FY23/24 Guidance for DCYF Grantees

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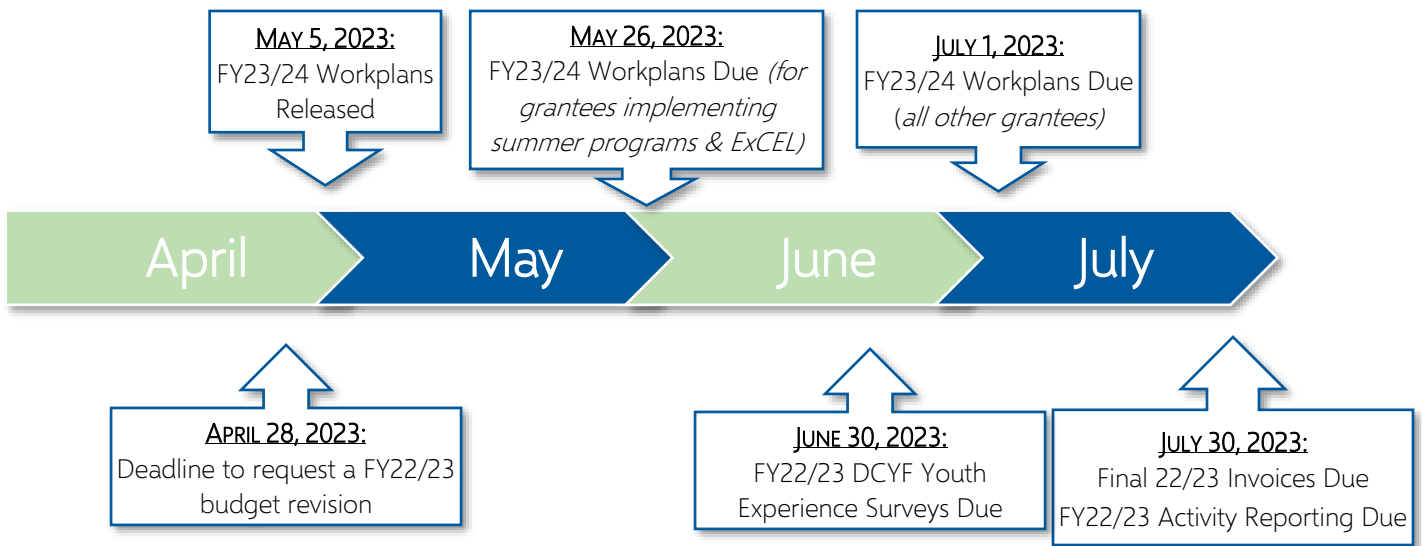
OVERVIEW

The last 3 years have brought unprecedented challenges for our grantees and the children, youth and families they serve. Despite those challenges our grantees have consistently stepped up and been on the front lines of responding to needs in our communities. As we begin to slowly shift back towards our previous sense of normalcy DCYF will continue to adjust our grantmaking and monitoring approaches to balance current contexts with our mandate to be the stewards of the Children & Youth Fund. The following document details updated guidelines for all DCYF grantees for the 23/24 fiscal year.

KEY DATES & DEADLINES

MAY 5, 2023: FY23/24 Workplans Released

MAY 26, 2023: FY23/24 Workplans Due *(for grantees implementing summer programs & ExCEL)*

JULY 1, 2023: FY23/24 Workplans Due *(all other grantees)*

April	May	June	July

APRIL 28, 2023: Deadline to request a FY22/23 budget revision

JUNE 30, 2023: FY22/23 DCYF Youth Experience Surveys Due

JULY 30, 2023: Final 22/23 Invoices Due FY22/23 Activity Reporting Due

GRANT ALLOCATIONS FOR FY23/24:

Grantees will receive their full year grant allocation in the Contract Management System (CMS) when workplans are released on May 5, 2023. Deadline to submit Workplans for grantees implementing summer-specific programming and ExCEL grants is May 26, 2023, all other grantees is July 1, 2023. DCYF may also update the workplan with additional funds later in the fiscal year especially if the grant includes:

- Work ordered Funds: funds from other City departments are a part of the City budget process and will be added upon receipt by DCYF.
- Cost of Doing Business (CODB) Increases: these funds are subject to approval by the Board of Supervisors during the budget process and will be added once approved.
- Community Grants (Addbacks): these funds are determined during the City budget process and are distributed by DCYF either through our annual Community Grants RFP or by augmentation to existing grants. DCYF typically implements these funds during the fall of each fiscal year.

