**2022 SAFETY NET RENEWAL APPLICATION**

**QUESTION LIST**

Based on feedback from the 2021 Member Agency Reporting process, United Way is providing the following list of questions found in the 2022 Safety Net Renewal Application in a Word format. These questions are a supplement to the 2022 Safety Net Renewal Application Guide intended to simplify the process of drafting responses before copying them into the Renewal form in Form Assembly. Feel free to complete the answers here or share with your teammates to complete for easy copying and pasting.

**ELIGIBILITY DOCUMENTS**

1. Have there been any updates to the following documents or policies since the submission of your 2020 Safety Net application? If yes, please upload the updated document(s).

* Federal 501(c)(3) Tax Determination Letter
* Illinois or Missouri Certificate of Corporate Good Standing
* Agency policy for background checks on staff and/or volunteers (and if applicable, policies on child abuse and neglect screenings)
* Agency policy on non-discrimination in hiring and service delivery
* Agency policy on privacy protection practices

1. Do you agree to the following anti-terrorism certification in compliance with the USA Patriot Act:

In compliance with the USA Patriot Act and other counterterrorism laws and United Way World Wide's recommendation, the United Way of Greater St. Louis requires that the Organizational Leader (Executive Director, CEO, etc.) of each member agency annually certify on behalf of the member agency that all United Way funds and donations will be used in compliance with all applicable anti- terrorist financing and asset control laws, statutes, and executive orders.

**ADMINISTRATION**

1. Briefly describe the work of your agency in 25 words or less. (25-Word Limit)
2. Please provide your Organizational Leader's most up to date contact information.
3. Name and contact Information for the agency staff member who oversees the following (if applicable):

* Government Affairs/Policy/Advocacy work
* Volunteer Management
* United Way Employee Campaign Coordinator

1. Is your agency accredited or subject to review by your national organization? If yes, please list the accrediting body(ies) and expiration date(s) and/or your dues formula to your national organization. (500-word limit)
2. Has your agency had any legal, ethical, safety, or regulatory issues from January 1 to May 31, 2021 that we should be aware of? If yes, please explain. (500-word limit)
3. Has your agency had any official complaints or grievances from January 1 to May 31, 2021? If yes, how many, and please explain. (500-word limit)
4. Enter the total number of people who were employed at any time from January 1 to May 31, 2021:
5. What is the approximate number of Full Time Equivalent (FTE) positions normally employed?

**Note**: FTE is defined as the number of total hours worked divided by the maximum number of compensable hours in a work year as defined by law. For example, if the work year is defined as 2,080 hours, then one worker occupying a paid full-time job is equivalent to one FTE. Two employees working for 1,040 hours each are equivalent to one FTE between the two of them.

1. How many episodic volunteers, who came once or very few times for a particular event or purpose, has your agency had from January 1 to May 31, 2021?
2. How man ongoing volunteers does your agency have? (direct services and/or admin).
3. How many Board and committee volunteers does your agency have?

**GOVERNANCE**

1. Please provide updated Board Leader Information.
2. Have there been any significant changes in your Board composition or activities since the submission of your 2020 Safety Net application? (This does not include typical cycling on and off of board members.) If yes, please explain. (500-word limit)
3. Strategic plan start date, end date, and description of goals. (500-word limit)
4. Upload organizational chart. Please limit document to 1 page in length.
5. Please describe your agency’s efforts in Diversity, Equity, and Inclusion across the following areas since submitting your application. Have any new policies been written? What challenges and successes has your agency had in DEI?
   1. Administration (500-word limit)
   2. Governance (500-word limit)
   3. Finance (500-word limit)
   4. Program (500-word limit)
6. Please upload any documentation to share regarding your agency's DEI efforts.
7. Please provide the name, start date, end date, and status of up to 3 capacity building initiatives your agency has participated in from January 1 to May 31, 2021.

**FINANCE**

1. Was the agency in arrears in submitting any payroll taxes (employee or agency share) to any city, state, or federal authorities in its most recently completed fiscal year? If yes, give details about tax delinquency and current status. (100-word limit)
2. Is the agency required to file an IRS Form 990 or 990EZ tax return? Please upload.
   1. If yes, was the most recent IRS Form 990/990EZ tax return submitted on time or within an extension period approved by the IRS?
   2. If no, provide details regarding late IRS Form 990/990EZ tax return submission. (100-word limit)
3. Please upload your agency's most recent Federal Form 990.
4. Please list any significant changes in the agency's financial situation for the current fiscal year. (500-word limit)
5. What percentage of your agency’s 2021 United Way allocation award has been utilized to date? Note explanation if needed. (250-word limit)
6. What is your agency's projected total program expenses for fiscal year 2022?
7. Does the agency foresee any projected changes in how it plans to utilize its United Way allocation award? (500-word limit)

**PROGRAM**

1. Please explain any major changes to your agency's programs and services or general operations made due to factors related to COVID-19. How do these changes affect plans for the future? (1,000-word limit)

**Guidance Regarding Direct and Indirect Clients**

*Direct Clients*

These clients generally receive extensive and/or long-term services in small groups or one-on-one. Intake records or other reliable methods of collecting information on these clients are maintained. Please note that if a client receives a core direct service provided by your agency, even if only once, and you have any demographic information, the client should likely be considered direct, but records should be maintained to the degree that the same client is not counted twice in the direct client total.

*Indirect Clients*

These clients generally receive one-time or infrequent services from the agency and the services may be provided in a group setting. Detailed records for each client are not maintained, although a basic count of the number of participants should be available. Demographic information is typically difficult or impossible to collect for indirect clients.

1. Total number of direct clients that reside in UW service area served by your agency January 1 - May 31, 2021.
2. Total Indirect Clients served by your agency January 1 - May 31, 2021.
3. Describe a service or good provided by your agency that the following monetary amounts would provide: $10, $50, $150, $500, $100 (*(E.g., $10 will provide flu shots for 7 infants; $500 will provide a month of counseling sessions to a survivor of domestic violence; $1000 will provide a three month job training program for a veteran)*

*The following questions will be asked for each program included in your agency’s Safety Net contract:*

1. What percentage of your agency's United Way 2021 Allocation is dedicated to this program?
2. Total number of direct clients that reside in UW service area served by this program from January 1 – May 31, 2021.
3. Total number of indirect clients served by this program from January 1- May 31, 2021.

*Questions 4 and 5 pertain to your agency’s contracted outcomes listed in Exhibit B of your agency’s Safety Net Member Agency Agreement. If you are unable to locate your agency’s copy of the agreement, please reach out to your Portfolio Manager. In the case of agencies who have submitted notice of outcomes changes due to COVID-19 since the signing of the agreement, this question pertains to the altered outcomes.*

1. Measurement tools/methods for measuring achievement of contracted outcomes (1000-word limit)

*This could include a standardized assessment from an external source or a survey your agency developed or adapted. How did you determine a client had achieved the outcome and what was the criteria? This may include reviewing client records (report cards, case noes, etc.) and counting the number of clients meeting a certain criterion or setting a cutoff score or minimum improvement amount between pre and post measures on a survey or assessment to indicate outcome achievement.*

1. Describe your agency's continuous quality improvement (CQI) process for this program: How are outcomes used? What adjustments have been made as a result of findings?  What successes and challenges have you had with this program and how have you responded? (1000-word limit)