FY20/21 GUIDANCE FOR DCYF GRANTEES
INFORMATION, RESOURCES AND BEST PRACTICES FOR THE POST INTERIM FUNDING PERIOD

V 3.0 9.30.20
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OVERVIEW

The COVID-19 pandemic continues to bring unprecedented challenges and high levels of uncertainty for DCYF’s grantees and the children, youth and families they serve. Shifting health orders have changed the way services are provided while tighter City department budgets have limited access to additional resources. In addition increasing and changing needs have necessitated major shifts in focus and approach for grantees including those supporting DCYF’s Community Hub Initiative (CHI). Amidst this backdrop DCYF has intentionally shifted our funding structure to provide flexibility amid uncertain times.

GRANT ALLOCATIONS FOR FY20/21:
Grant awards for FY20/21 are divided into allocations for 1) the Interim Funding Period and 2) the Post Interim Funding Period:
1. Interim Funding Period: grantees received a prorated portion of their FY19/20 grant amount (including all CODB and MCO increases) for the period from July 1st - September 30th, 2020.
2. Remainder of FY20/21: Post Interim Funding Period: grantees will receive the remaining portion of their FY19/20 grant amount (as indicated in the CMS) plus any dollars left unspent from the Interim Funding Period to implement services from October 1st, 2020 - June 30th, 2021.

POST INTERIM FUNDING PERIOD:
The Post Interim Funding Period will occur from October 1st, 2020 – June 30th, 2021. During this period grantees will create a budget and implement a more flexible set of services. Other details include:
- Workplans: grantees will complete a simplified workplan that covers services and budget allocations for October 2020-June 2021. Workplans will be released on October 2nd, 2020 and must be submitted by October 31st, 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 4)
- Performance Measures: DCYF will suspend performance measures and simplify data reporting.
- Youth Program Quality Assessment (YPQA): DCYF will suspend YPQA visits
- Youth Surveys: DCYF suspended the requirement that grantees survey their participants for the Interim and Post-Interim periods. DCYF will not be collecting paper surveys during FY20-21 therefore grantees who wish to administer online surveys must send a request to dataevalsupport@dcyf.org to receive a survey link.
- Evaluation: DCYF will continue to engage with third party evaluation firms for our Justice Services programming and Community Hubs Initiative, as well as our technical assistance/ capacity building and strategic planning efforts. Grantees will be expected to participate in evaluation activities as requested by DCYF and contracted evaluators.

COMING IN FY21/22: AGENCY GRANTS:
DCYF has postponed the implementation of Agency grants until FY21/22. Under the Agency grants structure, grant funds will be 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 and will use the remainder of the 20/21 fiscal year 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 transition to this new agency level grant structure
Out of School Time (OST) Guidance

On September 11th, 2020 The City’s Public Health Officer released an updated Health Order regarding required best practices for out of school time programs. This health order provides similar guidance to previous orders with a more specific focus on Out of School Time programs.

Note that due to the fluid nature of the COVID-19 emergency, the City will likely issue additional public health orders. DCYF will post all new guidance at www.dcyf.org/care.

Key Elements from Health Order:
The Health Order authorizes educational or recreational institutions or programs that provide care or supervision for school-aged children and youth up to age 18, including Community Hubs, other programs that support distance learning, school-aged childcare programs, youth sports programs, and afterschool programs may open for all children, subject to specific limitations and conditions including:

- Each OST Program must create and implement a written Health & Safety Plan that is substantially in the form of the document in Appendix B of the Health Order. The Health and Safety Plan must be made available upon request to all staff and parents/guardians.
- OST Programs must create and implement a Social Distancing Protocol that is substantially in the form of the document in Appendix A of the Stay-Safer-At-Home Order. The OST Program must follow the best practices in the Order and update them as necessary.
- Each OST Program must require the parent/guardian of each child that participates in the program to sign an acknowledgement of health risks containing the language in the Health Order.
- OST Programs may not enroll children for fewer than three weeks
- OST Programs must limit cohorts to a maximum of 14 children and youth and no more than two supervising adults, or a configuration of no more than 16 individuals total, or the maximum number of children or youth able to maintain 6 feet of social distancing, whichever is lower.
- Each OST Program must provide face coverings, hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to staff. If the program is unable to provide these required items it must cease operating until it can fully comply. Noncompliant programs are subject to immediate closure, fines and/or other legal remedies as described in the Stay-Safer-At-Home Order.

Key Elements from Interim Guidance for Out-of-School Time Programs:
A selection of key elements from the Interim Guidance For Out-Of-School Time Programs included in the Health Order are listed below, however grantees are strongly encouraged to read the document in detail to ensure full understanding and compliance.

