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## Questions and Answers from Doing Business with DCYF Workshop – Afternoon Session

Workshop Date: April 9, 2018

Q&A Post Date: April 24, 2018

Subject	Question	Answer	For More Information
Annual Economic Statement	The "Doing Business" Guidebook mentions a required Annual Economic Statement. Would that be required for April 1, 2019, or do we need to make that happen this Spring?	All San Francisco nonprofits must file an Annual Economic Statement with the City Administrator each April.	<i>Doing Business</i> , pages 72-73
Audit	If we receive \$250,000 over 5 years, what type of audit do we need to do?	Unless you qualify for an audit based on your budget size, you are not required to get one.	<i>Doing Business</i> , pages 56-57
	What is required for Financial Review if that is necessary based on size of grant but audit not required.	A financial review will be conducted by an external CPA and will require an in-depth analysis of and reporting on your fiscal year activity. It is less involved than a full audit.	<i>Doing Business</i> , pages 56-57
Budget	Will we be developing the budget as annual or 5 years?	Your budget will be created annually as part of the workplan process, and be for one year at a time.	<i>Doing Business</i> , pages 10-25
	Can we put staff training hours under professional development?	All staff wages should be budgeted under Personnel.	<i>Doing Business</i> , pages 12-13

Can we use program funds to purchase food for staff during in house PDs? For example, lunch for staff at all staff full-day meetings or snacks during 1 to 3 hour workshops / PDs	Generally food served only to staff is not an allowable expense.	<i>Doing Business</i> , page 20
If the budget in our workplan differs at all from the one in our grant proposal, do we need to submit a revision request?	We understand that in most cases our grant is not the same amount requested in your RFP application. When completing your workplan you can only allocate the dollars received in the grant. This is different than the budget revision process, which occurs after the budget is finalized and programming is underway.	<i>Doing Business</i> , pages 10-25, 34-37
For youth staff, does DCYF expect an agency to pay benefits such as health ordinance, medical/health benefits, etc.?	Youth staff are subject to the same provisions as adult staff in terms of benefits, and agencies should follow their own policies.	<i>Doing Business</i> , page 14
Do you require for individual youth working, or just a summary as recorded in CMS?	Requirements for Youth Staff are outlined in the <i>Doing Business</i> guide.	<i>Doing Business</i> , pages 12-13
What if we don't know names of seasonal summer hires before our workplan is due?	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.	<i>Doing Business</i> , pages 12-13

	If you have a different training pay rate than you do for the program pay rate for an adult staff position, do you have to double enter each staff person? Or can we put the training costs under professional development?	Staff should be paid the same wage regardless of the activity they are performing for an agency. All staff wages should be budgeted under Personnel.	<i>Doing Business</i> , pages 12-13
<b>Budget Revisions</b>	Within the budget categories, e.g. staff within the category, can we add/replace/shift as long as we stay within the budgeted amount?	Elements within a budget category can be added, removed or edited without the need for a budget revision only if there will be no impact on the total amount budgeted in that category. In that case, contact your Program Specialist and ask that your workplan be reopened in order to accommodate these changes. Otherwise a budget revision is necessary.	<i>Doing Business</i> , pages 34-37
<b>CMS</b>	When were workplans sent to agencies? We did not receive ours yet and are receiving summer funding	CMS account information (log-in, password) was sent to executive directors via e-mail in March, allowing for access to workplans. 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.	<a href="#">Click Here</a>
	If we already have a CMS log in, is it the one sent over to our ED different or will mine still work.	CMS login information is not the same from the old version (used for FY 17/18) to the new system (used in FY 18/19). New credentials were sent to grantee executive directors in March.	<a href="#">Click Here</a>

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<b>Fiscal Monitoring</b>	Where is fiscal monitoring take place? If your national office is outside of SF, do we travel here for the fiscal visit?	Fiscal monitoring visits are held at a grantee's local office. The grantee should determine the appropriate staff to attend the meeting.	<i>Doing Business</i> , pages 74-77
<b>Grant Term</b>	Can we charge expenses incurred prior to July 1 needed to support our new grants?	In most cases the grant term begins on July 1, 2018. Expenses incurred prior to then are not allowable.	<i>Doing Business</i> , page 3
	Can we start purchasing program supplies in June for grant staffing in July?	In most cases the grant term begins on July 1, 2018. Expenses incurred prior to then are not allowable.	<i>Doing Business</i> , page 3
<b>Insurance</b>	SFUSD requires 2 million general liability insurance. Will DCYF align with this SFUSD policy?	The City and County of San Francisco has specific insurance requirements that may differ from SFUSD's. We follow City policy for insurance.	<i>Doing Business</i> , pages 50-52
<b>Invoices</b>	For summer-only programs, is it acceptable to invoice for summer-related expenses that we incur prior to April (i.e., staff time?)	With the exception of a limited number of cases with agencies already contacted by the department, the grant term begins on July 1, 2018. Expenses incurred prior to then are not allowable.	<i>Doing Business</i> , pages 38-40
	It's challenging for our cash flows when we receive the reimbursement payments from DCYF on such a lag. Any chance the payments will ever come quicker than they currently do?	We work hard to make sure that invoice payments happen as quickly as possible. Our standard is for payment to be finalized within two weeks of our receiving an invoice.	<i>Doing Business</i> , pages 38-40

