



Doing Business with DCYF

2024-2029 Funding Cycle

April 29, 2024



DCYF's Land Acknowledgement Statement

The San Francisco Department of Children, Youth, and Their Families (DCYF) acknowledges that it carries out its work on the unceded ancestral homeland of the Ramaytush Ohlone, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards the Children and Youth Fund, we accept the responsibility that comes with resources derived from property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.



Agenda



- 1. Congratulations! You are a Grantee!
(Your Grant, Explained)**
- 2. Setting Up Your Grant**
 - 5-Year Cycle and Timeline
 - Grant Agreement
 - Advances
- 3. Contract Management System (CMS)**
 - Accessing and Navigating
 - Completing, Submitting, and Revising Your Workplan
- 4. Managing Your Grant**
 - Budgets
 - Budget Revision and Grant Re-allocations
- 5. Fiscal Policies and Procedures**
- 6. Programmatic Policies and Procedures**
- 7. Q&A**
- 8. Close Out**



Setting Up Your Grant

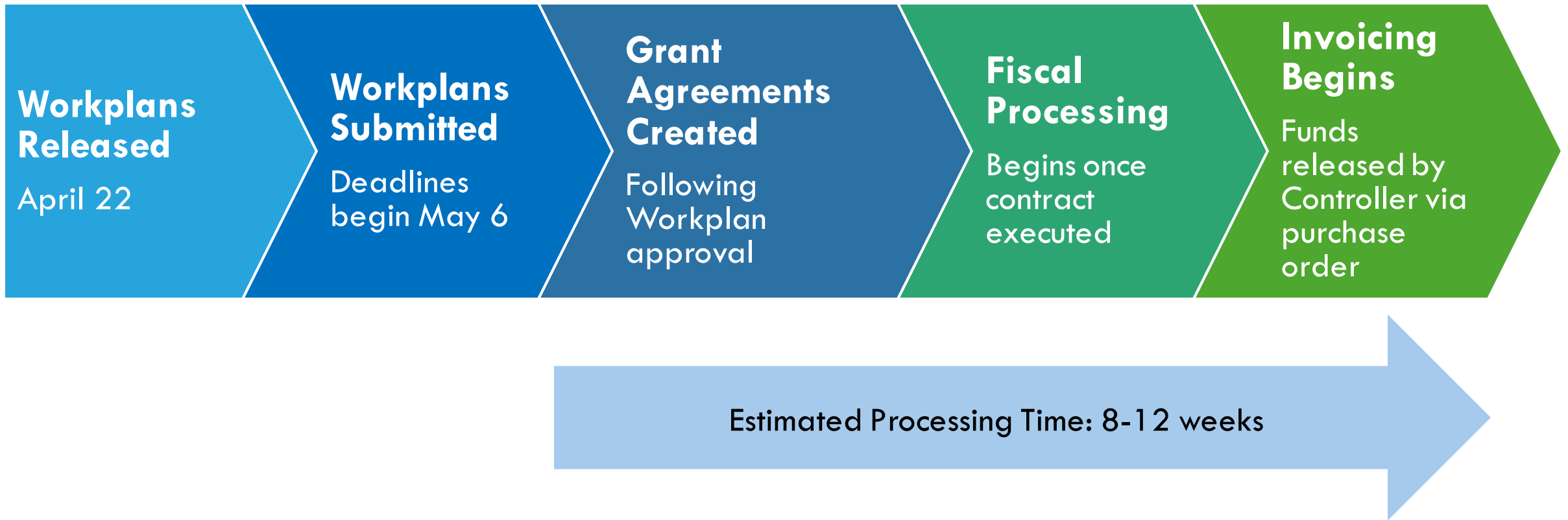
Your Grant, Explained



- Five-year grant
- Starts 7/1/24, ends 6/30/29
- 3% projected annual increase

Fiscal Year	Grant Amount
2024/25	\$100,000
2025/26	\$103,000
2026/27	\$106,100
2027/28	\$109,300
2028/29	\$112,600
TOTAL	\$ 531,000

Setting Up Your Grant: Projected Timeline



Setting Up Your Grant



Pitfalls to Avoid:

Late Workplan
Submission

Late Grant
Agreement
Signature

Expired Insurance

Incomplete City
Supplier
Certification

Noncompliance
with CA Attorney
General

Unresponsive to
DCYF Outreach

Setting Up Your Grant

Sample Grant Agreement

GRANT AGREEMENT

between

CITY AND COUNTY OF SAN FRANCISCO

and

GRANTEE

CONTRACT ID: 123456789

THIS GRANT AGREEMENT (“Agreement”) is made as of **CREATION DATE**, in the City and County of San Francisco, State of California, by and between **AGENCY NAME** (“Grantee”) and the **CITY AND COUNTY OF SAN FRANCISCO**, a municipal corporation (“City”) acting by and through the **DEPARTMENT OF CHILDREN, YOUTH AND THEIR FAMILIES** (“Department”).