- OST programs must designate a COVID-19 staff liaison to be the single point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- OST programs must establish health and safety protocols to prevent COVID-19 transmission and train staff and participants on these practices.
- OST programs must work with SFDPH to develop a surveillance testing strategy that regularly test all OST staff for COVID-19, even if they do not have COVID-19 symptoms or exposure.
OUT OF SCHOOL TIME (OST) GUIDANCE

- OST programs must ask all people entering the facility about symptoms of COVID-19 and exposure to COVID-19, including staff, participants, parents/caregivers, contractors, and visitors.
- OST programs must create stable cohorts that remain separate with minimal interaction with other cohorts.
- OST programs should ensure that participants remain at least 6 feet apart.
- OST programs must ensure that all adults and children 10 years or older wear masks or cloth face coverings over both their nose and mouth at all times. Children 2-9 years old should wear face coverings as much as feasible.
- OST programs should encourage frequent handwashing for at least 20 seconds or the usage of hand sanitizer.
- OST programs should encourage the frequent cleaning and disinfecting of frequently touched surfaces using routine cleaning agents.
ESSENTIAL SERVICE CATEGORIES

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 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 (including Community Hubs), 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 help 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 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.
**ESSENTIAL SERVICE CATEGORIES**

- 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 ESSENTIAL SERVICE CATEGORIES:**
During the Post 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 and will not be collecting paper surveys during FY20-21. Grantees who wish to administer online surveys must send a request to receive a survey link to dataevalsupport@dcyf.org.

**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 Your FY20/21 Interim Funding Period Workplan:** see page 8 of this document or access in CMS Resources tab
- **More Information on Activities, Reporting & Essential Services:** see page 12 of this document or access in CMS Resources tab
- **Community Hubs Workplan Guidance & Data Reporting Requirements:** see page 14 of this document or access in CMS Resources Tab under Grantee Guidelines for FY20/21 Post Interim Workplans
- **How to Enter Activities Without Personal Information:** see page 16 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 Cafes are scheduled for October 14th and 28th, 9-12pm. Both Data Cafes will be conducted online through Microsoft Teams. Grantees may RSVP utilizing the link provided in the CMS login page under “Notices”.
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

<table>
<thead>
<tr>
<th>Category: Basic Needs</th>
<th>Relevant Service Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Empowerment</td>
<td>Childcare: in coordination with DCYF for youth in grades k-8 during the summer and school year</td>
</tr>
<tr>
<td>Justice Services</td>
<td>Food Distribution: 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>.</td>
</tr>
<tr>
<td>Out of School Time</td>
<td>Basic Supplies: distributing care packages with cleaning and other basic supplies</td>
</tr>
<tr>
<td></td>
<td>Technology &amp; Internet Access: providing devices and internet access to youth and families</td>
</tr>
<tr>
<td></td>
<td>Referrals: using needs assessments to refer participants and families to existing resources that meet basic needs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category: Economic Stability</th>
<th>Relevant Service Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrichment, Leadership &amp; Skill Building</td>
<td>Incentivizing Distance Learning: providing financial incentives for engagement with and completion of online modules and program trainings</td>
</tr>
<tr>
<td>Family Empowerment</td>
<td>Remote Work Placements: providing remote work-based learning opportunities either internally at the agency or with business and other agencies</td>
</tr>
<tr>
<td>Justice Services</td>
<td>Supporting Families: connecting participants and their families to financial resources and providing support navigating them</td>
</tr>
<tr>
<td>Youth Workforce Development</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Category: Education</th>
<th>Relevant Service Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Supports</td>
<td>Supporting Distance Learning: 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.</td>
</tr>
<tr>
<td>Enrichment, Leadership &amp; Skill Building</td>
<td></td>
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<tr>
<td>Family Empowerment</td>
<td></td>
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<tr>
<td>Justice Services</td>
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<tr>
<td>Out of School Time</td>
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<table>
<thead>
<tr>
<th>Category: Social Connection</th>
<th>Relevant Service Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Supports</td>
<td>Outreach: connecting to participants using social media platforms</td>
</tr>
<tr>
<td>Enrichment, Leadership &amp; Skill Building</td>
<td>Cohort Meetings &amp; Trainings: providing regular opportunities to engage and interact with peers through interactive cohort meetings and trainings</td>
</tr>
<tr>
<td>Family Empowerment</td>
<td>Virtual Events: providing fun and creative ways for participants to interact</td>
</tr>
<tr>
<td>Justice Services</td>
<td></td>
</tr>
<tr>
<td>Mentorship</td>
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<td>Out of School Time</td>
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<td>Youth Workforce Development</td>
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# Essential Service Categories Relevant Service Areas & Best Practices

