Doing Business with DCYF
2024-2029 Funding Cycle
April 29, 2024
The San Francisco Department of Children, Youth, and Their Families (DCYF) acknowledges that it carries out its work on the unceded ancestral homeland of the Ramaytush Ohlone, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards the Children and Youth Fund, we accept the responsibility that comes with resources derived from property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.
1. Congratulations! You are a Grantee! (Your Grant, Explained)
2. Setting Up Your Grant
   - 5-Year Cycle and Timeline
   - Grant Agreement
   - Advances
3. Contract Management System (CMS)
   - Accessing and Navigating
   - Completing, Submitting, and Revising Your Workplan
4. Managing Your Grant
   - Budgets
   - Budget Revision and Grant Re-allocations
5. Fiscal Policies and Procedures
6. Programmatic Policies and Procedures
7. Q&A
8. Close Out
Setting Up Your Grant
Your Grant, Explained

- Five-year grant
- Starts 7/1/24, ends 6/30/29
- 3% projected annual increase

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Grant Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024/25</td>
<td>$100,000</td>
</tr>
<tr>
<td>2025/26</td>
<td>$103,000</td>
</tr>
<tr>
<td>2026/27</td>
<td>$106,100</td>
</tr>
<tr>
<td>2027/28</td>
<td>$109,300</td>
</tr>
<tr>
<td>2028/29</td>
<td>$112,600</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 531,000</strong></td>
</tr>
</tbody>
</table>
Setting Up Your Grant: Projected Timeline

- **Workplans Released**
  - April 22

- **Workplans Submitted**
  - Deadlines begin May 6

- **Grant Agreements Created**
  - Following Workplan approval

- **Fiscal Processing**
  - Begins once contract executed

- **Invoicing Begins**
  - Funds released by Controller via purchase order

**Estimated Processing Time:** 8-12 weeks
Setting Up Your Grant

Pitfalls to Avoid:

- Late Workplan Submission
- Late Grant Agreement Signature
- Expired Insurance
- Incomplete City Supplier Certification
- Noncompliance with CA Attorney General
- Unresponsive to DCYF Outreach
Prerequisites before issued:
- Workplan approved
- Insurance confirmed
- City Supplier status affirmed
- Compliant with State Attorney General
- Other compliance: 12B, TTX

DCYF’s Contracts Team will help you complete these requirements.
Setting Up Your Grant:

Signature

Review and sign grant agreement via DocuSign:

DocuSign

Brett Conner sent you a document to review and sign.

REVIEW DOCUMENT
**Setting Up Your Grant: 10% Contingency**

<table>
<thead>
<tr>
<th>The amount your agency will receive</th>
</tr>
</thead>
<tbody>
<tr>
<td>The total amount under contract</td>
</tr>
</tbody>
</table>

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**ARTICLE 5**

**USE AND DISBURSEMENT OF GRANT FUNDS**

5.1 **Maximum Amount of Grant Funds.** In no event shall the amount of Grant Funds disbursed hereunder exceed **FIVE HUNDRED THOUSAND Dollars ($500,000)**.

Contingent Amount: Up to **FIFTY THOUSAND Dollars ($50,000)** for the period defined in Section 3.2 may be available, in the City’s sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **FIVE HUNDRED FIFTY THOUSAND Dollars ($550,000)** for the period defined in Section 3.2.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, the amount shown as the Contingent Amount may not be used in Program Budgets attached to this Agreement in Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by the Grant Agreement Administrator. Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by the Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.
Contract Management System (CMS)
Setting Up Your Grant:

Grant Advance

- Available to all grantees
- Up to 10% of annual grant amount
- Advance cannot be paid until PO completed
- Repayment done through deductions from future invoices; DCYF will work with you on an appropriate schedule

Requests for advances must be submitted in writing to your Program Specialist by July 1.
Contract Management System (CMS)

• Online system used by DCYF staff and grantees for grants management, reporting, and invoicing
• FY24-25 workplans were released to new and continuing grantees on Monday, April 22
• Grantees complete workplans annually
• DCYF Program Specialists review submissions
• Workplan information is integrated into Grant Agreements

Log-in to DCYF’s Contract Management System at https://contracts.dcyf.org
Accessing the CMS

Current DCYF Grantees:
• Select FY2024-2025 using the Fiscal Year dropdown filter on the Agency Programs page
• Existing Agency Account users have access to all FY2024-2025 programs
• Existing Program Staff Account users must be granted access to FY2024-2025 programs by an Agency Account user using the Agency Accounts module

New Grantees:
• CMS account credentials were sent to agency Executive Directors on Monday, April 22
• Use the Agency Accounts module to create additional CMS accounts for your staff
Navigating the CMS

The CMS is organized by fiscal year and program. Use the Fiscal Year filter to access your list of FY2024-2025 programs.

