



DCYF Grantee Orientation: Community Navigators

2024-2029 Funding Cycle

May 6, 2024



DCYF's Land Acknowledgement Statement

The San Francisco Department of Children, Youth, and Their Families (DCYF) acknowledges that it carries out its work on the unceded ancestral homeland of the Ramaytush Ohlone, the original inhabitants and stewards of the San Francisco Peninsula. As the government agency that stewards the Children and Youth Fund, we accept the responsibility that comes with resources derived from property taxes upon unceded and colonized land. We recognize the history and legacy of the Ramaytush Ohlone as integral to how we strive to make San Francisco a great place for life to thrive and children to grow up.



Agenda



- 1. Welcome**
- 2. Overview of Results Areas with Family Empowerment Result Area**
 - Youth are Supported by Nurturing Families and Communities
- 3. Strategies and Requirements**
 - Universal Requirements
 - Community Navigator Initiative Overview
- 4. Data Collection and Reporting Requirements**
 - Performance Measures
- 5. Contract Management System (CMS)**
 - Accessing the System
 - Workplan timeline
 - Data Policy and Privacy Agreements
- 6. Completing Your Workplan**
- 7. Fiscal Monitoring**
- 8. Technical Assistance and Capacity Building**
- 9. Q&A**
- 10. Close Out**

**Overview of
Result Area:
Children are
Supported by
Nurturing
Families and
Communities**

This Result Area is associated with programs, resources, supports and activities that increase the ability for families to nurture their children, and for children, youth, TAY/A, and their families to feel safe, connected, and engaged with their communities.

Overview of Service Area and Strategies

The **Outreach & Access Service Area** focuses on ensuring that children, youth, Transitional Aged Young Adults, and their families are aware of the City's programs and services and can access them.

Efforts include:

- outreach throughout the City
- targeted communication and promotion
- coordination of partners to centralize information
- digital tools that promote connection to services and resources that help meet basic needs

This service area includes DCYF's *Community Navigators Initiative*.

Initiatives allow DCYF and partners to determine the model and overall structure of funded program. This includes its target population, program components, the name of the program, and direct its impact.

Service Area	Strategy/Initiative
Outreach & Access	<ul style="list-style-type: none">• Community Navigators

Community Navigators Initiative

[Our415 & Community Navigator Overview.5.2.24.pptx](#)

Designed to support information-sharing and cohesion within communities to ensure that families, community organizations and neighborhood stakeholders have access to and can share up-to-date information on available resources and meaningful activities and events that meet their needs.

The Community Innovators will align with DCYF's **Our415.org Initiative**, which coordinates communications from City agencies and SFUSD and disseminates that information through the Our415.org website and community messengers, such as grantees funded under this strategy.

our COMMUNITY NAVIGATOR OVERVIEW





The Mayor's Children & Families Recovery Plan found that many families in San Francisco have challenges accessing and navigating the range of services and resources available to them.

The Children & Families Recovery Plan identified multiple strategies for addressing these findings:

Message Coordination

Navigators & Navigator Training

Standardizing Service Data

Standardized Collection of Service Information

Service Inventory

In response DCYF has created the **Our415 Initiative**, a coordinated approach for communicating with children, youth & families and connecting them with program and services.



CITY COORDINATION

Coordination with City agencies and SFUSD to develop timely and seasonal messages



EVENTS

Events and resource fairs to raise awareness and promote access



CAMPAIGNS

Messaging campaigns to share information, highlight resources and promote key messages



OUR415.ORG

Website with calendar, feed and database to promote programs, resources and events