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	Is it possible to submit invoices fewer than 12 invoices per year?	In the DCYF workplan you will be asked which months out of the year your program will submit invoices. It is possible that for months when there is no activity you will not submit and invoice, which is allowed. However you must file a monthly invoice if you have eligible expenses in that period.	<i>Doing Business</i> , pages 38-40
Nutrition	The cap per meal is \$2.50 per youth. It'll be extremely challenging in SF while the food cost is so high esp. for special event outside agency i.e. fieldtrip	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. This rate does not apply to special events or field trip meals.	<i>Doing Business</i> , pages 58-61
	Nutrition policy. Does that include snacks?	The Nutrition Policy includes all food -- including meals and snacks -- served to youth as a normal part of the program.	<i>Doing Business</i> , pages 58-61
	Is the \$2.50 per student for the total cost of the meal or the amount of DCYF funds used for meal?	The \$2.50 rate is the maximum allowable amount per meal.	<i>Doing Business</i> , pages 58-61
	In regards to the nutrition requirement has DCYF: A) improved quality of food in the program? B) loosened the rules regarding how the snacks/meals are given to participants?	Our Nutrition partner, Revolution Foods, continually improves the quality of all meals and snacks they provide. The rules under which the Nutrition program operates are dictated by Federal, state and local authorities and are not subject to change at this time.	<i>Doing Business</i> , pages 58-61
	Food : \$2.50/kid/meal limit. Does this include occasionally taking youth to eat at restaurant?? (I.e. during field trips, etc.) This budget would not be enough.	The \$2.50 rate does not apply to special events or field trip meals.	<i>Doing Business</i> , pages 58-61

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	Are the meals provided delivered hot or cold? We need to know if we need the kitchen.	Meals provided by our Nutrition Program are delivered cold. Hot meals will need to be heated on site.	<i>Doing Business</i> , pages 58-61
SFUSD MOU	It looks like the MOU info on the SFUSED website isn't ready yet. Do you have any update on that timeline, by any chance? Is it recommended to wait to submit our workplan until the MOU is in place or to go ahead and submit as soon as possible?	The District's MOU online portal is now open. Grantees are welcome to submit their workplans prior to completing their MOUs.	<a href="#">Click Here</a>
	Do we need to renew MOU with SFUSD each year? What if our site changes one year to the next?	MOUs are valid for three years. If changes such as program site change during that period, the MOU can be amended.	<a href="#">Click Here</a>
	Does DCYF help agencies obtain the SFUSD MOU?	DCYF has prepared guidance for agencies filing an MOU with the District, and has worked closely with our partners there to lay the groundwork for this process. However, we are not able to intervene on your behalf or provide specific assistance during your MOU process.	<a href="#">Click Here</a>
	Do detention based juvenile justice contracts have to have a SFUSD MOU?	Grantees funded exclusively in the Justice Services / Detention Based Services strategy are not required to get an MOU.	<a href="#">Click Here</a>
	Do we need to have a MOU with SFUSD although we do NOT currently work directly with schools?	All grantees are required to get an MOU, regardless of whether their programs operate on school sites.	<a href="#">Click Here</a>

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	What is the MOU for?	MOUs are required for three reasons: (1) to access SFUSD data (2) to describe the services occurring at school sites and (3) to allow the use of SFUSD facilities. Not all three will apply to every grantee.	<a href="#">Click Here</a>
Stipends	Do you require W-9's for youth stipends?	DCYF recommends grantees collect W-9 forms whenever stipends are to be paid, however we do not explicitly require them.	<i>Doing Business</i> , pages 28-30
	Stipends- is a copy of cashed check enough to indicate receipt use signed receipt. What other payments - need signed receipts?	Agencies paying youth stipends must have a written policy in place that describes how they are administered. In general, a record of payment along with proof of that payment is the minimum required documentation.	<i>Doing Business</i> , page 30
Other	Who is our program specialist?	Your Program Specialist reached out via e-mail in March to introduce themselves. You can also find your Specialist listed in CMS.	<a href="#">Click Here</a>
	What is your policy with dreamers?	DCYF does not have a specific policy for dreamers. Please speak with your Program Specialist if you would like to discuss a particular circumstance you are facing.	
	Are there any reporting responsibilities for fee's collected in DCYF funded programs?	DCYF does not have requirements for programs that collect fees.	
	When would an organization find out if they will receive additional "contingency" funds? How probable will it be that these would be issued yearly?	Each year grantees will receive notification of their award amount for that fiscal year. Any increases will be highlighted in that notice and in CMS.	<i>Doing Business</i> , page 4

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