



FY21/22 GUIDANCE FOR DCYF GRANTEES



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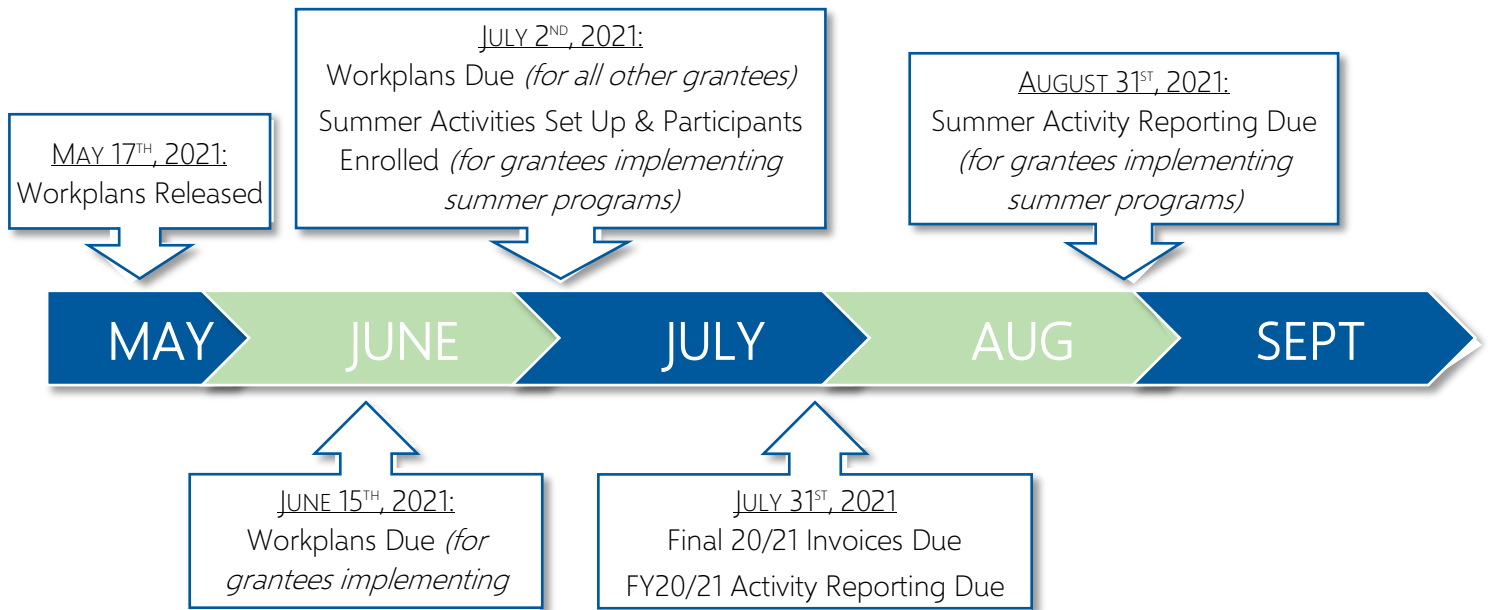


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OVERVIEW

The last year has brought unprecedented challenges for our grantees and the children, youth and families they serve. Despite those challenges our grantees have consistently stepped up and been on the front lines of responding to needs in our communities. As we begin to slowly shift back towards our previous sense of normalcy DCYF will continue to adjust our grantmaking and monitoring approaches to balance current contexts with our mandate to be the stewards of the Children & Youth Fund. The following document details updated guidelines for all DCYF grantees for the 21/22 fiscal year.

KEY DATES & DEADLINES:



GRANT ALLOCATIONS FOR FY21/22:

Grantees will receive their full year grant allocation in the [Contract Management System \(CMS\)](#) when workplans are released on May 17th, 2021. DCYF may also update the workplan with additional funds later in the fiscal year especially if the grant includes:

- Workordered Funds: funds from other City departments are a part of the City budget process and will be added upon receipt by DCYF.
- Cost of Doing Business (CODB) Increases: these funds are subject to approval by the Board of Supervisors during the budget process and will be added once approved.
- Community Grants (Addbacks): these funds are determined during the City budget process and are distributed by DCYF either through our annual Community Grants RFP or by augmentation to existing grants. DCYF typically implements these funds during the fall of each fiscal year.



