



# CYS-Contractor Funding Guidance & Government Relationship Practices

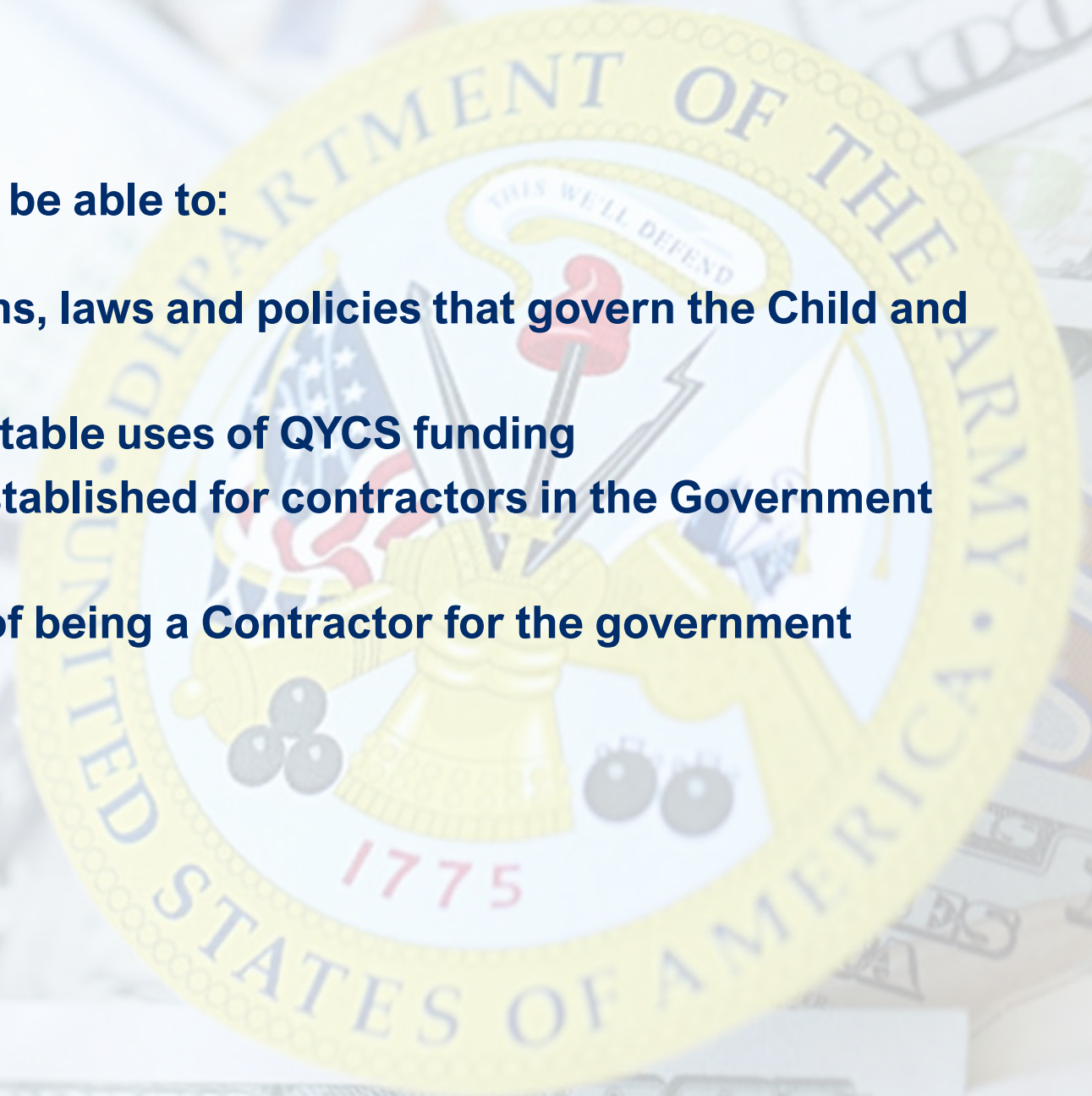




# Overview

**Following completion, participants will be able to:**

- **Better identify the various regulations, laws and policies that govern the Child and Youth Services**
- **Understand the acceptable/unacceptable uses of QYCS funding**
- **Know more about the parameters established for contractors in the Government workplace**
- **Understand the “dos” and “don’ts” of being a Contractor for the government**