<table>
<thead>
<tr>
<th>Category: Wellness &amp; Trauma</th>
<th>Relevant Service Areas:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Educational Supports</td>
</tr>
<tr>
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<td>Youth Workforce Development</td>
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|                             | Virtual Wellness Practices: using online platforms for activities that promote wellness including yoga, breathing techniques, mindfulness, etc. |
|                             | Wellness Checks: (Connect link to Wellness Checks from Learning Lab) |
|                             | Connection to Therapeutic Resources: connecting participants and their families to therapy and other forms of virtual support |
HOW TO COMPLETE YOUR FY20/21 POST INTERIM FUNDING PERIOD WORKPLAN

OVERVIEW:
This section provides guidance on how to complete the Post Interim Workplan in CMS and information regarding reporting requirements and activities. For additional support beyond this guidance, please refer to your DCYF Program Specialist.

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.

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

STEPS:
1. Access the FY20-21 Post-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. For more information on CMS user accounts, please reference the handout How to Create User Accounts in CMS located in the CMS “Resources” tab under “Training Materials”.
   b. Select the FY20 Post-Interim cycle in the Fiscal Year filter.
   c. Click on the program you want to complete an Interim Workplan for.

2. Access the “FY20 Post 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 FY20 Interim 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 Post-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 September 14, 2020 – June 30, 2021. CMS will validate your dates against this date range. Similar to summer programming start dates: grantees providing Community Hub (CH) services who commenced programming on, or after, September 14th, 2020 must indicate their Program Start Date as a date prior to October 1st, 2020. For more information related to CH reporting requirements please refer to the *Community Hubs Workplan Guidance & Data Reporting Requirements* on page 14.

c. **Review and update Essential Service(s) and Description as necessary.** To help minimize data entry burden, the Essential Services section from your FY20 Interim Workplan has been rolled over to your FY20-21 Post Interim Workplan. Please review these selections and update as necessary. For your reference, info icons with definitions for each Essential Service have been added. Please refer to page 4 of this guidance for more information on how to categorize programming using the Essential Services.

d. **Review and update Service Sites as necessary.** These have been rolled over from your FY20 Interim Workplan. Please review and update your Service Sites as necessary, especially if your services pivoted to provide CHI activities.

**Note:** select the “Virtual/Remote – COVID19” for programming that is being delivered online or by telephone from staff’s homes or program sites. 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.

For hybrid programming (mix of virtual/remote and in-person), please ensure there is at least one physical service site for the in-person portion, in addition to a Virtual/Remote –COVID19 service site.

e. **Submit after verifying information entered is accurate and complete.**

5. **Complete and Submit Projected Activities**

a. **Click on the Projected Activities.**

b. **Review the activities and edit as necessary.** To help minimize data entry burden for grantees, activities from your FY20 Interim Workplan have been rolled over to your FY20-21 Post Interim Workplan. Please review and edit the Setup Section, Workplan Activity Names and Descriptions as necessary, especially if you pivoted to provide CHI activities.

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 Post-Interim period. For more information on activity types and reporting requirements, please see page 12.

c. **Select the appropriate activity categories.** Activity categories will not roll over as these have changed for the Post Interim period. Activity categories have changed to the following: 1) Barrier Removal; 2) Child and Youth Care; 3) Community Hubs Initiative – Anchor Org 4) Community Hubs Initiative – Partner Org 5) Food Distribution; 6) Other Basic Needs (access to technology, referrals to shelter); 6) Referrals/Connections to Services; 7) Skill Building/Enrichment; 8) Supports for Learning; 9) Wellness & Mental Health Supports; 10) Other.
You may select more than one activity category to fully capture the activity being implemented. Definitions for each activity category can be found in the information icons located next to each activity category and on page 13 in this guidance. For guidance on setting up activities specific to Community Hubs please refer to Community Hubs Workplan Guidance & Data Reporting Requirements on page 14.

d. **Job Placements.** Grantees providing job placements must select this activity type in the Set Up box, located at the top of the page. Grantees providing remote or virtual job placements must select “Remote Job Placement” under “Type.”
e. Submit after verifying information entered is accurate and complete.

6. **Complete and Submit the Budget**
   
a. Click on the Budget Form.
b. Select all the budget items that apply to your budget in the Setup box. The Budget Summary section will expand below the Setup box as you make budget selections.
c. Note the following fields in the Grant Information Box:
   
   • **FY20 Interim DCYF Grant Amount:** This amount is the grant amount that was available to your program during the FY20 Interim period of July 1, 2020 – September 30, 2020.
   