UPDATES, DETAILS & ADJUSTMENTS FOR FY23/24:

- 18-23 Funding Cycle Extension: due to the COVID-19 pandemic DCYF will extend the current 5-year funding cycle by 1 year to update the Community Needs Assessment (CNA) we began in 2019. This extension will also push back the Services Allocation Plan (SAP) and our 5-year RFP by 1 year. The 18-23 Funding Cycle will now end on June 30th, 2024.

- Carryforwards to FY23/24: DCYF will generally not allow the carrying forward of any funds from FY22/23 to FY23/24. Exceptions will be made for Community Grants awarded during FY22/23.

- Adjusting Staff Wages for FY23/24: DCYF is aware that many of our grantees have had challenges hiring and retaining staff as well as ensuring that the wages paid are enough to meet the local cost of living. Grantees should be aware that they can adjust staff wages when completing their workplan budgets, even if these adjustments lower the level of service their program can provide. In addition, DCYF is currently working with the San Francisco Controller's Office as well as several other grantmaking city departments to better understand the issues related to CBO wages and to develop solutions for the short and long term.

- Performance Measures & Projections: In efforts to understand program impact and assess and monitor DCYF-funded services, DCYF will continue to implement Performance Measures for most grantees. DCYF Performance Measures are informed by DCYF Youth Experience Survey Results, participant attendance, projections, and fiscal monitoring. Identify the Performance Measures applicable to your program's Service Area by reviewing the DCYF Grantee Performance Measures Guide.

- Fiscal Monitoring: Fiscal and Compliance Monitoring visits restarted in FY21/22, both through the Citywide Nonprofit Monitoring and Capacity Building Program and for grantees solely funded by the department.

- Data Entry Expectations: grantees must report attendance for all *Projected Activities* listed in FY23/24 Workplans. Attendance and activity data must be entered in CMS according to the invoicing deadlines, or no later than 45 days following the close of the invoicing month. For example, July 2023 attendance and invoices are due in CMS no later than September 15, 2023. Programs must contact their DCYF Program Specialist if concerned with meeting the attendance and invoicing deadlines.

- Youth Experience Survey Expectations & Paper Survey Administration Changes: Most DCYF grantees must administer the DCYF Youth Experience Survey to youth in grades 6 and up. We highly recommend administering electronic surveys, but DCYF will accept paper surveys when electronic surveys are not possible. Electronic surveys can be administered using your program's unique survey link which can be found in the CMS *Contact & Program Info* form.

  Paper Survey Updates Effective May 1, 2023: DCYF will now use scannable survey templates which will allow for quicker survey processing and timely sharing of summary results. All survey questions and responses will remain the same. Please use the updated survey PDFs located in the *CMS Resources* form. To ensure that paper surveys are scannable, please observe the following printing instructions:

Print the surveys 1) in Black & White, 2) actual size (avoid page scaling), and 3) double-sided. Do not photocopy printed surveys. Refer to the *Administering DCYF Youth Experience Survey Handout* located in the CMS *Resources* form for more information. Questions about the DCYF Youth Experience Survey can be submitted to dataevalsupport@dcyf.org.

- SFUSD MOU Requirements: Programs implementing in-person student services on-site at SFUSD locations or offering virtual programming through SFUSD platforms must obtain a SFUSD MOU. SFUSD platforms and communication methods include (but are not limited to) Google Classroom, teacher-led Zoom sessions, and access to SFUSD emails for the purpose of contacting students. Review resources posted on the SFUSD Community Partnerships website to determine your program's SFUSD MOU requirements. Grantees required to obtain a MOU or contract with SFUSD will not be required to collect DCYF/SFUSD Consent Forms for students participating in services covered under the MOU. Consent form administration requirements are defined in the *SFUSD MOU and DCYF Consent Administration Guidance* document, located in the CMS *Resources* form.

- DCYF Consent Forms: DCYF Consent Forms were updated at the beginning of FY21/22 to clearly define data sharing among grantees, DCYF and SFUSD. Consent forms can be downloaded in multiple languages via the CMS *Resources* form.

OVERVIEW:

This section provides guidance on how to complete FY23/24 Workplans in the Contract Management System (CMS) and information on reporting requirements and activities. **Grantees implementing summer 2023 programming must submit FY23/24 Workplans no later than** May 26, 2023. **All other DCYF Grantees must submit FY23/24 Workplans by** July 1, 2023.

To support grantees with completing FY23/24 Workplans, DCYF prepopulated most Workplan fields with FY22/23 Workplan responses. Please review the accuracy of all information copied-forward and ensure programming described is applicable to services taking place during FY23/24.

