



# FY20/21 GUIDANCE FOR DCYF GRANTEES

INFORMATION, RESOURCES AND BEST PRACTICES FOR THE INTERIM FUNDING PERIOD



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## OVERVIEW

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### OVERVIEW:

The COVID-19 pandemic and its impacts have brought unprecedented challenges and high levels of uncertainty for DCYF’s grantees and the children, youth and families they serve. Shelter in place orders have forced grantees to rapidly shift their services and local health regulations have created uncertainty about when, where and how program services that can be implemented. Additionally the City’s economic situation has also contributed to this uncertainty with grantees potentially facing cuts from multiple city departments. With this backdrop DCYF is intentionally shifting our funding structure to provide flexibility amid uncertain times.

### REDUCTIONS TO GRANT ALLOCATIONS FOR 20/21 FISCAL YEAR (FY20/21):

DCYF has worked in coordination with the Mayor’s Budget Office and Controller’s Office to make several adjustments to our grant allocations for FY20/21. DCYF has made the following adjustments to produce the FY20/21 Interim Funding Period grant amounts:

1. **Reduced FY19/20 Total Grant Amounts by 7%** (does not include workorders, one-time additions or workorder from other departments). Within this reduction DCYF has:
  - Suspended the 2.5% **Cost of Doing Business (CODB) increase** from FY19/20 at direction of Mayor’s Office
  - Suspended the 1.5% **Minimum Compensation Ordinance (MCO) increase** from FY19/20 at direction of Mayor’s Office
2. **Adjusted grants that include one-time funding increases or 2 year addbacks from before FY18/19:**
  - Reduced 2 year **Community Grants (addbacks) awarded before FY18/19** by 7%
  - Ended **one time increases**
3. **Did not include grant funds provided by workorder from other City department.** These funds are still being allocated by other City departments in coordination with DCYF. Once final allocations have been determined these funds will be added to grants.

### GRANT ALLOCATIONS FOR THE INTERIM FUNDING PERIOD AND REMAINDER OF FY20/21:

Grant awards for FY20/21 will be divided into allocations for 1) the Interim Funding Period and 2) the remainder of the fiscal year:

1. Interim Funding Period Allocations: during the interim period, grantees will receive a 4-month prorated portion of their annual grant that takes into account the reductions described above. DCYF will use July-October spending from previous fiscal years as a starting point for allocations and will work with grantees to refine this number as needed. Grantees can review their allocations in the CMS and should contact their Program Specialist if they need to adjust the allocation for the Interim Funding Period.
2. Remainder of FY20/21: Agency Grants: remaining dollars after the Interim Funding Period will be reserved for implementing services from November 2020-June 2021 under a new funding structure where all grant funds are combined into a single agency grant (see below for more information).

### INTERIM FUNDING PERIOD:

The **Interim Funding Period will occur from July 1<sup>st</sup> – October 31<sup>st</sup>, 2020.** During the Interim Funding Period grantees will create a short term budget and implement a more flexible set of services. Other details include:



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- Workplans: grantees will complete a simplified workplan that covers services and budget allocations for July-October 2020. **Workplans will be released on June 10<sup>th</sup>, 2020 and must be submitted by July 13<sup>th</sup>, 2020 for DCYF to be able to ensure continuity of payment.**
- Essential Service Categories: DCYF will implement a more flexible funding structure based on categories of work that are more likely to meet the current needs of participants and their families (see page 7)
- Performance Measures: DCYF will suspend performance measures and simplify data reporting.
- Youth Program Quality Assessment (YPQA): DCYF will suspend YPQA visits for the Interim Funding Period
- Youth Surveys: DCYF will suspend the requirement that grantees survey their participants; surveys will be available in the CMS Resources tab, but not required.

### **AFTER THE INTERIM FUNDING PERIOD: AGENCY GRANTS:**

After the Interim Funding Period DCYF will shift to a structure where funds are allocated to current grantees through a single agency grant that provides more flexibility for agencies to determine, in coordination with DCYF, the appropriate mix of services for the children, youth, TAY and their families. DCYF recognizes that there are many nuances to this shift considering that not all grantees have multiple grants with DCYF. We intend to be thoughtful and intentional in our approach and will use the Interim Funding Period to:

- Develop the internal processes and tools that will allow us to implement an agency Level grant structure
- Engage with current grantees to gather their feedback, ideas and suggestions
- Provide training and resources to allow a smooth the transition to this new agency level grant structure



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## SUMMER 2020 GUIDANCE

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### SUMMER 2020 GUIDANCE:

On May 22, 2020, The City’s Public Health Officer released an updated [Health Order](#) that allows summer programs for children and youth to operate between June 15th and August 17th, 2020 if they provide care that enables a parent or guardian to work. Additionally on May 26th the Public Health Officer released Directives [Regarding Required Best Practices for Childcare Providers](#) and [Regarding Required Best Practices for Summer Camps](#). These Directives provide industry-specific guidance that childcare and summer camp providers must follow. DCYF Grantees are required to develop clear protocols and procedures that conform to both the Health Order and the industry-specific guidance **before they can reopen and operate for the summer**. DCYF has created *Summer Reopening Guidance & Checklist for DCYF Grantees* (see page 9) to help grantees determine their readiness to reopen. Grantees should also be aware

Note that due to the fluid nature of the COVID-19 emergency, the City may issue additional public health orders throughout the summer. DCYF will post all new guidance at [www.dcyf.org/care](http://www.dcyf.org/care).

