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DCYF 2024-2029 RFP: FREQUENTLY ASKED QUESTIONS (FAQ) V2.0

DCYF received 460 questions about the 2024-2029 RFP, including several that were repetitive. In order to highlight some of the most commonly asked questions we have created this FAQ document. The full Questions & Answers document was released on Wednesday Sept. 13th, 2023, and is available on our RFP page.

FREQUENTLY ASKED QUESTION CATEGORIES

ALLOCATIONS

Are there minimum and maximum grant amounts or strategy allocation ranges in the 2024-2029 RFP?

For this RFP, DCYF is not providing a minimum or maximum award range for strategies. This approach is being used to ensure that we have the flexibility when making funding decisions. We encourage applicants to submit proposals that request funding that represents the true cost of their programs.

How is DCYF addressing our desire to provide large flexible grants in the 2024-2029 RFP

DCYF is addressing the idea of large flexible grants in two ways for this RFP: funding larger grants, and as a result, fewer agencies and providing the ability to move funds across multiple programs funded under the same Result area. Please view our Bidders Conference recording on our RFP page for more information about how we are operationalizing flexible funding in the 2024-2029 grant cycle.

BOARDS

When will agencies need to have a youth board member on their organization's board of directors?

Agencies that receive grants from DCYF will need to have a youth board member on their Board of Directors before the end of the 5-year funding cycle. Agencies do not need to have a youth board member seated to apply to the 2024-2029 RFP.

What age do youth board members need to be fulfill this requirement?

San Francisco Board of Supervisors Resolution No.490-21 states that all organizations that receive funding from DCYF must have "at least one youth member, defined as between the ages 14-24 years old, to be a member of the organization's Board of Directors."

CHARACTER COUNTS

What are the character counts for the questions in the RFP? Are there character counts for other RFP forms including the Services & Projections and Budget forms?

The character limits for the questions in this RFP are:
- Target Population Need: 900 characters
- Program Overview: 900 characters
- Program Implementation: 900 characters
- Program Design and Implementation: 1400 characters

There are no character limits for fields in the Services & Projections form. The only character limit in the Budget form is for the Budget Justification and Calculations box at the bottom of the page which allows 900 characters.

FISCAL & BUDGET

When will agencies need to meet the insurance requirement for grants?

Required insurance will be due at the time of signing the contract and does not need to be in place when the proposal is submitted.

What expenses are allowed and unallowed for DCYF funded programs?

The best way to understand which expenses are allowable for DCYF funding is to review our [Doing Business with DCYF guide](#). This guide contains detailed information about allowable and disallowable expenses for each budget category, as well as other relevant information.

FISCAL SPONSORS

The RFP states that applicants can submit one proposal per strategy. How does this requirement work for fiscal sponsors?

Agencies that are operating as fiscal sponsors for multiple programs can submit one proposal per strategy for each program they are sponsoring.

Can fiscal sponsors submit proposals for their own programs in addition to those submitted for the programs they are sponsoring?

Fiscal sponsors that also implement their own programming can submit proposals on behalf of both themselves and the programs they are sponsoring.

FOR PROFIT ORGANIZATIONS

Why is DCYF opening up this RFP to for profit organizations?

DCYF is required to include language in our RFP that aligns with [Chapter 21G of the San Francisco Administrative code](#). Section 21G.2 Definitions defines a grantee as a "party entering into a Grant Agreement with the City. A Grantee may be a for-profit or nonprofit entity, an individual, or a governmental entity."

Will for profit organizations be held to the same requirements and contractual regulations as nonprofit agencies, including those for open board meetings, audits and youth board members?

Yes, all organizations funded by DCYF, whether they are for or nonprofits, will be held to the same requirements and contractual regulations. These include policies related to audits, open board meetings and youth board members as well as all other regulations detailed in the grant agreement located in Appendix A of the RFP. Please visit our [RFP page](#) for the latest version of the RFP document.