RECITALS

WHEREAS, Grantee has applied to the Department for a grant to fund the matters set forth in a grant plan; and summarized briefly as follows: **RESULT AREA**; and

WHEREAS, the grant plan will be carried out through the following Grantee program:
PROGRAM NAME

WHEREAS, City desires to provide such a grant on the terms and conditions set forth herein:

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained in this Agreement and for other good and valuable consideration, the receipt and adequacy of which is acknowledged, the parties agree as follows:

Prerequisites before issued:

- Workplan approved
- Insurance confirmed
- City Supplier status affirmed
- Compliant with State Attorney General
- Other compliance: 1 2B, TTX

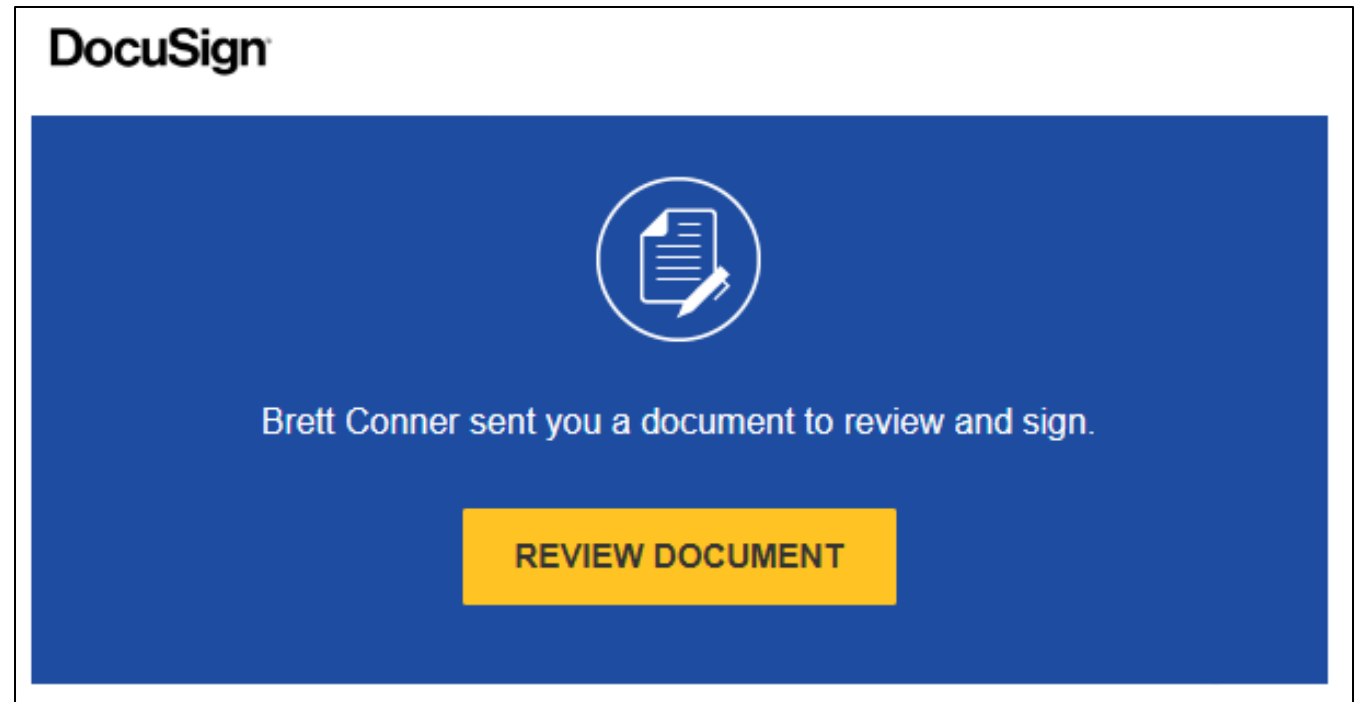
DCYF’s Contracts Team will help you complete these requirements.

Setting Up Your Grant:

Signature



Review and sign grant agreement via DocuSign:



Setting Up Your Grant: 10% Contingency

The amount your agency will receive

The total amount under contract

ARTICLE 5 USE AND DISBURSEMENT OF GRANT FUNDS

5.1 Maximum Amount of Grant Funds. In no event shall the amount of Grant Funds disbursed hereunder exceed **FIVE HUNDRED THOUSAND Dollars (\$500,000)**.

Contingent Amount: Up to **FIFTY THOUSAND Dollars (\$50,000)** for the period defined in Section 3.2 may be available, in the City's sole discretion, as a contingency subject to authorization by the City and certified as available by the Controller.