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UPDATES, DETAILS & ADJUSTMENTS FOR FY21/22:

- 18-23 Funding Cycle Extension: due to the COVID-19 pandemic DCYF will extend the current 5 year funding cycle by 1 year to update the Community Needs Assessment (CNA) we began in 2019. This extension will also push back the Services Allocation Plan (SAP) and our 5 year RFP by 1 year. The 18-23 Funding Cycle will now end on June 30th, 2024.
- Agency Grants Postponed: DCYF had previously announced our intention to implement a new agency level grants funding structure. However due to the complexity of this change we will instead look to implement during our next funding cycle set to begin in the 24/25 fiscal year.
- Carryforwards to FY21/22: DCYF will generally not allow the carrying forward of any funds from FY20/21 to FY21/22. Exceptions will only be made for Community Grants awarded during the 20/21 fiscal year, Dream Keeper Initiative funds added to grants in May 2021 and other highly specific instances where funds must cross over fiscal years.
- Performance Measures & Projections: DCYF will be reinstating Performance Measures for FY21/22. Performance Measures had been suspended throughout FY20/21 due to the COVID-19 pandemic.
- Fiscal Monitoring: Fiscal and Compliance Monitoring visits will restart in FY21/22, both through the Citywide Nonprofit Monitoring and Capacity Building Program and for grantees solely funded by the department.
- Data Entry Expectations: grantees must report attendance for all *Projected Activities* in their FY21/22 Workplans. Attendance and activity data must be entered in CMS according to the invoicing deadlines, or no later than 45 days following the close of the invoicing month. For example, July 2021 attendance and invoices are due in CMS no later than September 15, 2021. Grantees with concerns regarding this expectation should contact their Program Specialist.
- Youth Surveys: while we highly recommend administering them electronically, DCYF will accept paper surveys during FY21/22. To request a unique survey link, please contact dataevalsupport@dcyf.org. PDF surveys will be uploaded to the *Resources* tab in CMS in June 2021 for programs that prefer to use paper.
- Updated Grantee Expectations Form: grantees must complete the updated *Grantee Expectations Form* and upload it with their Executive Director's signature to the *Uploads* section of the *Contact & Program Info* form in CMS. The *Grantee Expectations Form* can be found in the *Resources* tab in CMS.
- SFUSD MOU Requirements: grantees are no longer required to obtain a SFUSD MOU and will not be required to enter information about it in CMS. However, programs that provide services on-site at an SFUSD campus or require access to SFUSD's platforms to provide virtual programming to students must still obtain an MOU. SFUSD platforms and communication methods include (but are not limited to) Google Classroom, teacher-led Zoom sessions and access to SFUSD emails to contact students. If you are unsure if your program needs an MOU please contact [SFUSD's Community Partnership Office](#). Grantees required to obtain an MOU or a contract with SFUSD will not be required to collect DCYF/SFUSD Consent Forms for students participating in services covered under the MOU.



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- Updated DCYF Consent Forms: *DCYF Consent Forms* have been updated for FY21/22 to clearly define data sharing among grantees, DCYF and SFUSD. DCYF grantees are required to obtain new *DCYF Consent Forms* for their participants under certain circumstances as noted in the *SFUSD MOU and DCYF Consent Form* handout. Locate the updated guidance and *DCYF Consent Forms* in the *Resources* tab in CMS.



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HEALTH ORDERS & GUIDANCE FOR PROGRAMS FOR CHILDREN AND YOUTH: (INCLUDING CHILDCARE, OUT-OF-SCHOOL TIME PROGRAMS, AND DAY CAMPS)

On May 6th, 2021 The City's Public Health Officer released an updated [Health Order](#) detailing required best practices for programs for children and youth including childcare, out of school time programs and day care. DCYF grantees must follow all Health Orders and should review the linked documents carefully to ensure compliance.

KEY ELEMENTS FROM HEALTH ORDER:

The Health Order authorizes educational or recreational institutions or programs that provide care or supervision for school-aged children and youth up to age 18, including Community Hubs, school-aged childcare programs, youth sports programs, and afterschool programs to open for all children, subject to specific limitations and conditions:

- Each OST Program must create and implement a written Health & Safety Plan that is substantially in the form of the document in Exhibit B of the [Health Order](#). The Health and Safety Plan must be made available upon request to all staff, parents/guardians and any authority enforcing the Health Order.
- OST Programs must create and implement a Social Distancing Protocol that is substantially in the form of the document in [Appendix A of the Stay-Safer-At-Home Order](#). The OST Program must follow the best practices in the Order and update them as necessary.
- Each OST Program must provide face coverings, hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to staff. If the program is unable to provide these required items it must cease operating until it can fully comply. Noncompliant programs are subject to immediate closure, fines and/or other legal remedies as described in the Stay-Safer-At-Home Order.
- Each OST Program must cooperate with the San Francisco Department of Public Health (SFDPH) including:
 - Reporting any COVID-19 diagnosis or positive or inconclusive test result received by any child, teacher, or other Personnel to SFDPH Schools and Childcare Hub within one hour of learning of the result.
 - Submitting via email a *List of Close Contacts of a Positive Covid-19 Case* (using the template [located here](#)) to the SFDPH Schools and Childcare Hub
 - Taking and responding to telephone calls, emails, and other inquiries by representatives of SFDPH promptly
 - Allowing SFDPH personnel on-site without advance notice
 - Responding to all SFDPH requests for information in a timely manner
 - Communicating with Personnel, students, and their parent(s) or guardian(s) as directed by SFDPH
 - Taking immediate action as required by SFDPH in the event of an outbreak or other time-sensitive situation that poses a risk to the health and safety of youth, Personnel, or the community
- OST Programs must comply with the ventilation protocols in Section 4.i of the Stay-Safer-At-Home Order. For additional information review SFDPH's [guidance for improved ventilation](#).
- OST Programs must add all COVID-19 related signage as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. Templates for COVID-19 signage are [available here](#).



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KEY ELEMENTS FROM HEALTH GUIDANCE:

A selection of key elements from the *Health Guidance For Programs for Children and Youth (including Childcare, Out-of-School Time Programs, and Day Camps)* included in the [Health Order](#) are listed below.

- OST programs must designate a COVID-19 staff liaison as the single point of contact at each site for questions or concerns around practices, protocols or potential exposure. This person will serve as a liaison to SFDPH.
- OST programs must establish health and safety protocols to prevent COVID-19 transmission and train staff and participants on these practices.
- OST programs must establish protocols for staff, adults or children with symptoms of COVID-19 and for communication with staff, families and children after COVID-19 exposure or a confirmed COVID-19 case.
- OST programs should encourage vaccination for staff and children and youth old enough to be vaccinated.
- OST programs must post the following required [SFDPH approved signs](#):
 - Reminder to wear a face covering, stay 3 feet apart, and stay home if ill. Post at all public entrances and other places where the signs will be easily noticed.
 - Reporting unsafe conditions related to COVID-19 (templates available [here](#) and [here](#)). Post in staff break rooms and other staff areas.
 - [Ventilation Checklists](#) (indoor programs only). Post at all public entrances and in break rooms.
 - [Take a Break Safely](#). Post in staff break rooms.
 - [Indoor Risk of COVID-19](#) (indoor programs only)
- OST programs should tell staff and families to check themselves for COVID-19 symptoms and exposure before they arrive. Staff, children and youth with COVID-19 symptoms should stay home and get tested.
- OST programs should create stable cohorts that are as small as feasible and follow recommended guidelines for cohort sizes, staffing, duration, mixing and enrollment of new participants.
- OST programs should ensure that participants remain at least 6 feet apart
- OST programs must ensure that all adults and children 24 months and older must wear face masks over both their nose and mouth, except when eating or sleeping.
- OST programs should review [SFDPH Ventilation Guidance](#), make as many improvements as feasible, note the improvements made and keep a copy of notes. Programs may also choose to follow ventilation guidance from the Centers for Disease Control (CDC), CDPH, or the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE).
- OST programs should develop routines and schedules for staff and children to wash or sanitize their hands frequently



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- OST programs should clean frequently touched surfaces daily and between cohorts. Routine cleaning should focus on surfaces like door handles, shared desks and tables, light switches, sink handles and keyboards.



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HOW TO COMPLETE YOUR FY21/22 WORKPLAN

OVERVIEW:

This section provides guidance on how to complete 21/22 Workplans in the [Contract Management System \(CMS\)](#) and information regarding reporting requirements and activities. **FY21/22 Workplans for grantees providing summer 21 programming are due no later than June 15th, 2021. All other DCYF Grantees must submit FY21/22 Workplans by July 2nd, 2021.** For additional support please contact your DCYF Program Specialist.

STEPS:

1. Access the FY2021 – 2022 Cycle in CMS

- a. Log in: to your program's CMS using an Agency-level account. Typically Executive Directors, Program Managers, and Finance Directors have this CMS account-type.
- b. Locate the 'Fiscal Year' filter: select 'FY2021 – 2022'.
- c. Select the Program Name: that you would like to complete a new Workplan for. You will be directed to your 'Program Dashboard'.