GENERAL

Are score reports available from the 2018-23 RFP & RFQ?

Applicants can find scores, reader comments, deliberation results and award amounts for the 2018-23 RFP & RFQ by clicking this link to our website. To find your organization select your Agency & Proposal Name from the drop-down menu.

Where can I find information about the programs DCYF is currently funding?

DCYF encourages agencies to review our Year End Reports that provide data about grantee performance during the 2018-24 funding cycle and our 2023 District Calendar that provides an overview of funding by supervisorial district.

Do programs need to be completely built by the March 11th, 2024 award announcement date? Is it possible to use grants funds for planning?

While DCYF will make award announcements on March 11th, 2024 our grants will not officially begin until July 1st, 2024. Therefore, agencies will have from the date of award announcement to the onset of the grant to finalize their programs. During this time grantees will complete their 2024/25 DCYF workplans and budgets and can also solidify other key program elements. Programming is expected to begin at the beginning of the grant term. While all grantees will have these months to prepare to implement their programs DCYF is not offering planning time for any strategies or initiatives in this RFP once the grant term begins.

How are RFP decisions made? Who are the readers that will be reading and scoring proposals and how will they be prepared to contribute to the 2024-2029 RFP decision process?

As stated on page 17 of the RFP, DCYF's decision process includes 3 phases: Scoring, Deliberation and Final Decisions. The Scoring phase is when DCYF, funding partners and subject matter experts score proposals on their quality and responsive to the RFP and make preliminary funding recommendations. All readers receive training and materials to support their understanding of the goals and requirements of the strategies they are reading for. The Deliberation phase is when DCYF and funding partners determine fundability by assessing each proposal's alignment with the strategy and ability to serve the target population as well as the agency's past performance and fiscal health. This process includes site visits and the collection of fiscal documentation for non-current grantees. The Final Decisions phase is when DCYF and funding partners make funding and allocation decisions. This process includes reviewing relevant population and neighborhood data as well as other contextual factors about availability and coverage of needed services.

Are letters of support encouraged or required for the 2024-2029 RFP?

DCYF is not collecting any letters of support for the 2024-2029 RFP.

HOW TO APPLY

Which Results, Strategies or Initiatives make the most sense for my agency apply under?

DCYF cannot provide guidance to applicants about how they should apply to our RFP including the services areas and/or strategies an agency should apply under. We encourage all applicants to reflect on their program,

read through all the Service Areas and Strategies and identify which Result Areas, Service Areas and Strategies make the most sense for your agency.

Can an agency apply for the same program in different Results areas?

Agencies can submit proposals for the same program in multiple Results areas but must be able to meet all strategy and initiative requirements and serve the indicated target populations. In many cases strategies that appear in multiple Results areas have different target populations and requirements. DCYF encourages agencies to read the RFP carefully and base their decisions on how to apply on their ability to fulfill the expectations of each strategy.

Can an agency submit multiple proposals under the same strategy?

One of the goals of this RFP is to fund programs holistically rather than through a structure that forces agencies to chop up their program under separate DCYF grants. This goal is reflected in the requirement that agencies only submit one proposal per strategy except for Beacon Community Schools and High School Partnerships. However, due to the large volume of questions about this requirement, many of which reflected unique situations in which it made sense to allow multiple proposals per strategy, **DCYF has made the following change to the one proposal per strategy requirement:**

Agencies can submit multiple proposals per strategy if the programs are distinctly different in their outcomes, goals, program models and approaches <u>OR</u> if the strategy or initiative explicitly requires agencies to submit different proposals for each selected target population.

If awarded funding, will we be able to adjust our proposal?

Agencies are awarded funding based on the proposal(s) they submit. It is expected that the information entered in RFP forms such as Services & Projections form will reflect the services the agency will provide if awarded. DCYF will use information entered in RFP forms as the basis for grantees' 24/25 workplans. Therefore, agencies should enter information about services, projections, activities and sites that is as accurate as possible and reflects the services and supports that they will provide. Agencies that do not receive their proposed amount of funding will be able to adjust their budgets and participant projections if necessary.