### KEY ELEMENTS FROM HEALTH ORDER:

The Health Order authorized summer camps and summer learning programs for children over the age of six that operate exclusively outside of the academic school year to reopen as early as June 15<sup>th</sup>, 2020, provided those programs also comply with limitations and conditions including:

- **Summer Camps must limit group size to 12 children** (a “pod”) per room or space
- **Summer Camp sessions must last at least three weeks**
- **Children must remain in the same pod for at least three weeks**, and preferably for the entire time throughout the summer.
- **Summer Camps may not begin to operate for any children prior to June 15, 2020, and until they have complied with all of the requirements set forth in the relevant industry-specific Health Order directives** including the requirements to complete an online form with general information about the program and required certifications, to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written health and safety plan to mitigate the risk of virus transmission to the greatest extent feasible.

### KEY ELEMENTS FROM DIRECTIVES REGARDING BEST PRACTICES FOR CHILDCARE PROVIDERS AND SUMMER CAMPS:

A selection of key elements from the Directives are listed below, however grantees are strongly encouraged to read these documents in detail to ensure full understanding and compliance.

- **A written health and safety plan must be created, adopted, and implemented** before childcare providers and summer camps can operate.
- **A copy or summary of the Health and Safety Plan must be provided** to all personnel working on site and to all parents or guardians. The plan must also be posted at the entrance to any physical location
- **The Childcare Summer Camps/Programs and Childcare Registration form at <https://www.dcyf.org/2020-summer-inquiry> must be completed** before programs can begin operating.
- **Childcare provider and summer camps must require parents/guardians to sign an acknowledgement of health risks** containing specific language detailed on page 2 of each Directive.
- **Childcare providers and summer camps may not enroll children for fewer than three weeks**



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- Childcare providers and summer camps that fail to comply with the requirements of the Directives or abide by their Health and Safety Plan must cease operating until full compliance can be demonstrated. Additionally childcare providers and summer camps are subject to immediate closure, fines and other legal remedies as described in the Directives.

### REOPENING CHECKLIST:

This checklist should be used to help grantees determine if they are ready to reopen their summer program(s):

CONSIDERATION:	RESPONSE:	
Will reopening be consistent with applicable state and local orders?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you ready to protect children and employees at higher risk for severe illness?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you able to screen children and employees upon arrival for symptoms and history of exposure?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are you serving the eligible populations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you completed the Citywide Summer Camps and Programs for Children and Youth Registration Form at <a href="https://www.dcyf.org/care">https://www.dcyf.org/care</a>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have answered NO to any items above, then **YOU ARE NOT READY TO REOPEN** and must revise your plan. Grantees should use the *Summer Reopening Guidance & Checklist for DCYF Grantees* (see page 9) to help develop procedures and protocols that allow for safe operation within current guidelines as well as to determine their readiness to reopen.



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## INTERIM FUNDING PERIOD ESSENTIAL SERVICE CATEGORIES

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### INTERIM FUNDING PERIOD ESSENTIAL SERVICES CATEGORIES:

DCYF has adjusted our Service Area and Strategy based structure to provide flexibility for grantees to provide essential services that meet current needs. Rather than holding grantees to existing strategy requirements DCYF has instead framed all of our work around the following Essential Service categories:

- Basic Needs: an essential service that helps participants and their families gain or maintain access to childcare, food, water, clothing, technology, internet access and referral services for shelter.
- Economic Stability: an essential service that that helps participants and their families solidify their economic situation. Examples of this service include but are not limited to maintaining or creating new opportunities for youth to earn stipends, wages and/or incentives and connecting participants and families to financial resources and training.
- Education: an essential service that helps participants and their families address disparities in academic outcomes. Examples of this service include but are not limited to support for children, youth and their adult guardians/parents for distance learning, reading and/or performing at grade level in core academic subjects, successful transitions during key periods (see Ed Supports Service Area Guide) and/or completion of high school or equivalent.
- Social Connection: an essential service that helps participants and their families feel a sense of positive connection. Examples of this service include but are not limited to virtual cohort meetings and trainings and virtual events and online gatherings.
- Wellness & Trauma: essential services that helps participants and their families learn and sustain practices and habits that help maintain mental health and address the impacts of COVID-19 related and other stresses. Examples of this service include but are not limited to yoga, mindfulness, breathing techniques, healthy eating, connecting participants and families to therapeutic resources, wellness checks and similar forms of outreach.
- Other: services that address emerging needs that fall outside of the other categories.

