



# 2024-2029 RFP Bidders Conference

August 29, 2023



# Introduction & Overview



Overview

Purpose  
& Results

Timeline

# 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**

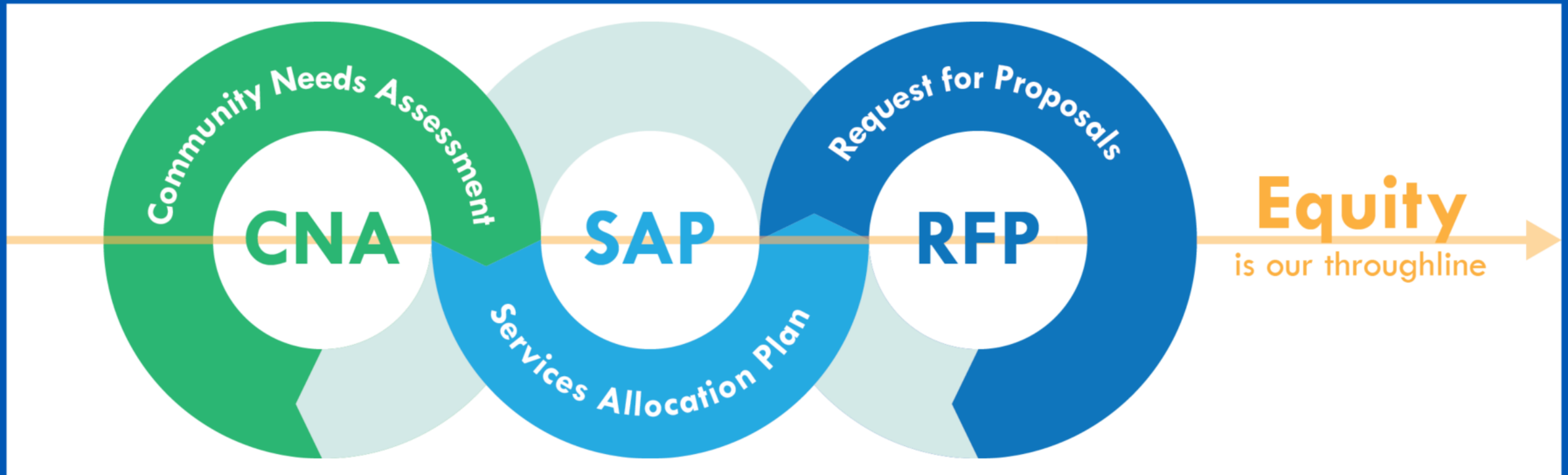
# Purpose & Results

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



# RFP Timeline: August 2023 - March 2024

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



**External Reading & Scoring**



**Awards Announced on March 11**

**AUGUST 2023**

**SEPTEMBER & OCTOBER 2023**

**NOVEMBER & DECEMBER 2023**

**JANUARY & FEBRUARY 2024**

**MARCH 2024**



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



**DELIBERATIONS**





# How to Register



Online  
Submissions

Applying  
to the RFP

# 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





San Francisco Department of Children, Youth and Their Families  
**Request for Proposals**

LOGOUT

## RFP ACCOUNT SIGN UP

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	<input type="text" value="Walter"/>
Last Name	<input type="text" value="Abrazaldo"/>
Contact Phone Number	<input type="text" value="6286527149"/>
Email Address	<input type="text" value="walter.abrazaldo@dcyf.org"/>
Agency	<input type="text" value="DCYF RFP Training"/>
User Name	<input type="text" value="wa_rfp_training"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>

**CREATE ACCOUNT**

# Verify Your Account



## DCYF RFP Account Confirmation



Cityspan <donotreply@cityspan.com>

To Abrazaldo, Walter (CHF)



Reply

Reply All

Forward



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





DCYF Request for Proposals  
DCYF RFP Training




LOGOUT

- Agency Home
- Agency Profile
- Account Settings


## AGENCY HOME

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
<i>You do not have any working or submitted proposals.</i>		

ADD NEW PROPOSAL 

# How To Apply

Agencies will apply  
by Result Area.

