

FY21/22 Frequently Asked Questions

DCYF compiled the following frequently asked questions (FAQs) from DCYF grantees who attended our *FY21/22 Workplan Workshop* on May 25, 2021 and through questions sent directly to DCYF Program Specialists. If you missed the *FY21/22 Workplan Workshop*, you may [access the recording here](#). Utilize the following passcode to access the recording: *j+Ewq=3H*

The responses below are organized by FY21/22 topics and provide links to additional resources as appropriate. If you have follow-up questions specific to your program, please refer to the additional resources posted at the end of this document. DCYF will post this document to the Contract Management System (CMS) login page and will provide responses to additional FAQs.

FY21/22 Workplan (including summer 2021)

Q: If our organization is technically doing summer programming but it is the same programming as the regular year (as opposed to separate summer programming), do we still need to submit our workplan by June 15th (summer programming deadline)?

A: Programming that occurs during the summer but is a continuation of activities that occurred during the school year is not summer-specific programming. In this case, your program is not providing summer-specific programming and should aim to submit your FY21/22 Workplans by the July 2, 2021 deadline.

Q: Our program is running a summer cohort from June 21 – August 6. Would this be considered a “summer program” by DCYF?

A: Yes, this is considered a summer program. DCYF expects the earliest summer program to start the day after the SFUSD school year ends, or June 3, 2021. Similarly, the latest summer date would be the day before SFUSD school starts, or August 15, 2021.

Q: We are not sure yet if we are providing virtual services. Should we still add them to the workplan just in case?

A: No, please complete your Workplan based on your current plans. Do not describe virtual services if you do not plan to provide those services. If your planned service delivery models change or will be determined after the 21/22 Workplans are due, you would then create a new Workplan version by reaching out to your DCYF Program Specialist and informing them that you need to add new service sites.

Q: What do we enter for program completion hours if this # differs for summer vs. fall programming?

A: Within the *Services & Projections* form of your 21/22 Workplan, you will be asked to provide a summer-specific programming description and enter summer Program Completion Hours. In the section below *Summer Programming*, you will see a separate *Program Completion* question where you will enter Program Completion Hours for non-summer programming. Refer to pages 4 – 5 of the [FY21/22 Workplan Guidance for DCYF Grantees](#) for more information on *Program Completion Hours*.

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Q: Will ExCEL grantees receive Equitable Access funds again in the upcoming Fiscal Year?

A: Yes, ExCEL grantees will be receiving Equitable Access Match Funds for FY21/22 and should expect more information in August, 2021.

Q: We are a year-round program but we also offer a summer camp in July as a part of our year round program, so we're not a summer specific program. Do we need to submit our Workplan by June 15 for summer?

A: Programming that occurs during the summer but is a continuation of activities that occurred during the school year is not summer-specific programming. In this case, your program is not providing summer-specific programming and should aim to submit your FY21/22 Workplans by the July 2, 2021 deadline.

Q: How do we split up our current 20/21 fiscal year activities and budget with our new 21/22 activities and budget?

A: Your **FY21/22 Workplan budget** will include expenses from July 1, 2021 – June 30, 2022. Expenses incurred in June (including those related to summer programming) will be invoiced in FY20/21 since the first allowable invoice for FY21/22 is the month of July. If you have expended all 20/21 funds, and you did not receive Crankstart funds, include June expenses that need to be funded by your 21/22 grant in your FY21/22 Workplan in CMS. If you have questions regarding your specific program's budget please contact your DCYF Program Specialist.

Although FY21/22 begins on July 1, your **activity and attendance data** for summer 2021 activities must be entered in your FY21/22 CMS. Therefore, if your summer programming starts on June 15, your FY21/22 Workplan *Program Start Date* should be set as 6/15/2021. You will enter your summer attendance as of 6/15/21 in CMS once your Workplan has been submitted and approved. For more information, refer to the [FY21.22 Workplan Guidance for DCYF Grantees](#).

Q: Can you remind me of the upcoming deadlines? Also, why are DCYF grantees required to meet all of the deadlines noted?

A: Refer to page 1 of the [FY21.22 Guidance for DCYF Grantees](#) for a list of important deadlines. There is increased attention on the services DCYF is funding this summer due to the COVID-19 pandemic and its impact on children, youth and families in the City. DCYF is relying on the timely entry of workplan and activity data in CMS to answer questions regarding grantee services and inform reporting and analysis.