# Regulations, Laws and Policies

**ARNG CYC receives federal funding and thus is subject to the following guidance:**

- **FY25 NGB-J1 Resource Guidance (MDEP: QCYS) - \*\*FY26 has not been released. However, the PM Team does not anticipate any changes. An update will be provided once it has been released.**
  - **Please have your SFPD reach out to Ms. Dana Ivory to request**
- Regulatory Guidance
  - DoDI 1015.2; DoDI 1402.5; DoDI 6060.2; DoDI 6060.4
  - AR 215-1; AR 608-10
  - CNGBI 1800.02A

\*The above is just a selection of the many ARNG CYC applicable policies





# Regulations, Laws and Policies

(continued)

**ARNG CYC receives federal funding and thus is subject to the following guidance:**

- Supplemental Guidance
  - Federal Acquisition Regulations (FAR) 37.1
  - IMCOM Regulation 608-10-1
  - 10 USC 2601a
  - AR 1-100; AR 1-101
  - Federal Acquisition Regulation (FAR) 37.1
  - NGR 600-12 (rescinded but still a reference for programming)
  - ARNG CYC SOP

\*The above is just a selection of the many ARNG CYC applicable policies





# Applicable Definitions

- **Appropriated Funds (APF):** Funds designated by Congress in the annual budget and distributed by NGB
- **Non-Appropriated Funds (NAF):** Funds generated by DoD military and civilian personnel used to augment funds designated by Congress (APF)
- **Incidental Participation:** The point at which additional participants does not add to the overall/initial cost of an event/activity; defined at the state/territory level and at the discretion of your SFPD
- **Performance Work Statement (PWS):** A Performance work statement (PWS) may be prepared by the Government or result from a Statement of objectives (SOO) prepared by the Government where the offeror proposes the PWS.
  - (b) Agencies shall, to the maximum extent practicable-
    - (1) Describe the work in terms of the required results rather than either "how" the work is to be accomplished or the number of hours to be provided (see [11.002\(a\)\(2\)](#) and [11.101](#));
    - (2) Enable assessment of work performance against measurable performance standards;
    - (3) Rely on the use of measurable performance standards and financial incentives in a competitive environment to encourage competitors to develop and institute innovative and cost-effective methods of performing the work.





# CYS Program Description

- The CYS program promotes and sustains the quality of life of **ARNG dependents ages 6 to 18 years (K-12)** while building resilience and developing life skills through secure, timely, flexible, high-quality support services and enrichment programs
- Training programs **may** be established to **support non-school aged (0-5 years)** ARNG dependent children, but **parents must participate** with their children
- Child and Youth Services Program **events** are not to be used as childcare, and **must have defined training objectives that meet the program intent**
- **Purely recreational activities with little to no training value must be funded by the youth or through another non-appropriated funding source**
- The CYS also **educates** ARNG Soldiers about the **Army Fee Assistance** program and the **Weekend Drill Child Care Pilot Program** (Community-Based Child Care) and the **eligibility requirements**





# Program Execution Statement

The intent of this funding is to support:

- **Logistical, training and support costs** to execute youth development training, teen panel and youth symposiums, and youth outreach events for Army National Guard (ARNG) dependents ages 6 to 18 years old (K-12)
- Program equipment and IT requirements for Child & Youth Program Coordinator (CYPC) personnel
- States who utilize the Master Cooperative Agreement for CYPC personnel allocations are also provided funding for labor and travel, not to exceed the same cost for these personnel allocations on the Child and Youth Program Coordinator Contract
- **Background checks for CYPCs and Specified Volunteers** are initiated and paid for by the Government, including **Tier 1 with Child Care Coverage** (formerly CNACI and for CYPCs only), **FBI Fingerprint checks, State Criminal History Repository Checks, and Installation Records Check**





