Maria Su, Psy.D.
Executive Director

Edwin M. Lee
Mayor

DCYF Opportunity Fund
Frequent Asked Questions

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The Department of Children, Youth and Their Families launched the Opportunity Fund in Fall 2016 as a means to address unexpected, unbudgeted needs that arise during the course of the normal funding cycle. The Fund will have rolling quarterly deadlines September 1, December 1, March 1 and June 1 each fiscal year through June 2017. For full information on the DCYF Opportunity Fund, visit the Opportunity Fund page of the DCYF website.

DCYF created this FAQ page to respond to questions received from potential applicants in an open and transparent manner. This document will be updated regularly so that DCYF grantees can access the most up-to-date information on the Fund.

Opportunity Fund Overview

How can I access the webinar DCYF held on November 8, 2016, when launching the Fund?
The webinar and its presentation are available for download on the Opportunity Fund page of the DCYF website.

How much funding is available in the Opportunity Fund?
DCYF will distribute $400,000 total over the course of FY 2016/17 and 2017/18.

Will there be a single award made, or multiple smaller awards?
The expectation is that DCYF will make multiple awards each funding period. However, the number of awards made depends on the number of applications received, the quality of the applications, and the amount of funding available.

Is there a limit to how much an applicant can request through the Fund?
DCYF has placed no limit on how much an applicant can request in an Opportunity Fund grant. We encourage applicants to request funds sufficient to complete the project described in the application.

Will there be a report due after the grant funds have been spent?
All DCYF Opportunity Fund recipients will be required to file a final report with the department within 30 days of submitting their final invoices. This document must contain a narrative description of the project, list of all durable goods purchased with grant funds, and other components.

Fund Priorities

What are the priorities of the DCYF Opportunity Fund?
The Fund has four priorities:
1. *Priority #1: Emergency Needs.* These projects have a sudden and profound effect on programs and/or nonprofit operations. Without rapid intervention there could be serious consequences for the agency. Examples: water main break, emergency repairs, broken windows.
2. *Priority #2: Safety and Security Needs.* These projects are not acute enough to be classified as true emergencies, but they will have a clear, direct and positive impact on the safety of program participants and/or staff. Examples: outdoor lighting improvements, panic bar installation on doors, security system installation.
3. *Priority #3: Other Priority Needs.* These projects are less in severity than the first two priorities, but their implementation will have a positive effect on programs and/or administration. Conversely, not performing these activities is likely either to create a negative situation or allow an existing one to persist. Examples: replacement of worn carpet or furniture, repair or replacement of obsolete technology, purchase of upgraded financial management software.
4. *Priority #4: Discretionary Projects or Purchases.* These projects might be considered "wants" rather than "needs." They would have a positive impact on the agency, however they are the lowest priority of the Fund. Applicants will need to make a compelling case for why these expenses are not part of the agency's standard operating budget, or funded by their main DCYF grant. Examples: conference attendance, new vehicle or equipment purchase, matching grant opportunity.

How will my application be prioritized by DCYF?
A panel of DCYF staff will review each application and determine which of the four funding priorities to place it in, based on the definitions provided above. Emergency Needs requests will be the first funded, with Safety and Security Needs being supported second. Other Priority Needs will be addressed next, with Discretionary Projects or Purchases being funded should funds remain.

Application Process

Is it possible to apply more than once a quarter?
Yes, DCYF will accept up to two applications per agency for any quarterly deadline. However, applicants that have never received an award from the Fund will be ranked higher than those that have. Also, applicants that received an award in the past 12 months will receive the lowest ranking.

If an application is not funded, or only partially funded, can the agency reapply for the same project in a future round?
Under no circumstances will DCYF accept applications for projects that were already considered in a prior funding round.

Can two agencies submit a joint application together?
DCYF will accept joint applications for a single project that affects multiple agencies. However, only one agency can submit the application and be considered the lead.

Are applicants required to get bids or price quotes prior to submitting an application?
While not a formal requirement, agencies are strongly encouraged to get multiple bids and/or price quotes for their project before applying to the Opportunity Fund. DCYF reserves the right to request a copy of these documents during the application review process.

When will award notifications be released?
The department's goal is to make award decisions within approximately one month of the application deadline. That timeline subject to change pending staff workload and other department commitments. In addition, there will be a standard City contracting period of 4-6 weeks following notifications which must be completed prior to any funds being released. DCYF has made it a priority to reduce the time between application and funds becoming available to the shortest possible period; this is a major goal of the Fund.

Eligible Organizations and Projects

Would a subcontractor on a DCYF grant, or a CBO receiving DCYF funds through another City department, be eligible for an Opportunity Fund award?
Only agencies with a direct grant with the department are eligible for the Opportunity Fund. Subcontractors and CBOs supported through workorders to other City departments are not eligible to apply. The only exception is ExCEL service providers working under the San Francisco Unified School District and receiving a matching grant from DCYF, in which case they are considered direct grantees.

Can an agency contact DCYF to discuss its project before it applies?
Due to limited staff capacity DCYF will not be able to field questions about prospective applications. We will not provide advance feedback on the appropriateness of a project for the Opportunity Fund, what priority it may be considered under, or the probability of receiving an award. We encourage all applicants to review the [Opportunity Fund page of the DCYF website](#) before choosing to file an application.

Can an agency apply for an emergency situation that has already occurred?
The DCYF Opportunity Fund will not provide grants retroactively for projects that were completed prior to the creation of the Fund or for non-emergency projects that were completed prior to an application deadline. For the highest priority situations (Emergency Needs) we will accept applications for work that was completed prior to the quarterly deadline. The following conditions apply in these situations:
1. DCYF will only accept retroactive applications for Emergency Needs.
2. The agency must apply to the first quarterly Opportunity Fund deadline following the emergency situation.
3. By accepting the application DCYF does not commit to providing an award, nor does it necessarily concur that the project being applied for should be prioritized as an Emergency Need. That determination will be made by the review panel. If it is found that the project is not a top priority, it will not be eligible for support.

Can an applicant utilize a grant from the DCYF Opportunity Fund to enhance its programs?
The specific intention of the Fund is to support DCYF's nonprofit agencies. It cannot be used to support general operations, program expansion, or pilot projects, nor can it address the needs of CBO clients

and/or program participants. It is our expectation that these needs be addressed by our grantees' core DCYF grant.

If an agency has a combination of emergency, security and other needs, may it write the grant to address all three?
This situation would be eligible for the Opportunity Fund, though the review panel will make the ultimate decision on how to prioritize the application.

If there are two separate priorities an agency is looking to apply for, should these be sent as two separate applications?
The application should describe a single *project*, which will be prioritized by DCYF. Agencies can apply for up to two projects per deadline.

Can I apply to support a project that will not take place in San Francisco?
DCYF supports programs within the City and County of San Francisco. In most cases these programs are offered by nonprofits based in the City, but sometimes organizations with offices elsewhere receive grants for their San Francisco programs. In these cases, we will accept Opportunity Fund applications that support these programs, their participants or their staff. We will not consider applications that only support the components of the organization based outside of San Francisco.