**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**

**Service Area:**  
**Youth Workforce  
Development (YWD)**

**Service Area:**  
**Educational Supports**

**Service Area:**  
**Enrichment  
& Skill-Building**

**Strategy:**  
**Justice Services  
Care Coordinators**

**Strategy:**  
**YWD TAY/A**

**Strategy:**  
**Alternative  
Education**

**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

**Service Area:**  
Youth Workforce  
Development

**Strategy:**  
Youth Workforce  
Development

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

**Service Area:**  
Out of School Time

**Strategy:**  
Comprehensive  
Year-round &  
Summer Learning

**Strategy:**  
Beacon  
Community  
Schools

**Service Area:**  
Educational Supports

**Strategy:**  
Literacy Supports

**Result Area:**  
Children & Youth Are  
Supported by Nurturing  
Families & Communities

**Service Area:**  
Family Empowerment

**Strategy:**  
Collaboratives

# Budget Overview



**Budget  
Guide**

**Compliance**

**Fiscal  
Sponsorship**

# 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.

<https://www.dcyf.org/doing-business-with-dcyf-guide>

# Budget

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

Total Program Cost	DCYF Request
10,000	2,000

# 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

## Adult Staff

- 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

**Youth Staff**

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

# Budget Categories

**Fringe Benefits**

- 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

**Materials &  
Supplies**

- Office Supplies
- Program Supplies

# Budget Categories

**Program  
Expenses**

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



# Eligibility



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

# Requirements



**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

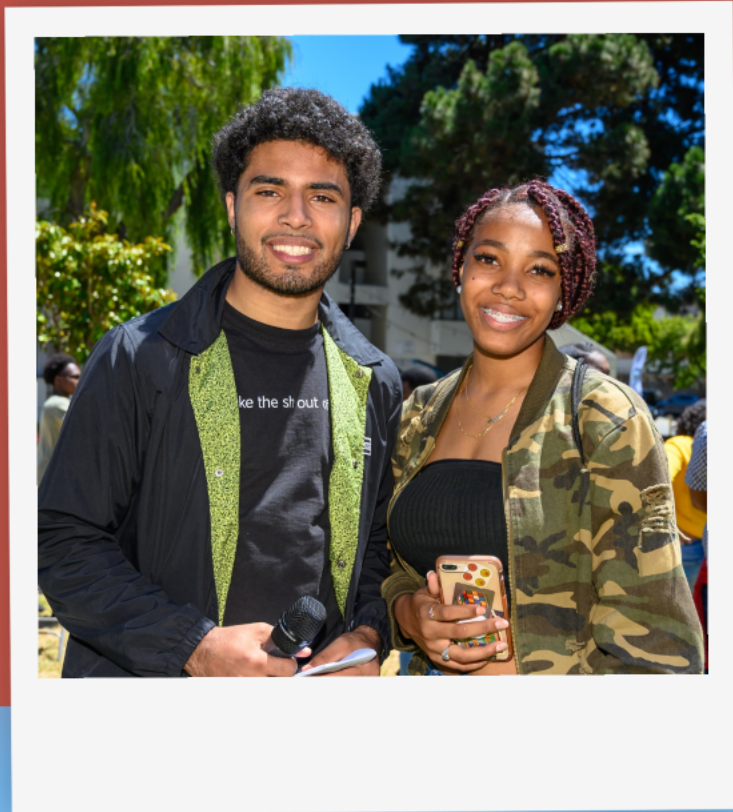
To be considered a valid fiscal sponsor, the organization must:

- 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



**Required  
Upload in  
RFP**

# Tips & Guidance



Proposals

Funding Amounts  
by Service Area  
vs. Strategy

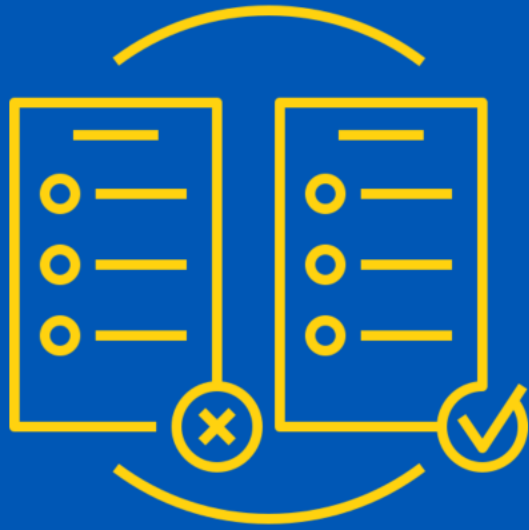
What's New?