# ANG Youth Participation

- Preference is always given to ARNG dependents
- Air National Guard (ANG) Dependent Youth can participate/be supported if the cost is **paid** by the **Air Family Readiness Program Manager (AFPRM)**
- Is **incidental** to the cost of the program = **no additional costs** are incurred as a result of participation/support
  - *Incidental has not been clearly defined and is thus at the discretion of your SFPD and USPFO – touch base with your SFPD*





# Historically Authorized APF Expenditures

Expenditure	Examples
Contract Services	<p>Contracts/payments for speakers</p> <p>Contracts/payments for trainers</p> <p>Virtual programming/training materials</p> <p>Event support – site, logistics, IT, equipment, <b>Meals allowed IAW GAOB-301184</b> for training, focus groups and formal conferences, and transportation</p>
Office Supplies	<p>Standard office supplies-pens, pencils, highlighters, post its, folders, binders, paper clips</p> <p>Shipping boxes/containers for virtual programming (camp in a box, etc.)</p>
Marketing, Outreach and event support consumables	<p>Supplies &amp; Materials for: Symposiums, Camps, Teen Councils (YLF), Volunteer Training (incl. FirstAid/CPR)</p>
Newsletter and Printing	<p>Program packets, flyers, program brochures, registration materials, resource and referral</p>
Postage	<p>Program packets, virtual programs, flyers, program brochures, registration materials, resource and referral</p>

***\*The above items have been noted as Authorized Expenditures for QCYS funding, your SFPD holds the final decision.***



# Historically Authorized APF Expenditures

(continued)

Expenditure	Examples
Program Support Equipment	Tablets, computers, projectors, radios, cameras, speakers/sound system, video games (appropriate)
Training Support, equipment or materials	Curriculum/training materials, community building equipment
Youth delegate travel	National & Regional Symposiums, ITOs State Teen Panel, Guard Teen Panel
Specified Volunteer travel	CYS related training, programs/events, Volunteer Recognition *Specified Volunteers must have a current DD Form 2793 on-file to be eligible for reimbursement
Specified Volunteer Background Checks	Tier 1 with Child Care Coverage, FBI Fingerprint checks, State Criminal History Repository Checks, and Installation Records Check
CYPC contractor IT package requirements	Cell phone service and WiFi/MiFi service (SFPD discretion)
Volunteer Certificates	Certificates of appreciation and certificate holders
One (1) Regional Symposium	Per region, <b>NO</b> joint Regionals

***\*The above items have been noted as Authorized Expenditures for QCYS funding, your SFPD holds the final decision.***



# Historically Authorized NAF Expenditures

“Non-Appropriated Funds (NAF) refer to revenue earned by government departments, organizations or agencies by means other than taxation. For instance, the State Department charges for passports and then uses the earnings for other purposes.” **Example: Moral Welfare and Recreation (MWR) funds**

Expenditures	Examples
Volunteer Recognition	Beyond a certificate of appreciation *Specified Volunteers must have a current DD Form 2793 on-file to be eligible for reimbursement
Volunteer Reimbursement	Expenses not APF approved
Program Supplies	Expendable supplies that are consumed or lose their identity upon use; LOW VALUE

**\*NAF may be used when APF can not be applied for a given expense or are not available, your SFPD holds the final decision.**



# Unauthorized APF Expenditures

Expenditures	Examples
Childcare (Babysitting) services	
Entertainment equipment	Bounce houses, popcorn machines
Entertainment activities	Guided tours, amusement parks tickets, athletic/sporting event tickets, painting parties, fun runs, zoo/aquarium admission tickets, etc.
Gifts or rewards of any kind	Gift baskets, gift cards, candles, etc.
Reimbursement to Non-Specified Volunteers	Travel, FirstAid/CPR, program supplies, etc.
Family Camps	
Multiple Regional events	Symposiums
Combined Regional Events	Region 8 & 1 Symposium



# Contractor & Donations

*Contractors working for the US Government **must adhere** to the following guidance:*