### USING INTERIM FUNDING PERIOD ESSENTIAL SERVICE CATEGORIES:

Grantees will select any combination of Essential Service categories when completing their Interim Funding Period workplan and will be able to provide services to children, youth and TAY ages 5-24 and their families, including high need populations such as justice involved and homeless youth and TAY. The Essential Service categories chosen should reflect the work grantees are capable of completing during the Interim Funding Period with the populations they have determined are most in need. These categories will overlay current grants and align with simplified data reporting guidelines. DCYF's intention is to provide flexibility during an uncertain time while also allowing agencies to leverage their staff and expertise. This funding structure does not limit grantees from implementing their DCYF strategy-based grant if they have the ability to do so. Instead it allows for the delivery of a broader set of Essential Services if grantees cannot implement their traditional program.

To illustrate, consider this example for a Youth Workforce Development (YWD) grantee:

A YWD program may not be able to provide in person work based learning for participants severely hindering the ability to implement traditional programming. Using Essential Service categories this program could:

- Support **education** by providing participants with access to distance learning modules



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## INTERIM FUNDING PERIOD ESSENTIAL SERVICE CATEGORIES

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- Ensure **economic stability** by offering incentives to participants for engagement and participation
- Provide **social connection** by convening cohort meetings and trainings using video conferencing software
- Address **wellness and trauma** by checking in with participants and connecting them to available resources

### DATA REPORTING FOR INTERIM FUNDING PERIOD ESSENTIAL SERVICE CATEGORIES:

During the Interim Funding Period grantees will report on the services they are providing in support of the Essential Service Categories. Data reporting will be simplified to allow for increased flexibility given the circumstances of COVID-19. Reporting simplifications will include reducing the amount of information entered into CMS Workplans, only requiring enrolling of participants and taking of attendance for in person and intensive remote services and invoicing by budget category instead of by line item. Additionally DCYF will not require youth surveys during the Interim Funding Period.

DCYF Grantees who are holding Summer Camps should be aware that they must maintain current enrollment and attendance in CMS including reporting on at least a weekly basis. DCYF is requiring this regular data reporting in order to inform the City's ongoing understanding of Summer camp attendance.

### ADDITIONAL INFORMATION & RESOURCES:

Additional information about how to complete Interim Funding Period workplans, report on activities and access ongoing training and support can be found both in this document and on the CMS:

- [How to Complete FY20-21 Interim Funding Period Workplan](#): see page 11 of this document or access in CMS Resources tab
- [How to Enter Activities Without Personal Information](#): see page 15 of this document or access in CMS Resources tab
- [CMS in the City Newsletter](#): Everyone with an email listed in CMS receives this newsletter
- [Data Cafes](#): The next Data Cafe is scheduled for June 16<sup>th</sup>, 9-12pm. A second date is pending and will be announced on the CMS login page as soon as it is finalized. Both Data Cafes will be conducted online through Microsoft Teams. RSVPs will be emailed specific logon instructions the day before. Please RSVP through the link below.





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## ESSENTIAL SERVICE CATEGORIES RELEVANT SERVICE AREAS & BEST PRACTICES

The charts below provide Essential Services Categories definitions, relevant Service Areas and associated best practices. Please note that while examples have been provided for each category grantees are not limited from developing their own approaches, using examples from one category for another or creating hybrid services.