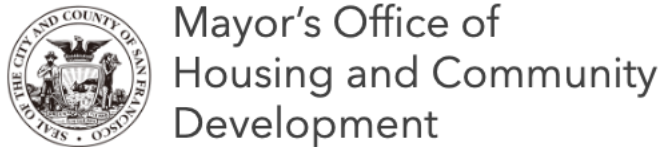


COMMUNITY NAVIGATORS

CBO providers who share information and resources and support access



SERVICE INVENTORY TARGET DEPARTMENTS

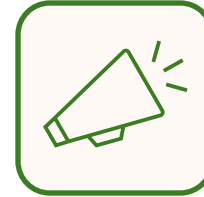




COMMUNITY NAVIGATOR ROLES



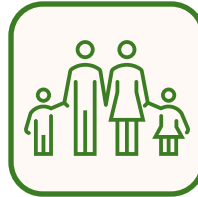
**TRUSTED
COMMUNITY
PARTNER**



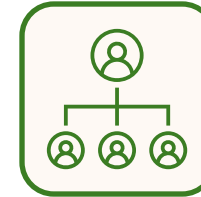
**OUR415
EVANGELIST**



**DATA
CONNECTION
POINT**



**EVENTS
PARTNER**



**SUBCONTRACTING
ENTITY**



COMMUNITY NAVIGATORS 24/25 PRIORITIES

As the first year of the Our415 initiative 24/25 will be focused on ramping up, refining roles, engaging partners and implementing efforts.



SAN FRANCISCO
PARENT COALITION

Launch pilot Our415.org site on July 1st, add additional features throughout 24/25

Acquire datasets from City partners and SFUSD throughout 24/25

Source events and opportunities to promote including from SF Parent Coalition

Plan and implement Our415 events

Convene partners for coordination, campaigns, implementation, etc.

Build trust with SFUSD families through engagement activities, events, etc.

Promote Our415 and help families sign up

Collect data on the needs of families and user feedback on Our415

Promote and potentially help implement events and resource fairs

Explore possibility of subcontracting with CBOs

Community Navigators Initiative

Goals



- ✓ Increase the flow of knowledge, information, and access to services for children, youth, and families in San Francisco through agencies that act as trusted messengers and liaisons between community-based service providers and city government agencies and their leaders.
- ✓ Increase access to resources for people in communities that can most benefit from access to information about services and opportunities available throughout the city.
- ✓ Establish partnerships with service providers, businesses, and government agencies to support dissemination of information.
- ✓ Improve access to essential resources and services through trusted information sources.
- ✓ Empower service providers to share, collaborate, and coordinate existing resources and support community members with accessing available services.

Community Navigators

Requirements



All programs must meet the following requirements in their program model/structure:

Responsive Outreach

Community Participation and Engagement

Participation in Mandatory Meetings

Support Community Stakeholders with Online Platform Navigation

Develop and Implement Resource Communication Plan

Reporting

DCYF Support

Applicants must be able to work in partnership with DCYF to inform our efforts:

DCYF Staff Support

**Develop and
maintain
Our415.org**

**Coordinate and
centralize messages
to access City
services**

**Convene and
coordinate between
DCYF/SFUSD/City**

**Technical
Assistance
Coordination**

A hand holding a pen over a document with a blue overlay. The background is a blurred image of a hand holding a pen over a document, with a blue overlay. The text is centered and reads:

Data Collection and Reporting Requirements

Data Collection & Reporting Requirements

Grantees collect and report data to DCYF on services provided and clients served.

Information is used to:

- Assess progress
- Prepare public reports
- Inform technical assistance and capacity building efforts
- Respond to questions from stakeholders

Grantees may also be asked to participate in additional data collection efforts led by third-party evaluation firms, including:

- Interviews
- Focus groups
- Site visits

Data Collection & Reporting Requirements

CMS

Report Group/Individual
Activities

CMS

Report Activities without
Personal Information

CMS

Prepare and Upload
Mid-Year and Annual
Reports

Fiscal Monitoring

Participate in Process

Youth Survey Performance Measures



**Mid-Year and
End-of-Year Reports**
(guidance will be provided)

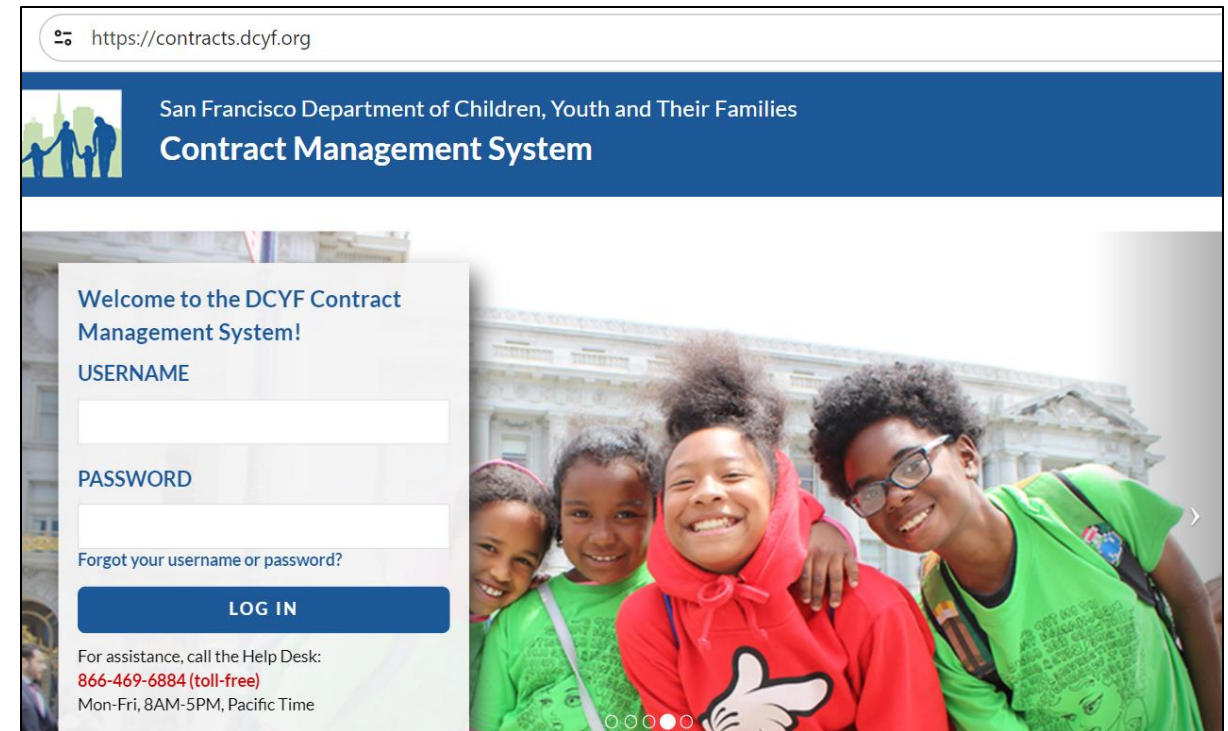
Fiscal Health

A blue-tinted photograph of a person with long hair, wearing a jacket, sitting at a desk and using a laptop. The person's hands are on the keyboard. The background is slightly blurred, showing other people in a meeting or office setting. The text 'Contract Management System (CMS)' is overlaid in white, bold, sans-serif font across the center of the image.

Contract Management System (CMS)

Contract Management System (CMS)

- Online system used by DCYF staff and grantees for grants management, reporting, and invoicing
- FY24-25 workplans were released to new and continuing grantees on Monday, April 22
- Grantees complete workplans annually
- DCYF Program Specialists review submissions
- Workplan information is integrated into Grant Agreements



The screenshot shows the login page for the DCYF Contract Management System. The browser address bar displays <https://contracts.dcyf.org>. The page header includes the DCYF logo and the text "San Francisco Department of Children, Youth and Their Families" and "Contract Management System". The main content area features a login form with the following elements:

- A welcome message: "Welcome to the DCYF Contract Management System!"
- A "USERNAME" label above a text input field.
- A "PASSWORD" label above a text input field.
- A link: "Forgot your username or password?"
- A blue "LOG IN" button.
- Support information: "For assistance, call the Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time".

The background of the page shows a group of diverse children smiling in front of a building.

