



FY19-20 GRANT FAQs

ABOUT THE GRANTS

What is a Grant?

In order to assist City and County of San Francisco departments in creating a workplace culture that supports well-being, Well-Being@Work provides a funding source known as Grants funded by the San Francisco Health Service System (SFHSS) Operating Budget. This is an opportunity for work locations to apply for resources to purchase materials & supplies and services that support well-being at the workplace.

What is the difference between a Grant and an Award?

Grants are small funds that a department is awarded to allow them the opportunity to purchase materials or services to improve their worksite culture of well-being. A Well-Being@Work Award is given to departments that meet specific scoring criteria in the areas of Organizational Commitment, Raising Awareness, Offering Programs and Creating a Culture that supports well-being.

Who can apply for a Grant?

Departments that develop an annual plan for well-being for FY19-20 are eligible to apply. Champions, the Department Lead for Well-Being*, and other stakeholders meet to discuss needs by work location.

**If your department does not have a Department Lead for Well-Being, Champions can work with members of their direct management on this process.*

APPLICATION AND REVIEW PROCESS

How do we apply for a Grant?

Step 1: Identify Request

Champions, the Department Lead for Well-Being*, and other stakeholders meet to discuss needs by work location. If interested in identifying types of items that can be requested as a part of the Grant, please review the Grant Webinar or contact your Well-Being Coordinator at well-being@sfgov.org or call 415-554-0643.

**If your department does not have a Department Lead for Well-Being, Champions can work with members of their direct management on this process.*

Step 2: Involve Department Finance Staff

The Department Lead (and Champions if desired) will meet with the financial staff to discuss for the request. The purpose of this meeting is 1) to confirm that funding isn't currently available for this purpose, 2) to secure support in coordinating the potential acceptance of the funding via work order from SFHSS, 3) to support the purchasing of



the request if approved and 4) assist the department in completing the chart fields as outlined in the Grant application.

Step 3: Complete and Submit the Application

Complete all sections of the Grant application. If you would like to discuss your application in advance with a Well-Being Coordinator, please email well-being@sfgov.org or call 415-55-40643.

- a) Identify approved City vendors to provide the services/materials. Consult with your Finance team.
- b) Include a quote from at least three City-approved vendors. Make sure that the quote includes shipping, taxes, and installation as appropriate.
- c) Complete all questions and sections outlined in the Grant
- d) Certify and obtain signatures from those individuals outlined in the Grant applications
- e) Submit a signed and completed copy of the Application **by August 16, 2018** to Well-Being@sfgov.org.

When are the Grant applications due?

Departments can apply for Grants once per fiscal year. Application are due:

- August 16, 2019

Where do we submit a Grant application?

Grant applications should be emailed to Well-Being@sfgov.org on or before the due date.

Who do I contact if I have questions regarding Grants and/or the application process?

Please review all FAQs and the application. If you have additional questions, please contact the SFHSS Well-Being Team at 415-554-0643 or email Well-Being@sfgov.org.

When are the Grants announced?

Applicants will be notified of decisions no later than September 30.

The application currently asks for chartfields, what are these?

The department must provide their department's chartfield information for their fund, department, authority, project, activity, and account code for 581xxx (Services of Other Departments – for the department awarded the grant). Well-Being Grants are handled as interdepartmental billings in the financial system. Both SFHSS (requesting department) and the departments awarded the Well-Being Grants (performing departments) need to set up budgets on each side before the awarded department (performing department) can proceed with the procurement process. In the financial system, FSP, chartfields are numeric strings of data used to identify a department, project, division, or cost center, the department's authority, and the interdepartmental billing account code where the Well-Being Grant entries will be made.

When the performing department sets up their performing and recovery budgets for the grant total, they will be using their department's FSP chart fields – FSP codes for department, fund,



project, activity, and authority for where they want to charge the expenditures and recoveries. When the billing is made to SFHSS, these chart fields will be used by the performing departments to recover against their budgeted recoveries. SFHSS is requesting the performing department's chart fields – FSP codes for the department, fund, project, activity, and authority that will be used in the performing department's budget entries. In addition, SFHSS will also need the performing departments FSP account code for Services of Other Departments, designated by 581xxx. SFHSS needs the account code for the performing department's Services of Other Departments in order to set up the Well-Being Grant work order budgets on SFHSS's side.

