



Maria Su, Psy.D.
Executive Director



Mayor Mark Farrell

Questions and Answers from Doing Business with DCYF Workshop – Morning Session

Workshop Date: April 9, 2018
Q&A Post Date: April 24, 2018

Subject	Question	Answer	For More Information
Audit	Do you have to do an audit every year?	If required to get an audit, it must be done at the close of each fiscal year.	<i>Doing Business</i> , pages 56-57
	Does the requirement of an audit with in one year begin at start of grant? (e.g., if our grant starts July 1,2018 do we have until Dec 31, 2018, or June 30, 2019 to comply?)	If your agency is required to get an audit for the first time, the first year for which DCYF expects an audit will be FY 2017/18.	<i>Doing Business</i> , pages 56-57
Budget	It's really difficult to predict vacation payout for staff especially when many get terminated or laid off in June - too late for a budget modification. Can we invoice in the salary line item when there is usually savings anyhow by then?	We understand it is impossible to predict in advance all components of a budget. You can use your agency's historical experience to estimate vacation payouts for the fiscal year, and can make budget revisions up until March 31 if adjustments are needed. In any case, vacation payouts are budgeted under Fringe Benefits, not Personnel.	<i>Doing Business</i> , page 14

Department of Children, Youth and Their Families

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

<p>We are new to DCYF. The funding overs about 10% of our annual budget. I understand that we include the full budget, but am a bit confused about how to determine which portion of our budget to invoice for.</p>	<p>Your workplan budget will only be for the elements covered by your DCYF grant. We understand that in most cases our grant will not cover 100% of a program budget. We recommend you be strategic in allocating your DCYF dollars as, for example, it may be difficult to raise funds from other sources for expenses DCYF allows.</p>	<p><i>Doing Business, pages 10-25</i></p>
<p>For the workplan, what if you don't have the names for "adult staff" i.e. we have many yoga teachers on staff - that may cycle through our programming cover the course of the year. Can we use "Yoga Teacher" under adult staff?</p>	<p>When initially setting up your workplan you can use placeholder values in instances when specific staff are not yet identified. However, you will not be able to invoice with placeholders. DCYF expects that you will revise your workplan to include the staff names once they have been brought on board.</p>	<p><i>Doing Business, pages 12-13</i></p>
<p>What is the dollar amount spent on "equipment" to be classified as equipment? Equipment vs supplies</p>	<p>The core difference between Equipment (budgeted under Other Program Expenses) and Supplies (budgeted under Materials and Supplies) and is that equipment is generally durable and likely to be used for several years. Supplies are generally considered consumable and to be used during the course of a single fiscal year. Your Program Specialist can assist with the proper classification of any items in your budget.</p>	<p><i>Doing Business, pages 18-23</i></p>

Department of Children, Youth and Their Families

	If our fringe benefits includes vacation, sick time, should we remove the % of the overall fringe? Why is this not allowed?	Like all expenses, Fringe Benefits are reimbursable. For this reason we require your budget to show details of all expenses in the category so that your invoice will accurately reflect your specific expenditures.	<i>Doing Business, pages 14-15</i>
	Budget AmeriCorps member in subcontractor or other program supplies?	AmeriCorps staff are budgeted as Stipends under Other Program Expenses.	<i>Doing Business, page 22</i>
	Staff meetings food cost allowable in other program expense?	Generally food served only to staff is not an allowable expense.	<i>Doing Business, page 20</i>
Budget Revisions	If we are a grantee and or the Community Fund what is the budget revision deadlines if you are operating within the calendar year (Jan 2018-Dec 2018)	There are two main budget revision deadlines each year: December 31 and March 31.	<i>Doing Business, pages 34-37</i>
	What is the threshold for Budget Revision, formal and informal?	DCYF does not have a minimum or maximum threshold for filing a budget revision.	<i>Doing Business, pages 34-37</i>
	Is Budget Revision done after workplan approved or based on initial proposed budget?	Budget revisions are completed at least half way into the fiscal year, after workplans and initial budgets have been approved.	<i>Doing Business, pages 34-37</i>

Department of Children, Youth and Their Families

CMS	We have not heard anything about setting up a CMS account. Can you confirm? Or Should we ask our program specialist?	CMS account information (log-in, password) was sent to executive directors via e-mail in March. In some cases these messages may have been directed to a spam folder, so double check that. If you need the e-mail resent, have your executive director contact the Help Desk at 866.469.6884.	Click Here
	What if multiple people need to access the new CMS? Can multiple accounts be created at this time for workplan negotiation? If so, what is the process?	Executive directors have the ability to create CMS accounts for their staff. This allows multiple staff members to access the system.	Click Here
F\$P	Regarding F\$P... our organization (Salvation Army) has other City grants, but the site (Kroc Center) does not. Do we use one general F\$P account or a specific one created for the DCYF grant/contract?	Grantees have a single F\$P account. All agency contracts will be held under that one account.	<i>Doing Business, pages 42-45</i>
Fiscal Monitoring	We do not use timesheets.	Timesheets are required of all DCYF grantees. They will be reviewed as part of the Fiscal and Compliance Monitoring process.	<i>Doing Business, pages 74-77</i>
Fiscal Sponsorship	Does the full audit of the fiscal sponsor cover the audit requirement?	Fiscally sponsored programs are not required to receive an audit. DCYF will accept the audit of their fiscal sponsor.	<i>Doing Business, pages 56-57, 68-70</i>

