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DCYF 2024-2025 COMMUNITY GRANTS RFP FINAL SUBMITTED QUESTIONS & ANSWERS (AS OF NOVEMBER 8TH, 2024)

This document contains all Questions and Answers submitted about DCYF's 2024-2025 Community Grants RFP from November 4th-8th, 2024. The questions are being provided as they were submitted including any spelling errors or grammatical mistakes. DCYF did not make any corrections to the question text.

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BUDGET QUESTIONS

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
Budget	Our question is regarding the budget for the STEM strategy. Since the term is 1.5 years, should the budget reflect the program for 1.5 years or just 1 year?	Applicants should provide a one-year budget.
Budget	Could you please clarify whether we should submit the budget proposal for the full amount of the grant, or should we specify the cost per student per program?	Applicants should provide a one-year budget.

GENERAL QUESTIONS

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
General	Is the allocation amount listed in the RFP for each funding strategy the total maximum amount that will be allocated for that strategy – possibly divided among multiple grantees? Or is this the maximum amount that will be awarded per individual grant under that strategy?	The allocation amount listed for each funding strategy is the total maximum amount that will be allocated for that strategy potentially divided among multiple grantees as detailed in the table on page 4 of the RFP document.
General	Is DCYF still only available as reimbursement funds? And if so, why? Why does a nonprofit have to already have funding in order to qualify for a DCYF grant?	DCYF grants are provided on a cost reimbursement basis, meaning that grantees must incur and submit invoices for costs before receiving payment. This reimbursement method aligns with City policy. While DCYF grantees do not need prior funding from the department or City to receive a DCYF grant, they must have the ability to cover program expenses upfront before being reimbursed. Additionally, DCYF allows grantees to request an advance of up to 10% of their annual grant budget. Approval for advance requests is at DCYF's discretion.
General	Can you please share the current grantees for the two citywide opportunities: -STEM & Environmental Sustainability -Youth Workforce Development TAY/A	Agencies can find information about the current grantees funded under the STEM & Environmental Sustainability strategy at https://www.sf.gov/information/enrichment-and-skill-building . Information about current Youth Workforce Development TAY/A grantees can be found at https://www.sf.gov/information/youth-workforce-development .
General	Can these grants be used to sustain programming that are otherwise being cut due to DCYF grant reductions?	All agencies that meet the Minimum Qualifications requirements detailed on page 8 are eligible to apply to this RFP, including those looking to sustain programming that is not currently supported by DCYF.

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
General	This RFP is only for \$2.5 Million. We understood that DCYF had approximately \$7 Million in addbacks after the last funding cycle. Will the remaining \$4.5 Million be released at a different date?	As stated in our September Grantee Newsletter "the Mayor's Office and Controller's Office are actively monitoring the City's financial outlook. In light of current projections, and to avoid the disruption of mid-year budget cuts, the Mayor's Budget Office has placed grant funds added during the Board phase - commonly known as "addbacks" - on reserve until updated revenue forecasts are released and reviewed. This is expected to take place in December 2024." Only \$3.5M was released back to our department for CBO Program Restoration which is one of three areas of funding identified by the Board of Supervisors. \$2.5M of those funds went into this RFP and \$1M went into existing grants.
General	Can we submit two different proposals?	<p>Agencies are allowed to submit two different proposals for this RFP. However, DCYF advises against submitting two proposals for the same strategy within the same district, as funding for each strategy is limited and there is no guarantee that either proposal will be funded.</p> <p>For agencies submitting proposals under the Identity Formation strategy within the Enrichment & Skill Building Service Area, separate proposals are required if they plan to serve both listed districts (districts 9 and 10). The Minimum Qualifications section on page 8 of the RFP specifies that agencies must have provided services in the relevant district for at least five years. This means that a single site located in one district does not qualify to apply under this RFP for both districts.</p>