The maximum amount of Grant Funds disbursed hereunder shall not exceed **FIVE HUNDRED FIFTY THOUSAND Dollars (\$550,000)** for the period defined in Section 3.2.

Grantee understands that, of the maximum dollar disbursement listed in Section 5.1 of this Agreement, **the amount shown as the Contingent Amount may not be used in Program Budgets attached to this Agreement in Appendix B, and is not available to Grantee without a revision to the Program Budgets of Appendix B specifically approved by the Grant Agreement Administrator.** Grantee further understands that no payment of any portion of this contingency amount will be made unless and until such funds are certified as available by the Controller. Grantee agrees to fully comply with these laws, regulations, and policies/procedures.

A blue-tinted photograph of a person with long hair, wearing a jacket, sitting at a desk and using a laptop. The person's hands are on the keyboard. The background is slightly blurred, showing other people in a professional setting. The text "Contract Management System (CMS)" is overlaid in white, bold, sans-serif font across the center of the image.

Contract Management System (CMS)

Setting Up Your Grant:

Grant Advance

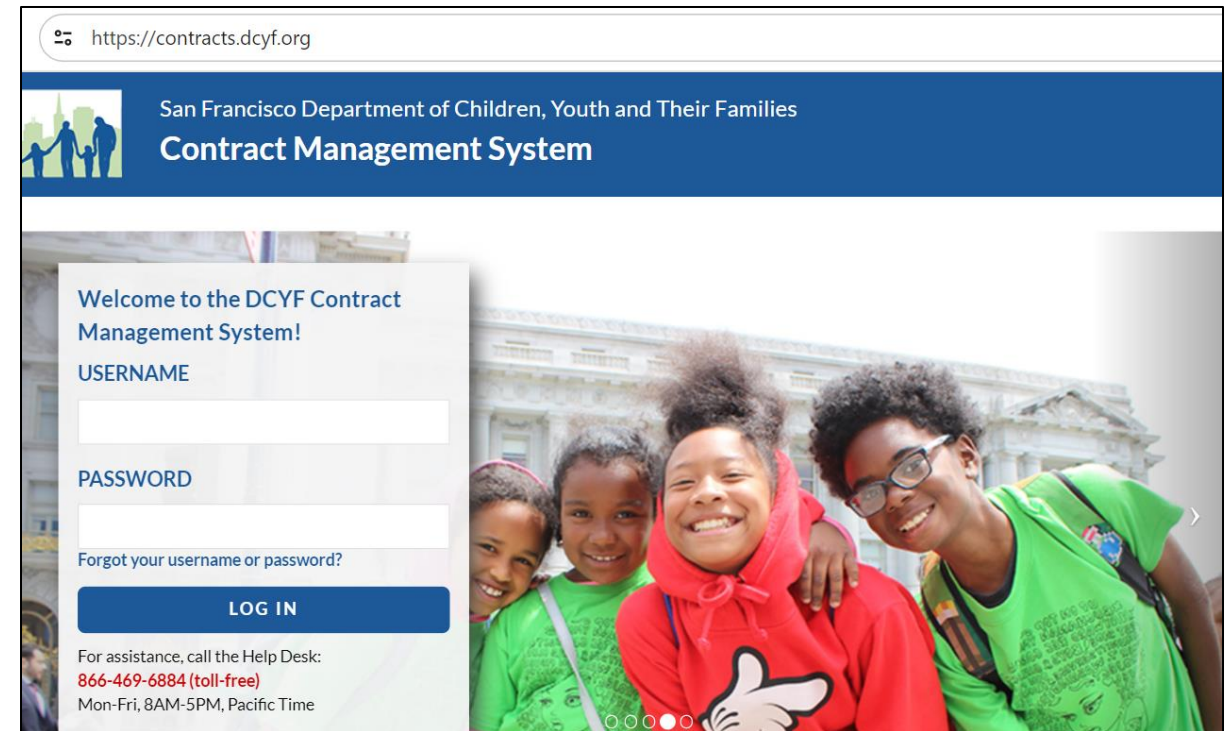


- Available to all grantees
- Up to 10% of annual grant amount
- Advance cannot be paid until PO completed
- Repayment done through deductions from future invoices; DCYF will work with you on an appropriate schedule

Requests for advances must be submitted in writing to your Program Specialist by July 1.

