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Questions and Answers from Out of School Time Grantee Orientation

Workshop Date: February 23, 2018
Q&A Post Date: April 24, 2018

Category	Question	Answer
Contracts & Compliance	Can we move forward with implementation while waiting for contract to be edited?	Grant terms will not begin until July 1, 2018, so grantees will not be able to use DCYF funds for expenses incurred prior to then. After July 1, it is fine to begin programming even if the contract is not yet finalized. Agencies will still be able to reimburse for expenses back to July 1.
Contracts & Compliance	Is there specific/special support for new grantees?	There will be a special session on April 9 to review DCYF policies and compliance requirements. All grantees are required to attend, especially new ones.
Contracts & Compliance	Is there flexibility within allocations? For example if we are short staffed one month, can we invoice for fewer staff but more hours to meet our allocation?	You can only invoice for expenses you actually incur. So in your example, you can only bill for more staff hours if staff indeed work those hours. DCYF does allow for budget revisions to allow for the movement of grant funds between different budget lines, so that unspent funds can be reallocated to other areas.
Contracts & Compliance	What is the timeline around the appeals process?	The RFP appeals process ended on February 28. All applicants who filed an appeal were notified of DCYF's final decision then.
Contracts & Compliance	Summer only due May 1st? What if both summer and afterschool?	Grantees that are required to file their workplans and grant agreements by May 1 will be contacted directly by DCYF.

Contracts & Compliance	I understand that there is a negotiation period with workplan development because grant awards do not cover full program costs. Is it possible to talk this through for direction with someone before doing workplan development? If so, with whom?	You can work with your DCYF Program Specialist to discuss your workplan.
Data & Evaluation	Can consent forms be electronic?	Yes, electronic consent forms are acceptable. All signed consent forms must kept on file and available for DCYF review as requested.
Data & Evaluation	How often do we complete/grant monitoring checklist?	The grant requirements monitoring checklist is completed by DCYF staff. DCYF staff will monitor your program's progress on the items in the checklist throughout the year based on data in CMS, youth surveys, and site visits. We will publish whether you have met the items at the end of each fiscal year but may check-in with you throughout the year on your progress.
Data & Evaluation	If one contract includes several sites, do we make separate ADA and participant enrollment projections for each site in the workplan?	No. Your ADA projections by age in the workplan should be inclusive of all participants at all sites and your participant enrollment projections by age should also be inclusive of all participants at all sites. In other words, there should only be 1 number for ADA in each age group and 1 number for participant enrollment projections in each age group.
Data & Evaluation	Will we need MOU since we are not part of SFUSD? We are part of a private catholic school.	Yes. All DCYF grantees must secure an active MOU with the school district irrespective of whether they serve SFUSD students or whether programming takes place at an SFUSD site or not. An active MOU grants access to the enrollment and attendance modules in CMS.
Data & Evaluation	Do MOU's need to be renewed or resubmitted?	Yes. MOUs need to be renewed and resubmitted when they expire. The MOU expriation date will be identified on the MOU document. DCYF is tracking the expiration year of each MOU, so you will receive a notification when your MOU reaches its expiration year.

Data & Evaluation	So that we can explain this to our monolingual parents, what specifically is the "confidential information" that parents are consenting to release?	The consent forms allow your agency to release the following information to DCYF and SFUSD: personal information, such as name, date of birth, and address; demographic information, such as race/ethnicity and gender identity; education information, such as school name and grade level; participation in activities and services, such as attendance dates and hours attended; and anonymous and voluntary youth experience surveys.
Data & Evaluation	Are there definitions for each "projected activities" (group activities, events, etc.)	Yes. These definitions can be found in the "CMS Activity Types and Activity Categories" handout on the DCYF website here: http://www.dcyf.org/index.aspx?page=36. This handout can also be found in the Resources tab in CMS in the "CMS Instructions" document.
Data & Evaluation	What about kids from private schools? Do you want their data? Separate consent form?	Yes, we want information for all participants. The same consent form should be used, regardless of whether the participant is an SFUSD student or not.
Data & Evaluation	CMS - Program Completion: do we include optional extended care in our calculation?	We're looking for the total number of hours in a year that signify full participation for one participant in your program. If your program would consider a participant that has not gone through the optional extended care portion of your program to have been a full participant in your services, then the hours associated with the optional extended care should not be included in the calculation.
Data & Evaluation	CMS will pull inform from SFUSD for students. What about non-SFUSD students?	Because CMS pulls SFUSD information from the SFUSD student directory, it will not pull information for non-SFUSD students. Instead, you will be asked to input information about your non-SFUSD participants into a blank participant record in CMS. Once this record is created your program and the other DCYF-funded programs at your agency will be able to view and access this record to conduct enrollment and take attendance for this participant.
Data & Evaluation	Will consent forms be translated into different languages?	Yes, we will make Spanish and Chinese translations available later in March 2018.

Data & Evaluation	Would consent forms signed via Docusign be acceptable?	Yes, electronic consent forms are acceptable. All signed consent forms must kept on file and available for DCYF review as requested.
Data & Evaluation	When will we know about DCYF/SFUSD negotiated MOU updates as they pertain to facilities use? i.e. Beacon access to SFUSD sites at no cost.	DCYF and SFUSD are still in the process of determining agreements around facilities. The goal is to have an agreement in place in the next couple of weeks at which time DCYF will notify grantees of these agreements. Any agreement will not remove the requirement for an FUP per SFUSD Real Estate requirements.
Data & Evaluation	Will the data from our previous years be retained in the new system? Viewable or will we be able to go back to the old system or should we print all the info from the system so it will not be totally lost.	Data in the current CMS will not be migrated into the new system. Information in the current CMS can be accessed by entering your 2013-2018 CMS login credentials at www.contracts.dcyf.org. However, the existing CMS will not be maintained by DCYF or its contractor going into the new funding cycle.

