2024-2029 RFP Bidders Conference
August 29, 2023
2024-2029 Funding Overview

DCYF estimates having roughly:

$127.2M - $140.6M
annually, in funding for 2024-2029 funding cycle

DCYF GRANTS: 2024-2029 RFP
$87.3M - $96.5M
including Funding Strategies & Initiatives

PARTNERSHIPS:
$30.7M - $33.9M
with other City Agencies & SFUSD

DCYF IMPLEMENTED EFFORTS:
$9.2M - $10.1M
including Evaluation and Technical Assistance & Capacity Building
2024-2029 RFP Overview

DCYF GRANTS: 2024-2029 RFP

$87.3M - $96.5M
including Funding Strategies & Initiatives

- 4 RESULTS AREAS
- 8 SERVICE AREAS
- 23 FUNDING STRATEGIES
- 8 INITIATIVES
Purpose & Results

The 2024-2029 RFP will help identify non-profit organizations to provide specific services to help achieve DCYF's four Result Areas.
DCYF's Funding Cycle

The 2024-2029 RFP is the primary way DCYF addresses the needs identified in the 2022 Community Needs Assessment, and implements the approaches highlighted in the 2023 Services Allocation Plan.
Our Formula

Intentional Funding + Coordination with City Agencies & SFUSD = Better Outcomes for Children, Youth, TAY/A & Families in 2024-2029 Funding Cycle
RFP Timeline: August 2023 - March 2024

- **AUGUST 2023**
  - 8/16, RFP Released
  - 8/29, Bidders Conference (2 sessions at Koret Auditorium)

- **SEPTEMBER & OCTOBER 2023**
  - External Reading & Scoring

- **NOVEMBER & DECEMBER 2023**
  - 9/1, RFP Question Submission ends
  - 9/8, RFP Q&A posted on DCYF website
  - 10/20, Proposals Due

- **JANUARY & FEBRUARY 2024**
  - Deliberations

- **MARCH 2024**
  - Awards Announced on March 11
How to Register
Online Submission Instructions

**STEP 1:** Create a User Account for your agency or log in using an existing RFP account.

**STEP 2:** Complete & Submit Agency Profile.

**STEP 3:** Create a Proposal & Submit all pages.

**STEP 4:** Submit Proposal to DCYF.
Creating a User Account

Welcome to the San Francisco Department of Children, Youth and Their Families Online Request for Proposals System!

Fill out the form below to create a user account.

NOTE: A single user account should be shared between users at your agency. If multiple staff at your agency will work on proposals, please enter a password you are comfortable sharing.

First Name: Walter
Last Name: Abrazaldo
Contact Phone Number: 6286527149
Email Address: walter.abrazaldo@dcyf.org
Agency: DCYF RFP Training
Username: wa_rfp_training
Password: **********
Confirm Password: **********

Create Account
DCYF RFP Account Confirmation

Cityspan <donotreply@cityspan.com>
To Abrazaldo, Walter (CHF)

We could not verify the identity of the sender. Click here to learn more.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Thank you for creating your DCYF RFP account account! To log into the system and start creating proposals, please verify your account.

NOTE: A single user account should be shared between users at your agency. If multiple staff at your agency will work on proposals, please enter a password you are comfortable sharing.
View your Agency Homepage

Welcome to the San Francisco Department of Children, Youth and Their Families Online Request for Proposal System!

To create and submit proposals, please follow the numbered steps below.

1. DOWNLOAD RFP:

2. COMPLETE THE AGENCY PROFILE BEFORE SUBMITTING PROPOSALS
   Agency Profile
   Unsubmitted

3. ADD & MANAGE PROPOSALS

   PROGRAM NAME | RESULT AREA | SERVICE AREA | STRATEGY | STATUS
   You do not have any working or submitted proposals.