Contract Management System (CMS)

- Online system used by DCYF staff and grantees for grants management, reporting, and invoicing
- FY24-25 workplans were released to new and continuing grantees on Monday, April 22
- Grantees complete workplans annually
- DCYF Program Specialists review submissions
- Workplan information is integrated into Grant Agreements



The screenshot shows the login page for the DCYF Contract Management System. The browser address bar displays <https://contracts.dcyf.org>. The page header includes the DCYF logo and the text "San Francisco Department of Children, Youth and Their Families Contract Management System". The main content area features a login form with the following elements:

- Header: "Welcome to the DCYF Contract Management System!"
- Input field for "USERNAME"
- Input field for "PASSWORD"
- Link: "Forgot your username or password?"
- Button: "LOG IN"
- Footer text: "For assistance, call the Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time"

The background of the page shows a group of diverse children smiling in front of a building.

Log-in to DCYF's Contract Management System at <https://contracts.dcyf.org>

Accessing the CMS

Current DCYF Grantees:

- Select FY2024-2025 using the Fiscal Year dropdown filter on the [Agency Programs](#) page
- Existing Agency Account users have access to all FY2024-2025 programs
- Existing Program Staff Account users must be granted access to FY2024-2025 programs by an Agency Account user using the [Agency Accounts](#) module

New Grantees:

- CMS account credentials were sent to agency Executive Directors on Monday, April 22
- Use the [Agency Accounts](#) module to create additional CMS accounts for your staff

San Francisco Department of Children, Youth and Their Families
Sample Agency 3

LOGOUT

Agency Profile
Agency Programs 24-25
Agency Accounts
Upload
My Account

AGENCY PROGRAMS

FISCAL YEAR: FY2024-2025
STRATEGY: ALL
SERVICE AREA: ALL
SPECIALIST: ALL

STRATEGY	SPECIALIST	FISCAL YEAR	FY GRANT AMOUNT	WORKPLAN STATUS	
Demo Program 1	IDENTITY	dcyf funding specialist	FY2024-2025	\$860,000	Unsubmitted

Navigating the CMS

The CMS is organized by fiscal year and program.

Use the Fiscal Year filter to access your list of FY2024-2025 programs.

1. To edit agency details, click on the agency name or [Agency Profile](#)
2. To view/manage user accounts, click on [Agency Accounts](#)
3. To view program details, click on the name of the program in the list
4. To change your password, click on [My Account](#)

San Francisco Department of Children, Youth and Their Families
Sample Agency 3

LOGOUT

1 Agency Profile

2 Agency Programs 24-25

2 Agency Accounts

4 My Account

AGENCY PROGRAMS

FISCAL YEAR: FY2024-2025
STRATEGY: ALL
SERVICE AREA: ALL
WORKPLAN STATUS: ALL
SPECIALIST: ALL

PROGRAM	STRATEGY	SPECIALIST	FISCAL YEAR	FY GRANT AMOUNT	WORKPLAN STATUS
1 Sample Agency 3					
3 Demo Program 1	IDENTITY	dcyf funding specialist	FY2024-2025	\$860,000	Unsubmitted
Demo Program 1	BEACONS	dcyf funding specialist	FY2024-2025	\$500,000	Unsubmitted

A blue-tinted photograph of a group of people gathered around a table with a laptop. The text "Completing Workplans" is overlaid in white. The scene appears to be a workshop or a public event where people are interacting with technology. A person in a white puffer jacket is pointing at the laptop screen. Other people are visible in the background, some looking at the laptop and others looking away. The overall atmosphere is one of collaborative learning or a public demonstration.

Completing Workplans

Completing Your Workplan

1. **Login** to the CMS using an Agency Account and navigate into a program
2. **Select** the *Workplan* icon from the left menu to expand and view workplan forms
3. **Refer** to DCYF resources to assist in completing workplan:
 - *CMS Handbook*
 - *Doing Business with DCYF Guide*
 - *DCYF 2024-2029 RFP*
 - *Your Proposal*

The screenshot shows the CMS interface. On the left, a sidebar menu is expanded to show the 'Workplan' section, which is highlighted with a red box. The main content area displays the 'PROGRAM DASHBOARD' for 'FY2024-2025'. The dashboard includes sections for Result Area, Service Area, Strategy, and Target Population(s). The Target Population(s) section lists three bullet points: San Francisco middle school youth in grades 6-8, San Francisco high school youth in grades 9-12, and San Francisco Middle and High School at-risk and justice-involved youth ages 12-17.

Submitting Your Workplan

WORKPLAN OVERVIEW FY2024-2025

STATUS: UNSUBMITTED

Progress bar steps: Contact & Program Info (Submitted), Services & Projections (Unsubmitted), Performance Measures (Submitted), Budget (Unsubmitted), Sign & Submit (Unsubmitted).

Step #	Step Name	Status	PDF Icon
1	Contact & Program Info	Submitted	PDF
2	Services & Projections	Unsubmitted	PDF
3	Performance Measures	Submitted	PDF
4	Budget	Unsubmitted	PDF
5	Sign & Submit	Unsubmitted	PDF

You must submit the [Agency Profile](#) before you can access this form.
You must submit the forms above before you can access the Sign & Submit form.