CCSF Chartfield Example:

PS Field	Length	Required	Code	Description
GL Business Unit	5	Yes	SFGOV*	The Entire City Business Unit
Fund Code/ Fund Affiliate	5	Yes	17960	SFIA Operating Fund
GL Account	6	Yes	425990	Settlement Account
Department	6	Yes	228994	AIR General
Authority	5	Yes	10000	Operating
Project ID / Activity	8	Yes	10001767	Ac Airport Support Area
TRIO	6	Yes	100482	AIR_UNA
Agency Use	5	No	14136	GTU Customer Deposit

Non-Finance personnel involved in the Well-Being Grants process should contact and work closely with their own Department's Finance/Accounting/Budget staff in order to acquire the performing department's chart field and account code (581xxx) information.

What is the process we need to go through to order items/services once our funding has been given to our department?

Your finance staff will be best able to answer this question.

Can a department apply for multiple items on one Grant application?

Yes. Please contact well-being@sfgov.org for an application that allows for multiple quotes for multiple Grant requested items.

Can multiple work locations within the same department apply for a Grant?

Yes.

My department submitted an application for a Grant, however wasn't awarded any funds, who can I speak with to learn more about what our department needs to do in order to be awarded Grant money?

Please contact Carrie Beshears, Acting Well-Being Manager at carrie.beshears@sfgov.org.



FINANCIAL QUESTIONS

How much money does our department receive if awarded Grant dollars?

It will depend on the amount requested and the amount approved.

Are there specific items a department must spend its Grant money on?

Yes, once the Grant funds are approved, the department must use the funds as described and outlined in the department Grant application.

What are some items that Grant money can be spent on?

It is recommended to review the potential [Grant items](#) for examples.

How can departments utilize funds provided by the Well-Being Grants?

The Well-Being Grants funding is a Grant that reimburses departments for Well-Being expenditures after they have been incurred. No monies are distributed in advance. The Well-Being Grants are set up as interdepartmental billings in FSP.

1. The department applies for the Well-Being Grants.
2. When the Grant has been approved, the department must set up their interdepartmental recovery and increase their expenditure budget.
3. The requesting department (SFHSS) will establish their department's own fund, authority, and project. It will initiate the entry to assign budget in order to provide the authorization of delivery of services by the performing department.
4. The performing department must set up their purchase order based on the approved amount of the Well-Being Grant.
5. When the expense has been incurred, the performing department will pay for the invoice.
6. The performing department will submit a reimbursement request to SFHSS, through an interdepartmental billing.
7. Any remaining unused balance will be either closed or carry forwarded (as requested by the performing and agreed to by the requesting) at the end of the fiscal year.

When can we start to purchase the items we requested?

Departments can make their purchases when their recovery and expenditure budgets have been set up and SFHSS has set up the requesting department's interdepartmental billing budget. Both SFHSS and department budget entries need be posted before the department can proceed to make purchases. Once this is complete, you can purchase the items once the funds have been transferred to your department. You will need to work with your financial representative to confirm the receipt of funds and the ability to start purchasing items requested.

How long does it take for the funds to be transferred to my department from SFHSS?

Upon notification of award, both requesting (SFHSS) and performing departments (Grant Designated Departments) can proceed to make their respective budget entries. The timing of when these funds become available is dependent on when the department can make their



respective entries and get them approved by AOSD. Once the grants have been approved. If SFHSS has all the departments' chartfield information, the requesting department's interdepartmental billing budget can be set up fairly quickly. Therefore, it is important for the department to provide their department's chartfield information for their fund, department, authority, project, activity, and account code for 581xxx (Services of Other Departments – for the department awarded the grant) budget on the Well-Being application form, otherwise this will delay SFHSS's ability to set up their interdepartmental billing budget. SFHSS will approve the billings once the departments bill SFHSS and submits the billing with the necessary documentation i.e. invoices/POs for reimbursement,

Do we need to bill SFHSS for all our items at once or can we bill as we incur the expense?

It is up to the discretion of the department as to how they want to bill. They can bill all at once or bill as they incur the expense. All billings need to be completed by May 2020.

What happens if we are not able to purchase the items within the timeline?