   • **FY20-21 Remaining Program Balance:** This amount is the grant amount that is available to your program in the FY20-21 Post Interim period of October 1, 2020 - June 30, 2021. Please note: any remaining balance from FY20 Interim will be added to the FY20-21 Remaining Program Balance following completion of invoice processing for the FY20 Interim period. Please contact your Program Specialist with any questions about this.
   
   • **FY20-21 Total DCYF Grant Amount:** This amount is the sum of the FY20 Interim DCYF Grant Amount and FY20-21 Remaining Program Balance.
   
   • **Current Fiscal Year Total Program Budget:** Enter your program’s total budget for the FY20-21 Post Interim Period.

d. **Select your invoicing months.** This section will be limited to the months of October - June. If you are unsure of whether you will invoice for a particular month, select it anyways since CMS does not allow you to make changes to the invoicing months. If you end up not needing to invoice for that month, you can simply submit an invoice for zero dollars. Please see “Doing Business with DCYF” for more information on DCYF’s invoicing policies.
e. 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.

**Note:** The Adult Staff budget field no longer requires you to enter Employee Names. You only need to complete Role, Title, Pay Information fields, and the Roles & Responsibilities. The amount you enter for Total Pay should reflect the total amount to be paid for all positions in a Role/Title assuming all positions are being paid the same wage. Please enter separate line items for positions with the same Role/Title that get paid different wages.

**Note:** The “Yearly Hours” field in the Adult Staff budget section and the “#Hours/Wk” Youth Staff sections are automatically calculated based on the amounts entered under Hourly Wage and Total Pay. This calculation is updated upon saving.
f. Submit after verifying information entered is accurate and complete.

7. Sign and Submit Your Post Interim Workplan
   a. Submit your Workplan by submitting the Sign & Submit form. You can review the full Post-Interim Workplan by downloading a PDF copy of the Workplan.
More Information on Activities, Reporting & Essential Services:

Activities and Reporting Requirements:
During the Post-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:

- Grantees that provide in-person services and intensive virtual/remote services are required to report group and/or individual activities.
- Grantees providing Community Hub services have specific reporting requirements dependent on their role (e.g., Anchor Organization vs Partner Organization). For more information related to CH reporting requirements please refer to the Community Hubs Workplan Guidance & Data Reporting Requirements on page 14.

Activities w/o PI:
Grantees still 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:
For non-in person activities, 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. When reporting Activities w/o PI, grantees will not enroll specific youth in the activity as the attendance will be reported in aggregate form including: the total number of youth, parents, staff, and service providers who participated in the activity.

Essential Service Categories:
For definitions and other key information about Essential Service Categories please refer to page 4.
ACTIVITY CATEGORIES:
The following Activity Categories and their definitions were determined based on information collected by DCYF 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. Remember, you may select multiple activity categories for every activity, if necessary, to capture all the elements of your programming.

- **Barrier Removal**: Time spent supporting young people and their families with court dates and appearances, traffic and parking tickets, probation obligations, legal services, immigration services, applying for public benefits, translation services, transportation services, obtaining a driver's license/California ID, etc.
- **Child and Youth Care**: In person childcare, providing safe space for children
- **Community Hubs Initiative - Partner Org**: Partner Organizations participating in the Community Hubs Initiative (CHI) must report their CHI activities as Activities w/o PI. CHI activities support young people with their distance learning and other enrichment/skill building activities.
- **Community Hubs Initiative - Anchor Org**: Anchor Organizations participating in the Community Hubs Initiative (CHI) must report CHI in-person activities as Group or Individual Activities. CHI activities support young people with their distance learning and other enrichment/skill building activities.
- **Food Distribution**: Increasing access, providing and/or delivering food to children, youth and families
- **Other Basic Needs (access to technology, referrals to shelter)**: Providing children, youth and families access to a range of resources that meet essential needs. Examples include but are not limited to: increasing access to technology, shelter/housing support, clothing and transportation.
- **Other**: Activities that address emerging needs that fall outside of the other categories.
- **Referrals/Connection to Services**: Connecting young people to an outside agency for the purpose of accessing services that meet their needs and/or help them achieve their goals. Referrals should promote positive social and emotional learning and support access to a broad range of supports.
- **Skill Building/Enrichment**: Structured opportunities for children, youth and disconnected transitional age youth (TAY) to learn specialized skills, build positive personal identities, increase their social and emotional learning skills and improve their leadership abilities through project and curriculum-based programming. Includes job readiness training.
- **Supports for Learning**: Activities that help children, youth and their families address disparities in academic outcomes. Examples 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, and/or completion of high school or equivalent.
- **Wellness and Mental Health Supports**: Activities that help children, youth and their families learn and sustain practices and habits that help maintain and improve mental health; activities that help address the impacts of COVID-19 related stressors and other stressors that may affect overall wellness, like family and community violence. Examples of activities within this service category include but are not limited to phone calls, Zoom meetings, text messages, emails, home visits, social media outreach, etc.
The Community Hubs Initiative (CHI) provides support for students in grades K-12 who are utilizing SFUSD’s Distance Learning Curriculum and prioritizes children and youth with the highest need. As such, it is important to capture the attendance and the demographics of students accessing these supports. This data is vital for understanding and communicating out who and how many SF children and youth are utilizing this much-needed resource, as well as for planning and continuous improvement purposes.