Can agencies submit a collaborative proposal?

As stated on page 14 of the RFP, "collaboratives (i.e., joint ventures or a team of agencies with complementary skills and experience) are permitted to respond to this RFP. Proposals from collaboratives must designate a lead agency to serve as the fiscal sponsor for the partners." Collaborative proposals are not limited to the Collaboratives initiative and can be submitted in all strategies.

PARTNERSHIPS

Do partnerships have to be formally confirmed to be included in the proposal?

Partnerships, not including subcontractors (see below), do not need to be formally confirmed to be included in the proposal, although agencies should be able to describe their plan for how any collaborations will work when confirmed.

Do subcontractors listed in the budget need to have an MOU or other formal agreement to be included in the proposal?

Subcontractors do need to have an MOU or other formal agreement in place to be included in the budget. Because subcontracting entities are being described as an expense in the proposed budget DCYF wants to know that this relationship has been officially confirmed and may request to see the MOU during our decision-making process.

PERFORMANCE MEASURES

Do we need to reference the listed performance measures for each strategy or initiative in our proposal?

The Performance Measures listed in the RFP are for informational purposes so programs have a better understanding what they will be held accountable to for each individual strategy. Agencies should answer RFP questions as they are written and weave in relevant information about performance measures if appropriate.

Are DCYF grantees required to develop their own surveys to meet performance measures?

DCYF will develop and provide surveys for strategies that have performance measures based on our youth participant survey and does not expect programs to develop their own. Grantees will be required to distribute, collect and return surveys to us based on instructions and timelines we will provide. In addition, during the funding cycle, DCYF will conduct more in-depth evaluation of some strategies and will require grantees to engage as needed. Engagement in evaluations may include interviews or distributing and collecting additional assessments.

RFP DECISION MAKING

How are RFP decisions made? Who are the readers that will be reading and scoring proposals and how will they be prepared to contribute to the 2024-2029 RFP decision process?

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Does requesting too much DCYF funding work against our proposal? Does bringing in additional outside funding to support our program increase our chances of receiving DCYF Funds?

DCYF does not penalize agencies for making large funding requests. We understand that some types of programming happen at larger scales, serve participants with high intensity needs or require specialized staffing. We encourage agencies to submit proposals that represent their true program cost as there is no benefit in requesting less funding than is needed to provide high quality services.

Bringing in additional outside funding does not increase an agency's chances of receiving DCYF funds. Agencies do not receive higher points if they commit other funding or resources to support the proposed program. However, DCYF will consider the potential for additional resources to strengthen program offerings or outcomes for participants during our decision-making process. We encourage agencies to strengthen their ability to secure funding from diverse sources to support their programs even while we understand that they may differ in their capacity to achieve this goal.

RFP SYSTEM

Is it possible to see the full proposal application or download a blank version of the template?

Applicants can access a PDF of each section of the proposal on the Proposal Overview page in the online RFP system. Before the proposal has been filled out these PDF will only contain the RFP questions and fields. To access these pages agencies will need to login or register for an account for our RFP System.

STRATEGIES & INITIATIVES

Do grantees funded under the Youth Workforce Development strategy need to subcontract with other organizations across the city to employ youth or can they employ all participating youth on-site?

No, it is not required for grantees to subcontract with other organizations for placements. Agencies that have the capacity and ability to provide on-site placements while adhering to DCYF's requirements and expectations are allowed to do so. We highly encourage agencies to read all the requirements to make sure they can meet them.

What sort of conditions would qualify for the "more limited access" exception for the summer program duration requirement?

