INSTRUCTIONS FOR ENSURING PAYMENT TO DCYF GRANTEES DUE TO COVID-19 RELATED DISRUPTIONS

On March 11th, 2020 the San Francisco Office of the Controller released an advice document detailing policies governing how City agencies such as DCYF ensure the continuity of payments to nonprofit suppliers in the event of COVID-19 related disruptions. This document uses the Controller’s advice to provide more specific instructions to DCYF grantees.

ELIGIBILITY:
All current DCYF grantees who have shut down their DCYF funded programs due to COVID-19 related disruptions can receive payment for the eligible expenses listed below. There are three circumstances under which grantees may decide to shut down their DCYF funded programming:

1. **SFUSD Closure**: If SFUSD closes school campuses, DCYF will advise all grantees, whether or not they operate on SFUSD campuses, to also temporarily halt programming. DCYF understands that there are many factors that will influence whether a grantee decides to shut down, therefore:
   - Grantees who choose to remain open will be able to submit invoices to DCYF as they normally would.
   - Grantees who choose to shut down can receive payment for the eligible expenses listed below.

2. **Location Specific Closure**: If a specific instance of COVID-19 is found at a program site, that location may need to temporarily close. Grantees who are forced to close due to an instance of COVID-19 can receive payment for the eligible expenses listed below.

3. **Other COVID-19 Related Impacts**: If SFUSD does not close school campuses and there is not a location specific closure, grantees may still opt to shut down programming due to other COVID-19 related impacts.
   - Grantees who choose to shut down under these circumstances may be able to receive payment for the eligible expenses listed below but only if they provide justification in the form of official recommendations from relevant City authorities including the Department of Emergency Management (DEM) and/or Department of Public Health (DPH).

ELIGIBLE EXPENSES:
The following expenses would be eligible for payment for grantees that have shut down due to COVID-19 related disruptions:

- **Fixed and Regular Costs**: these costs, which include rent, utilities, administrative costs, etc. will continue to be incurred and therefore are eligible for reimbursement from DCYF.

- **Wages and Fringe for Salaried & Hourly Employees**: costs include wages that would otherwise not be paid when a program is not operating. DCYF will reimburse programs that pay the anticipated wage and associated fringe costs to their salaried and hourly employees (including administrative staff and youth employees) during a shut down.

- **Other Program Expenses**: program-related costs incurred prior to program closure are eligible for reimbursement from DCYF.
INSTRUCTIONS FOR ENSURING PAYMENT TO DCYF GRANTEES DUE TO COVID-19 RELATED DISRUPTIONS

NON-ELIGIBLE EXPENSES:
The following expenses would not be eligible for payment for grantees that have shut down due to COVID-19 related disruptions:

- **Expenses Not Incurred Due to Closure**: regular expenses that would not be incurred due to the shut down of programming would not be eligible for reimbursement from DCYF under these guidelines. These expenses include things like food, travel, field trips, etc.

BILLING PROCEDURES & RECORD KEEPING:
DCYF grantees who shut down programming due to COVID-19 related impacts should follow the usual procedures for submitting their monthly invoices to DCYF. However, due to the unique nature of the current situation grantees should be prepared to adhere to the following record keeping guidelines:

- **Isolate and Track Eligible Closure Related Expenses**: expenses incurred as a result of the shut down of programming due to COVID-19 related disruptions must be isolated and tracked separately from normal expenses.
- **Thoroughly Document All Expenditures**: the expenses related to the shut down of programming must be thoroughly documented. Documentation (i.e., payroll records, receipts) must be retained to justify expenses and to support claiming for City funding.
- **Flexibility & Responsiveness to Department Requests**: the City may at some point be able to seek reimbursement from appropriate authorities for costs incurred due to COVID-19 related disruptions. Therefore grantees must be flexible and remain responsive to any requests for documentation. Isolating and tracking these expenses separately will help grantees to be responsive.

INSTRUCTIONS FOR DCYF GRANTEES:
In order to be eligible for payment under this policy grantees who have shut down programming as a result of COVID-19 related disruptions must adhere to the following instructions:

1. **Submit Letter Indicating Program Closure to DCYF**: grantees must email a letter to their Program Specialist that indicates that the agency is shutting down programming at the beginning of their shut down period. This letter should be from the organization’s Executive Director and should be written on agency letterhead. The letter should include the following information:
   - Notice that the programming is being shut down
   - The anticipated dates for the shut down period
   - The frequency upon which the decision to shut down will be revisited
   - The official recommendations from relevant City authorities including the Department of Emergency Management (DEM) and/or Department of Public Health (DPH) that the decision to shut down is based on. Grantees can reference DCYF guidance to temporarily pause programming in the event that SFUSD shuts school campuses or refer to location specific closure if an instance of COVID-19 has been detected on site.
INSTRUCTIONS FOR ENSURING PAYMENT TO DCYF GRANTEES DUE TO COVID-19 RELATED DISRUPTIONS

2. **Receive Approval From DCYF**: Program Specialists will review submitted letters and inform grantees if they have been approved to receive payment for eligible expenses incurred as a result of COVID-19 related disruptions. Program Specialists will strive to provide this determination to grantees within 2-3 business days.

3. **Begin Isolating and Tracking Eligible Closure Related Expenses**: grantees should develop systems to ensure that they are tracking these expenses separately from their normal processes. DCYF or other City entities may request information about these expenses and associated backup documentation at any time. Grantees should make every effort to be as responsive to these requests as possible.

4. **Submit Monthly Invoices Through CMS**: grantees will submit their invoices as they normally would through the DCYF Contract Management System (CMS).