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
General	Can an agency apply for multiple grants in the same result area, service area, funding strategy?	<p>Agencies are allowed to submit multiple proposals for this RFP. However, DCYF advises against submitting multiple proposals for the same strategy within the same district, as funding for each strategy is limited and there is no guarantee that either proposal will be funded.</p> <p>For agencies submitting proposals under the Identity Formation strategy within the Enrichment & Skill Building Service Area, separate proposals are required if they plan to serve both listed districts (districts 9 and 10). The Minimum Qualifications section on page 8 of the RFP specifies that agencies must have provided services in the relevant district for at least five years. This means that a single site located in one district does not qualify to apply under this RFP for both districts.</p>
General	Should I use our Phoenix Project website or our fiscal agency website? Should I use Phoenix Project mission statement or Phoenix Project?	When filling out the Agency Profile fiscally sponsored organizations should provide the required information about their program in the Agency Details section including things like the program's website and mission statement. One of the questions in this section asks if the program will use a fiscal sponsor. Clicking yes to this question will open another section further down in the Agency profile that asks for Fiscal Agent Information. Information about the agency that will serve as the fiscal sponsor should go in this section.
General	In the Services and Projection section, one of the items indicate: Approval to Implement Programming at this Location What does this mean, because we are using our own facility/building to provide services?	The "Approval to Implement Programming at this Location" dropdown menu in the Service Sites section of the Service and Projections form is asking for applicants to tell DCYF the status of their agreement to operate at the listed site. In the case when programming is occurring at the applicant's own site DCYF would expect that this agreement is already in place and thus applicants would select the "I already have an agreement (contract, MOU, etc.) to implement programming at this location" option.

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
General	<p>I found an inconsistency in the RFP document, and was wondering if it was intentional or a mistake. Although the strategy is STEM and Environmental Sustainability, the description of the target population specifies the Identity Formation and Inclusion strategy. Please see below for the issue (on page 23 of the RFP):</p> <p>STRATEGY: STEM & ENVIRONMENTAL SUSTAINABILITY</p> <p>The Science, Technology, Engineering and Math (STEM) and Environmental Sustainability Strategy is designed to provide learning opportunities related to science, technology, engineering, and math that will help participants develop 21st-Century skills and competencies. STEM programs will be project-based, hands-on and collaborative and will allow youth to work together to investigate a problem, develop possible solutions or explanations, make observations, test out ideas, think creatively and evaluate their findings and process. STEM programs target elementary, middle, and high school, and can focus on many topics including, but not limited to, biological or environmental science, engineering, computer science, coding, economics, environmental sustainability, and disparate impacts of environmental hazards.</p> <p>Target Population</p> <p>The Identity Formation & Inclusion Strategy has 3 target populations. Applicants will choose to serve one or more of the target populations and will be required to answer specific questions in their proposals depending on their selection:</p> <ol style="list-style-type: none"> 1. San Francisco elementary school youth/youth with disabilities in grades K-5 2. San Francisco middle school youth/youth with disabilities in grades 6-8 3. San Francisco high school youth/youth with disabilities in grades 9-12 4. San Francisco Middle and High School at-risk and justice-involved youth ages 12-17 	<p>The inconsistency highlighted in the RFP document is an error. The document should have referenced the STEM & Environmental Sustainability strategy in the Target Population section. This error will be corrected in an updated version of the RFP. The corrected text will read as follows:</p> <p>Target Population</p> <p>The Science, Technology, Engineering and Math (STEM) and Environmental Sustainability Strategy has 4 target populations. Applicants will choose to serve one or more of the target populations and will be required to answer specific questions in their proposals depending on their selection:</p> <ol style="list-style-type: none"> 5. San Francisco elementary school youth/youth with disabilities in grades K-5 6. San Francisco middle school youth/youth with disabilities in grades 6-8 7. San Francisco high school youth/youth with disabilities in grades 9-12 8. San Francisco Middle and High School at-risk and justice-involved youth ages 12-17

MINIMUM QUALIFICATIONS & REQUIREMENTS QUESTIONS

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
MQs & Requirements	Are for-profit institutions eligible to serve as lead applicants?	Yes, for-profit institutions are eligible to serve as lead applicants.
MQs & Requirements	Hello, could current DCYF sites in the RFP's listed districts be eligible for these funds if DCYF funds do not cover the full cost of the program at those sites?	All agencies that meet the Minimum Qualifications requirements detailed on page 8 are eligible to apply to this RFP, including those looking to obtain additional funding to cover the full cost of programs at their existing sites.
MQs & Requirements	<p>Our organization (BAYCAT) received funding for afterschool programs and summer media camp through the 2024-2029 RFP. We're reading the 2024-2025 Community Grants Request for Proposals that was released, and we're checking to see if we are able to submit a proposal to the Community Grants RFP for programming not funded by the 2024-2029 RFP funding we received</p> <p>We see that it says that "For 2024, the Board of Supervisors provided a pool of funds to DCYF for types of programs that weren't funded in our 2024-29 RFP." We're thinking specifically about the TAY workforce and Identity Formation.</p>	All agencies that meet the Minimum Qualifications requirements detailed on page 8 are eligible to apply to this RFP.
MQs & Requirements	Under the "Identity Formation Strategy" serving districts 9 and 10, it specifies: "Applicants must submit separate proposals for each district they intend to serve within a strategy." Our organization is located in District 9, but we also serve youth who live in District 10 also. Should we submit two separate proposals?	On page 8 the RFP states that agencies "must certify that the program for which the application is being submitted has provided services in the district(s) specified, for the strategy being applied under, for at least 5 years. Agencies will be required to provide information about the site where program activities occurred in the district in DCYF's online RFP system including the site name, address, contact person, contact phone number and contact email address." Therefore, since your physical site location is in District 9 and could presumably meet the Previous Experience minimum qualification, you would need to submit a proposal just for district 9. If you also have another site in district 10 that you have provided services at for at least 5 years you could also submit a proposal for that site.