2. Access the 21/22 Workplan and All Subtabs

- a. Select the 'Workplan' Tab: located in the left-hand menu. Upon selecting the Workplan tab, you will see an expanded Workplan menu. Note that Workplan forms have not been prepopulated with FY20/21 Workplan information as each section includes new fields that will require updated details based on your 21/22 services.

3. Complete the Contact & Program Info Form

- a. Select the 'Contact & Program Info' Tab: located within the 'Workplan' menu.
- b. Complete the 'Program Information' Section: including your 'Program Description'. When entering a 'Program Description' ensure you describe programming and services that will take place during summer 2021 (if applicable to your program) and FY21/22 (July 1, 2021 – June 30, 2022).
 - **Tip:** Your 'Program Description' should include general information on what services the program will provide, the target population the program aims to serve, service-delivery methods (e.g., virtual/remote services, in-person, hybrid), and any relevant information that would be useful to include for someone unfamiliar with your program.
 - **Tip:** Note you do not need to request an unlocked Workplan to make edits to the 'Contact & Program Info' form. You may edit the 'Program Description' at any point during the year to accurately reflect your program's services by unlocking the form.
- c. Enter Your Program's Contact Information: DCYF grantee communications and Workplan updates will be communicated to the 'Primary Program Contact' so ensure all contact information is accurate and updated as needed.



HOW TO COMPLETE YOUR FY21/22 WORKPLAN

- d. Upload a 'Program Photo' and Program's *Grantee Expectations Form*: Your program's Executive Director must sign a *Grantee Expectations* form for each program in CMS. DCYF encourages all program staff to receive a copy and review the *Grantee Expectations* form in its entirety. Locate the *Grantee Expectations Form* in the 'Resources' tab in CMS.
- e. Submit the 'Contact & Program Info' Form: by selecting the 'SUBMIT' icon at the top or bottom of the screen.

4. Complete The 'Services & Projections' Form

- a. Complete the 'Program Operation Dates' Section: FY21-'22' Workplans include funds for summer 21' services so if your program's summer services start on June 7, 2021, your 'Program Start Date' would state 6/7/2021. If your program also offers school-year services, enter the 'Program End Date' that coincides with the last day of your fiscal year's programming.
- b. Indicate Your Program's 'Target Population': Please note that the 'Target Population' selection is specific to each program under an agency and may have changed from your selected target population noted your original proposal. For this section, please select the population(s) that your program has the expertise and mission to serve. Take the time to reflect on the population(s) that your program has an intentional focus on serving. Refer to the guiding questions below to support your selection:
 - Location: Is your program strategically located in a specific neighborhood in San Francisco that would make your services more accessible to your target population?
 - Supports: What intentional supports are provided by your program to better serve your target population(s)? Examples include, but are not limited to: language supports, specific legal services, skillsets required by your program staff to fulfill service delivery, wellness resources tailored to specific population(s).
 - Outreach: Consider your programs' outreach methods. Are your outreach methods designed to target a specific population(s)?
 - Participation: Would your program be able to speak to best practices for serving specific population(s)?
- c. Enter Your Program's Summer-Specific Programming Information: (if applicable) If you are providing summer-specific programming for summer 21' please submit a description of your summer programming and 'Summer Program Completion Hours'. Refer to the *FY21.22 Summer Workplan Guidance* located in the 'Resources' tab in CMS for more details on summer reporting and workplan completion.
 - Additional Summer-Specific Question for Out Of School Time Strategies Only: Enter your Summer Average Daily Attendance (ADA). You will report your school-year ADA separately.
- d. Enter Your Program's 'Program Completion' For the School-Year: (if providing summer services) or for your regular programming year (if not providing summer services)
 - Tip: When calculating Program Completion hours exclude allowable participant absences, holidays, and program closures to ensure you do not overestimate your Program Completion hours