Steps:

1. Access the FY2023 – 2024 Cycle in CMS

    a. Log in to your program's CMS using an Agency-level account. Typically Executive Directors, Program Managers, and Finance Directors have this CMS account-type. If you encounter challenges accessing your program's workplan, you may have been assigned a Program Staff Account. To request an Agency Account, contact your program's Executive Director as their account-type has sufficient access to create other Agency Accounts. For more information refer to the *How to Create User Accounts* guidance located in the CMS 'Resources' form.

    b. Locate the 'Fiscal Year' filter: select 'FY2023 – 2024'.

    c. Select the Program Name: that you would like to complete a new Workplan for. You will be directed to your 'Program Dashboard'.

2. Access the 23/24 Workplan and All Subforms

    a. Select the 'Workplan' form: located in the left-hand menu to expand and view all Workplan subforms.

3. Complete the Contact & Program Info Form

    a. Select the 'Contact & Program Info' form: located within the 'Workplan' menu.

    b. Review the 'Program Information' Section: Ensure your 'Program Description' describes programming taking place during summer 2023 and/or the FY23/24 school year (as applicable to your program).

    ➢ Tip: Your 'Program Description' should include general information on what services the program will provide, the target population the program aims to serve, service-delivery methods (e.g., virtual/remote services, in-person, hybrid), and any relevant information that would be useful to include for someone unfamiliar with your program.

➢ Tip: Note, you do not need to request an unlocked Workplan to make edits to the 'Contact & Program Info' form. You may edit the 'Program Description' at any point during the year by selecting the 'UNLOCK' icon located on the top right-hand side of the 'Contact & Program Info' form.

c. Review Your Program's Contact Information: Ensure all contact information is accurate and updated regularly. DCYF grantee communications and Workplan updates will be communicated to the 'Primary Program Contact'.

d. Review Your 'Program Photo', *Grantee Expectations Form*, and other documents within the 'Upload' section: Documents previously uploaded to FY22/23 Workplans were copied-forward to FY23/24. Change your 'Program Photo' as needed and review the *FY21-24 DCYF Grantee Expectations Form*. Note, the *FY21-24 DCYF Grantee Expectations Form* does not need to be resigned. However, DCYF encourages grantees to provide a copy of the *FY21-24 DCYF Grantee Expectations Form* and review the expectations with all program staff.

e. Submit the 'Contact & Program Info' Form: by selecting the 'SUBMIT' icon at the top or bottom of the screen.

4. Complete the 'Services & Projections' Form

a. Complete the 'Program Operation Dates' section: Grantees offering summer-specific programming must enter a 'Program Start Date' according to the first date of summer services. Programs not offering summer-specific services must enter a 'Program Start Date' of July 1, or later.

➢ TIP: Summer-specific attendance must be entered in your FY23/24 CMS. Attendance can only be submitted for dates that fall between your 'Program Start Date' and 'Program End Date'. Therefore, if your summer 2023 services begin on June 5, please indicate a 'Program Start Date' of 6/5/2023.

b. Review Your Program's 'Target Population' selection(s): Please note that the 'Target Population' selection is specific to each program under an agency and may have changed from your selected target population noted in your original proposal. For this section, please select the population(s) that your program has the expertise and mission to serve. Take the time to reflect on the population(s) that your program has an intentional focus on serving. Refer to the guiding questions below to support your selection:

➢ Location: Is your program strategically located in a specific neighborhood in San Francisco that would make your services more accessible to your target population?

➢ Supports: What intentional supports are provided by your program to better serve your target population(s)? Examples include, but are not limited to: language supports, specific legal services, skillsets required by your program staff to fulfill service delivery, wellness resources tailored to specific population(s).

➢ Outreach: Consider your programs' outreach methods. Are your outreach methods designed to target a specific population(s)?

➢ Participation: Would your program be able to speak to best practices for serving specific population(s)?

c. Submit your program's 'Projections by Age': Review the total number of projected participants that will be served during the full year (including participants in summer-specific programming if applicable).

d. Indicate if your program will provide summer-specific programming: Summer-specific programming takes place during the summer and is different, or separate, from programming offered throughout the rest of the year. For example, summer-specific programming may have a different enrollment process, extended hours, a different curriculum, or may be offered to a cohort that starts and ends during the summer months. Programs that operate year-round and do not make any significant changes during the summer months are not considered to have summer-specific programming.

e. Summer-Specific Programs: If you are providing summer-specific programming during summer 2023, and you implemented summer-specific programming during summer 2022, your program's summer programming description and program completion hours were prepopulated using FY22/23 Workplan information. Please review the summer programming description and 'Summer Program Completion Hours' for accuracy.