SFUSD only allows programs to operate within a certain time frame at SFUSD sites. The "more limited access" refers to the fact that programs can only operate M-F, between the hours of 8-4:30pm until the 2nd or 3rd week in July. If agencies are providing programs at non SFUSD school sites the "more limited access" rule can apply to those sites as well.

TARGET POPULATIONS

What are the differences between the terms at risk, justice involved, systems involved, disconnected transitional age youth, system impacted and in the juvenile justice system.

DCYF defines at-risk youth as youth and young adults who are system-impacted and or system-involved. DCYF defines justice involved as youth and young adults in multiple stages of their case flow, including in-custody, pre-trial release, awaiting adjudication, awaiting sentencing, alternative to detention, out-of-home placement or while in school. Juveniles in these varying stages may also be considered 'in the juvenile justice system. DCYF defines system involved as a person with direct participation and involvement in either the justice system in one of its various forms, including arrests that result in petition/charges, active incarceration, probation, or parole; or child welfare system. DCYF and the City Charter DCYF defines disconnected TAY as "youth ages 18 to 24 who are homeless or in danger of homelessness; have dropped out of high school; have a disability or other special needs, including substance abuse; are low-income parents; are undocumented; are new immigrants and/or English Learners; are Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQQ) and/or are transitioning from the foster care, juvenile justice, criminal justice or Special Education system." DCYF defines system impacted as a person who is legally, economically, or familiarly affected in a negative way by the incarceration or involvement of a close relative in the justice system, or are involved or affected by the child welfare system. These include people who are at-risk, but not in risk of direct involvement in these systems due to immense trauma, stress, violence, and uncertainty of systemic factors in their lives that reinforce inequities.

Does DCYF's definition of transitional age youth and young adults include all TAY or only those that are disconnected?

The City Charter defines disconnected TAY as "youth ages 18 to 24 who are homeless or in danger of homelessness; have dropped out of high school; have a disability or other special needs, including substance abuse; are low-income parents; are undocumented; are new immigrants and/or English Learners; are Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQQ) and/or are transitioning from the foster care, juvenile justice, criminal justice or Special Education system." DCYF is charter mandated to serve TAY that meet this definition and, as a result, there are no strategies that target non-disconnected TAY.

Can I serve youth that live outside of San Francisco?

DCYF is required to fund programs that serve San Francisco residents. The one exception to this requirement is for services funded under the Justice Services Service Area (see below).

Can programs funded under the Justice Services strategies and initiatives serve out of county youth?

Yes, Justice Services grants can serve young people who live out of county who have been arrested in San Francisco, referred to the San Francisco Juvenile Probation Department, and/or are under the jurisdiction of the San Francisco Juvenile Delinquency Court. Services funded under Justice Services are partially funded by the Juvenile Probation department which uses funding sources that have different restrictions than the Children & Youth Fund.

I don't see the ethnic or cultural group listed as a target population for the strategy or initiative I wish to apply to, does that mean I cannot apply to serve these youth?

Some DCYF strategies and initiatives allow applicants to select target populations that are ethnic or cultural groups while others define broader requirements focused on age or grade. Unless an ethnic or cultural group is

explicitly listed as a target population applicants can apply to serve the specific population that they work with. Agencies should also review the target populations listed on page 5 of the RFP to understand the populations identified through the CNA as having concentrated need, as well as characteristics associated with increased need. These are the specific populations that DCYF has identified as benefiting from targeted programming.

UNIVERSAL REQUIREMENTS

Do the Universal Requirements need to be addressed in proposal narratives?

Applicants should respond to each question in the RFP based on what is being asked including weaving in ways that they will meet universal and strategy requirements in their answers where appropriate. For example, many strategies include a question which asks for the "program's approach to ensuring the wellness of your participants." This question directly relates to the Universal Requirement 6 on page 15 of the RFP.

When do the Universal Requirements need to be met?

The Universal Requirements listed on pages 15-16 of the RFP will be expected of all funded programs and must be met when the grant begins.