### ESSENTIAL SERVICE CATEGORIES: RELEVANT SERVICE AREAS & BEST PRACTICES

CATEGORY:	RELEVANT SERVICE AREAS:	
<b>BASIC NEEDS:</b>	<ul style="list-style-type: none"> <li>● Family Empowerment</li> <li>● Justice Services</li> <li>● Out of School Time</li> </ul>	<ul style="list-style-type: none"> <li>● <u>Childcare</u>: in coordination with DCYF for youth in grades k-8 during the summer and school year</li> <li>● <u>Food Distribution</u>: connection to existing resources, directly to youth and their families or in coordination with DCYF. Examples include grocery delivery, supplying gift cards for food delivery companies and referrals to <a href="#">food security resources provided by the City, SFUSD, and CBOs</a>.</li> <li>● <u>Basic Supplies</u>: distributing care packages with cleaning and other basic supplies</li> <li>● <u>Technology &amp; Internet Access</u>: providing devices and internet access to youth and families</li> <li>● <u>Referrals</u>: using needs assessments to refer participants and families to existing resources that meet basic needs</li> </ul>
<b>ECONOMIC STABILITY:</b>	<ul style="list-style-type: none"> <li>● Enrichment, Leadership &amp; Skill Building</li> <li>● Family Empowerment</li> <li>● Justice Services</li> <li>● Youth Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>● <u>Incentivizing Distance Learning</u>: providing financial incentives for engagement with and completion of online modules and program trainings</li> <li>● <u>Remote Work Placements</u>: providing remote work based learning opportunities either internally at the agency or with business and other agencies</li> <li>● <u>Supporting Families</u>: connecting participants and their families to financial resources and providing support navigating them</li> </ul>
<b>EDUCATION:</b>	<ul style="list-style-type: none"> <li>● Educational Supports</li> <li>● Enrichment, Leadership &amp; Skill Building</li> <li>● Family Empowerment</li> <li>● Justice Services</li> <li>● Out of School Time</li> </ul>	<ul style="list-style-type: none"> <li>● <u>Supporting Distance Learning</u>: work with participants and/or parents to support distance learning including providing materials needed for work completion, supplementing materials provided by schools and/or assisting parents.</li> </ul>
<b>SOCIAL CONNECTION:</b>	<ul style="list-style-type: none"> <li>● Educational Supports</li> <li>● Enrichment, Leadership &amp; Skill Building</li> <li>● Family Empowerment</li> <li>● Justice Services</li> <li>● Mentorship</li> <li>● Out of School Time</li> <li>● Youth Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>● <u>Outreach</u>: connecting to participants using social media platforms</li> <li>● <u>Cohort Meetings &amp; Trainings</u>: providing regular opportunities to engage and interact with peers through interactive cohort meetings and trainings</li> <li>● <u>Virtual Events</u>: providing fun and creative ways for participants to interact</li> </ul>



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## ESSENTIAL SERVICE CATEGORIES RELEVANT SERVICE AREAS & BEST PRACTICES

CATEGORY:	RELEVANT SERVICE AREAS:	
<b>WELLNESS &amp; TRAUMA:</b>	<ul style="list-style-type: none"> <li>• Educational Supports</li> <li>• Enrichment, Leadership &amp; Skill Building</li> <li>• Family Empowerment</li> <li>• Justice Services</li> <li>• Mentorship</li> <li>• Out of School Time</li> <li>• Youth Workforce Development</li> </ul>	<ul style="list-style-type: none"> <li>• <u>Virtual Wellness Practices</u>: using online platforms for activities that promote wellness including yoga, breathing techniques, mindfulness, etc.</li> <li>• <u>Wellness Checks</u>: (Connect link to Wellness Checks from Learning Lab)</li> <li>• <u>Connection to Therapeutic Resources</u>: connecting participants and their families to therapy and other forms of virtual support</li> </ul>



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## SUMMER REOPENING CHECKLIST & GUIDANCE FOR DCYF GRANTEEES

As stated in the [May 22<sup>nd</sup> Health Order](#) Summer Programs for children and youth may begin as early as June 15<sup>th</sup> and may operate through August 17<sup>th</sup>, 2020 if they provide care that enables a parent or guardian to work. Programs may operate for a portion or the entire day and should be structured to take the needs of working parents into account. The purpose of this document is to provide DCYF grantees with a checklist that can be used to determine readiness for reopening as well as guidance on how to develop procedures and protocols that allow for safe operation within current guidelines.

### REOPENING CHECKLIST:

This checklist should be used to help grantees determine if they are ready to reopen their summer program(s):

CONSIDERATION:	RESPONSE:
Will reopening be consistent with applicable state and local orders?	YES "      NO "
Are you ready to protect children and employees at higher risk for severe illness?	YES "      NO "
Are you able to screen children and employees upon arrival for symptoms and history of exposure?	YES "      NO "
Are you serving the eligible populations?	YES "      NO "
Have you completed the Citywide Summer Camps and Programs for Children and Youth Registration Form at <a href="https://www.dcyf.org/2020-summer-inquiry">https://www.dcyf.org/2020-summer-inquiry</a>	YES "      NO "

If you have answered NO to any items above, then **YOU ARE NOT READY TO REOPEN** and must revise your plan

### GUIDANCE FOR CREATION OF POLICIES AND PROCEDURES:

Grantees are required to develop clear protocols and procedures that conform to both the [May 22<sup>nd</sup> Health Order](#) and the May 26<sup>th</sup> industry-specific guidance detailing [Required Best Practices for Childcare Providers](#) and/or [Required Best Practices for Summer Camps](#) before they can reopen and operate for the summer. Written Health and Safety Procedures are crucial part of ensuring that your program is ready to reopen and protect your staff and the children, youth, TAY and families you serve. The items listed below are meant to provide grantees with questions that can be answered to inform the development of those written protocols and procedures. While the questions below are not exhaustive they do capture primary areas for consideration.

### Health and Safety Protocols:

Your agency should be able to address the following:

- How are you going to screen employees upon arrival? Considerations include: daily checks on employees' health, providing options for employees, follow-up procedures for ill employees, contact tracing information)
- How are you going to screen youth upon arrival?