Log-in to DCYF's Contract Management System at <https://contracts.dcyf.org>

Accessing the CMS

Current DCYF Grantees:

- Select FY2024-2025 using the Fiscal Year dropdown filter on the [Agency Programs](#) page
- Existing Agency Account users have access to all FY2024-2025 programs
- Existing Program Staff Account users must be granted access to FY2024-2025 programs by an Agency Account user using the [Agency Accounts](#) module

New Grantees:

- CMS account credentials were sent to agency Executive Directors on Monday, April 22
- Use the [Agency Accounts](#) module to create additional CMS accounts for your staff

San Francisco Department of Children, Youth and Their Families
Sample Agency 3

LOGOUT

Agency Profile
Agency Programs 24-25
Agency Accounts
Upload
My Account

AGENCY PROGRAMS

FISCAL YEAR: FY2024-2025
STRATEGY: ALL
SERVICE AREA: ALL
SPECIALIST: ALL

STRATEGY	SPECIALIST	FISCAL YEAR	FY GRANT AMOUNT	WORKPLAN STATUS	
Demo Program 1	IDENTITY	dcyf funding specialist	FY2024-2025	\$860,000	Unsubmitted

Navigating the CMS

The CMS is organized by fiscal year and program.

Use the Fiscal Year filter to access your list of FY2024-2025 programs.

1. To edit agency details, click on the agency name or [Agency Profile](#)
2. To view/manage user accounts, click on [Agency Accounts](#)
3. To view program details, click on the name of the program in the list
4. To change your password, click on [My Account](#)

San Francisco Department of Children, Youth and Their Families
Sample Agency 3

LOGOUT

1 Agency Profile

2 Agency Programs 24-25

2 Agency Accounts

4 My Account

AGENCY PROGRAMS

FISCAL YEAR: FY2024-2025
STRATEGY: ALL
SERVICE AREA: ALL
WORKPLAN STATUS: ALL
SPECIALIST: ALL

PROGRAM	STRATEGY	SPECIALIST	FISCAL YEAR	FY GRANT AMOUNT	WORKPLAN STATUS
1 Sample Agency 3					
3 Demo Program 1	IDENTITY	dcyf funding specialist	FY2024-2025	\$860,000	Unsubmitted
Demo Program 1	BEACONS	dcyf funding specialist	FY2024-2025	\$500,000	Unsubmitted

A blue-tinted photograph of a busy event. In the foreground, a person's hand is on a laptop keyboard. The laptop is on a table with other papers and a small sign. In the background, several people are standing and talking. One person in a white puffer jacket is prominent. The overall scene suggests a workshop or a public demonstration.

Completing Your Workplan

Completing Your Workplan

1. Login to the CMS using an Agency Account and navigate into a program
2. Select the [Workplan](#) icon from the left menu to expand and view workplan forms
3. Refer to DCYF resources to assist you in completing your workplan
 - *CMS Handbook*
 - *Doing Business with DCYF Guide*
 - *DCYF 2024-2029 RFP*
 - *Your Proposal*

The screenshot shows the CMS interface. On the left, a navigation menu includes 'Agency Profile', 'Agency Programs 24-25', 'Program Dashboard', 'Workplan', and 'Invoices'. The 'Workplan' menu is expanded, showing sub-items: 'Overview', 'Contact & Program Info', 'Services & Projections', 'Performance Measures', and 'Budget'. The main content area is titled 'PROGRAM DASHBOARD' for 'FY2024-2025'. It contains the following information:

- Result Area:** All Children And Youth Are Ready To Learn And Succeed In School
- Service Area:** Enrichment & Skill Building
- Strategy:** Identity Formation and Inclusion
- Target Population(s):**
 - San Francisco middle school youth in grades 6-8
 - San Francisco high school youth in grades 9-12
 - San Francisco Middle and High School at-risk and justice-involved youth ages 12-17

Workplan Forms



Some details have been transferred into the workplan from your proposal:

Contact & Program Info:

General program information, contacts, and documents

Services & Projections:

Program operation dates, participant projections, target population(s), service sites, and projected services

Performance Measures:

Performance measures and general grant agreements for you to acknowledge

Budget:

Program budget

Agency Profile:

Agency details shared across all programs

Contact & Program Info

CONTACT & PROGRAM INFO ← 📄 SUBMIT

DCYF staff and grantees may unlock this form at any time without starting a new workplan version in order to update the information on this page as needed.