Department of Children, Youth and Their Families

	Will programs get copies of correspondence or just the fiscal sponsor?	In most cases correspondence will be sent to both the fiscal sponsor and the funded program.	<i>Doing Business, pages 68-70</i>
	How does the financial review/fiscal visit work for fiscally sponsored programs?	DCYF will include both the funded program and its fiscal sponsor in the fiscal monitoring process.	<i>Doing Business, pages 68-70, 74-77</i>
Grantee Expectations	Do we need to administer DCYF specific surveys, or do our own program surveys suffice?	DCYF does require all grantees to administer surveys at certain points during the funding cycle. You are free to administer your own program surveys in addition to ours.	<i>Doing Business, pages 46-49</i>
	What source of information should be in the program narrative?	In each monthly invoice a narrative description of your program will be ask for based on a series of prompts. The source of that information will be your activities and observations from that month.	<i>Doing Business, pages 38-40</i>
Invoices	For our program expenses without a receipt, what legal processes can we go through to be in compliance? For example, if we have to pay a parking meter, which does not offer receipts, can we sign an affidavit? Or is there another solution? Please note payment would be with a company credit card and the expense would be on the bank settlement.	We expect that in almost all cases expenses will have an associate receipt or invoice, however there are cases when this is not possible. Your agency should have written policies and procedures in place describing how these situations are handled. These will be reviewed annually by DCYF staff. In all cases we expect accurate documentation of all expenses and proof of payment to be maintained by grantees.	<i>Doing Business, pages 38-40</i>

Department of Children, Youth and Their Families

Nutrition	If we already have a health & wellness policy with the Department of Public Health, will that comply with DCYF's Nutrition Policy?	If your current policy has the components described in the <i>Doing Business</i> guidebook, then it will satisfy this requirement. Otherwise you will need to file a separate policy with DCYF.	<i>Doing Business</i> , pages 58-61
	Do we need to include vending machines in nutrition policy?	If your organization controls the contents of any vending machines accessible by youth, then your nutrition policy should include them.	<i>Doing Business</i> , pages 58-61
	The nutrition policy is great, but, how can we follow rate at the cost of \$2.50 per youth's meal? (That won't cover nutrition foods at right portions for teens or younger)	The \$2.50 rate was set following extensive research, and we are confident it is a reasonable level to support healthy meals at our funded programs.	<i>Doing Business</i> , pages 58-61
	The \$2.50 per youth, does this meant \$2.50 per youth/per week/per day/per session?	The \$2.50 rate is the amount per meal.	<i>Doing Business</i> , pages 58-61
	Sugar content of purchases? (valentine's, Halloween, Christmas)	Sugar-sweetened beverages are prohibited under City law. While there is no explicit ordinance barring the purchase of sugary foods, we do expect our grantees to make healthy food available to participants and limit unhealthy food.	<i>Doing Business</i> , pages 58-61

Department of Children, Youth and Their Families

	How do we initiate the MOU with SFUSD?	The San Francisco Unified School District maintains an online system for the filing of MOUs. All grantees have received detailed information on how to access this system and begin the MOU process. Please contact your Program Specialist if you did not receive this message.	Click Here
SFUSD MOU	Do all DCYF funded orgs need to create an MOU with SFUSD?	All grantees must have an MOU with the District. The only exception is those funded exclusively in the Justice Services / Detention Based Services strategy.	Click Here
	How does the MOU with SFUSD work if we are a fiscally sponsored program?	In most cases the sponsored program will be responsible for securing the MOU.	Click Here
	Is there an MOU template available for us to use with SFUSD?	SFUSD has several resources available for agencies filing an MOU. Grantees can contact the SFUSD Community Partnerships office at 415.241.6185 or partnerships@sfusd.edu for assistance.	Click Here
Other	"How does DCYF handle self care" with all this work?	DCYF takes the well being of its staff and grantees very seriously. We are currently participating in the Department of Public Health's Trauma Informed System Initiative to bring these issues to light, and offer information and resources to staff.	Click Here

Department of Children, Youth and Their Families

	<p>What are the agency obligations for this specific agreement under SF minimum compensation ordinance (MCO) and SF Health Care Accountability Ordinance (HCAO)?</p>	<p>The main provision of the MCO is that grantee staff paid using City funds must earn at least the wage stipulated under the legislation. Since the passage of the Minimum Wage Ordinance (MWO) in 2014 that law has taken precedence, but in the future it may be that the MCO wage will be higher than MWO wage. The HCAO does not apply to nonprofit grants.</p>	<p>MCO: https://sfgov.org/olse/minimum-compensation-ordinance-mco MWO: https://sfgov.org/olse/minimum-wage-ordinance-mwo HCAO: https://sfgov.org/olse/health-care-accountability-ordinance-hcao</p>
--	--	--	--

Department of Children, Youth and Their Families