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## SUMMER REOPENING CHECKLIST & GUIDANCE FOR DCYF GRANTEES

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- What are your procedures if your employees or youth tests positive? Considerations include: isolation procedures, including proactive isolation, gathering and using workplace contact tracing information, cleaning procedures, contacting relevant authorities).
- What are your healthy hygiene practices? What is your schedule for cleaning and disinfecting your site?
- What is your plan for safe snack and food distribution as well as protection from contamination?
- How will you monitor developments and communicate with local authorities, employees and families regarding cases, exposures, and updates to policies and procedure

### **Social Distancing Practices:**

Your agency should be able to address the following:

- How are you practicing social distancing? Do you have a written and posted social distancing protocol for staff and visitors to your site?
- Do you have a room designated for sick youth?
- Do you have adequate amount of personal protective equipment (PPE) to meet guidelines? Current guidelines state that face coverings are required for staff, and youth participants over the age of 13 and for parents and caregivers entering your agency site.
- How will you operate your site in a way that keeps staff and youth safe from exposure? Considerations include: determining who needs to be in the workplace, gathering input from employees on different ways of working, determining other people or businesses you'll have to interact with, ensuring separation distances, disinfecting surfaces, sharing equipment, providing equipment to employees working remotely, developing training procedures, determining physical separation or PPE requirements, transporting employees, etc.).

### **Closure and Reopening Policies and Procedures:**

Your agency should be able to address the following:

- What is your program closure and re-opening plan?
- How will you assess and ensure all your staff are able to keep themselves safe from exposure to COVID-19? Considerations include: frequency of staff meetings where agency is providing guidance and discussing distancing and hygiene
- How will you check to see if your work processes and risk controls are effective? Considerations include: adapting plans as you find better/easier ways to do things, ensuring workers are raising concerns or solutions, conducting regular reviews of your plan, communicating changes).
- What is your plan for addressing children or employees who get sick?
- What are your communication plans?

### **HELPFUL LINKS AND RESOURCES:**

- [May 22<sup>nd</sup> Health Order](#)
- [Directive of the Health Officer Regarding Required Best Practices for Childcare Providers](#)
- [Directive of the Health Officer Regarding Required Best Practices for Summer Camps](#)
- [CDC Guidance for Youth Programs and Camps During the COVID-19 Pandemic](#)



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## HOW TO COMPLETE YOUR FY20/21 INTERIM FUNDING PERIOD WORKPLAN

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### OVERVIEW:

DCYF is implementing a short-term Workplan for the Interim Funding Period that lasts from July 1 – October 31<sup>st</sup>, 2020. This section provides guidance on how to complete this Workplan in CMS and some information regarding reporting requirements and activities.

Due to the unprecedented impacts of the COVID pandemic on not only everyday life but also grantee programming, DCYF is aiming to be more flexible with grant requirements to help address the changing needs of grantees and the community at large. In this spirit, DCYF aims:

- To streamline, simplify and increase efficiency in Workplan and other processes to lessen administrative burden on grantees and DCYF; and
- To keep systems and requirements similar to status quo to ensure significant additional training is not required and to be able to easily return to thoroughly tracking identified program participation in the post-Interim period.

Interim Workplans in CMS have been updated to reflect these goals.

### STEPS:

#### 1. Access the FY20-21 Interim Cycle in CMS

- a. Log into CMS using an Agency level CMS account. Typically, executive directors, program directors and program managers have these account types.
- b. Select the FY2020 Interim cycle in the Fiscal Year filter.
- c. Click on the program you want to complete an Interim Workplan for.

#### 2. Access the FY20-21 Interim Workplan

- a. Click on the Workplan tab in the left-hand menu bar.

#### 3. Submit the Contact & Program Info Form

- a. Click on the Contact & Program Info Form.
- b. Review and update this form as necessary. To streamline submission, Contact & Program Info will be prepopulated with FY2019-20 information. Please update your program description and/or staff contacts if there have been any changes as DCYF uses this information for communication materials.

#### 4. Complete and Submit Services & Projections

- a. Click on Services & Projections. Because DCYF is waiving performance measures for the Interim period, all related fields in this form will be unavailable for completion. However, Program Operation Dates and Service Sites will still need to be completed as well as a new section on Essential Services.
- b. Enter Program Start Date and Program End Date. Ensure these dates fall between June 1– October 31<sup>st</sup>. CMS will validate your dates against this date range. Note that your program start date may come before the official start of the fiscal year to reflect summer programming your program is offering.



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## HOW TO COMPLETE YOUR FY20/21 INTERIM FUNDING PERIOD WORKPLAN

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- c. Select Essential Service(s). A new section on Essential Services has been added for the essential services your program will be providing during the Interim period. Categories include: 1) Basic Needs; 2) Education; 3) Economic Stability; 4) Social Connection; 5) Wellness & Trauma; 6) Other.