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
MQs & Requirements	<p>We serve youth ages 16-19 that live all across the city but predominantly are from zip codes 94110, 94134 and 94124 (Districts 9 & 10). Although our program is not housed within either of these districts might we still qualify to apply for funding?</p>	<p>No, your program does not meet the Minimum Qualifications outlined on page 8 of the RFP. The RFP specifies that "agencies must certify that the program for which the application is being submitted has provided services in the district(s) specified for the strategy being applied under, for at least 5 years." Since your program is not located in either of the specified districts, it does not meet this criterion and is therefore ineligible to apply under this strategy.</p>
MQs & Requirements	<p>Under J. Health and Nutrition: As a summer provider, we have always provided meals through the SFUSD Nutrition Services to participants. Do we need to include food and snacks costs in our budget? Or can we state that those will be provided through SFUSD?</p>	<p>Yes, you need to include food and snack costs in your budget, even if these expenses will be covered by other sources. According to the RFP (page 10, under DCYF Contractual Requirements, J. Health and Nutrition), programs "must provide a healthy snack to participants if operating for two hours or more. All proposed programs must provide youth with water and avoid serving sugar-sweetened beverages such as soda or sports drinks."</p> <p>To demonstrate compliance with this requirement, applicants should include a line item for food in the Program Expenses section of their budget. In this section, list the total cost of each item as well as the amount requested from DCYF. For your program, since SFUSD Nutrition Services will provide the food, you should list the food cost in the "Total Program Cost" box and enter 0 in the "DCYF Request" box.</p>
MQs & Requirements	<p>Is it a requirement that agencies applying for this grant have a youth (ages 14-24) actively serving on the board of directors at the time of submission, or will agencies be permitted to work towards this requirement once the grant is awarded? Our organization has Advisory and Young Professionals boards in addition to the Board of Directors. Will the engagement of a 14-24 year old person serving on one of these boards meet this requirement for the grant?</p>	<p>DCYF will allow agencies to work towards this requirement once the grant is awarded.</p> <p>Yes, a 14-24 year old serving on the Advisory or Young Professionals board would fulfill this requirement.</p>

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
MQs & Requirements	<p>Regarding the grant opportunities focused on Districts 6, 9 and 10: Our services are community-based with a Clubhouse location in District 10 but services are not necessarily location specific in delivery as we support youth in their home, school and across the community. Can you provide additional specificity regarding the qualification of services within the indicated districts e.g. defined by youth home address, school address or other?</p>	<p>On page 8 the RFP states that agencies "must certify that the program for which the application is being submitted has provided services in the district(s) specified, for the strategy being applied under, for at least 5 years. Agencies will be required to provide information about the site where program activities occurred in the district in DCYF's online RFP system including the site name, address, contact person, contact phone number and contact email address." This requirement is site specific rather than being focused on where youth live or go to school. In your specific case, since your physical site location is in District 10 and could presumably meet the Previous Experience minimum qualification, you would be eligible to apply for the strategy for that district. You would not be able to apply to provide services in districts 6 and/or 9 unless you could certify that you have provided services at for at least 5 years at a site in those districts.</p>
MQs & Requirements	<p>We have a lead agency that is a for-profit organization, a vendor we're partnered with that our nonprofit, Musicone.org, connects youth to for music and recording services. This organization, Pyramind Institute, has 25 years of service experience in San Francisco with the programs we're applying for, whereas our nonprofit has been operating in San Francisco specifically for only the past two years. Can we apply with Pyramind Institute as the lead agency and fiscal sponsor, and have our nonprofit be a collaborative entity? Or have Pyramind as the lead agency, and have our nonprofit be the fiscal sponsor (recipient and manager of the funds)? Any light you can shed on how this may work and whether or not we even qualify would be fantastic.</p>	<p>The intent of the Previous Experience Minimum Qualification listed on page 8 is to ensure that funded agencies have "provided services in the district(s) specified, for the strategy being applied under, for at least 5 years." This qualification must be met for agencies to apply to this RFP. DCYF cannot advise agencies on how to structure their partnerships and encourages applicants to read the RFP carefully to ensure they are in compliance with all requirements.</p>