1. To edit agency details, click on the agency name or Agency Profile
2. To view/manage user accounts, click on Agency Accounts
3. To view program details, click on the name of the program in the list
4. To change your password, click on My Account
Completing Workplans
Completing Your Workplan

1. **Login** to the CMS using an Agency Account and navigate into a program

2. **Select** the **Workplan** icon from the left menu to expand and view workplan forms

3. **Refer** to DCYF resources to assist in completing workplan:
   - CMS Handbook
   - Doing Business with DCYF Guide
   - DCYF 2024-2029 RFP
   - Your Proposal
Submitting Your Workplan

- Some details have been transferred into the workplan from your proposal.

- Once submitted, most workplan forms are locked for edits and can only be unlocked by your Program Specialist.

- After you have submitted all forms, including the Agency Profile, complete the Sign & Submit step on the Workplan Overview page to submit your workplan for review.

- Your Program Specialist may send your workplan back to you for changes.
FY2024-2025 Workplan Due Dates

**APRIL**

April 22, 2024
Grantees receive access to CMS and 24/25 Workplans

**MAY**

May 6, 2024
All workplans that include summer programming or grant agreements greater than $10 million (which need to go to the Board of Supervisors) are due

May 27, 2024
All other workplans due
Data and Privacy
Grantees report a variety of information about the services you provide and the clients you serve to DCYF for monitoring and evaluation purposes.

Including personally identifiable information, such as:

- names
- dates of birth
- Addresses
- anonymous youth surveys

Information is used to understand the populations served by our grantees, and to ensure that San Francisco’s most vulnerable children, youth, and families have access to services.

Doing Business with DCYF describes practices and procedures to maintain confidentiality of data reported by grantees to DCYF.
• DCYF maintains a data sharing agreement with Cityspan and SFUSD to facilitate CMS reporting for services provided to SFUSD students.

• Agreement requires DCYF grantees that (1) offer in-person services to students at SFUSD school sites or (2) offer virtual services to SFUSD students through the students’ schools to execute an MOU or have an existing contract with SFUSD: https://www.sfusd.edu/information-community/applying-memorandum-understanding

• Grantees that do not have an existing contract or MOU with SFUSD must collect consent forms from SFUSD students prior to registering and enrolling them in CMS.

A sample DCYF/SFUSD Consent Form will be available in June.
Managing Your Grant
Managing Your Grant: Budget

The following budget categories appear in the Workplan budget:

- Personnel (adult and youth staff)
- Fringe
- Subcontractors
- Materials and supplies
- Other program expenses
- Administration

New for 2024-29 Cycle: Administrative cap increased from 15% to 20%

Each budget category has allowable and disallowable expenses for all grants. See below for disallowable items:

<table>
<thead>
<tr>
<th>Disallowable Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses that benefit children and youth incidentally (e.g., expenses for general community programming not specific to youth, i.e. an event at a public park intended for all audiences)</td>
</tr>
<tr>
<td>Expenses related to fundraising</td>
</tr>
<tr>
<td>Expenses for religious workshops, instruction, or proselytization</td>
</tr>
<tr>
<td>Expenses for political activities (See Section 16.11 of the Grant Agreement for more information)</td>
</tr>
<tr>
<td>Any excluded activities described in the San Francisco Charter, Section 16.108 (g) and/or Appendix A of your Grant Agreement</td>
</tr>
</tbody>
</table>
Managing Your Grant: Subcontractors

- Organizations and non-staff individuals providing direct program services
- **Must** be included by name in the workplan
- Recommendation: list potential subs, even if at $0 initially
- Once grant agreement is signed, adding a new sub will require a grant amendment
Managing Your Grant:

Subcontractors

✓ Have a signed contract in place with grantee
✓ Comply with all provisions of the DCYF grant agreement
✓ Meet all City compliance regulations
✓ Be registered with the CA Attorney General’s Office (if a nonprofit)
✓ Follow all federal, state and local labor laws
✓ Provide documentation supporting compliance to the grantee, which will be reviewed by DCYF
Managing Your Grant:

Invoicing

- Filed monthly for expenses incurred within that month
- Includes budget and narrative components
- Due within 45 days

Sample Grant Agreement

July 2024

DCYF Monthly Invoice - July 2024

Invoice Submission Date: 8/14/2024 2:44:36 P.M.
Signatory: John Smith
PO Number: 123455

MONTHLY INVOICE SUMMARY

<table>
<thead>
<tr>
<th>Item</th>
<th>Expenses</th>
<th>Adjustment</th>
<th>Payment</th>
<th>% of Budget Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Staff</td>
<td>$5,000.00</td>
<td>0.00</td>
<td>$5,000.00</td>
<td>4%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>$700.00</td>
<td>0.00</td>
<td>$700.00</td>
<td>14%</td>
</tr>
<tr>
<td>Subcontractors</td>
<td>$5,000.00</td>
<td>0.00</td>
<td>$5,000.00</td>
<td>10%</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>$5,000.00</td>
<td>0.00</td>
<td>$5,000.00</td>
<td>25%</td>
</tr>
<tr>
<td>Other Program Expenses</td>
<td>$7,000.00</td>
<td>0.00</td>
<td>$7,000.00</td>
<td>23%</td>
</tr>
<tr>
<td>Administrative</td>
<td>$2,000.00</td>
<td>0.00</td>
<td>$2,000.00</td>
<td>7%</td>
</tr>
<tr>
<td>Advance Repayment</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>n/a</td>
</tr>
<tr>
<td>Total</td>
<td>$20,700.00</td>
<td>0.00</td>
<td>$20,700.00</td>
<td>5.35%</td>
</tr>
</tbody>
</table>