➢ Tip: When calculating Program Completion hours exclude allowable participant absences, holidays, and program closures to ensure you do not overestimate your Program Completion hours. Your program should determine 'Program Completion' hours based on your program model and unique participation requirements.

f. Submit Your Program's 'Program Completion' Hours:

➢ If You Are Providing Summer-Specific Programming: please submit the number of hours that signify full participation for school-year participants. In other words, how many hours should a participant be marked present in order to "complete" your program. Note, DCYF utilizes CMS attendance records to quantify the total number of hours for which a participant was marked present across individual and group activities. Your summer Program Completion hours are reported within the 'Summer Programming' box (see instructions 4.d above).

➢ If you are not providing Summer-Specific Programming: please submit the number of hours that signify full participation for a participant in your year-round programming. In other words, how many hours should a participant be marked present in order to "complete" your program. Note, DCYF utilizes CMS attendance records to quantify the total number of hours for which a participant was marked present across individual and group activities.

➢ TIP: If you have a combination of group and individual activities, wherein Program Completion hours differ, consider how many hours would signify 'Program Completion' for the majority of participants.

g. Average Daily Attendance (ADA) Projections: Beacon and Comprehensive Year-Round & Summer Learning programs must submit ADA projections. If your program is providing summer-specific programming, please enter a separate summer and school-year ADA.

h. Indicate if your Program will Provide Virtual/Remote Services: If you select 'yes', indicating virtual/remote service(s) will be offered in FY23/24, please schedule a meeting with your Program Specialist to discuss services that will be implemented in a virtual format. You may continue to complete your Workplan while you await a response from your Program Specialist.

➤ Tip: If you are providing both virtual and in-person services select 'yes' indicating you are providing virtual/remote services and project two 'Program Site Locations' – one for virtual services and another (or more if applicable) for in-person services.

i. Review all Service Site Locations Copied from FY22/23: Review the 'Program Site Name', 'Program Site Location' type, contact information and address for each program site. If you indicated that your programming will consist of virtual/remote services, please list only (1) virtual/remote Program Site Location. To add more Program Site Locations, select the 'ADD +' icon located at the bottom right-hand corner of the page. To delete Program Site Locations, use the trash can icon, located on the right side of the screen.

➤ Note: Only list confirmed Program Site Locations. You may list additional Program Sites as locations are confirmed during the Workplan revision process. Changes to Workplan details must be communicated to your DCYF Program Specialist.

j. Submit the 'Services & Projections' Form: by selecting the 'SUBMIT' icon located at the top or bottom-right hand corner of the screen.

5. Complete The 'Projected Activities' Form

a. Review the 'SETUP' Box to Indicate the *Types* of Activities your program plans to implement. Review the different types of activities below:

➤ Group: Activities that happen in a group setting, where there is more than one child or youth participating in the activity and these participants are expected to attend activities on a regular basis. Group activities can be led by one or more staff. Some examples are a comprehensive afterschool activity, job skills training, discussion groups or a filmmaking class.

➤ Individual: Activities that take place in a one-on-one setting, where there is just one child or youth and one staff person. Participants are generally not expected to attend individual activities on a regular schedule. Some examples are case management, mentorship, one-on-one tutoring, and counseling.

➤ Job Placements: Only grantees funded under the Youth Workforce Development (YWD) service area are expected to project this activity type. Job placements are the paid or unpaid internship and jobs YWD programs place their youth participants in during or after a job skills training program.

➤ Activities without Personal Information (PI): Attendance reported under this activity type excludes personally identifiable participant information as information is reported in aggregate form. Some examples include drop-in services where students may receive support on a one-time-basis, events where members of the public can learn about programming in hopes that they will eventually enroll and participate in programming, or activities that occur on an infrequent basis where it may be challenging to collect consent

forms. <u>If you experience or anticipate challenges with obtaining participant consent forms or reporting attendance with personally identifiable information, please contact your Program Specialist prior to utilizing this activity type.</u>

b. <u>Review Activity Names, Selected Activity Categories and Activity Descriptions</u>: Edit activities according to programming planned for FY23/24. You may select more than one activity category as appropriate for each 'Projected Activity'. See pages 11-12 for a list of FY23-24 Activity Categories. You may add additional Projected Activities by selecting the 'ADD+' icon located on the bottom right-hand side of the page. Delete Projected Activities by selecting the "trash can" icon on the right hand-side of the screen.