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- If You Are Providing Summer-Specific Programming: please submit the number of hours that signify full participation for the summer within the 'Summer Programming' box, and for the school-year under the 'Program Completion' box. If you have a combination of group and individual activities wherein Program Completion hours may differ based on specific services, consider how many hours would signify 'Program Completion' for the majority of your
 - If Your Program Does Not Offer Summer-Specific Programming: submit the number of hours that signify full participation for the full programming year.
 - e. Identify Your Program's 'Projections by Age': Submit the total number of projected participants by age for the complete year (including participants in summer-specific programming if applicable).
 - f. Indicate If Your Program Will Provide Virtual/Remote Services: If you select 'yes', indicating a virtual/remote service delivery, please schedule a meeting with your Program Specialist to discuss services that will be implemented in a virtual format. You may continue to complete your Workplan while you await a response from your Program Specialist.
 - **Tip**: If you are providing both virtual and in-person services select 'yes' indicating you are providing virtual/remote services and project 2 'Program Site Locations' – 1 for your virtual services and another (or more if applicable) for your in-person service delivery.
 - g. Complete the Required Information for Each 'Service Site': Enter the 'Program Site Name', 'Program Site Location' type, contact information and address for each program site. If you indicated that your programming will consist of virtual/remote services, please add only (1) virtual/remote Program Site Location. To add multiple 'Program Site Locations', select the 'ADD +' icon located at the bottom right-hand corner of the page.
 - **Note**: select the "Virtual/Remote – COVID19" for programming that is being delivered online or by telephone from staff's homes or program sites. There is no need to enter a different service site for each virtual/remote site, e.g. separate home addresses for each staff person working from home. You may enter generic information for the Program Site Name, Address and Zip Code fields for Virtual/Remote sites only.
 - h. Submit the 'Services & Projections' Form: by selecting the 'SUBMIT' icon located at the top or bottom-right hand corner of the screen.
5. Complete The 'Projected Activities' Form
- a. Use the 'SETUP' Box to Indicate the Types of Activities: your program plans to implement. Review the different types of activities below:
 - Group: Activities that happen in a group setting, where there is more than one child or youth participating in the activity and these participants are expected to attend activities on a regular basis. Group activities can be led by one or more staff. Some examples are a comprehensive afterschool activity, job skills training, discussion groups or a filmmaking class.



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- Individual: Activities that take place in a one-on-one setting, where there is just one child or youth and one staff person. Participants are generally not expected to attend individual activities on a regular schedule. Please note that case management is now considered an individual activity in CMS. Some examples are case management, mentorship, one-on-one tutoring and counseling.
 - Job Placements: Only grantees funded under the Youth Workforce Development (YWD) service area are expected to project this activity type. Job placements are the paid or unpaid internship and jobs YWD programs place their youth participants in during or after a job skills training program.
 - Activities without Personal Information (PI): Attendance reported under this activity type does not include personally identifiable participant information as information is reported in aggregate form. Some examples include drop-in services where students may receive support on a one-time-basis, events where members of the public can learn about programming in hopes that they will eventually enroll and participate in programming, or activities that occur on an infrequent basis where it may be challenging to collect consent forms. If you expect challenges with obtaining consent forms or reporting attendance with participant's personally identifiable information, please contact your Program Specialist prior to utilizing this activity type to address these challenges.
- b. Enter an Activity Name: select the appropriate activity category/ies and enter activity descriptions. You may select more than one category as appropriate for each 'Projected Activity'. See page 14 for a list of FY21'-22' Activity Categories. You may add additional Projected Activities by selecting the 'ADD+' icon located on the bottom right-hand side of the page.
- Tip: When selecting activity categories reflect on the activity's intention. Although you may select more than 1 activity category, please be mindful of the categories and which ones *best* capture the activity's objective.
- c. For each 'Projected Activity': you will be asked to select whether the activity/service is being provided as a response to the COVID-19 pandemic.
- Select 'Yes': if the activity would have not been implemented in absence of the COVID-19 pandemic. For example, if your program was originally funded to provide Youth Workforce Development (YWD) services but due to shifting priorities, your programming has partially shifted to supporting food distribution efforts you would select 'yes' – the service/activity is being implemented as a response to the COVID-19 pandemic.
 - Select 'No': if your activity would be implemented in 'normal' years (pre-pandemic), even if your service-delivery has changed from in-person to virtual. For example, a STEM program was providing in-person, 3-D printing courses pre-pandemic and is now hosting virtual coding classes. This program would select 'no' since the STEM courses were provided pre-pandemic and therefore the service is not being implemented as a result of the COVID-19 although the curriculum and service delivery method has changed.



HOW TO COMPLETE YOUR FY21/22 WORKPLAN

- d. Submit the Form: once you have entered information for all Projected Activities you may submit the form by selecting the 'SUBMIT' icon on the top or bottom right-hand corner of the screen.