PROGRAM INFORMATION ⊖

Program ID ⓘ
215719

Program Website

Program Description

RFP/RFQ PROPOSAL 📄

PRIMARY PROGRAM CONTACT PERSON ⓘ ⊖

First Name	Last Name	Email Address	Phone Number
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="janed@ywdprogram.or"/>	<input type="text" value="5555555555"/>

CONTACT PERSON: DCYF TRAININGS ⓘ ⊕

CONTACT PERSON: COMMUNICATIONS ⓘ ⊕

UPLOADS ⊕

- Your *Program Description* will be published in public-facing materials produced by DCYF
- Contacts listed here will receive important reminders and updates from DCYF
- *Primary Program Contact* receives CMS email notifications when invoices and workplans are submitted, approved, and disapproved by DCYF
- Form may be unlocked and edited at any point by grantees

Services and Projections: Program Operation Dates

- To simplify reporting for summer activities, report summer programming into the fiscal year in which the summer ends in CMS:
 - ✓ Summer 2024 activities should be reported into FY2024-2025 in CMS
 - ✓ Summer 2025 activities should be reported into FY2025-2026 in CMS
- FY2024-2025 Program Operation Dates should fall between **6/1/2024 and 6/30/2025**
- If you are running a summer program, your Program Start Date should be the first date of your summer program in 2024

SERVICES AND PROJECTIONS ← 📄 SUBMIT

Once submitted, the information included in this form will be locked for edits. Contact your DCYF Program Specialist to edit this form.

TARGET POPULATION ⊖ ⊕

PROGRAM OPERATION DATES ⊖

Program Start Date: 06/05/2024 📅 Program End Date: 05/30/2025 📅

What months out of the year will your program provide services to youth?

<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> April	<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> October
<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> May	<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> November
<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> June	<input checked="" type="checkbox"/> September	<input type="checkbox"/> December

Enter the total number of weeks in a year that your program will provide services to youth. (1-52)

46

Please select days in a typical week that your program will provide services to youth

<input type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Thursday	
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Friday	

SUMMER PROGRAMMING 📘 ⊖

Does your program provide summer-specific programming?

Yes No

Summer Program Start Date: 06/05/2024 📅 Summer Program End Date: 06/30/2025 📅

Number of summer sessions: 4 📘 Maximum length in weeks of a single summer session: 2

Summer Program Description

Describe your program services, service-delivery methods (e.g., virtual/remote services, in-person, hybrid), and any relevant information that would be useful for someone unfamiliar with your program

Services and Projections: Projected Sites and Services

- Projected sites and services were copied from your proposal
- Review and edit this section to reflect the sites and services you project to implement in 2024-2025 with the grant awarded to your program
- Use the *Add* and *Remove* buttons to add and remove sites/services
- This section of the workplan provides a template for activity reporting throughout the year

The screenshot displays a web application interface for managing service sites and projected services. The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- Agency Profile
- Agency Programs 24-25
- Program Dashboard
- Workplan
 - Overview
 - Contact & Program Info
 - Services & Projections** (highlighted with a red box)
 - Performance Measures
 - Budget
- Invoices
- Resources
- My Account

Main Content Area:

SERVICE SITES

- SERVICE SITE 1** (highlighted with a red box)
 - Program Site Name: Sample Program's Mission Site
 - Program Site Type: Non-profit's owned space (not fa...)
 - Street Address: 123 Folsom St.
 - ZIP Code: 94114
- PROJECTED SERVICES (SITE 1)** (highlighted with a red box)
 - PROJECTED SERVICE 1** (highlighted with a red box)
 - Service Name: Pre-employment Training
 - Service Type: Group Activities
 - Service Description: description of preemployment training e.g., frequency, structure, purpose
 - When will this service be implemented?
 - Summer
 - Fall
 - Winter
 - Spring
 - Participant Recruitment: Will directly recruit youth participants
 - Projected Number of Unduplicated Participants: 60
 - Projected Average Daily Attendance: 40
 - PROJECTED SERVICE 2
 - PROJECTED SERVICE 3