➢ <u>Tip</u>: When selecting activity categories, reflect on the activity's intention. Although you may select more than 1 activity category, please be mindful of the categories and which ones *best* capture the activity's objective.

➢ <u>Note</u>: Only list <u>confirmed</u> Projected Activities. If Projected Activities have not been confirmed for implementation during FY23/24, please do not include them in the 'Projected Activities' form. You may add Projected Activities during the Workplan revision process by contacting your DCYF Program Specialist.

c. <u>Activities Implemented in Response to COVID-19</u>: For each 'Projected Activity, you will be asked to select whether the activity/service is being provided in response to the COVID-19 pandemic.

➢ <u>Select 'Yes'</u>: if the activity is being implemented in response to the COVID-19 pandemic. For example, if your program was originally funded to provide Youth Workforce Development (YWD) services but due to shifting priorities, your programming has partially shifted to supporting food distribution efforts you would select 'yes' – the service/activity is being implemented in response to the COVID-19 pandemic.

➢ <u>Select 'No'</u>: if your activity would be implemented in 'normal' years (pre-pandemic), <u>even if your service-delivery has changed from in-person to virtual.</u> For example, a STEM program was providing in-person, 3-D printing courses pre-pandemic and is now hosting virtual coding classes. This program would select 'no' because although the curriculum differs (3-D printing vs. virtual coding), and the service delivery method changed (in-person to virtual), the Projected Activity aligns with STEM services for which the program was originally funded.

d. <u>Submit the 'Projected Activities' Form</u>: once you have entered information for all Projected Activities you may submit the form by selecting the 'SUBMIT' icon on the top or bottom right-hand corner of the screen.

6. Complete Your Program's 'Budget'

a. <u>Select the 'Budget' Form</u> located within the 'Workplan' form in the left-hand side menu.

b. <u>Using the 'SETUP' Box at the Top of the Screen</u>: select the budget categories that apply to your program's budget.

➢ <u>TIP</u>: Budget category descriptions, allowable expenses, and DCYF grantmaking policies are described in detail within the [Doing Business with DCYF Guide](). Review the *Doing Business with DCYF* addendum located on pages 13-16 for additional information on COVID-related expenses, stipends, and travel expense requests.

c. Refer to the 'Grant Information' box to identify the total 'FY23-24 DCYF Grant Total'. Review each field in the 'Grant Information' box as defined below.

➢ FY23-24 DCYF Grant Total: This is your program's total grant amount for this funding year.

➢ FY23-24 Total Program Budget: Enter your program's total budget for this fiscal year. This amount must be greater than, or equal to, your 'FY23-24 DCYF Grant Total'.

➢ DCYF Grant Amount as % of Total Program Budget: This is a calculated field which indicates the percentage of your 'Total Program Budget' that is funded by your 'DCYF Grant Total'.

➢ FY23-24 Global Agency Budget: This amount is prepopulated by your Agency's Fiscal information located in your 'Agency' form. To edit this amount, navigate to the 'Agency' form in CMS. Click on the 'Unlock' button located at the top, right-hand side and edit the amount noted in the 'Agency Budget' field. Submit the form when finished.

d. Select Your Invoicing Months: Invoicing month selections cannot be edited once the Workplan has been approved. If uncertain of which months to choose, please select all invoicing months as your selections cannot be edited during the budget revision process.

e. Enter Information for the Budget Categories You Selected in the Setup Section: To add additional sections for budget items, select the 'ADD +' button.

➢ NOTE: grantees who wish to adjust the wages of their staff for FY23/24 can do so even if those adjustments mean reduced service levels in their programs.

➢ NOTE: Do not submit employee names within the 'Adult Staff' category. Enter information for the various Roles, Titles, # Positions and Pay Information. The amount you enter for Total Pay should reflect the total amount to be paid for all positions in a Role/Title. Allocating funds by Role/Title, rather than by individual employee names will help make invoicing and budget revisions easier to complete.

f. Submit the 'Budget' Form: after verifying information entered is accurate and complete. Locate the 'SUBMIT' icon at the top or bottom right-hand corner to submit your budget.

7. Confirm Your Agency Profile Details

DCYF has prepopulated most information in your 'Agency' form with FY22/23 Workplan information. Review and update your agency information for accuracy and complete missing fields. You may edit your program's agency information at any time, regardless of Workplan's status. To edit the agency information, select the 'UNLOCK' icon located at the top right-hand corner of the 'Agency' form. Once all edits have been made, select the 'SUBMIT' icon.