Budget/Invoices

Q: Due to Summer Together funding being included in our 21-22 budget, do we describe or mention in the

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description that the funds are allocated specifically to Summer Together? As a follow up, should we make separate line items distinguishing between Summer Together funds and summer funds for June 2022?

A: No, you do not need to differentiate between *Summer Together* funds and regular school-year funds in your 21/22 Workplan budget in CMS. However, you must create separate line items distinguishing regular program-related expenses from COVID-related expenses and include the word 'COVID' in your description of COVID-related expenses.

Q: For invoicing, can we implement the "Copy from last month's" feature (that is currently active for the Adult Staff section) for the description of the rest of the categories?

A: Given that the Adult Staff Category generally remains the same for each invoicing month, the 'Copy' feature allows users to save time and auto-populate this category from the prior month's invoice. At this time we do not expect to expand the 'Copy' feature to additional invoice categories but we will explore this suggestion and update grantees if implemented.

Q: Are CODB and MCO funds already included in the FY 21-22 amount?

A: Cost of Doing Business (CODB) funds have yet to be determined for FY21/22; that is expected as part of the annual budget approval process that runs until August. Once CODB funds are approved for FY21/22, DCYF will add the appropriate funds in CMS and request that grantees allocate the new funds through a budget revision. Minimum Compensation Ordinance (MCO) funds have been included in FY21/22 grants for programs that received MCO funds during the FY20 Post Interim cycle in CMS.

Q: What is the best way to factor in health benefits (fringe benefits)? Would it be a straight average of the total health expenses/ # of people using health benefits on staff? Our health benefits are different for each person based on their age, etc. It is private information and not accessible by those submitting monthly invoices. Can it be an average/ estimate each month or does it need to match the staff we are billing to this grant only?

A: As with any invoiced expense, health benefits must reflect actual costs incurred; we cannot accept estimates. At the time these benefits are billed and paid, they can be reimbursed through your DCYF grant on that month's invoice. We would not expect private health information to be shared generally, but the financial information provided on the invoice should reflect the benefits expense.

Projections, Performance Measures and Youth Surveys

Q: What are our Performance Measures for FY 21/22?

A: Refer to the *FY21/22 DCYF Grantee Performance Measures* handout located in your FY2021-2022 CMS 'Resources' tab.

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Q: Will DCYF resume trainings for YPQA?

A: DCYF will share YPQA updates by the end of Summer 2021.

Q: Youth surveys (for OST, for example) ask 30+ questions, but only 3 are used for performance measures. How can the data for those other questions - not used for performance measures - be useful for grantees?

A: Youth surveys provide an opportunity for participants to express their opinions and feedback on programming they have participated in. Information in surveys informs not only Performance Measures, but also broader youth experience in and satisfaction with programs. Youth survey input is very useful to DCYF evaluation and for program support projects. Grantees are encouraged to review survey feedback to inform program improvement efforts. FY21/22 survey administration guidance will be communicated to grantees during the second week of June, 2021.

Q: How can grantees receive their survey results sooner? Receiving it six months after it was collected is not helpful for our improvement efforts.

A: DCYF is exploring alternative survey administration methods to decrease the turnaround time on survey results. We will provide an update on timing for reporting survey results in a future CMS in the City.

Q: Can you remind us how we should set our benchmarks for # of participants in the work plan? We have a multi-year proposal and our program has changed in COVID. We do not expect to be back to our normal # of participants served that we stated in the proposal. Is it okay if we commit to serving less participants than we stated in our proposal?

A: Participant projections are set by each program through their workplans and are specific to each fiscal year. Reach out to your DCYF Program Specialist to check-in about projections that may be lower than those stated in your proposal due to shifts in programming related to the COVID-19 pandemic. In general, aim to set attainable and realistic benchmarks.

SFUSD MOU

***If you missed the *FY21/22 Workplan Workshop*, you may access the [SFUSD MOU presentation for DCYF grantees here](#).**

Q: If we have a contract with SFUSD through ExCEL, do we also need an MOU?

A: If you provide in-person services to students, parents, or families at an SFUSD site or virtually *through** an SFUSD school and these services are not already covered by your ExCEL contract, then yes, you would be required to obtain an SFUSD MOU for those services. ExCEL grantees already have existing contracts with SFUSD to provide services entailed in that agreement and therefore would not need an additional MOU.

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- *Virtual services provided through a school means you require access to SFUSD's communication platforms such as Google Classroom, teacher-led Zoom classes, or require an SFUSD email to contact students via their SFUSD email.

Refer to the [SFUSD Partnerships Office](#) for more information on SFUSD MOUs, [DCYF Grantee FAQs](#), and [common scenarios](#).