If departments do not fully utilize their Grants, a request can be made to carryforward the funds of more than \$500 with SFHSS's approval. If approved, the performing department will also need to make a request of the carry forward funds through the Office of the Controller.

Although a request to carryforward can be made, there are no guarantees that the carryforward will be approved. Departments are encouraged try to fully utilize their awarded Grant funds for the fiscal year in which the funds were awarded.

Is there a deadline of when the Grant funds need to be spent?

Yes, Grant funds must be spent by May 31, 2020.

What is the procurement and billing process?

Once AOSD has approved the requesting (SFHSS) and performing departments' (Grant Designated Departments) budget journals, the departments can proceed to issue purchase orders and make the payments to the suppliers. After incurring the charges to the chart fields from the budget transfer journals, the performing department submits billing entries to the requesting department (SFHSS) with attached proof of purchase (either PO or invoice is required as an attachment to the billing entry). SFHSS will approve upon receipt and review of the billing entries. SFHSS will not approve billing entries without the required proof of purchase(s).

Funds need to be spent by 5/31/20 – What does this mean?

Departments need to set up their performing and recovery budgets, purchase orders for the Well-Being Grant purchases, pay suppliers, and perform the internal billings to SFHSS before 5/31/20 to ensure that the expenditures and billings are reflected in Fiscal Year 2019-20. Please note that the departments must allot adequate time for AOSD to approve their budget entries.



What entries need to be made by the requesting (SFHSS) and performing (Grant Designated Departments) departments?

A reference document is attached explaining what entries need to be made by both the requesting (HSS) and performing (Well-Being Grant designated departments). Please note that HSS will set up a budget transfer to set up the interdepartmental billings.

The Performing Department sets up their performing and budget and recovery budget. Both Requesting and Performing budgets need to be set up before the Performing Department can proceed with the procurement and billing process.

AOSD will approve the performing departments' 2 budget journals to set up performing budget and recovery budgets. SFHSS will approve the billing from the performing departments. To ensure approval from SFHSS for the billing, departments need to attach the proof of purchase, either purchase order or the invoice payment to the billing entry.

The departments should allot adequate time for approvals (both within and outside department work flow) for all the required entries.

What if departments spend less than the full amount of the awarded Well-Being Grant?

Departments can either return any unspent Well-Being Grants by closing out their unspent balances or they can confirm with Well-Being if they can make further purchases with the remaining funds by 5/31/20. Otherwise, if the amount is more than \$500, SFHSS and the department can request the funds be carry forwarded.

If Departments plan to return any unspent Well-Being Grants funding, they should do the following:

Performing Departments can return any unspent Well-Being Grants (any Well-Being Grants funds not expended by 5/31/20) by closing out their unspent balance on their budget balances for expenditures and recoveries. This was the entry # 2 in reference materials provided in the Excel file, "AOSD Performing Departments Set Up Work Order as Internal Billing". By closing out unspent balances left from their budgets for expenditures and recoveries, this will ensure that the performing department's budgets for expenditures/recoveries will be aligned to your actual expenditures/recoveries (Well-Being Grant amounts used).

What happens if when I go to purchase the items approved in the Grant, the items are LESS than originally quoted?

The department can proceed with their purchase; however, will have more funds available for use. The departments can confirm with Well-Being if they can make further purchases with the remaining funds.

What happens if when I go to purchase the items approved in the Grant, the items are MORE than originally quoted?



The department can proceed with their purchase, however the reimbursement for the purchase cannot exceed the awarded Grant amount. The department can only bill up to the awarded Grant amount and SFHSS will only approve billings that total the awarded Grant amount. The awarded Grant total amount covers the purchase price, delivery, set, up, sales tax, and any other related costs associated with the purchase. Any purchases exceeding the awarded Grant amount will need to be absorbed by the department, not SFHSS.

If our department was able to carry forward unused Grant dollars from the previous fiscal year into FY19-20 and we are unable to use the funds in FY19-20, are we able to carry forward the funds into FY20-21?

No, unfortunately funds are only able to be carried forward for one fiscal year. If the carry forward funds are not able to be used in the current FY19-20 year, those funds will be lost.

Our finance team is having difficulties billing SFHSS, who can they contact?

For finance questions, they can contact Elaine Gee, elaine.m.gee@sfgov.org, (415) 554-0678.