WORKPLAN VERSIONS (1)

VERSION #	DATE APPROVED	MODIFIED FORMS	REVISION EXPLANATION	DCYF GRANT TOTAL	FORMAL BUDGET REVISION TOTAL	PDF Icon
Original		n/a	n/a	\$200,000.00	\$0.00	PDF

- Some details have been transferred into the workplan from your proposal.
- Once submitted, most workplan forms are locked for edits and can only be unlocked by your Program Specialist.
- After you have submitted all forms, including the *Agency Profile*, complete the *Sign & Submit* step on the *Workplan Overview* page to submit your workplan for review.
- Your Program Specialist may send your workplan back to you for changes.

FY2024-2025 Workplan Due Dates

APRIL

April 22, 2024

Grantees receive access to
CMS and 24/25
Workplans

MAY

May 6, 2024

All workplans that include
summer programming or
grant agreements greater
than \$10 million (which
need to go to the Board of
Supervisors) are due

May 27, 2024

All other workplans due

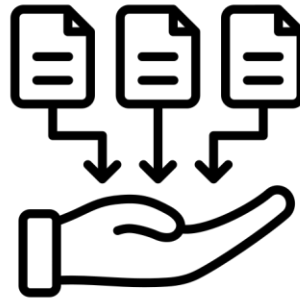
Data and Privacy

Privacy Policies and Practices

Grantees report a variety of information about the services you provide and the clients you serve to DCYF for monitoring and evaluation purposes.

Including personally identifiable information, such as:

- names
- dates of birth
- Addresses
- anonymous youth surveys



Information is used to understand the populations served by our grantees, and to ensure that San Francisco's most vulnerable children, youth, and families have access to services.

Doing Business with DCYF describes practices and procedures to maintain confidentiality of data reported by grantees to DCYF.

Data Sharing with SFUSD



- DCYF maintains a data sharing agreement with Cityspan and SFUSD to facilitate CMS reporting for services provided to SFUSD students.
- Agreement requires DCYF grantees that (1) offer in-person services to students at SFUSD school sites or (2) offer virtual services to SFUSD students through the students' schools to execute an MOU or have an existing contract with SFUSD:
<https://www.sfusd.edu/information-community/applying-memorandum-understanding>
- Grantees that do not have an existing contract or MOU with SFUSD must collect consent forms from SFUSD students prior to registering and enrolling them in CMS.

A sample DCYF/SFUSD Consent Form will be available in June.

A photograph of a woman and two children, all wearing heavy winter puffer jackets. The woman is in the foreground, smiling broadly. Behind her, a young boy is looking down, and in the foreground, a young girl is looking directly at the camera. The entire image is covered with a semi-transparent teal overlay. The text "Managing Your Grant" is centered in white, bold font.


Managing Your Grant

Managing Your Grant:

Budget



The following budget categories appear in the Workplan budget:

- Personnel (adult and youth staff)
- Fringe
- Subcontractors
- Materials and supplies
- Other program expenses
- Administration  **New for 2024-29 Cycle: Administrative cap increased from 15% to 20%**

Each budget category has allowable and disallowable expenses for all grants. See below for disallowable items:

Disallowable Items

Expenses that benefit children and youth incidentally (e.g., expenses for general community programming not specific to youth, i.e. an event at a public park intended for all audiences)

Expenses related to fundraising

Expenses for religious workshops, instruction, or proselytization

Expenses for political activities (See Section 16.11 of the Grant Agreement for more information)

Any excluded activities described in the San Francisco Charter, Section 16.108 (g) and/or Appendix A of your Grant Agreement

Managing Your Grant:

Subcontractors



SUBCONTRACTORS i		
Contractor Name		Amount
Contractor - Afterschool Sports		\$30,000.00
Email Address	Phone Number	<input checked="" type="checkbox"/> EDIT SUBCONTRACTOR BUDGET
afterschoolsports@email.com	1112222222	
Street Address	City	
123 Street St	San Francisco	
State	ZIP Code	
CA	94112	
Activity Description		
Description of afterschool services		
Subcontractors Subtotal		\$30,000.00

- Organizations and non-staff individuals providing direct program services
- Must be included by name in the workplan
- Recommendation: list potential subs, even if at \$0 initially
- Once grant agreement is signed, adding a new sub will require a grant amendment

Managing Your Grant:

Subcontractors



Subcontractors **MUST:**

- ✓ Have a signed contract in place with grantee
- ✓ Comply with all provisions of the DCYF grant agreement
- ✓ Meet all City compliance regulations
- ✓ Be registered with the CA Attorney General's Office (if a nonprofit)
- ✓ Follow all federal, state and local labor laws
- ✓ Provide documentation supporting compliance to the grantee, which will be reviewed by DCYF

Managing Your Grant:

Invoicing

- Filed monthly for expenses incurred within that month
- Includes budget and narrative components
- Due within 45 days

Sample Grant Agreement

July 2024

DCYF Monthly Invoice - July 2024

Invoice Submission Date: 8/14/2024 2:44:36 P.M.