Select all the Essential Services your program will be providing. For your reference, info icons with definitions for each Essential Service have been added. In addition, the FY20.21 Guidance for DCYF Grantees contains more information on how to categorize programming using the Essential Services.

- d. Provide a concise, detailed description of each Essential Service in the text box provided.
- e. Enter Service Sites. Select the “Virtual/Remote – COVID19” for programming that is being delivered online or by telephone from staff’s homes. For ‘hybrid’ programming (mix of virtual/remote and in-person), be sure to add a physical service site. There is no need to enter a different service site for each virtual/remote site, e.g. separate home addresses for each staff person working from home. You may enter generic information for the Program Site Name, Address and Zip Code fields for Virtual/Remote sites only.
- f. Submit after verifying information entered is accurate and complete.

### 5. Complete and Submit Projected Activities

- a. Click on the Projected Activities.
- b. In the Setup section, select all activity types that apply to your program. While DCYF aims to be as flexible as possible with grant requirements, we are still requiring grantees to project at least one activity that will be implemented during the Interim period.

Note: the “Events” activity type has been replaced with “Activities w/o Personal Information.” For more information on activity types and reporting requirements, please see pages 3-4.

- c. Enter your activities. Enter an activity name, select the appropriate activity category/ies and enter brief activity descriptions. Activity categories have changed to the following: 1) Child and Youth Care; 2) Food Distribution; 3) Referrals/Connections to Services; 4) Support Distance Learning; 5) Other Basic Needs (access to technology and shelter); 6) Skill Building/Enrichment; 7) Other. You may select more than one activity category if necessary, to fully capture the activity being implemented. For more information on these activity categories, see pages 4-5.
- d. Job Placements. Note that “Remote Job Placement” has been added as an option under the ‘type’ field.
- e. Submit after verifying information entered is accurate and complete.

### 6. Complete and Submit the Budget

- a. Select all the budget items that apply to your budget in the Setup box.
- b. Note the “Total FY20 Interim DCYF Grant Amount” in the Grant Information box. This amount represents the grant amount that is available to the program July 1 – October 31<sup>st</sup>, 2020.
- c. Note the “FY2021 Remaining Program Balance” in the Grant Information box. This amount represents the remaining grant amount that will be available November 1, 2020 – June 30, 2021.



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## HOW TO COMPLETE YOUR FY20/21 INTERIM FUNDING PERIOD WORKPLAN

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- d. Note the “Base FY20 Interim Grant Amount” in the DCYF Grant Funding Source box. This amount is equal to the Total FY20 Interim Grant Amount and represents the grant amount that is available to the program July 1 – October 31, 2020.
- e. Select your invoicing months. This section will be limited to the months of July, August, September and October. If you are unsure, select all the months available as CMS does not allow you to go back and select individual months.
- f. Enter information for the budget items you selected in the Setup section. To add additional sections for budget items, simply click on the ADD + button.
- g. Note: the Adult Staff category no longer contains Employee Names. You only need to complete Role, Title, # Positions and Pay Information fields. The amount you enter for Total Pay should reflect the total amount to be paid for all positions in a Role/Title. This will help make invoicing and budget revisions easier to complete.
- h. Submit after verifying information entered is accurate and complete.

### 7. Sign and Submit Your Interim Workplan

- a. Submit your Workplan by submitting the Sign & Submit form. You can review the full Interim Workplan by downloading a PDF copy of the Workplan.

### MORE INFORMATION ON ACTIVITIES, REPORTING & ESSENTIAL SERVICES:

#### Activities and Reporting Requirements

During the Interim period, many grantees will be providing services that are different from the services they were funded to provide. Our aim with grantee reporting during this period is to gather sufficient information to describe the services being provided while reducing the administrative burden of data reporting where possible.

#### *Group and Individual Activities*

Prior to the COVID-19 Shelter-in-Place order DCYF required grantees to report their activities into the CMS as group or individual activities and to provide the personal information (PI) of the youth participants enrolled in those activities. This information helped us understand the children, youth, and families that the services we funded were reaching.

Given that grantees may be providing a different set of services that make the collection of PI of the children, youth, and families benefiting from the services challenging, e.g. drop-in virtual/remote services, food distribution, outreach activities, etc., we will not be requiring grantees to report all of their activities in the DCYF CMS as group or individual activities.

That said, only grantees that provide in-person services and intensive virtual/remote services are required to report group and/or individual activities. If they are unable to do so due to not being able to collect PI or consent forms, they must report this attendance under Activities w/o PI. Please see below.



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## HOW TO COMPLETE YOUR FY20/21 INTERIM FUNDING PERIOD WORKPLAN

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In addition, grantees that are providing summer camps are required to report this attendance under group activities and/or individual activities on a weekly basis.