Data & Evaluation	Can DCYF confirm non-compliance with ICE if they subpoena our data on student addresses and status?	In facilitating access to student data in CMS, DCYF is acting as a school official, as per the Department's agreement with SFUSD. SFUSD policy requires school officials, with the exception of the San Francisco Police and Sheriff's Department, to immediately refer any request accompanied by a warrant, from a law enforcement agency or immigration enforcement agency to access students, records, lands or buildings, to the Superintendent and the district's Legal Department. The district will determine the validity of the warrant and immediately explore all options for legal challenges to the warrant. For more information, see [SFUSD Board of Education Resolution No. 171-10A1](#)
Data & Evaluation	Can ED's create new logins for 18-19 credentials for other staff use? Please go over again the purpose of the two log-in's (17-18) and (18-19)?	EDs will be able to create 18-23 user accounts for other staff to use by May 2018. An announcement and links to resources will be posted on the CMS login page as soon as this capability has been built out and tested for quality assurance. The purpose of the two logins is to ensure that you are directed to the correct contract. 2018-19 contracts are only being housed in the new 2018-2023 CMS, while older contracts are being housed in the old CMS.
Service Area Expectations	We currently serve K-6. We can add pre-k for summer transitional learning. Do we need to add 9th?	Yes, you can add Pre-K. No, you don't need to add 9th.
Service Area Expectations	Are we required to begin summer in 2018 if the funding cycle begins 7/1 or can we start next summer?	If you are a grantee in our current funding cycle and received a Summer Learning grant in FY17-18, the expectation is that you will run a summer program. If you are a new agency to DCYF the expectation is that you may begin your summer program in Summer 2019.

Service Area Expectations	Do we track program hours by which time students leave or day of attendance?	ADA is average daily attendance which means that you track youth by the day. However, we do ask how many hours should youth participate in program to be considered a full participant. Therefore, you should also track program hours from when a youth begins and ends the program.
Service Area Expectations	Are target projections evaluated monthly or annually?	We look at your progress by the month. At the end of the year we do evaluate if you hit your projections as well. By October/November the expectation is that you should be serving your projected amount of youth for your school year component.
Service Area Expectations	How is "caring adult" and " cultural competent" defined?	"Caring adult" and "cultural competency" will be measured based on youth responses to the DCYF survey. Youth survey respondents will be asked the degree to which they agree or disagree with certain statements. For example, statements that relate to the "caring adult" measure include: "There is a staff member who really cares about me", "There is a staff member at this program who understands what my life is like outside of the program", and "Program staff believe I will become a success". Statements that relate to the "cultural competency" measure include: "Program staff promote respect for diversity, including race, ethnicity, immigrant-status, religion, and gender" and "Program staff make me feel comfortable sharing my cultural background or other aspects of my identity". Note that the surveys are still being finalized. The final surveys will be made available later this Spring.
Service Area Expectations	If we are summer only provider, what is the student ADA at each site? Is it the same as Beacon Sites?	If you are a Summer Only program you will be required to serve the # of youth you projected per site. For example, if you said you will serve 100 youth for the summer. At the end of the summer we expect to see that 100 youth were served.
Service Area Expectations	Will CBO's with multiple Beacon/OST programs be allowed to continue providing summer programs in a single school site location?	This will be determined on a case by case basis. For this to even be considered there must be enough space to house your total # of students from all Beacon Sites and if the site you would like to have summer programming is more than 2-3 miles away from their hub school site you must provide/cover transportation services/cost if needed.

Service Area Expectations	Will the expectations for program fees mirror the policy created by SFUSD Excel for both Beacon and OST programs?	If I understand the question correctly, if you are a Beacon site will you follow the policy for SFUSD in regards to fees, the answer is yes. If you are a Community-Based Year Round Program you may choose to charge a fee or not.
Service Area Expectations	RDNC has been funded for 2 MS Beacons and 2 K-5 OST & Summer. Can you clarify our expected ADA for summer?300 youth (150 per Beacon) + 90% of both OST summer projectionsMust these be separate or can we combine?Can these youth come from any school? Any age level? or must the 150 come from that Beacon Site?	Your ADA for your two Beacon programs is 150 for each site. For your K-5 OST Year Round program you are expected to serve the number of youth you projected to serve within your proposal or via workplan negotiations if you did not receive your full request. For example if you stated you will serve 75 in the school year and 100 youth in the summer then at the end of the year the expectation is that you served a total of 175 youth. I'm not sure what you mean by must they be separate or can you combine. If you mean can you just serve 150 between the 2 site the answer is No. Students from the Beacon site must receive priority if you still have room after all the priority youth have claimed a spot, then yes you can open up enrollment to the community. For your middle school Beacon the youth must be incoming 6th graders-outgoing 8th graders.
Service Area Expectations	We are a new grantee and will be developing our current children's services into a comprehensive OST and Summer program. Will we need to obtain state license to provide OST/Summer time services to youth at our shelter and transitional housing sites when parents/caregivers are not onsite? Is there a ramp up	It is good practice to obtain a license but we are not requiring it. You can use the summer to hire new staff, develop curriculum etc. We expect you to begin providing services by Fall 2018.

	period to hire new staff, develop curriculum, etc? When will be expected to start providing OST services?	
Technical Assistance & Capacity Building	Can you receive certificates in multiple subjects at DCYF University?	Over the course of the five year funding cycle, yes you can receive multiple certifications. However, you can only enroll in one Specialization "major" at a time.