Buttons:

- ADD SERVICE TO SITE 1 +** (highlighted with a red box)
- ADD SERVICE SITE +** (highlighted with a red box)

Services and Projections: Projected Sites and Services

Collaboratives

- Add *Activities without Personal Information* to your workplan to track collaborative strengthening activities, such as regular meetings and retreats, among collaborative members
- Throughout the year, you'll enter the dates and number of participants/attendees for these activities into the CMS

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains navigation links: Agency Profile, Agency Programs 24-25, Program Dashboard, Workplan (with sub-links for Overview, Contact & Program Info, **Services & Projections**, and Performance Measures), Budget, Invoices, Resources, My Account, Admin List, and Invoice Summary. The main content area is titled 'SERVICE SITES' and contains two sections: 'SERVICE SITE 1' and 'PROJECTED SERVICES (SITE 1)'. The 'SERVICE SITE 1' section includes fields for Program Site Name (My CBO Site), Program Site Type (Non-profit's leased space (not fai...)), Street Address (1390 Market St), and ZIP Code (94102). The 'PROJECTED SERVICES (SITE 1)' section includes a table with one row: 'PROJECTED SERVICE 1' with Service Name 'Collaborative Meetings', Service Type 'Activities without Personal Informati...', Service Description 'Quarterly collaborative meetings with member agency representatives', When will this service be implemented? (checked for Summer, Fall, Winter, and Spring), Participant Recruitment 'Will directly recruit youth participants', and Projected Number of Unduplicated Participants '10'. Red boxes highlight the Service Type dropdown, the implementation checkboxes, and the Participant Recruitment dropdown.

Agency Profile

Agency Programs 24-25

Program Dashboard

Workplan ▲

- > Overview
- > Contact & Program Info
- > **Services & Projections**
- > Performance Measures
- > Budget

Invoices 🔒

Resources

My Account

Admin List

Invoice Summary

SERVICE SITES

SERVICE SITE 1

Program Site Name

My CBO Site

Program Site Type

Non-profit's leased space (not fai... ▼

Street Address

1390 Market St

ZIP Code

94102 ▼

PROJECTED SERVICES (SITE 1)

PROJECTED SERVICE 1

Service Name

1 Collaborative Meetings

Service Type

Activities without Personal Informati... ▼

Service Description

Quarterly collaborative meetings with member agency representatives

When will this service be implemented?

Summer

Fall

Winter

Spring

Participant Recruitment

Will directly recruit youth participants ▼

Projected Number of Unduplicated Participants

10

Performance Measures

- Performance Measures are part of your Grant Agreement.
- Results will be published in annual grantee reports.

Sample Agency 2
Sample Program 1

LOGOUT

Agency Profile
Agency Programs 24-25
Program Dashboard
Workplan
Overview
Contact & Program Info
Services & Projections
Performance Measures
Budget
Invoices
Resources
My Account

PERFORMANCE MEASURES

Once submitted, the information included in this form will be locked for edits. Contact your DCYF Program Specialist to edit this form.

PERFORMANCE MEASURES

Name	Measure	Target	Data Source	Timeframe
Youth Actuals vs. Projections	Number of participants served as a percentage of the program's projected number of participants.	90%+	CMS	FY2024-2029
Education/Career Goals	Percent of surveyed participants who report that they developed education or career goals and understand the steps needed to achieve their goals as a result of the program.	75%+	Youth Survey	FY2024-2029
Financial Literacy Skills	Percent of surveyed participants who report developing financial literacy skills, such as opening a bank account and making a budget, as a result of the program.	75%+	Youth Survey	FY2024-2029
Job Search Skills	Percent of surveyed participants who report developing job search skills, such as resume writing and interviewing, as a result of the program.	75%+	Youth Survey	FY2024-2029
Agency Health	Fiscal health of grantee agency based on DCYF's Fiscal and Compliance Monitoring efforts.	Strong	Fiscal Visit	FY2024-2029