- Contractors may **not solicit** or **coerce donations** from individuals/businesses/organizations
- Contractors may **not accept** (on behalf of/or representative of the Government) **any donations** from individuals/businesses/organizations
- Should a donation be made from an individual/business/organization, a **designated representative of the Government must be present** to fully accept the donation
  - **Prior** to acceptance, the Government representative will **verify** through their Leadership they are **permitted to accept** the donation
  - Once accepted, the **Government representative** will ensure the donation is **reported** and **accounted** for through the proper levels of authority





# Charging Fees

Under Family and Morale, Welfare and Recreation programs (FMWR) program umbrella, Child and Youth Services may charge fees for attendance at events if:

- Offering instructional classes by a contracted instructor
- Special events
- Contests and tournaments
- Food and beverage snack bar operations
- Services provided by 'center' staff to include support for private club meetings, receptions, retirements and promotion parties
- Equipment for off-premises use
- Special interest recreational clubs

**\*Contractors may not accept these monetary fees; they must be accepted by a Government representative or a third party, non-profit 501(c)(3) partner organization**





# Government to Contractor Relationship

The US Government will establish a relationship with the contractor/contract company, which is defined in the contract itself. The **Government** is our customer, but is **prohibited** from:

- **Supervising** or directing contractors - they do have the authority to establish local expectations and program-specific goals/vision
- **Approving leave** or other absences – It is your **responsibility** to **inform** the Government (SFPD) **before** taking leave to ensure program coverage
- If supported by the contract company and CYS COR, contractors may attend state/territory-specific training if it has a direct benefit for CYS
- Conduct performance **appraisals** or other **evaluations** of contractors
- Provide or approve awards and recognition of contractors
- Tell or suggest to a contract company whom to hire

Source: Federal Acquisition Regulation 37.1





# Government to Contractor Relationship

(continued)

The US Government will establish a relationship with the contractor/contract company, which is defined in the contract itself. As a **contractor** in the Government setting, you are **prohibited** from:

- **Supervising** Government personnel
- **Supervising** other contract company personnel
- **Administering** or **supervising** Government **procurement** activities
  - Example: Accepting gifts/donations from outside individuals/organization
  - Example: Interfering with the contracting process for securing facilities, speakers and materials
- **Perform** inherently **Government** functions
  - Example: Expending or promising to expend federal funds to outside individuals/organizations
  - Example: Represent the Government in an official capacity





# Program Specific Tasks

The following are the minimum program execution expectations, although if budget permits additional activities may be conducted with SFPD approval:

- Develop/grow/maintain State/regional/unit level **Teen Councils**
  - Teen Councils should serve as the voice of ARNG youth within your State
- Conduct a **State Youth Symposium** to bring together ARNG youth delegates (volunteers) from around the State for youth leadership training
  - Training focuses on resilience and life skill building activities that prepare youth to cope with the challenges of being a military child and reduce risk-taking behaviors.
- Conduct **State/regional youth leadership forum** training events
  - Utilize trained and certified instructors and/or evidenced based curriculum to support these events (MRT, 7 Habits, ASIST)
- Provide **required training** to specified **volunteers**
  - Child & youth growth and development, health and nutrition, developmental programming, discipline & guidance techniques, parent relations, family style dining, child abuse identification, reporting and prevention, and safety.
  - CYS program staff and specified volunteers must complete requisite background check IAW Army Directive 2014-23; **at least 25%** of CYS volunteer cadre should receive **First Aid/CPR training**; 100% (orientation); 12 hours per Specified volunteer





# Program Specific Tasks (continued)

The following are the minimum program execution expectations, although if budget permits additional activities may be conducted with SFPD approval:

- **Yellow Ribbon Support**

- **Plan and execute** activities in support of school age **youth development training**
- *QCYS expenditures in support of Yellow Ribbon child and youth activities should be limited to training support materials on hand*
- *All childcare requirements must be funded by the Yellow Ribbon Reintegration Program*
- *CYPCs cannot provide childcare (babysitting) services.*

- **School and Community Outreach**

- Conduct outreach to educate school and youth-serving personnel on deployment-related and separation-related challenges impacting ARNG Families, and to leverage available community resources in support of program goals

