

Organization Address:

Organization Phone Number:

Primary Organization Contact (include title):

Email Address:

Contact Phone Number:

Amount Requested:

Federal Tax ID #:

Signature:

Date:

1. ORGANIZATION AND SERVICE INFORMATION

The Organization Profile on Apricot must be updated with current information and documents. If the organization is not on Apricot, please provide the following documents:

- a. Background Information:
 - i. Attach a copy of your organization's Mission Statement.
 - ii. Attach a list of your organization's Board of Directors.
 - iii. Provide a brief summary of your organization's services within Boone County.
 - iv. Provide organization and program brochures related to these services, if available.
 - v. Please provide the organization's brief historical summary with the Boone County Children's Services Fund, if applicable.

2. EXIGENT CIRCUMSTANCE INFORMATION

- a. Briefly explain the exigent circumstance situation.
 - i. How does this situation impair the organization's ability to provide services to children and families in Boone County?
 - ii. What is the service affected by this situation?
 - iii. How many children/youth/families will be affected by a disruption in services?
 - iv. How will this funding impact services to children?

- b. Has the organization applied for funding from any other source(s) to address this problem? If so, please detail. If not, explain why.
- c. Has the organization previously received contingency funding from BCCSB or any other similar type of funding from any other sources? If so, please provide detailed information regarding the award.

3. EXPENSES

- a. Provide financial data to explain the emergent nature of the request. A narrative of these costs should be attached.
- b. If applicable, attach any quotes, bids, or receipts received which support an exigent circumstance request (three bids are required for items over \$1000). It is recommended that you seek Boone County bids and to choose Boone County vendors whenever financially advantageous.

4. ORGANIZATION ASSURANCE, CERTIFICATION, AND WORK AUTHORIZATION SHEETS

Please review, sign, and return the Organization Assurance Sheet (see Attachment A), the Certification Sheet (See Attachment B), and the Work Authorization Sheet (see Attachment C) with the proposal. The sheets outline the expectations and requirements for any organization requesting and/or receiving funds through the Boone County Children's Services Fund.

ATTACHMENT A

2017 AGENCY ASSURANCE SHEET

(Please complete and return with Proposal Response)

I, the undersigned, certify that the statements in this request for funding proposal application are true and complete to the best of my knowledge, and accept, as to any funds awarded, the obligation to comply with the Boone County Children’s Services Board (BCCSB) and any of the Boone County Children’s Services Fund’s conditions specified in the funding award and contract.

I, the undersigned, certify that in addition to the conditions mentioned above, will maintain accepted accounting procedures to provide for accurate and timely recording of receipt of funds, expenditures, and of unexpended balances. I, the undersigned, further certify I have and will make available, upon request, the following documentation for accuracy and validity:

- Proof of 501(c)(3)
- Certificate of Corporate Good Standing
- Most Recent 990 Federal Form
- Agency Strategic Plan
- Copies of Agency Accreditations
- Most Recent Agency Independent Audit
- Agency Policy of Non-Discrimination
- Agency Policy for Screening of Staff and Volunteers for Child Abuse and Neglect
- Agency Statement of Confidentiality
- Memorandums of Understanding (not currently needed for Contingency Funds Request)

Name - Agency Executive Director/President/CEO

Date _____ Printed

Signature - Agency Executive Director/President/CEO

Date

Printed Name - Agency Board Chair

Date

Signature - Agency Board Chair

Date

ATTACHMENT B

(Please complete and return with Proposal Response)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