# 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

**SERVICE AREA:**  
Out of School Time

**STRATEGY:**  
Comprehensive  
Year-round &  
Summer

**STRATEGY:**  
Beacon Community  
Schools

# Flexible Funding

**RESULT AREA:**  
Youth Are Ready  
For College, Work,  
& Productive Adulthood  
(13-24)

**SERVICE AREA:**  
Enrichment  
& Skill-Building

**SERVICE AREA:**  
Youth Workforce  
Development

**SERVICE AREA:**  
Educational Supports

**STRATEGY:**  
Youth-led  
Philanthropy

**STRATEGY:**  
Youth Workforce  
Development

**STRATEGY:**  
Academic Supports

**RESULT AREA:**  
Children Are Ready  
To Learn & Succeed In School  
(5-18)

**SERVICE AREA:**  
Out of School Time

**SERVICE AREA:**  
Educational Supports

**STRATEGY:** Comp  
Year-round &  
Summer

**STRATEGY:**  
Literacy Supports

# Questions

Technical  
Assistance  
Workshops

Submitting  
RFP  
Questions



# Workshop: Government Funding & Budgeting Fundamentals

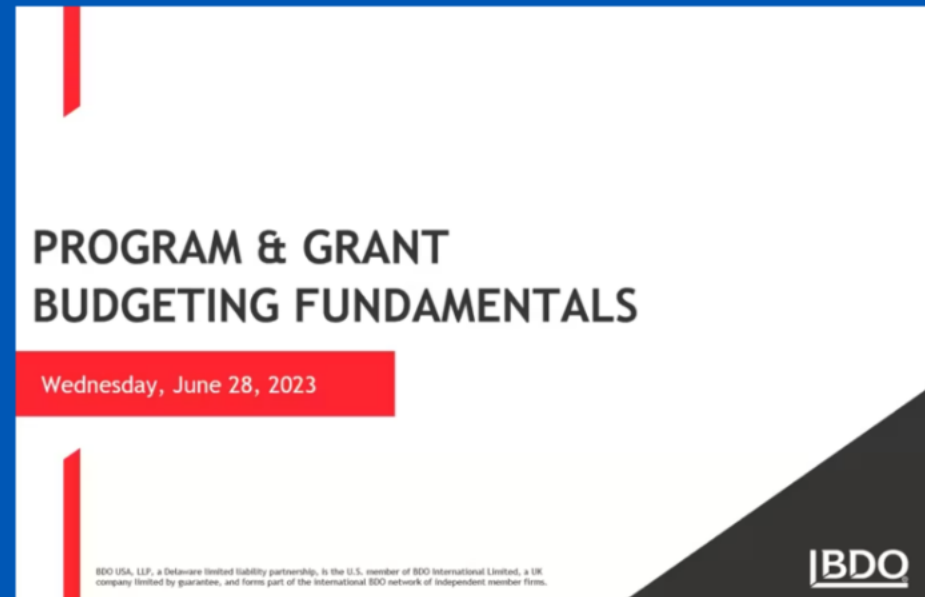
*\*This workshop did not focus on the DCYF RFP specifically, but provided foundational concepts for government funding and budgeting.*



- **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](https://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.](https://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](https://www.youtube.com/watch?v=PC6OZi9QZUI) or visit [youtube.com/watch?v=PC6OZi9QZUI](https://www.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](mailto:RFP@dcyf.org).
- Deadline to submit questions is **September 1, 2023 by 5pm**.
- DCYF staff **will not** answer questions via telephone or in person.