6. Complete Your Program's 'Budget'

- a. Select the 'Budget' Form: located within the 'Workplan' tab in the left-hand side menu.
- b. Using the 'SETUP' Box at the Top of the Screen: select the budget categories that apply to your program's budget.
- c. Refer to the 'Grant Information' box to identify the total 'FY21-22 DCYF Grant Total'. Review each field in the 'Grant Information' box as defined below.
 - FY21-22 DCYF Grant Total: This is your program's total grant amount for this funding year. This amount must equal the total in the 'Budget Summary' total prior to submitting your budget.
 - FY21-22 Total Program Budget: Enter your program's total budget for this fiscal year
 - DCYF Grant Amount as % of Total Program Budget: This is a calculated field which indicates the percentage of your 'Total Program Budget' that is funded by your 'DCYF Grant Total'.
 - FY21-22 Global Agency Budget: This amount is prepopulated by your *Agency's* Fiscal information located in your 'Agency' tab.
- d. Select Your Invoicing Months: If you are unsure, select all the months available as CMS does not allow you to go back and select individual months.
- e. Enter Information for the Budget Categories You Selected in the Setup Section: To add additional sections for budget items, select the 'ADD +' button.
 - **Note**: The 'Adult Staff' category no longer contains Employee Names. You only need to complete Role, Title, # Positions and Pay Information fields. Note that multiple employees can be included in a single Adult Staff entry only when their roles, titles and wage are the same. The amount you enter for Total Pay should reflect the total amount to be paid for all positions in a Role/Title. This will help make invoicing and budget revisions easier to complete.
- f. Submit the Form: after verifying information entered is accurate and complete. Locate the 'SUBMIT' icon at the top or bottom right-hand corner to submit your budget.

7. Ensure That Your Agency Profile is Updated and Submitted:

DCYF has prepopulated the 'Agency' form with your program's information from the FY20' Post Interim cycle. Review the information for accuracy and update it as needed. You may 'Unlock' this form at any time to make edits by selecting the 'UNLOCK' icon at the top right-hand corner of the page. Once all edits have been made, locate the 'SUBMIT' icon to submit your Agency information.

- **Note**: The 'Agency' tab is shared across all programs listed under that Agency in CMS.



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HOW TO COMPLETE YOUR FY21/22 WORKPLAN

8. Submit Your Workplan For Review:

DCYF Workplans are reviewed by 1) DCYF Contracts & Compliance And 2) Your DCYF Program Specialist.

- a. Under the 'Workplan' Menu, Select the 'Overview' Tab: Ensure all Workplan forms (#s 1-4) have been submitted before you select the 'Sign & Submit' form. Your program's 'Primary Program Contact' will receive a Cityspan-generated email if your Workplan was approved or requires attention.

NEED ADDITIONAL SUPPORT?

- If you have questions or need support as you complete your FY21/22 Workplan please contact your DCYF Program Specialist.
- For questions or CMS troubleshooting please contact dataevalsupport@dcyf.org.
- CMS Office Hours will be expanded following the release of FY21/22 Workplans for DCYF grantees to schedule a 30-minute session with a Data & Evaluation Analyst. Click to access the [registration link](#).



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MORE INFORMATION ON ACTIVITIES & REPORTING

ACTIVITY CATEGORIES:

The following Activity Categories and their definitions were determined based on the types of services and activities grantees have implemented pre-pandemic as well as activities executed in response to the COVID-19 pandemic. Remember, you may select multiple activity categories for every activity, if necessary, to capture the intention of your programming.

- Barrier Removal: Time spent supporting young people and their families with court dates and appearances, traffic and parking tickets, probation obligations, legal services, immigration services, applying for public benefits, translation services, transportation services, obtaining a driver's license/California ID, etc.
- Family Supports: Activities intended to support parents and caregivers in accessing resources that meet their family's basic needs including childcare, food, shelter and wellness resources aimed to strengthen the social emotional relationship between parent and child.
- Food and Other Basic Needs Distribution: Providing children, youth and families access to a range of resources that meet essential needs. Examples include but are not limited to: food, increasing access to technology, shelter/housing support, clothing and transportation.
- Learning Supports: Activities that help children, youth and their families address disparities in academic outcomes. Examples include but are not limited to; support for children, youth and their adult guardians/parents for distance learning, individual or small-group tutoring, successful transitions during key periods (entering kindergarten, middle and high school), and/or completion of high school or equivalent.
- Referrals/Connections to Services: Connecting young people to an outside agency for the purpose of accessing services that meet their needs and/or help them achieve their goals. Referrals should promote positive social and emotional learning and support access to a broad range of supports.
- Wellness and Mental Health Supports: Activities that help children, youth and their families learn and sustain practices and habits that help maintain and improve mental health; activities that help address the impacts of COVID-19 related stressors and other stressors that may affect overall wellness, like family and community violence. Examples of activities within this service category include but are not limited to wellness check-ins, mental health and wellness education, therapeutic sessions with mental health provider.
- Comprehensive Afterschool: Activities implemented afterschool during the school year that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.
- School Day: Activities implemented during the school day when school is in session (not before or after school) during the school year.
- Comprehensive Summer: Activities implemented during the summer that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.