ADD NEW PROPOSAL +
How To Apply

**STEP 1:** Choose your Result Area.

**STEP 2:** Choose a Service Area.

**STEP 3:** Choose a Strategy or Initiative.

**STEP 4:** Complete All Forms.

**STEP 5:** If you would like to apply for multiple Result Areas, repeat steps 1-3 for each Strategy/Initiative in which you want to propose a program. You will submit **ONE** proposal per strategy.
Different Ways Agencies Can Apply

- One Result Area → One Program
- One Result Area → Multiple Programs
- Multiple Result Areas → Multiple Programs
- Multiple Result Areas → One Program (per RA)
- Multiple Result Areas → Any combination of programs
One Result Area - One Program

Result Area: Children & Youth Are Ready to Learn & Succeed in School

Service Area: Out of School Time

Strategy: Comprehensive Year-round & Summer Learning
One Result Area - Multiple Programs

Result Area:
Youth Are Ready for College,
Work & Productive Adulthood

Service Area:
Justice Services
Strategy:
Justice Services
Care Coordinators

Service Area:
Youth Workforce
Development (YWD)
Strategy:
YWD TAY/A

Service Area:
Educational Supports
Strategy:
Alternative
Education

Service Area:
Enrichment
& Skill-Building
Strategy:
Identity Formation
Multiple Result Areas - Multiple Programs

Result Area: Children & Youth Are Ready to Learn & Succeed in School
  Service Area: Out of School Time
    Strategy: Comprehensive Year-Round & Summer
  Service Area: Educational Supports
    Strategy: Literacy Supports

Result Area: Youth Are Ready For College, Work & Productive Adulthood
  Service Area: Educational Supports
    Strategy: Alternative Education
  Service Area: Youth Workforce Development (YWD)
    Strategy: YWD - General

Result Area: Children & Youth are Physically & Emotionally Healthy
  Service Area: Enrichment & Skill-Building
    Strategy: Sports & Physical Health
Multiple Result Areas - One Program (per Result Area)

Result Area: Children & Youth Are Ready to Learn & Succeed in School
- Service Area: Out of School Time
  - Strategy: Beacon Community Schools

Result Area: Youth Are Ready For College, Work & Productive Adulthood
- Service Area: Educational Supports
  - Strategy: Alternative Education

Result Area: Children & Youth Are Supported by Nurturing Families & Communities
- Service Area: Family Empowerment
  - Strategy: Collaboratives
Multiple Result Areas - Any Combination of Programs

- **Result Area:** Children & Youth Are Physically & Emotionally Healthy
  - Service Area: Enrichment & Skill-Building
    - Strategy: Sports & Physical Activity

- **Result Area:** Youth Are Ready For College, Work & Productive Adulthood
  - Service Area: Enrichment & Skill-Building
    - Strategy: Youth-led Philanthropy

- **Result Area:** Children & Youth Are Ready to Learn & Succeed in School
  - Service Area: Out of School Time
    - Strategy: Comprehensive Year-round & Summer Learning
  - Service Area: Beacon Community Schools

- **Result Area:** Children & Youth Are Supported by Nurturing Families & Communities
  - Service Area: Family Empowerment
    - Strategy: Collaboratives

- **Result Area:** Youth Workforce Development
  - Strategy: Youth Workforce Development
Doing Business Guide Highlights

• 20% Admin Cap
• Required Insurance for Subcontractors

*** The current Doing Business guide is still accurate for all other content. The highlights above will be added in the February 2024 release.

In your application, enter **both** your total program budget, and the amount of funding you are seeking through a DCYF grant.

<table>
<thead>
<tr>
<th>Total Program Cost</th>
<th>DCYF Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000</td>
<td>2,000</td>
</tr>
</tbody>
</table>
Budget Categories

DCYF asks that applicants create their budgets using the following categories:

- Adult Staff
- Youth Staff
- Fringe Benefits
- Subcontractors
- Materials & Supplies
- Program Expenses
- Administrative
Budget Categories

- For salaries of direct program staff
- Roles: Executive/Senior Leadership, Program Manager, Direct Service Provider, and Support Staff
- One entry for each staff member
- All salaries to be reported as an hourly wage
Budget Categories

- For salaries of youth (under 19) employed by program
- One entry for each class of youth employee (same title, wage, hours)

Youth Staff
Budget Categories

- FICA
- Health Benefits
- Retirement Benefits
- SUI
- Vacation/Comp Time Payout
- Workers Compensation
Budget Categories

Subcontractors

- External parties engaged to provide services
- Can be other nonprofits, for-profit companies, or sole proprietors
- Must have an MOU in place
- Federal, state and local labor laws apply to individual subs
Budget Categories

- Office Supplies
- Program Supplies

Materials & Supplies
Budget Categories

- Communications
- Equipment
- Fees
- Field Trips
- Food
- Human Resources Costs
- Insurance

Program Expenses

- Maintenance
- Occupancy
- Participant Incentives
- Professional Development
- Special Events
- Stipends
- Transportation
- Utilities
Budget Categories

