



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

MEMO

April 10, 2020

To: DCYF Grantees (Executive Directors)
From: Maria Su
RE: COVID-19 Memo from the Director: Additional Guidance on the Office of the Controller's Policy Update
CC: DCYF Staff

Dear Grantees:

Yesterday I shared a message that included important information about the City's budget shortfall and new measures to support the City's efforts during this public health crisis.

In addition, the [Office of the City Controller released an updated policy guidance to City departments and nonprofit service providers](#) regarding continuity of payment in light of disruptions related to COVID-19. This guidance requires City departments to designate which of our nonprofit grantees as providers of essential services. DCYF has deemed all of our grantees to be providers of essential services but we need you to confirm that status for it to be retained. We recognize that some of you are closed and have suspended all operations which is why we are asking you to confirm the status for all of your DCYF-funded programs with your Program Specialist.

The Controller's Policy Includes:

- Guidance regarding allowability of City payments to nonprofit suppliers in the event of closures of non-essential services related to COVID-19.
- Clarification that essential services may be required to stay open (either fully or via remote work) and may incur extra costs associated with staying open.



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- Guidance if you were deemed non-essential that the City may deem your program as essential based on the needs of the public health emergency and the City's response plans.
- Notification that the City may require non-essential nonprofit workers to perform new essential functions on behalf of the City, such as supporting emergency shelter operations. If required to perform such services, the City will revisit contract budgets as needed to ensure workforce needs are met.
- General questions and answers

While the policy is very specific to City guidance there are sections that detail DCYF's authority to modify existing programming. For example, select grantees working directly with the Emergency Child and Youth Care (ECYC) program have expanded existing services, incurred new costs and are leveraging existing DCYF contracts. DCYF is working directly with these select agencies. DCYF may ask for other agencies to support the City's response efforts if additional services are needed.

The policy also specifies budget flexibility to accommodate new needs, adaptations to service models and potential re-designation to essential services driven by the City's response plans to the public health emergency. If an instance of COVID-19 is found at an essential program site requiring it to temporarily close, the guidance also outlines procedures for continuity of payment for such closed or reduced services and reiterates our commitment to ensure funding is available to pay for canceled services, closed programs or reduced service levels throughout this 'shelter in place.'

Finally, the Controller's Office Cost Recovery Program shared guidance on tracking daily activities as essential services if your agency remains in operation during this crisis. As essential service providers, DCYF is requiring agencies to document your daily activities during this 'shelter in place' by completing Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Form 214.

Please contact your Program Specialist by the end of the day on Monday April 13th, 2020 to confirm the status of your agency and your DCYF funded programs. We will want to know whether your agency and program(s) are open or closed, the activities your program(s) are doing in support of your grant and the activities that your agency and program(s) are doing in response to COVID-19.

Department of Children, Youth and Their Families

1390 Market Street Suite 900 * San Francisco, CA 94102 * 415-554-8990 * www.dcyf.org



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We recognize that this is a lot of information to digest and we are here to support you. Below is a list of Frequently Asked Questions (FAQs) that may assist. For any additional inquiries, [Aumijo Gomes](#), [Sherrice Dorsey-Smith](#), and [Jasmine Dawson](#) will be available to answer any questions you may have.

In community,

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FAQs →

Is this a City Directive? Yes, this is a City policy being issued by the Controller's Office.

Can I decline activation and still receive funds from my DCYF grant? It is the City's intent to support the sustainability of nonprofit suppliers by continuing to provide full or partial payment in the event of programmatic closures due to COVID-19 through May 3, 2020 the current duration of the Shelter in Place order in San Francisco. However, it is also the "City's expectation that suppliers deliver essential contracted services when requested, and failure to do so will lead to discontinuing payments." The City will revisit contract budgets to ensure workforce needs are met.

What if a few of my programs are open but others are closed? DCYF will still consider your agency as open and thus essential.

What will happen if my agency is deemed non-essential? The City may re-designate this status based on needs of the public health emergency and the City's response plans.

Do I need to complete the FEMA ICS form 214 (daily activity log)? Yes, in order to recoup federal funding to address the impact of COVID-19, FEMA requires that these forms are filled out daily and DCYF may ask for these logs at any time. At which time, the forms will need to be made available immediately. You must maintain this log through the duration of the 'shelter in place' order.

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Where can I find the FEMA ICS form 214? DCYF will load these daily logs on the CMS under the documents tab. You may also save these copies once completed in the upload section of CMS.

How can I get help completing the FEMA ICS form 214? We can offer guidance on how to complete the forms but cannot complete these forms for your agency.

If I have other grants with other City departments, do I still need to complete the FEMA ICS form 214? Yes, DCYF is requiring all of our grantees deemed essential to complete these forms in accordance to Controller's Office guidance.