Budget

1. Select the budget categories that are part of your budget at the top of the page
2. FY24-25 DCYF Grant Total: the grant awarded to your program for FY24-25
3. FY24-25 Total Program Budget: your program's total operation costs for FY24-25, including other funding your program may receive beyond DCYF
4. FY24-25 Global Agency Budget: the budget for your agency in FY24-25, which may be edited in the [Agency Profile](#) form
5. Select the months that your program intends to submit invoices for reimbursement in the [Invoicing Months](#) section. If unsure, select all months.

Agency Profile

- Agency Programs 24-25
- Program Dashboard
- Workplan
 - Overview
 - Contact & Program Info
 - Services & Projections
 - Performance Measures
 - Budget**
- Invoices
- Resources
- My Account
- Admin List
- Invoice Summary

1 SETUP: (Select all budget items that will be part of your budget.)

- Adult Staff
- Fringe Benefits
- Materials & Supplies
- Administrative
- Youth Staff
- Subcontractors
- Other Program Expenses

BUDGET SUMMARY

ITEM	BUDGET
Youth Staff	\$100,000.00
Fringe Benefits	\$60,000.00
Subcontractors	\$10,000.00
Materials & Supplies	\$30,000.00
Administrative	\$80,000.00
Total	\$280,000.00

GRANT INFORMATION

- 2** FY24-25 DCYF Grant Total: \$280,000.00
- 3** FY24-25 Total Program Budget: \$500,000.00
- DCYF Grant Amount as % of Total Program Budget: 56%
- 4** FY24-25 Global Agency Budget: \$2,500,000.00

DCYF GRANT FUNDING SOURCE

5 INVOICING MONTHS

Select the months of the year in which you will invoice.

- July
- August
- September
- October
- November
- December
- January
- February
- March
- April
- May
- June

Submitting Your Workplan

WORKPLAN OVERVIEW FY2024-2025

STATUS: UNSUBMITTED

Progress bar showing steps: Contact & Program Info (Submitted), Services & Projections (Unsubmitted), Performance Measures (Submitted), Budget (Unsubmitted), Sign & Submit (Unsubmitted).

Step	Step Name	Status	PDF Icon
1	Contact & Program Info	Submitted	PDF
2	Services & Projections	Unsubmitted	PDF
3	Performance Measures	Submitted	PDF
4	Budget	Unsubmitted	PDF
5	Sign & Submit	Unsubmitted	PDF

You must submit the [Agency Profile](#) before you can access this form.
You must submit the forms above before you can access the Sign & Submit form.

WORKPLAN VERSIONS (1)

VERSION #	DATE APPROVED	MODIFIED FORMS	REVISION EXPLANATION	DCYF GRANT TOTAL	FORMAL BUDGET REVISION TOTAL	PDF Icon
Original		n/a	n/a	\$200,000.00	\$0.00	PDF

- Once submitted, most workplan forms are locked for edits and can only be unlocked by your Program Specialist.
- After you have submitted all forms, including the [Agency Profile](#), complete the [Sign & Submit](#) step on the [Workplan Overview](#) page to submit your workplan for review.
- Your Program Specialist may send your workplan back to you for changes.

Revising Your Workplan

The screenshot shows a web application interface for the San Francisco Department of Children, Youth and Their Families. The header includes the department name and a 'LOGOUT' button. A left sidebar contains navigation links: Agency Profile (highlighted), Agency Programs 24-25, Agency Accounts, Login Editor, Upload, Resources, My Account, Admin List, and Invoice Summary. The main content area is titled 'AGENCY PROFILE' and features a 'SUBMIT' button. A message box states: 'DCYF staff and grantees may unlock this form at any time without starting a new workplan version in order to update the information on this page as needed.' Below this is the 'AGENCY DETAILS' section with the following fields:

Agency ID	33095		
Agency Name	Sample Agency 3		
Street Address	City	State	Zip Code
<input type="text"/>	San Francisco	CA	99999

- After a workplan has been approved, edits to the workplan in most cases require a formal workplan revision.
- Edits to the *Agency Profile* and *Contact & Program Info* forms are the exception – these forms may be unlocked and edited by grantees at any time.
- If a formal revision is needed, contact your Program Specialist and provide justification.

