DOING BUSINESS WITH DCYF

Grant Approval Process

DCYF takes great care to make sure that our grant agreements are complete, accurate, and compliant with all City regulations. All DCYF contracts go through a rigorous approval process that involves many different individuals and departments. This process can sometimes take longer than one would hope, but the end result is a grant agreement that all parties have agreed on. Once a grant agreement is in place there may be other events for which DCYF needs to create documents for approval, such as a mod or annual workplan. This section will describe the process for approving all of these core documents.

Grant Agreement Approval
Once a Request for Proposals (RFP) has been completed and an award decision made, DCYF will begin the grant agreement process. This six step process is outlined below.

1. Award Letter
Grantees will receive a letter from DCYF’s executive director that will indicate the amount of the award, the grant term and the program being funded.

2. Workplan Negotiation
Using CMS, grantees will enter their agency, program, and budget data. Your Program Specialist will work with you to ensure that all elements of the workplan reflect the agreed upon Grant Plan, and will approve it in CMS once this process is complete.

WORKPLAN DEADLINES:
For grants with summer programming, workplans must be submitted by May 1. For all other grants, workplans are due by July 1.

3. Grant Agreement Created
Once the workplan is approved (or in many cases simultaneously with this process), DCYF’s Contracts & Compliance Team will generate a grant agreement using the City’s Financial System Project, often referred to as FSP. The process is entirely electronic, including signature.

At this point you may also receive a request for insurance certificates, City supplier certification, or other required documents.

4. Grant Agreement Signed
Once DCYF has created the contract in FSP, the system will send an e-mail to the grantees executive director for e-signature using the DocuSign service.

Following the executive director’s signature, the contract will be routed for internal City signatures. Once all signatures are collected, DocuSign will e-mail all parties a fully executed contract with all signatures.

5. Fiscal Processing
With the grant agreement now complete, DCYF’s Fiscal Office will work with the Controller’s Office to encumber the grant funds for the first fiscal year. Once Controller approval is received, the DCYF Fiscal Office assigns each grant agreement a unique purchase order (PO) number.

Once a PO number is assigned, the agency will receive notice indicating that the approval process is complete, and that invoicing can begin.

6. Invoicing Begins
The approval process is now complete. Grantee can receive funds by filing monthly invoices.

NOTE: The grant agreement approval process takes approximately four to six weeks to complete.

For more information, see “Doing Business with DCYF”