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MORE INFORMATION ON ACTIVITIES & REPORTING

- Mentorship: Activities that connect youth with caring adults who work with them over an extended period of time to provide motivation, guidance, connection and support with the ultimate aim of achieving positive goals, exploring new possibilities and increasing the youth's self-esteem and confidence.
- Enrichment/Skill Building: Enrichment/skill building activities that are implemented at a site operated by your agency and with participants that your agency recruits and enrolls. Select "Enrichment/Skill Building - Partner Agency" if you partner with another agency to provide services at their location and/or serve the participants that the other agency recruits and enrolls.
- Enrichment/Skill Building - Partner Agency: Enrichment/skill building activities that are implemented in partnership with another agency. Your agency provides services at their location and/or you serve participants that the other agency recruits and enrolls. For example, an afterschool program contracts with your agency to provide an arts workshop to the youth enrolled in the afterschool program.
- ExCEL - Transfer Activity to EMS: Activities that require attendance to be transferred from CMS to the ExCEL Contract Management (EMS) system.
- Participant Financial Incentives: Activities that include distribution of financial incentives for participants.
- Other: Activities that address emerging needs that fall outside of the other categories. Include brief rationale for selecting 'Other' activity category in your Activity Description.
- Internship (Only applies to 'Job Placement' Activity Type): A paid, or unpaid, career preparation activity in which youth are placed in a business for a defined period of time to participate in and observe work firsthand within a given industry. Internships should include a formal learning contract between the youth, program, and the employer. Internships are intended to be highly structured, time-limited experiences that occur at a workplace.
- Job Shadow (Only applies to 'Job Placement' Activity Type): A career exploration activity in which youth observe the workday of a professional, interact with clients or customers, and attend meetings and other appointments. Job shadows are designed to help youth explore a field of interest while developing research skills and building occupational knowledge through a facilitated, active learning process.
- Work Experience (Only applies to 'Job Placement' Activity Type): A paid career preparation activity in which participants execute real work and are held to the same expectations as all employees at the workplace. Evaluations based on workplace expectations and performance should be provided by the worksite supervisor. Could be regular, paid employment, subsidized employment and/or learning-rich work experience.



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DOING BUSINESS WITH DCYF: ADDENDUM FOR FY21/22

The Department of Children, Youth and Their Families is committed to providing all of the assistance and flexibility we can during the coming fiscal year. Our grantmaking policies are explained in detail in our publication [Doing Business with DCYF](#). During the 2021/22 fiscal year most rules outlined in this document will remain in force. In addition, we are continuing several updates that we instated last year in response to COVID-19. This addendum to *Doing Business* covers those new processes and eligible expenses not contained in the core document,

The sections below follow the order presented in the original *Doing Business* guide, and only include changes and updates to the information previously released.

SECTION II: THE GRANT APPROVAL PROCESS

- Workplan Deadline: The deadline to submit your completed 2021/22 workplan is June 15 for grantees implementing summer programs, and July 2 for all other grantees. It is extremely important that grantees complete their workplans on time, as this will allow DCYF to provide uninterrupted invoice payments.

SECTION III: BUDGET

- Continuity of Payment: The Office of the Controller issued [updated guidance](#) on August 6th, 2020, detailing the continuity of payment policies for nonprofit providers. This update extended the guidelines for continued payment to nonprofit providers who are unable to deliver services due to COVID-19 disruptions. The Controller's continuity of payment policy expired on September 30th, 2020, and was not renewed. DCYF has designated its funded programs as essential and expects them to continue either in person or remotely. The Controller's policy requires these services to continue in order for continuity of payment policies for essential services to apply. Please contact your DCYF Program Specialist if you are including any expenses in your budget that are assigned to a program that is not currently in operation.
- COVID Response Expense Classification: DCYF will continue to support grantee expenses, both programmatic and administrative, that arise as a direct outcome of their COVID-19 response. Grantees should record these expenses in their own budget line item(s), utilizing the narrative description field to indicate them as COVID related. Please include the word "COVID" in the description for all such expenses.

It is allowed to have different budget line items using the same category, one for general expenses and another for COVID expenses. For example, under Materials & Supplies/Program Supplies, there should be separate entries for art supplies (a general expense) and personal protective equipment for the program space (a COVID expense). In the latter entry, use the word "COVID" in the description field to indicate it is a COVID expense.