FY2024-2025 Workplan Due Dates

APRIL

April 22, 2024

Grantees receive access to
CMS and 24/25
Workplans

MAY

May 6, 2024

All workplans that include
summer programming or
grant agreements greater
than \$10 million (which
need to go to the Board of
Supervisors) are due

May 27, 2024

All other workplans due



Fiscal Monitoring

Fiscal Monitoring:

Fiscal Compliance Monitoring Process



All DCYF grantees receive an **annual Fiscal and Compliance Monitoring Review**.

This fiscal review is not an audit: it is a way for DCYF and other departments to assess the fiscal health of funded agencies and improve quality and consistency of fiscal and other compliance procedures.

DCYF staff participates in all Fiscal and Compliance Reviews for grantees, including review of documents, and the determination of any findings that need to be remedied.

A formal letter detailing findings will be provided.

Fiscal Monitoring:

Fiscal Compliance Monitoring Process



Grantees receive Fiscal and Compliance Monitoring Review using either the Citywide Nonprofit Monitoring and Capacity Building Program or DCYF-Only Monitoring.

Citywide Nonprofit Monitoring and Capacity Building Program:

- Also known as Joint Monitoring, includes staff from 12 city departments that work together to conduct the review. Grantees in this process must receive funding from 2 or more city departments, or more than \$1 million dollars from one department.
- Each year staff from participating departments determine which grantees will receive Core Monitoring, Expanded Monitoring or be waived from monitoring. All monitoring reviews are conducted virtually with grantees required to submit all requested documents to the lead department.

DCYF-Only Monitoring: Grantees only funded by DCYF will receive a Fiscal and Compliance review, conducted by DCYF staff, using the Citywide Fiscal and Compliance Monitoring form and standards.

A group of people are gathered around a table in what appears to be a workshop or training session. In the foreground, a person is holding up a piece of crumpled paper with handwritten text. The background shows other participants looking on. The entire image has a blue tint.

Technical Assistance and Capacity Building (TA/CB)

I will be
successful
You are
successful

About TA/CB

The San Francisco Department of Children, Youth and Their Families (DCYF) is committed to improving program quality and driving better outcomes for program participants. We understand that the field grows stronger when we invest in the professional development of staff who administer and deliver programs.

To meet the needs of front-line staff, program administrators and non-profit executives at all levels of experience, DCYF offers training workshops, cohorts, conferences and more to all our grantees.

Join our community of non-profit professionals building their skills—sign up for a DCYF professional development opportunity today!

TA/CB: Training, Workshops, and Cohorts

DCYF offers cohort-based offerings and workshops.

Offerings promote and embed the knowledge, experience, and tools developed by DCYF and our collaborators.

Mandatory Workshop Topics:

DCYF has identified foundational workshop topics that grantees need to participate in.

These topics will be offered every quarter:

Cultural Mindfulness Institute:

For Program Directors, Managers, and Coordinators

Healing Centered Engagement:

for Executive Directors, Program Directors, Managers and Coordinators

Positive Youth Development:

for Frontline Staff

Supporting Families with Children with Disabilities:

for Program Directors, Managers, Coordinators, and Frontline Staff

TA/CB:

Mandatory DCYF Conferences



DCYF has four (4) conferences to support organizations' program planning, general staff development and most importantly strengthen DCYF's grantee community.

The conferences below are mandatory to attend:

1. Back to School Conference
2. Virtual Summer Learning Conference for mid-level staff
3. Summer Learning Conference for frontline staff (Virtual and In-Person)
4. Youth Advocacy Day (YAD)

Questions and Answers



Scan the QR Code!

NFC
Service Area
Guide