Source: FY25 NGB-J1 Resource Guidance





# Additional Tasks

The below tasks were identified in past funding guidance, with continued applicability to programming in FY25:

- **Market and Educate** on Available Resources
  - Spreading awareness of upcoming events and services available and eligibility requirements
- **Monitor ARNG CYS Funds**
  - Ensure utilization in support of ARNG dependents only when events are wholly funded through QCYS funds
- Ensure **Compliance** with Program **Guidance** and **Specified Tasks**
  - To improve Family Readiness program effectiveness and impact
- **Recruit** High-Performing **Youth Leaders**
  - Participate in National Youth Symposium, ARNG Army Teen Panel, GTP as delegates
- Actively **Participate** on **Community Outreach Teams**
  - Actively engage with state/territory 4-H Military Liaisons, 4-H Extension POCs, Boys and Girls Clubs POCs, along with other national and local partner organizations

Source: FY25 NGB-J1 Resource Guidance





# Performance

## Metrics

Source: FY 26 NGB-71 Resource Guidance

	Metric #1	Metric #2	Metric #3	Metric #4	Metric #5	Metric #6
Metric	Spend Plan Management	State Teen Panel Meetings	Execution of CYS Program Spaces	Specified Volunteer Training	Specified Volunteer Background Checks	Month of the Military Child
Outcome	Program Managers (PMs) receive AFP and Allotment that aligns with their FY25 Validated Spend Plan with minimal migrated out of the MDEP	Youth volunteers are provided regular opportunities to contribute to program development and receive training to function as NG youth ambassadors within their communities.	Meet Army goal of 35% of projected youth space demand. Have your SFPD reach out to Ms. Ivory for this #	At a minimum, all Specified volunteers will complete orientation training; at least 25% of Specified volunteers will also maintain current CPR/First Aid certification. Specified volunteers should also receive up to 24 hrs of additional training each year on topics that align with CYPC training requirements (e.g., child abuse reporting procedures, appropriate discipline techniques, parent involvement, etc.).	Specified volunteers are CYS adult volunteers who have regular/recurring contact with children under the age of 18 years within ARNG CYS; for the purposes of the ARNG CYS, all statutory CYS adult volunteers are considered Specified volunteers. Specified Volunteers meet background check requirements for Army-sponsored CYS programs. Non-specified volunteers do not have any background check requirements but must ALWAYS operate within line-of-sight supervision.	Celebration of children and youth contribution to the ARNG Family.
Reporting Frequency	Quarterly	Annual Metric updated Quarterly	Annual Metric updated Quarterly	Annual Metric updated Monthly	Annual Metric updated Monthly	April 2025
Your Role and Involvement	Provide updates to SFPD regarding yearly training plans, projected costs and upcoming events/activities	Plan, execute and report all teen panel meetings (in-person, virtual or telephonic) –Success being one meeting each quarter w/ applicable agenda, minutes, outcomes and next steps to RAPM within 45 days	<b>Get kiddos at your events!</b> Marketing information pertaining to upcoming events –briefings, mailing, email distros, social media –Target being 35% of youth space demand (set by NGB)	Provide training to your volunteers. Goal = 24 hours/yr Minimum = 12 hours/yr	In coordination with your SFPD or identified local Gov't representative to secure Background Checks are completed and meet suitability to work within our program	Plan and execute a minimum of one (1), ideally two (2) state/territory/district-wide MOMC recognition event ex: Proclamation, Certificates of Appreciation, Purple-Up Day, Operation: Megaphone



# Knowledge Assessment

Completion of this online module will be documented by way of a knowledge assessment.

To access the knowledge assessment, please click on the link below: <https://testmoz.com/q/FundingGuidance>

Upon completion of the reflective assessment, the National Training Coordinator (NTC) will receive an email with your response included – this will serve as documentation that you successfully completed this module.

# Congratulations!



**You have completed the  
annually-required (by contract)  
CYS-Contractor  
Funding Guidance  
& Government Relationship  
Practices.**

**Thank You!**