The information below highlights the Post Interim CMS data reporting requirements and relevant workplan guidance for grantees participating in the CHI.

**CHI Requirements and Workplan Guidance:**

**Requirement #1:**
All CHI activities and attendance must be recorded under FY20-21 Post Interim despite that some Community Hub services began on September 14, 2020. However, invoicing for CHI activities that took place in September should occur under the September 2020 invoice, which is available under the FY20 Interim period only.

**Workplan Guidance:**
In the FY20-21 Post Interim Workplan – Services and Projections, indicate the CHI start date under the Program Operation Dates field. CMS will validate the dates entered against these dates: September 14, 2020 - June 30, 2021.

**Requirement #2:**
CHI Anchor Organizations must report all CHI activities and attendance (including those provided by Partner Organizations) as Group and/or Individual Activities in CMS under their own CMS contract. CHI Partner Organizations must report all CHI activities and attendance as Activities w/o Personal Information (Activities w/o PI) under their own contract.

**For Community Hubs with “Co-Anchors”:**
In these situations, co-anchors will need to identify one anchor to lead the data reporting. There must only be one anchor reporting CHI activities and attendance for each Community Hub.
**COMMUNITY HUBS WORKPLAN GUIDANCE & DATA REPORTING REQUIREMENTS**

**Workplan Guidance:**
In the Projected Activities page, CHI Anchor Orgs must project at least one Group Activity with the “Community Hubs Initiative – Anchor Org” activity category as shown below. Individual Activities and/or Activities w/o PI with this designation are optional. CHI Partner Orgs must project at least one activity without PI with the “Community Hubs Initiative – Partner Org” activity category. Please see below.

![Project Activities](image)

**Anchor Orgs must select this activity category for at least one Group Activity.**

![Activities W/O Personal Information](image)

**Partner Orgs must select this activity category for at least one Activity w/o PI.**

CHI orgs may select more than one activity category to fully capture the nature of CHI activities, but they must select, at a minimum, the appropriate ‘CHI’ activity category.

**IMPORTANT NOTE:**
To help minimize confusion and data entry burden, DCYF will work with Cityspan, once workplans are approved, to create one Group Activity instance for each CHI Anchor Organization and enroll CHI youth participants in this activity when possible using information entered in the CH Application form. CHI Anchors may create additional activity instances if they would like. However, they will have to manually enroll CHI participants in these additional activity instances themselves.
**HOW TO RECORD ACTIVITIES WITHOUT PERSONAL INFORMATION (FORMALLY KNOWN AS EVENTS)**

**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 report non-in person activities where collection of personally identifiable information (PI) or consent forms is challenging as Activities Without Personal Information in CMS. 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.

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.
The Department of Children, Youth and Their Families is committed to providing all of the assistance and flexibility we can during the Post Interim Funding Period, from October 2020 through June 2021. Our grantmaking policies are explained in detail in our publication *Doing Business with DCYF*. During the Post Interim Funding Period most rules outlined in this document will remain in force. However, we have made some updates. 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 Post Interim workplan is October 31st, 2020. 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 [updated guidance](#) on August 6th, 2020 detailing the continuity of payment policies for nonprofit providers. This update extended the guidelines for continued payment to nonprofit providers who are unable to deliver services due to COVID-19 disruptions to September 30th, 2020. Additionally the guidance also stated that services designated by departments as essential are expected to continue either in person or remotely. DCYF has designated all grantees as providers of essential services as indicated by the Essential Service category designations required for workplans. The Controller’s policy requires these services to continue in order for continuity of payment policies for essential services to apply. 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.

- **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 1st, 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.
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.

- **Other Program Expenses (Communications and Equipment):** Costs to supply staff and participants with adequate computer hardware and internet access to function remotely and to support distance learning, especially for grantees participating in the Community Hub Initiative, 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).
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.