➢ IMPORTANT: Update your agency's contact information on a regular basis. DCYF utilizes the Agency profile contacts when conducting fiscal monitoring and to communicate important grantee announcements. The 'Agency' form is shared across all programs listed under an Agency in CMS.

8. Submit Your Workplan for Review

DCYF Workplans are reviewed by 1) DCYF Contracts & Compliance and 2) your DCYF Program Specialist.

Under the 'Workplan' Menu, Select the 'Overview' Form: Ensure all Workplan forms (#s 1-4) have been submitted before you select the 'Sign & Submit' form. Your program's 'Primary Program Contact' will receive a Cityspan-generated email if your Workplan was approved or requires attention.

➢ The Workplan review and approval process may take 1-2 weeks to complete. Please submit Workplans prior to the posted deadlines to prevent delays in CMS activity instance set up.

➢ CMS activity instance setup, attendance submissions, and invoicing are unavailable until your Workplan has been approved. CMS participant registration is available via the 'Participants & Staff' form while Workplans are being reviewed for approval.

Additional Support

If you have questions or need support with completing your FY23/24 Workplan, please contact your DCYF Program Specialist.

For questions or CMS troubleshooting please contact dataevalsupport@dcyf.org.

Need help navigating CMS? DCYF's Research, Evaluation & Data Team is ready to support! To schedule a 30-minute CMS Office Hour please click here. We encourage you to reach out to your Program Specialist if you have specific questions about your grant.

ACTIVITY CATEGORIES:

No changes were made to FY23/24 Workplan Activity Categories or their definitions.

The following Activity Categories and their definitions were determined based on the types of services and activities grantees have implemented pre-pandemic as well as activities executed in response to the COVID-19 pandemic. Remember, you may select multiple activity categories for every Projected Activity, if necessary, to capture the intention of your programming.

a. <u>Barrier Removal</u>: Time spent supporting young people and their families with court dates and appearances, traffic and parking tickets, probation obligations, legal services, immigration services, applying for public benefits, translation services, transportation services, obtaining a driver's license/California ID, etc.

b. <u>Family Supports</u>: Activities intended to support parents and caregivers in accessing resources that meet their family's basic needs including childcare, food, shelter, and wellness resources aimed to strengthen the social emotional relationship between parent and child.

c. <u>Food and Other Basic Needs Distribution</u>: Providing children, youth and families access to a range of resources that meet essential needs. Examples include but are not limited to: food, increasing access to technology, shelter/housing support, clothing and transportation.

d. <u>Learning Supports</u>: Activities that help children, youth and their families address disparities in academic outcomes. Examples include but are not limited to; support for children, youth and their adult guardians/parents for distance learning, individual or small-group tutoring, successful transitions during key periods (entering kindergarten, middle and high school), and/or completion of high school or equivalent.

e. <u>Referrals/Connections to Services</u>: Connecting young people to an outside agency for the purpose of accessing services that meet their needs and/or help them achieve their goals. Referrals should promote positive social and emotional learning and support access to a broad range of supports.

f. <u>Wellness and Mental Health Supports</u>: Activities that help children, youth and their families learn and sustain practices and habits that help maintain and improve mental health; activities that help address the impacts of COVID-19 related stressors and other stressors that may affect overall wellness, like family and community violence. Examples of activities within this service category include but are not limited to wellness check-ins, mental health and wellness education, therapeutic sessions with mental health provider.

g. <u>Comprehensive Afterschool</u>: Activities implemented afterschool during the school year that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.

h. <u>School Day</u>: Activities implemented during the school day when school is in session (not before or after school) during the school year.

i. Comprehensive Summer: Activities implemented during the summer that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.

j. Mentorship: Activities that connect youth with caring adults who work with them over an extended period of time to provide motivation, guidance, connection and support with the ultimate aim of achieving positive goals, exploring new possibilities and increasing the youth's self-esteem and confidence.

k. Enrichment/Skill Building: Enrichment/skill building activities that are implemented at a site operated by your agency and with participants that your agency recruits and enrolls. Select "Enrichment/Skill Building - Partner Agency" if you partner with another agency to provide services at their location and/or serve the participants that the other agency recruits and enrolls.

l. Enrichment/Skill Building - Partner Agency: Enrichment/skill building activities that are implemented in partnership with another agency. Your agency provides services at their location and/or you serve participants that the other agency recruits and enrolls. For example, an afterschool program contracts with your agency to provide an arts workshop to the youth enrolled in the afterschool program.

