



Maria Su, Psy.D.  
Executive Director



London N. Breed  
Mayor

## MEMO

April 17, 2020

To: DCYF Grantees and Staff  
From: Maria Su  
RE: COVID-19 Memo from the Director: Additional Info on FEMA Form ICS 214 and City's Re-designation of CBO Staff in Support of the Emergency Efforts

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Dear Grantees:

On April 10th, I shared a [memo](#) that outlined the [Controller's updated Continuity of Payment policy](#) and asked you to confirm the status of your agency. I also provided information on how to document your daily activities while sheltering in place by completing the Federal Emergency Management Agency (FEMA) Incident Command System (ICS) Form 214.

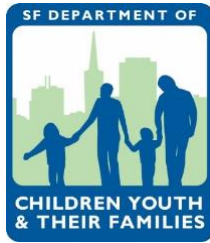
Thank you to those of you who have been in contact with your DCYF Program Specialist to update your status. In this message, I am following up on my email with additional details about how to fill out FEMA Form ICS 214 and provide information on the City's re-designation of CBO staff in support of its emergency efforts.

### Completing FEMA Form ICS 214 →

DCYF is providing additional resources for filling out [ICS 214 forms](#) including documents detailing [Frequently Asked Questions \(FAQs\)](#) and a [Sample Completed Form](#). These resources are readily available in the CMS located in the Resources tab on the left Navigation menu. If you have any questions about completing these forms, please do not hesitate to contact your Program Specialist.

### City & County Re-Designation of CBO Staff→

The City may choose to re-designate your agency's staff to support essential functions in response to the COVID-19 public health emergency. Currently this policy mostly pertains to agencies funded by the Department of Public Health (DPH), Human Services Agency (HSA) and the Department of Homelessness and Supportive Housing (HSH). However it is possible that agencies funded by DCYF may also need to be re-designated at some point to support the essential functions of the City. If this re-designation is needed, DCYF will attempt to negotiate the feasibility of your support and capacity and work with your agency to revisit your contract budgets. If your agency is contacted



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for re-designation to City essential work, particularly by other City departments, please notify your DCYF Program Specialist(s) as soon as possible.

If your staff is re-designated DCYF will expect you to support the City's requested duties as opposed to your usual youth programming. In order to ensure the payment of your staff under this re-designation your agency will invoice for hours worked using DCYF's usual processes. DCYF will work with any activated agencies to help them complete any needed steps to ensure correct invoicing and continued payment of staff. Upon completion of duties, your agency may return to focusing on youth programming.

Based on the [Controller's Office Policy on April 4, 2020](#), the City is committed to continuity of payments through May 3, 2020. We are actively working with the Controller's Office to understand the impact of the City-wide projections to DCYF and will keep you updated with our plans to best support you.

We are facing extraordinary times. On behalf of the DCYF family, we are continually inspired by your compassionate response in service to our City's most vulnerable citizens. As we safely distance from one another in this fight against COVID-19, I believe we are even more deeply connected. We are united on this journey, and together, we will get through this.

In Community,

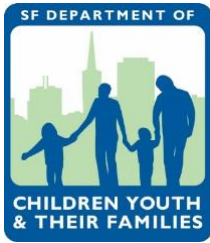
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#### COVID-19 Resources →

- [San Francisco's Front-Line Worker Housing \(FLWH\) Program](#) provides complimentary hotel accommodations to City workers and partner organizations who are directly impacted by or face greater exposure to COVID-19 while performing essential duties. The goal of the program is to help prevent community spread of the virus within first responder and front-line worker communities and to provide respite for those who may be working extended hours or commuting long distances.
- [CityTestSF - SoMA](#), a new COVID-19 testing facility, has launched on April 15th as announced by Mayor London N. Breed and the Director of Health Dr. Grant Colfax. The facility will provide COVID-19 testing for the public in collaboration with Verily's Baseline COVID-19 Program and primary care group, One Medical. CityTestSF – SoMa, along with the previously announced CityTestSF site on the Embarcadero for frontline workers, increases San Francisco's testing capacity and is a critical resource in the City's efforts to slow and contain the spread of coronavirus in the community.
- [COVID-19 Memos from the Director](#) are located on the DCYF website for your review and reference. You will also find up-to-date information and resources to support you and your programs during the Shelter In Place Order.

**Department of Children, Youth and Their Families**

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