Q: Our program is partially funded by a school fee, which involves contracting with each school. If we have separate contracts with multiple SFUSD schools, do we need an MOU? The MOU requirement has been waived for us in the past on this basis.

A: In most cases, a contract with SFUSD schools will suffice. An SFUSD MOU is needed if you are providing services that are not already covered by the contract(s) established with each SFUSD school. Refer to the [SFUSD Partnerships Office](#) for more information on SFUSD MOUs, [DCYF Grantee FAQs](#), and [common scenarios](#).

Q: If we do not need an MOU due to the recent changes and only need consent forms, do we still need to have a TB test requirement? Also, verifying that Livescan is a DCYF requirement and that will still be in place even if you're not providing services at an SFUSD location or through their digital platform.

A: Background checks and fingerprints are a requirement of DCYF to ensure that your agency is in compliance with state law which states that agencies are to maintain criminal background check records for all staff and volunteers exercising supervision of minors. Refer to section 10 of [Doing Business with DCYF](#) for more information on grantee expectations. SFUSD requires background checks and TB tests for staff interacting with students and schools. If your program is required to obtain a SFUSD MOU, refer to the requirements defined in the MOU.

DCYF/SFUSD Consent Forms

Q: If our MOU requirement is fulfilled by having individual contracts with schools are we required to collect consent forms?

A: If your program has an MOU or contract(s) with SFUSD, you are not required to collect DCYF/SFUSD Consent Forms for students participating in services covered under the MOU or contract(s).

If your program is not required to obtain a SFUSD MOU or contract(s):

- [SFUSD Students](#): You are required to obtain DCYF/SFUSD Consent Forms for SFUSD students prior to registering and enrolling them in CMS activities
- [Non-SFUSD](#): You are not required to obtain DCYF/SFUSD Consent Forms for non-SFUSD students prior to registering and enrolling them in CMS activities

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Q: If electronic forms are now allowed, do the forms need to make use of legally binding electronic signatures? What constitutes an appropriate way of signing the form?

A: No. Parents/guardians or participants (if over 18 years old) may electronically sign SFUSD/DCYF Consent forms by typing in their name or checking a box to demonstrate consent. If you will be issuing electronic SFUSD/DCYF Consent Forms, please utilize the exact language provided in the existing templates. Consent Forms can be found in the *Resources* tab in CMS and are available in English, Chinese, Tagalog, Spanish, and Arabic. Collected SFUSD/DCYF Consent Forms should be stored in an auditable form should the need arise to confirm that consent has been provided. An electronic trail is just as good as a hard-copy form, as long as it confirms the parent/caregiver or participant over 18 years old did acknowledge and confirm.

Q: Do you need consent forms if your students may or may not go to SFUSD but your program is summer and not on SFUSD property?

A: If your program is not required to obtain a SFUSD MOU or contract(s) because you do not serve students on site at an SFUSD location or virtually *through* SFUSD:

- **SFUSD Students:** You are required to obtain DCYF/SFUSD Consent Forms for SFUSD students prior to registering and enrolling them in CMS activities
- **Non-SFUSD:** You are not required to obtain DCYF/SFUSD Consent Forms for non-SFUSD students prior to registering and enrolling them in CMS activities

Refer to the SFUSD MOU and [DCYF Consent Form Administration Guidance](#) for more information.

Other Questions

Q: Does the FY 21/22 plan require that we know who all the students we will serve will be by June 15?

A: If you are providing summer-specific programming, your Workplan is due by June 15, 2021. Your activities and enrollment must be set up in the *Activities* tab in CMS by July 2, 2021. Your Workplan must be submitted and approved before you can start creating activity instances and setting up enrollments in the *Activities* tab in CMS, therefore meeting the June 15 deadline will provide your DCYF Program Specialist time to review and approve your Workplan once submitted.

Once you have submitted your Workplan, and are awaiting approval from your DCYF Program Specialist, you may start to register participants in CMS via the *Participants & Staff* tab. As a reminder, all participants must have complete registrations in CMS before you can enroll them in activities. For more information review the [How to Register Participants, Create Activities and Enter Attendance](#) Handout in your CMS *Resources* tab.

Additional Support

- For questions specific to your program, please contact your **DCYF Program Specialist**

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- For questions or CMS troubleshooting please contact **dataevalsupport@dcyf.org**.
- For virtual CMS support, register for a **CMS Office Hour** with a DCYF Data & Evaluation Analyst via [this link](#).