Signatory: John Smith

PO Number: 123455

MONTHLY INVOICE SUMMARY

Item	Expenses	Adjustment	Payment	% of Budget Expended
Adult Staff	\$3,000.00	0.00	\$3,000.00	4%
Fringe Benefits	\$700.00	0.00	\$700.00	14%
Subcontractors	\$3,000.00	0.00	\$3,000.00	10%
Materials & Supplies	\$5,000.00	0.00	\$5,000.00	25%
Other Program Expenses	\$7,000.00	0.00	\$7,000.00	23%
Administrative	\$2,000.00	0.00	\$2,000.00	7%
Advance Repayment			\$0.00	n/a
Total	\$20,700.00	\$0.00	\$20,700.00	5.35%

Invoice Amount: \$20,700.00

Adjustment: \$0.00

Advance/Repayment: \$0.00 Net

Payment: \$20,700.00

DCYF Manager: John Smith, Approval Date: 8/14/2024 2:45:02 P.M.

Notes:

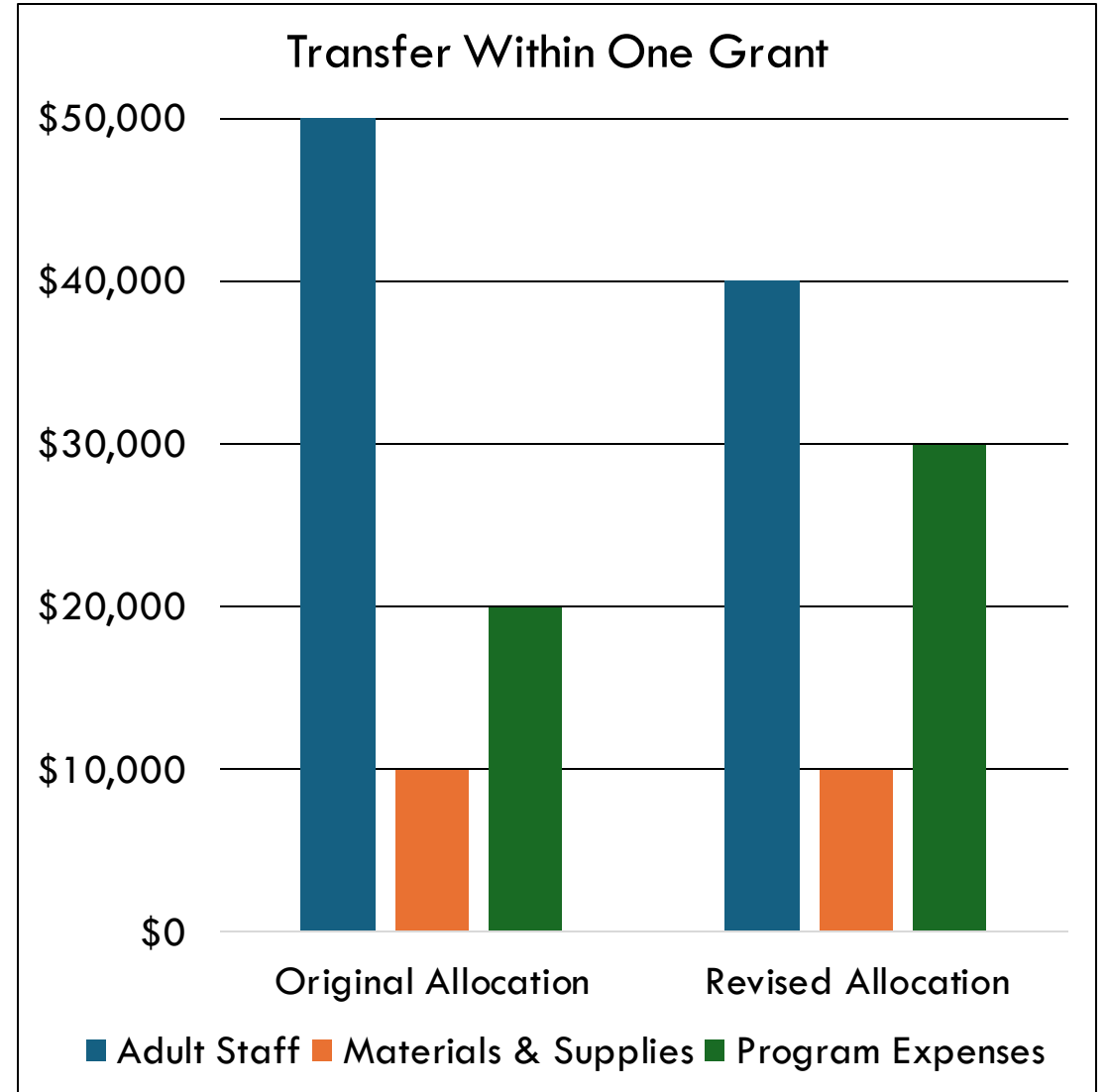
Signature: _____

Accountant: _____

Date: _____

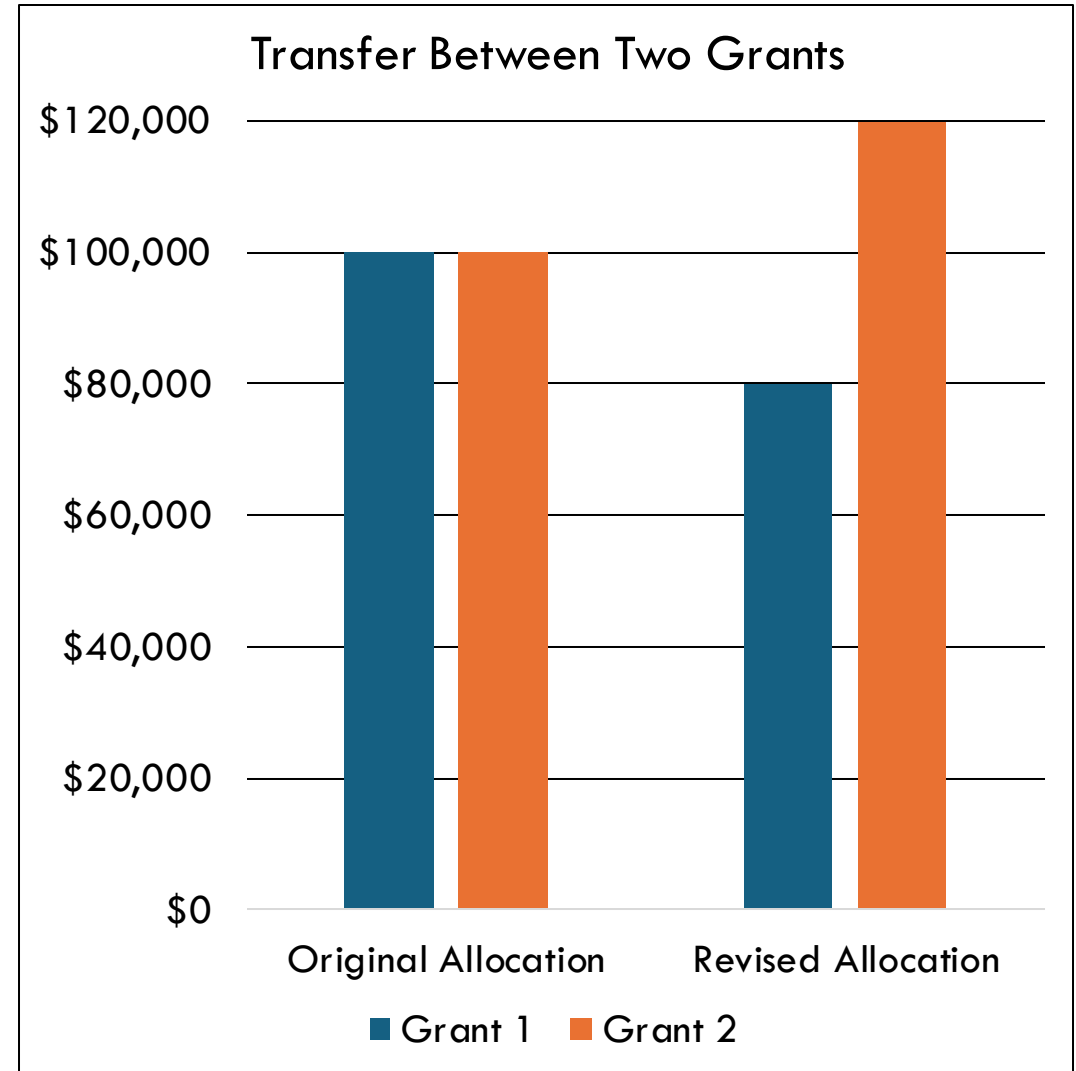
Managing Your Grant: Budget Revision

**Shift of funds between budget
line items in a single grant**



Managing Your Grant: Grant Reallocation

- For multiple grants funded under the same Result Area
- Transfer of up to 20% of annual grant amount
- Federal/state funds, workorders are not available for transfer
- Grant resets to original allocation in next fiscal year
- First Grant Reallocation will be allowed in February 2025