In many of these cases, existing budget categories exist to classify these expenses accurately. Grantees should utilize these categories when completing their budgets, and only use the "Other" option when no other is appropriate.



Maria Su, Psy.D.
Executive Director



London N. Breed
Mayor

DOING BUSINESS WITH DCYF: ADDENDUM FOR FY21/22

- Subcontractors: DCYF will continue to allow subcontractor expenses in our grants. However, recent changes in California state law have altered who can be classified as a subcontractor. On January 1st 2020, Assembly Bill 5 (AB 5) became effective. It codifies the conditions that must be in place in order for a person to serve as a subcontractor, with the assumption that workers are presumed to be employees until proven otherwise. In general, a subcontractor must:
 - a. Be free from control and direction, both under contract and in fact,
 - b. Perform work that is outside the usual course of the hiring entity's business, and
 - c. Have their own independently established business of the same type as the work performed.

All three conditions must be met in order for an individual to be classified as a subcontractor. Note that DCYF is not in a position to make any determination as to how grantees classify their staff, nor can we provide any advice on how to comply with AB 5.

One option for assistance is through the state's Employment Development Department (EDD). Employers can file a [Determination of Employment Work Status](#) (Form DE 1870) with the EDD to confirm the correct status of a worker. Workers determined to be employees and not subcontractors are still eligible for DCYF support, though as staff. For more information on the requirements of AB 5, please contact the EDD at 888.745.3886 or visit www.edd.ca.gov.

- Other Program Expenses (Communications and Equipment): In-person learning is expected to fully return this fiscal year, however DCYF will still allow reimbursement of costs to supply staff and participants with adequate computer hardware and internet access to function remotely and to support distance learning as needed. These expenses should be labelled with "COVID" in the description field when remote work or distance learning is needed due to your COVID response.
- Other Program Expenses (Basic Needs): DCYF supports grantees in providing services that help participants and their families gain or maintain access to childcare, food, water, clothing, technology, internet access and referral services for shelter. Expenses incurred in meeting participants' basic needs are eligible and should be categorized under Other Program Expenses. These expenses should be labelled with "COVID" in the description field when basic need support is part to your COVID response.

Grantees providing direct payments to youth/families for their needs must retain records on such disbursements, including:

- Names of all payment recipients
- Purpose of payment (groceries, utilities, childcare, clothing, general support, etc.)
- Amount of each payment
- Date of each payment
- Format of payment (cash, check, gift card, etc.)



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DCYF strongly recommends grantees create specific written policies that address how cash payments are handled internally.

SECTION V: STIPENDS AND INCENTIVES

- Incentive Policy: Current DCYF policy regarding the use of cash incentives to youth remains in place. In cases where Youth Workforce Development programs are unable to place participants in work opportunities but are engaging them in other related activities (training, mentorship, skill building, etc.), any payments to youth should be classified as incentives, not stipends.
- Family Support: Incentives provided to families are allowable and should be labelled as Other Program Expenses/Participant Incentives. These expenses should be labelled with "COVID" in the description field when the incentives are part to your COVID response.

SECTION VII: BUDGET REVISION REQUESTS

- Procedure Change: The process for a Budget Revision as described in *Doing Business* has been greatly simplified in most cases. Grantees seeking a revision should contact their Program Specialist to begin the process. In cases where the revision shifts \$5,000 or less between budget categories, DCYF will automatically approve such requests (up to two per year). In all other cases, DCYF will make a determination within two business days.

Note: DCYF is no longer utilizing the DCYF Budget Revision Form. The process is now done entirely within the [Contract Management System](#) (CMS).

SECTION VIII: INVOICES

- Year-End Deadline Change: In order for the City to close the fiscal year, the final date to file a 21/22 invoice will be July 31, 2022. This is less than the standard 45-day window for invoice submission for June.

SECTION XII: DCYF AUDIT POLICY

- Waiver of Policy: For the duration of the 2018-2024 funding cycle, grantees with an annual budget of \$1 million or less may request a waiver of our audit policy. Waivers will be granted on a case-by-case basis. To request a waiver, contact your Program Specialist.

SECTION XIV: DCYF NUTRITION STANDARDS & POLICY GUIDELINES

- Limitation of Spending for Food: For the duration of the 2018-2024 funding cycle, the \$2.50 per meal maximum allowable food expenditure policy is waived. Grantees are still expected to provide youth healthy food options whenever possible.