m. ExCEL - Transfer Activity to EMS: Activities that require attendance to be transferred from CMS to the ExCEL Contract Management (EMS) system.

n. Participant Financial Incentives: Activities that include distribution of financial incentives for participants.

o. Other: Activities that address emerging needs that fall outside of the other categories. Include brief rationale for selecting 'Other' activity category in your Activity Description.

p. Internship (Only applies to 'Job Placement' Activity Type): A paid, or unpaid, career preparation activity in which youth are placed in a business for a defined period of time to participate in and observe work firsthand within a given industry. Internships should include a formal learning contract between the youth, program, and the employer. Internships are intended to be highly structured, time-limited experiences that occur at a workplace.

q. Job Shadow (Only applies to 'Job Placement' Activity Type): A career exploration activity in which youth observe the workday of a professional, interact with clients or customers, and attend meetings and other appointments. Job shadows are designed to help youth explore a field of interest while developing research skills and building occupational knowledge through a facilitated, active learning process.

r. Work Experience (Only applies to 'Job Placement' Activity Type): A paid career preparation activity in which participants execute real work and are held to the same expectations as all employees at the workplace. Evaluations based on workplace expectations and performance should be provided by the worksite supervisor. Could be regular, paid employment, subsidized employment and/or learning-rich work experience.

The Department of Children, Youth and Their Families is committed to providing as much assistance and flexibility we can during the coming fiscal year. Our grantmaking policies are explained in detail in our publication [Doing Business with DCYF](). During the FY23/24 year <u>most rules outlined in this document will remain in force</u>. In addition, we are continuing several updates that we instated during FY21/22 in response to COVID-19. This addendum to *Doing Business* covers those new processes and eligible expenses not contained in the core document,

The sections below follow the order presented in the original *Doing Business* guide, and only include changes and updates to the information previously released.

SECTION II: THE GRANT APPROVAL PROCESS

- <u>Workplan Deadline</u>: The deadline to submit your completed FY23/24 workplan is July 1st for all grantees. It is extremely important that grantees complete their workplans on time, as this will allow DCYF to provide uninterrupted invoice payments.

SECTION III: BUDGET

- <u>COVID Response Expense Classification</u>: DCYF will continue to support grantee expenses, both programmatic and administrative, that arise as a direct outcome of their COVID-19 response. Grantees should record these expenses in their own budget line item(s), utilizing the narrative description field to indicate them as COVID related. Please include the word "COVID" in the description for all such expenses.

  Using the same category on multiple budget line items is allowed to segregate COVID related expenses from regular programming expenses. For example, under Materials & Supplies/Program Supplies, there should be separate entries for art supplies (a general expense) and personal protective equipment for the program space (a COVID expense). In the latter entry, use the word "COVID" in the description field to indicate it is a COVID expense.

  In most cases, existing budget categories exist to accurately classify these expenses. Grantees should utilize these categories when completing their budgets, and only use the "Other" option when no other is appropriate.

- Personnel: Overtime, holiday pay, and other temporary salary increases for staff retention are allowable expenses when earned in support of the funded program and following grantee policy. Performance bonuses paid to staff are disallowable expense.

- Subcontractors: DCYF will continue to allow subcontractor expenses in our grants. However, recent changes in California state law have altered who can be classified as a subcontractor. On January 1st 2020, Assembly Bill 5 (AB 5) became effective. It codifies the conditions that must be in place in order for a person to serve as a subcontractor, with the assumption that workers are presumed to be employees until proven otherwise. In general, a subcontractor must:
  a. Be free from control and direction, both under contract and in fact,
  b. Perform work that is outside the usual course of the hiring entity's business, and
  c. Have their own independently established business of the same type as the work performed.

  All three conditions must be met in order for an individual to be classified as a subcontractor. Note that DCYF is not in a position to make any determination as to how grantees classify their staff, nor can we provide any advice on how to comply with AB 5.

  One option for assistance is through the state's Employment Development Department (EDD). Employers can file a Determination of Employment Work Status (Form DE 1870) with the EDD to confirm the correct status of a worker. Workers determined to be employees and not subcontractors are still eligible for DCYF support, though as staff. For more information on the requirements of AB 5, please contact the EDD at 888.745.3886 or visit www.edd.ca.gov.

- Other Program Expenses (Communications and Equipment): In-person learning is expected to fully return this fiscal year, however DCYF will still allow reimbursement of costs to supply staff and participants with adequate computer hardware and internet access (we recommend that agency use MYFI Units for staff) to function remotely and to support distance learning as needed. These expenses should be labelled in the description field when remote work or distance learning is needed of the program in response.