Fiscal Policies and Procedures

Fiscal Policies and Procedures:

Minimum Compensation Ordinance (MCO)



- Allows for a minimum hourly wage and time off requirements for any employee paid using grant funds
- Applies to any grantee with five or more employees
- Includes subcontractors

Nonprofit rate: \$20.25/hour as of July 1, 2024

Youth Waiver: MCO **does not apply** to employees who are under the age of 19 and participating in a youth employment or training program employed as an after-school or summer Employee

Fiscal Policies and Procedures:

Other City Labor Codes



Health Care
Accountability
Ordinance

Health Care
Security
Ordinance

Fair Chance
Ordinance

Salary History
Ordinance

Paid Sick Leave
Ordinance

Paid Parental
Leave Ordinance

Lactation in the
Workplace
Ordinance

Family Friendly
Workplace
Ordinance

And Many
More...

Visit <https://www.sf.gov/departments/office-labor-standards-enforcement> for more information.

Fiscal Policies and Procedures:

Fiscal Monitoring



All DCYF grantees **must** participate in our ongoing work to assess their financial and administrative health.

Coordinated through the Office of the Controller's Citywide Nonprofit Monitoring and Capacity Building Program.

Free technical assistance and capacity building available.

Fiscal Policies and Procedures:

Fiscal Monitoring Components



Invoices

Payroll

Budget

Cost Allocation

Audit/Financial Reports

Fiscal Policies & Procedures

Board Oversight

Subcontracts

Fiscal Sponsorship

Other City Compliance Standards



Programmatic Policies and Procedures

Programmatic Policies and Procedures:

Performance Measures



Describe the elements of program implementation and progress that must be tracked and measured to comply/align with the Strategy.

Programmatic Policies and Procedures

Performance Measures



Examples:

Youth Actuals vs.
Projections

Program Quality
Assessment (PQA)

SEL Plan

Caring Adult

Agency Health

Strategy-Specific
Measures

See your Grant Agreement for the Performance Measures that apply to your program.

Programmatic Policies and Procedures

Performance Improvement Plan



DCYF is committed to working with our nonprofit partners to ensure compliance with our stated performance measures.

Your Program Specialist will work with you to identify any issues and work collaboratively toward a solution and create a **Performance Improvement Plan** to regain compliance.

Grantees found out of compliance with their Performance Measures may face:

- Temporary suspension of grant payments
- Mandatory participation in capacity building initiatives
- Termination of their grant

Programmatic Policies and Procedures

DCYF uses 2 major Performance Measurement Tools for programmatic assessment:

PROGRAM QUALITY ASSESSMENT (PQA)

To evaluate the quality of youth programs and identify staff training needs

YOUTH SURVEYS

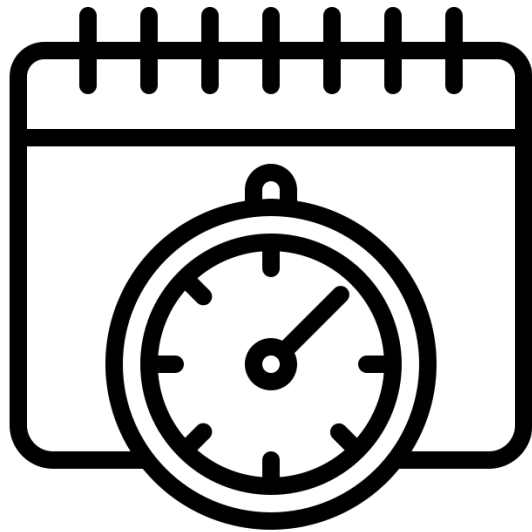
To understand youth experiences in DCYF-funded programs and how programs are working.

Participation in both PQA and Youth Survey administration is mandatory for most grantees. Some exemptions will apply to certain strategies. Agencies will be notified which strategies are exempt.

Important Dates and Resources



Upcoming Deadlines



WORKPLAN SUBMISSION

- **May 6:** Grant agreements greater than \$10 million, and/or those with summer specific programming
- **May 27:** All other grant agreements

**GRANT ADVANCE
REQUESTS: due July 1**

Upcoming Program Orientations

- **April 29:** Enrichment and Skill Building
- **April 30:** Youth Workforce Development
- **May 1:**
 - Out of School Time
 - Educational Supports
 - Youth Empowerment
- **May 3:** Family Empowerment
- **May 6:** Justice Services

How to Contact DCYF



Your **DCYF Program Specialist** is your main point of contact with the Department.

Reach out to them at any time with questions or concerns regarding your grant.

Questions and Answers



Scan the QR Code to view the
Doing Business with DCYF Guide