- Administrative
  - Agency Administrative Fees
  - Audit
  - Communications
  - Contractors
  - Equipment
  - Fees
  - Fiscal Sponsorship Fees
  - Fringe
  - Human Resources Costs

- Insurance
- Maintenance
- Materials & Supplies
- Occupancy
- Personnel
- Professional Development
- Tax Preparation
- Utilities

20% Cap – NEW!
Suggestions for Completing Your Budget

- Provide the Full Cost of Your Program
- Be Aware of Shared Expenses
- Get Input from Others
- Be Specific
- Provide Details in Numbers and Words
- Using “Other”
Applicants to the RFP can be any of the following:

- Nonprofit / 501(c)(3) organizations
- For-profit companies (NEW!)
- Individuals
- Organizations using a fiscal sponsor
To receive a grant, your organization must be:

- An approved City supplier (by date of award decision, March 2024)
- Compliant with the California Office of the Attorney General’s requirements
Requirements

The City has many requirements of our grantees, including:

- Insurance
- Accessibility
- Non-Discrimination
- Minimum Compensation
- Youth Representation on Board of Directors
- A Whole Bunch More – see your grant agreement
Fiscal Sponsorship

DCYF grantees can operate under a fiscal sponsor. This is the practice of a mission-oriented program operating under the umbrella of an established nonprofit. DCYF allows applications from fiscally-sponsored programs when:

- The applicant does not have its own 501(c)(3) status with the IRS.

- The fiscal sponsorship is in place prior to filing the RFP application.
Fiscal Sponsorship Requirements

To be considered a valid fiscal sponsor, the organization must:

• Hold active 501(c)(3) nonprofit status
• Maintain adequate fiscal staff and systems
• Hold operating reserves sufficient to support the sponsored organization
• Receive an annual financial audit
• File a Form 990 with the Internal Revenue Service annually
• Provide financial statements for both itself and the sponsored organization
• Have a signed agreement (Memorandum of Understanding) in place with the sponsored project
Tips & Guidance

Proposals

Funding Amounts by Service Area vs. Strategy

What's New?
What Are We Looking For in Proposals?

- **Read and answer all questions.** Do not cut and paste! Although the question may be the same, the Service Area and Strategy may call for a different response.

- **Be clear and concise.** The character limit is 900 for all sections, except the Program Design & Implementation section, which is 1400.

- **Core services.** Within the Program Design & Implementation section, there are questions that ask about core services. These are defined as the components of your program model that you implement regardless of funding.
Funding Amounts by Service Area vs. Strategy

- Allows for more flexibility around funding amounts for proposals (i.e., how much and how many).

- Allows for ability to ensure equitable funding, as it pertains to neighborhood and population coverage.
Flexible Funding

Agencies will be able to move funding across strategies within the same Result Area, regardless of Service Area or Strategy.

SERVICE AREA: Out of School Time

STRATEGY: Comprehensive Year-round & Summer

SERVICE AREA: Out of School Time

STRATEGY: Beacon Community Schools
Workshop: Government Funding & Budgeting Fundamentals

*This workshop did not focus on the DCYF RFP specifically, but provided foundational concepts for government funding and budgeting.

- **Description:** Introduced key concepts for organizations applying for and/or managing government funding. Topics included types of government funding and budgets, parts of the budget, and budget development.

- **Watch the recording!** [Click here to watch](https://vimeo.com/834569303/b9dc7f2842) or visit vimeo.com/834569303/b9dc7f2842.
Workshop: Program & Grant Budgeting Fundamentals

*This workshop did not focus on the DCYF RFP specifically, but provided foundational concepts for program and grant budgeting for government funded organizations.

- **Description:** Focused on program and grant budgets, walked through different parts of program and grant budget templates, and discussed how they are different and connected.

- **Watch the recording!** [Click here to watch or visit vimeo.com/842658586/4cd188e642.](vimeo.com/842658586/4cd188e642)
Workshop: Designing Programs for Transitional Times

- **Description:** In this session, we unpacked how to design programs for uncertain times, reviewed core services areas for 2024-2029 and reimagined how our programs can serve the evolving needs of our communities.

- **Watch the recording!** Click here to watch or visit youtube.com/watch?v=PC6OZi9QZUI.
How to Submit Questions about the RFP

- All questions about the RFP must be submitted in writing to RFP@dcyf.org.
- Deadline to submit questions is September 1, 2023 by 5pm.
- DCYF staff will not answer questions via telephone or in person.