### ***Activities w/o PI (formally known as “Events” in CMS)***

Grantees now have the option to report activities where collection of PI or consent forms is challenging as “Activities w/o PI”. Examples of these activities may include but are not limited to: drop-in virtual/remote services, food distribution and outreach.

### ***Minimum Data Entry Requirement***

At a minimum, grantees must report attendance under Activities w/o PI if they are unable to report under group or individual activities due to not being able to collect PI or consent forms.

### **Essential Service Categories**

For definitions and other key information about Essential Service Categories please see page 5.

### **Activity Categories**

In order to remain flexible and responsive to the impact of the pandemic on grantee programming, DCYF does not have firm definitions for these new activity categories. You are encouraged to use your best judgement when selecting activity categories. Remember, you may select multiple activity categories for every activity, if necessary, to capture all the elements of your programming.

Activity categories were determined based on information collected by Program Specialists on the types of services and activities grantees have been providing during the COVID-19 Shelter in Place order as well as from grantee feedback about services they are providing to meet the needs of San Francisco children, youth and families in response to the COVID-19 pandemic.





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## HOW TO RECORD ACTIVITIES WITHOUT PERSONAL INFORMATION (FORMALLY KNOWN AS EVENTS)

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### OVERVIEW:

Because many grantees will be providing services that are different from the services they were funded to provide, DCYF aims to reduce the administrative burden of data reporting while gathering sufficient information to describe the services being provided where possible.

Based on this goal, as a minimal data reporting requirement, grantees may now report activities where collection of personally identifiable information (PI) or consent forms is challenging as *Activities Without Personal Information* in CMS (Activities w/o PI; formally known as “Events”). Examples of these activities may include but are not limited to drop-in virtual/remote services, food distribution and outreach. This document provides guidelines on how to record daily summaries of this activity type in CMS.

### STEPS:

#### 1. Access the Activity w/o PI instance from the Activities tab in the left-hand menu.

To start recording daily summaries of this activity, simply click on the Activity Name from the list of activities in the Activities tab. If you do not see your Activity w/o PI it may not be projected on your Workplan and/or this activity instance has not been created. If you need to edit your approved Workplan, contact your Program Specialist. If you need to create the activity instance and need help doing so, please see the “How to Enter Participants, Activities and Attendance” handout in the Resources tab in CMS. Please note that this handout has not been updated to reflect the new name for events and it may still refer to the old activity categories. However, the process for creating activity instances remains the same, so this handout is still a helpful resource. All training materials will be updated by July 1st.

#### 2. Complete the Daily Summary of Service Recipients form.

Enter the Date the activity took place. CMS will validate this date against the Program Operation Dates listed in your Workplan to be sure the activity date falls within the date range specified in your Workplan. Prior to COVID19, some grantees were capturing several days, weeks or months- worth of attendance for Events under a single entry. Grantees are now required to enter separate activity summaries for each day the activity is implemented. This helps the City monitor daily attendance in Essential Services.

Enter the Number of Minutes the activity lasted.

Enter the Number of Service Recipients under “Service Recipients.” Enter the number of youth, adult/parents and service providers. If there were zero service recipients, simply enter “0.” Note: the ‘service providers’ field represents the number of service providers that supported the activity, not the number that received the service.

Submit the Daily Summary of Service Recipients form. After verifying the information is correct, click the Save or Create Record button to submit this form.



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## DOING BUSINESS WITH DCYF: ADDENDUM FOR INTERIM FUNDING PERIOD JULY-OCTOBER

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The Department of Children, Youth and Their Families will begin fiscal year 2020/21 with a four-month Interim Funding Period, from July through October. We understand that during this interval our funded nonprofits will need significant support as they make the decisions mandated by the realities of COVID-19, the City's budget, and their own operations. DCYF is committed to providing all of the assistance and flexibility we can.

Our grantmaking policies are explained in detail in our publication [Doing Business with DCYF](#). During the Interim Funding Period most rules outlined in this document will remain in force. However, we have made updates that will be put in place for the coming fiscal year. This addendum to *Doing Business* spells out new processes, explains new legislation that is now enacted and provides guidance on expanded eligible expenses.

The sections below follow the order presented in the original *Doing Business* guide, and only include changes and updates to the information previously released.

### SECTION II: THE GRANT APPROVAL PROCESS

- Workplan Deadline: The deadline to submit your completed workplan has been moved from July 1 to July 6. It is extremely important that grantees complete their workplans on time, as this will allow DCYF to provide uninterrupted invoice payments.

### SECTION III: BUDGET

- Personnel: The Office of the Controller issued guidance on March 11 allowing for continuity of payment to nonprofits that were forced to suspend operations due to COVID-19. This allowed DCYF to continue allowing payment of payroll expenses for staff that were not actively engaged in program provision. The Controller's guidance ends on June 30, 2020, and at this time it is unclear if this practice will continue. Please contact your DCYF Program Specialist if you are including any staff in your budget that are assigned to a program that is not currently in operation.

