



Maria Su, Psy.D.  
Executive Director



London N. Breed  
Mayor

## MEMO

April 9, 2020

To: DCYF Grantees and Staff  
From: Maria Su  
RE: COVID-19 Memo from the Director

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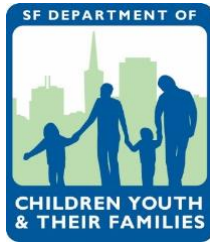
Dear Grantees:

Your daily efforts to boldly serve our City's children, youth and their families continually inspires and guides us. During these unprecedented times, we appreciate your continued commitment to provide a continuum of care and coordination for our communities as we shelter in place and fight to flatten the curve of the COVID-19 outbreak.

On March 31, 2020, [Mayor London N. Breed announced initial, significant projected budget shortfalls as a result of the economic impact of the coronavirus pandemic](#), as well as a n updated City and County of San Francisco budget timeline and new measures to support City employees through this difficult time. The report estimates that the prior deficit of \$420 million for the upcoming two year budget from earlier this year, will increase to between \$1.1 to \$1.7 billion driven by revenue shortfalls related to the public health crisis.

During the last economic crisis in 2010, the City and DCYF had to make any difficult and drastic reductions to City and nonprofit employees and services. However, we learned a lot from that painful experience and have since instituted many structural changes to safeguard and mitigate from future budget downturns. For example, we created the City's Rainy Day reserve and the General Fund Reserve. We moved to a two year budget cycle to allow for longer term budget planning and stability. At DCYF, we worked with other departments to ensure that funding was diversified for our nonprofit partners. We instituted regular joint funding strategy convenings so that departments can stay in close policy and budget conversations as we plan and think about the work and how to support CBOs. These are unprecedented times that we are all living in but I know that we are a resilient community and will be able to weather this storm.

Last week, the Office of the City Controller released its [updated policy guidance to City departments and nonprofit service providers](#) regarding continuity of payment in light of



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disruptions related to COVID-19. This guidance issued on April 4, 2020 supersedes prior guidance on this topic. We encourage our grantees to review this policy update carefully as the new policy clarifies expectations for the continued operation of essential services and the potential re-designation of essential services. Tomorrow, we will be issuing additional guidance from the City about essential services and expectations.

On April 7, SFUSD announced [SFUSD school sites will remain closed](#) through the end of the school year and instruction will be delivered to every student through interactive teacher-led learning starting April 13. The [City's Emergency Child and Youth Care program](#) has been extended through June 2, 2020 in alignment with the end of the SFUSD school year. In addition to the SF Recreation and Park Department sites, Boys and Girls Club, TEL-HI Neighborhood Center and the YMCA of San Francisco have opened their doors and are providing emergency child and youth care for the broader needs of our City's essential workforce. We are so proud of our CBOs who have been working in collaboration with the City and School District, and in many circumstances with one another or even on their own to respond to the immediate needs facing our City's children, youth, families and the elderly in our communities. You have been on the frontlines of our neighborhoods ensuring our residents are getting their needs met from distribution and delivery of meals and groceries, digital learning devices, wifi access and remote learning curriculum, to cleaning supplies and personal protective equipment.

As a department, we are deeply committed to providing you with the support you need to keep your staff and communities – safe, informed and resourced. As we actively practice social distancing to keep ourselves and our communities safe and healthy, please remember we are practicing physical distancing. It's critical to maintain our social connection. Together, we will overcome and we will be stronger.

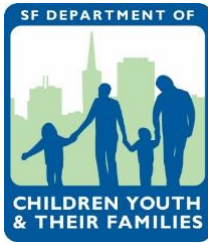
In community,

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**Department of Children, Youth and Their Families**

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## Carrying Forward Unspent Funds →

As a result of the significant projected budget shortfalls that the City and County of San Francisco is facing for the upcoming fiscal year and in the interest of financial prudence DCYF will not be allowing the carrying forward of any unspent funds from the 19/20 into the 20/21 fiscal year.

## Federal Paycheck Protection Program Resources →

On April 6th, 2020 the Treasury Department issued an [FAQ](#) with additional guidance, particularly regarding the calculation of average monthly payroll. FMA is also highlighting the impact of changes to the Paycheck Protection program on nonprofits and are responding to your questions about whether to revise previously submitted applications.

### City and County of San Francisco Resources

- [Workers and Families First Program](#) – San Francisco-based nonprofits that provide extra sick pay to their staff are eligible for \$15.59/hour for the cost of the extra leave, up to \$311,000. Funding available on first-come, first-served basis, with allotment of funds set aside for agencies with fewer than 50 employees.
- [San Francisco Arts & Artists Relief Fund](#) – For arts organizations with budgets under \$2 million only. Agencies are eligible for grants of up to \$25,000. Deadline April 15.
- [Arts Loan Fund](#) – For arts organizations with budgets under \$2 million only. Agencies are eligible for an emergency loan of up to \$50,000 at 2.5% interest.

### Federal Resources

- [Paycheck Protection Program](#) – Nonprofits are eligible for forgivable loans from the U.S. Small Business Administration. Loan amounts can be up to 2.5 times monthly payroll. Fiscal Management Associates is offering free consulting for DCYF grantees seeking to apply to this program (see below under Technical Assistance and Capacity Building).
- [Economic Injury Disaster Loan](#) – Nonprofits with a budget of less than \$2 million are eligible for low-interest (2.75%) loan from the U.S. Small Business Administration, including a \$10,000 advance.

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## Technical Assistance and Capacity Building

- [Paycheck Protection Program](#) – Fiscal Management Associates is offering free one-on-one consulting for DCYF grantees seeking to [apply](#) to the PPP program. Registration for an appointment is available [here](#). FMA also has a free online [toolbox](#) with up-to-date information, guidance, and access to online clinics. Please review [FMA's latest communication outlining Calculating Average Monthly Payroll](#).
- [Cash Flow Planning](#) – Community Capital Advisors has a free, 20-minute webinar to help nonprofits create a 12-month cash flow projection. Templates and other resources available.
- General Nonprofit Resources – The [National Council of Nonprofits](#) and [Nonprofit Finance Fund](#) have excellent resources available for nonprofits coping with the impact of COVID-19.