Invoice Amount: $20,700.00
Adjustment: 0.00
Advance/Repayment: 0.00 Net
Payment: $20,700.00

DCYF Manager: John Smith, Approval Date: 8/14/2024 2:45:02 P.M.
Notes:
Signature: ____________________________
Accountant: ____________________________
Date: __________________
Managing Your Grant: Budget Revision

Shift of funds between budget line items in a single grant
Managing Your Grant: Grant Reallocation

- For multiple grants funded under the same Result Area
- Transfer of up to 20% of annual grant amount
- Federal/state funds, workorders are not available for transfer
- Grant resets to original allocation in next fiscal year
- First Grant Reallocation will be allowed in February 2025
Fiscal Policies and Procedures
Fiscal Policies and Procedures:

Minimum Compensation Ordinance (MCO)

- Allows for a minimum hourly wage and time off requirements for any employee paid using grant funds
- Applies to any grantee with five or more employees
- Includes subcontractors

Nonprofit rate: $20.25/hour as of July 1, 2024

Youth Waiver: MCO **does not apply** to employees who are under the age of 19 and participating in a youth employment or training program employed as an after-school or summer Employee
Fiscal Policies and Procedures:

Other City Labor Codes

- Health Care Accountability Ordinance
- Health Care Security Ordinance
- Fair Chance Ordinance
- Salary History Ordinance
- Paid Sick Leave Ordinance
- Paid Parental Leave Ordinance
- Lactation in the Workplace Ordinance
- Family Friendly Workplace Ordinance
- And Many More...

Fiscal Policies and Procedures:

Fiscal Monitoring

All DCYF grantees **must** participate in our ongoing work to assess their financial and administrative health.

Coordinated through the Office of the Controller’s Citywide Nonprofit Monitoring and Capacity Building Program.

Free technical assistance and capacity building available.
Fiscal Policies and Procedures:

Fiscal Monitoring Components

- Invoices
- Payroll
- Budget
- Cost Allocation
- Audit/Financial Reports
- Fiscal Policies & Procedures
- Board Oversight
- Subcontracts
- Fiscal Sponsorship
- Other City Compliance Standards
Programmatic Policies and Procedures
Programmatic Policies and Procedures:

Performance Measures

Describe the elements of program implementation and progress that must be tracked and measured to comply/align with the Strategy.
Programmatic Policies and Procedures

Performance Measures

Examples:
- Youth Actuals vs. Projections
- Program Quality Assessment (PQA)
- SEL Plan
- Caring Adult
- Agency Health
- Strategy-Specific Measures

See your Grant Agreement for the Performance Measures that apply to your program.
Programmatic Policies and Procedures

Performance Improvement Plan

DCYF is committed to working with our nonprofit partners to ensure compliance with our stated performance measures.

Your Program Specialist will work with you to identify any issues and work collaboratively toward a solution and create a Performance Improvement Plan to regain compliance.

Grantees found out of compliance with their Performance Measures may face:

- Temporary suspension of grant payments
- Mandatory participation in capacity building initiatives
- Termination of their grant
DCYF uses 2 major Performance Measurement Tools for programmatic assessment:

**PROGRAM QUALITY ASSESSMENT (PQA)**
To evaluate the quality of youth programs and identify staff training needs

**YOUTH SURVEYS**
To understand youth experiences in DCYF-funded programs and how programs are working.

Participation in both PQA and Youth Survey administration is mandatory for most grantees. Some exemptions will apply to certain strategies. Agencies will be notified which strategies are exempt.
Upcoming Deadlines

WORKPLAN SUBMISSION

- **May 6**: Grant agreements greater than $10 million, and/or those with summer specific programming
- **May 27**: All other grant agreements

GRANT ADVANCE REQUESTS: due July 1
Upcoming Program Orientations

• **April 29**: Enrichment and Skill Building
• **April 30**: Youth Workforce Development
• **May 1**:
  • Out of School Time
  • Educational Supports
  • Youth Empowerment
• **May 3**: Family Empowerment
• **May 6**: Justice Services
How to Contact DCYF

Your DCYF Program Specialist is your main point of contact with the Department.

Reach out to them at any time with questions or concerns regarding your grant.
Questions and Answers

Scan the QR Code to view the Doing Business with DCYF Guide