STRATEGY REQUIREMENTS QUESTIONS

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
Strategy Requirements	How is DCYF defining job placements under the Youth Workforce Development TAY/A Strategy Area?	Placements are defined as work-based learning opportunities such as internships, part-time or full-time job/work experience.
Strategy Requirements	<p>The Youth Workforce Development (TAY/A) Strategy Requirements state "Job Development and Vocational/Certification Programs: Programs must develop relationships with industry partners to help participants obtain gainful employment. In addition, programs should be able to provide support and access to short-term vocational opportunities and certification programs."</p> <ol style="list-style-type: none"> 1. Are there specific industries the Youth Workforce Development Tay/A Strategy Area is prioritizing? 2. Must applicants both help participants gain employment, as well as, vocational/certification programs? 3. How is DCYF defining providing "support and access to short-term vocational opportunities and certification programs:"? 	<ol style="list-style-type: none"> 1. No, there are not specific industries that the Youth Workforce Development TAY/A strategy is prioritizing. 2. One of the key goals of the YWD-TAY/A strategy is to ensure that participants obtain gainful employment. There are multiple ways to achieve this goal including through job placements and vocational/certification programs. DCYF does not expect grantees in this strategy to ensure that all participants are placed in both a job opportunity and a certificate/vocational program. Instead, we expect that participants in the program will obtain employment potentially using one of those methods. 3. DCYF defines providing support and access to short-term vocational opportunities and certification programs as approaches that programs can use to connect TAY/A to these types of opportunities and increase their chances of success. These approaches can include ensuring that participants are knowledgeable about potential vocational and certificate opportunities, providing financial support to cover registration and tuition fees and providing ongoing guidance and support throughout the program to ensure success.
Strategy Requirements	For the "Work Experience" requirement (pg 32) can we, the applicant, be the employer of record for the participants' part-time or full-time job/work experience?	Yes, agencies can be the employer of record for participants' work experience.
Strategy Requirements	For the "Work Experience" requirement (pg 32), can we use DCYF funding to subsidize participant wages?	Yes. Agencies should also note the additional requirement on page 32 of the RFP document under Work Experience "for work experiences where the agency is subsidizing the wage, programs will gauge their performance and help participants learn from the experience. Evaluations based on workplace expectations and performance should be provided by the worksite supervisor."

TARGET POPULATION QUESTIONS

CATEGORY	SUBMITTED QUESTION	DCYF ANSWER
Target Populations	<p>Can we submit a proposal, given that some of our youth will be 14 years of age by January 1, 2025 (the start of the grant period), and during the 18 months of the entire grant period?</p>	<p>Yes, you can submit a proposal to serve youth who would be 14 by the start of the grant period. Please refer to the target populations for each strategy for additional information about grades and/or ages of the youth intended to be served.</p>
Target Populations	<p>Under the STEM strategy, the target populations are listed as</p> <ol style="list-style-type: none"> 1. San Francisco elementary school youth/youth with disabilities in grades K-5 2. San Francisco middle school youth/youth with disabilities in grades 6-8 3. San Francisco high school youth/youth with disabilities in grades 9-12 4. San Francisco Middle and High School at-risk and justice-involved youth ages 12-17 <p>Can you please clarify that it's</p> <ol style="list-style-type: none"> 1. San Francisco elementary school youth OR youth with disabilities in grades K-5 2. San Francisco middle school youth OR youth with disabilities in grades 6-8 3. San Francisco high school youth OR youth with disabilities in grades 9-12 	<p>The target populations detailed under the STEM & Environmental Sustainability strategy on page 23 are listed correctly. The purpose of listing these populations as youth/youth with disabilities is to specifically recognize that these target populations include youth with disabilities.</p>
Target Populations	<p>In the STEM & Environmental Sustainability Strategy, do the programs need to be designed specifically to serve students with disabilities? Or can they be inclusive of kids with disabilities. Are there any specific disabilities you are looking for programs to address? The language currently reads: "San Francisco elementary school youth/youth with disabilities in grades K-5"</p>	<p>For the STEM & Environmental Sustainability strategy programs can be designed specifically to serve youth with disabilities or be inclusive of them. DCYF is not specifying specific disabilities that programs should address.</p>