Staff providing essential COVID-related services are required to complete [ICS Form 214](#) daily to record their hours supporting the City during the declared emergency.

- Subcontractors: DCYF will continue to allow subcontractor expenses in our grants. However, recent changes in California state law have altered who can be classified as a subcontractor. On January 1, 2020, Assembly Bill 5 (AB 5) became effective. It codifies the conditions that must be in place in order for a person to serve as a subcontractor, with the assumption that workers are presumed to be *employees* until proven otherwise. In general, a subcontractor must:
  - A. Be free from control and direction, both under contract and in fact,
  - B. Perform work that is outside the usual course of the hiring entity's business, and
  - C. Have their own independently established business of the same type as the work performed.

All three conditions must be met in order for an individual to be classified as a subcontractor. Note that DCYF is not in a position to make any determination as to how grantees classify their staff, nor can we provide any advice on how to comply with AB 5.



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## DOING BUSINESS WITH DCYF: ADDENDUM FOR INTERIM FUNDING PERIOD JULY-OCTOBER

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One option for assistance is through the state's Employment Development Department (EDD). Employers can file a [Determination of Employment Work Status](#) (Form DE 1870) with the EDD to confirm the correct status of a worker. Workers determined to be employees and not subcontractors are still eligible for DCYF support, though as staff. For more information on the requirements of AB 5, please contact the EDD at 888.745.3886 or visit [www.edd.ca.gov](http://www.edd.ca.gov).

- Other Program Expenses (Communications and Equipment): Costs to supply staff with adequate computer hardware and internet access in order to function remotely are eligible for DCYF reimbursement.
- Other Program Expenses (Basic Needs): DCYF supports grantees in providing services that help participants and their families gain or maintain access to childcare, food, water, clothing, technology, internet access and referral services for shelter. Expenses incurred in meeting participants' basic needs are eligible and should be categorized under Other Program Expenses. Grantees providing direct payments to youth/families for their needs must retain records on such disbursements, including:
  - Names of all payment recipients
  - Purpose of payment (groceries, utilities, childcare, clothing, general support, etc.)
  - Amount of each payment
  - Date of each payment
  - Format of payment (cash, check, gift card, etc.)

DCYF strongly recommends grantees create specific written policies that address how cash payments are handled internally.

### SECTION V: STIPENDS AND INCENTIVES

- Incentive Policy: Current DCYF policy regarding the use of cash incentives to youth remains in place. In cases where Youth Workforce Development programs are unable to place participants in work opportunities but are engaging them in other related activities (training, mentorship, skill building, etc.), any payments to youth should be classified as incentives, not stipends.

### SECTION VII: BUDGET REVISION REQUESTS

- Procedure Change: The process for a Budget Revision as described in *Doing Business* has been greatly simplified in most cases. Grantees seeking a revision should contact their Program Specialist to begin the process. In cases where the revision shifts \$5,000 or less between budget categories, DCYF will automatically approve such requests (up to two per year). In all other cases, DCYF will make a determination within two business days.

Also, the department is no longer utilizing the DCYF Budget Revision Form. The process is now done entirely within the [Contract Management System](#) (CMS).



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## DOING BUSINESS WITH DCYF: ADDENDUM FOR INTERIM FUNDING PERIOD JULY-OCTOBER

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### SECTION X: GRANTEE EXPECTATIONS & PERFORMANCE IMPROVEMENT PLANS

- Suspension of Requirements: For the duration of the 2018-2023 funding cycle, most requirements outlined in this section will not be enforced, nor will DCYF hold grantees to program performance measures. We will continue to expect accurate data entry, timely workplan and invoice submission, payment of taxes, compliance with City regulations, and continuation of other basic operations.

### SECTION XII: DCYF AUDIT POLICY

- Waiver of Policy: For the duration of the 2018-2023 funding cycle, grantees with an annual budget of \$1 million or less may request a waiver of our audit policy. Waivers will be granted on a case-by-case basis. To request a waiver, contact your Program Specialist.

### SECTION XIV: DCYF NUTRITION STANDARDS & POLICY GUIDELINES

- Limitation of Spending for Food: For the duration of the 2018-2023 funding cycle, the \$2.50 per meal maximum allowable food expenditure policy is waived. Grantees are still expected to provide youth healthy food options whenever possible.

### SECTION XVIII: FISCAL & COMPLIANCE MONITORING VISIT

- Temporary Suspension of Fiscal Visits: Following guidance from the Office of the Controller, the Citywide Nonprofit Monitoring and Capacity Building Program will be suspended during fiscal year 2020/21. Therefore we will not hold formal fiscal visits during the coming year. DCYF may conduct informal assessments and/or invoice review during this period.