- Other Program Expenses (Basic Needs): DCYF supports grantees in providing services that help participants and their families gain or maintain access to childcare, food, water, clothing, technology, internet access and referral services for shelter. Expenses incurred in meeting participants' basic needs are eligible and should be categorized under Other Program Expenses. These expenses should be labelled with "COVID" in the description field when basic need support is part to your COVID response.

  Grantees providing direct payments to youth/families for their needs must retain records on such disbursements, including:
  o Names of all payment recipients
  o Purpose of payment (groceries, utilities, childcare, clothing, general support, etc.)

o   Amount of each payment

o   Date of each payment

o   Format of payment (cash, check, gift card, etc.)

Grantees should communicate with their program specialist how expenses are COVID related.
DCYF strongly recommends grantees create specific written policies that address how cash payments are handled internally.

Travel Expenses: Current allowable Transportation expenses include Travel outside of the City in support of the funded program. Grantees must receive prior approval from their Program Specialist to ensure the expense is directly related to program activity is reasonable.

Update on the City Administrative Code Chapter 12X. The City and County of San Francisco, as of June 9, 2023, has repealed the travel policy concerning states with legislation regarding both anti-LGBT laws and laws that prohibit abortion prior to the viability of the fetus.   As a result, DCYF has updated its Travel Request Form to only align with our Doing Business with DCYF guide, which requires approval for any travel outside of the Bay Area. We will continue to use the Travel Request Form to approve any travel that is out of state of California. For travel within the state, grantees can notify their Program Specialist via email.

Agencies should note this policy and make requests at least 1 month in advance of travel plans to allow adequate time for your travel request to be reviewed and processed and for purchases to take place. If you have any questions about the Travel Request Form, please reach out to your Program Specialist.

SECTION V: STIPENDS AND INCENTIVES

- Incentive Policy: Current DCYF policy regarding the use of cash incentives to youth and families remains in place. In cases where Youth Workforce Development programs are unable to place participants in work opportunities but are engaging them in other related activities (training, mentorship, skill building, etc.), any payments to youth should be classified as incentives, not stipends.

- Family Support: Incentives provided to families are allowable and should be labelled as Other Program Expenses/Participant Incentives.

  Requirements for using Stipends or Incentives: DCYF requires grantees making any direct payments to youth–either stipends or incentives–to have a written policy in place that describes four basic elements of the payment:
    1. Requirements for youth to receive payment: What are the expectations, tasks or duties to be completed or amount of participation required? What documentation is given to youth to ensure that they are aware of these policies?

2. Amount of payment
3. Process for payment: How is participation documented (e.g., sign-in sheets)? How and when are checks generated and how is payment given to participants?
4. Documentation: How are records maintained for youth receiving a stipend or incentive? What documentation do you keep on file (e.g., tax information)?

DCYF will review an agency's stipend policy during the Fiscal and Compliance Monitoring Visit

SECTION VII: BUDGET REVISION REQUESTS

- Procedure Change: The process for a Budget Revision as described in *Doing Business with DCYF* has been greatly simplified in most cases. Grantees seeking a revision should contact their Program Specialist to begin the process. In cases where the revision shifts $5,000 or less between budget categories, DCYF will automatically approve such requests. In all other cases, DCYF will make a determination within two business days.
- Budget Revision Deadline: Deadline to request a budget revision is the last business day in April: Written request must be submitted to Program Specialist
  o If a Budget Revision is requested in the last week of April, you must complete and submit the request within 1 week of the original submission date or forfeit the request.
  Note: DCYF is no longer utilizing the DCYF Budget Revision Form. The process is now done entirely within the Contract Management System (CMS).

SECTION VIII: INVOICES

- Year-End Deadline Change: In order for the City to close the fiscal year, the final date to file a 22/23 invoice will be July 30, 2023. This is less that the standard 45-day window for invoice submission for June.

SECTION XII: DCYF AUDIT POLICY

- Waiver of Policy: For the duration of the 2018-2024 funding cycle, grantees with an annual budget of $1 million or less may request a waiver of our audit policy. Waivers will be granted on a case-by-case basis. To request a waiver, contact your Program Specialist.

SECTION XIV: DCYF NUTRITION STANDARDS & POLICY GUIDELINES

- Limitation of Spending for Food: For the duration of the 2018-2024 funding cycle, the $2.50 per meal maximum allowable food expenditure policy is waived. Grantees are still expected to provide youth healthy food options whenever possible.