

# DCYF Grantee Orientation: Enrichment & Skill Building 2024-2029 Funding Cycle

April 29, 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 E&S Service Area**
  - Youth Are Ready for College, Work, Productive Adulthood
  - Youth Are Physically and Emotionally Healthy
3. **Strategies and Requirements**
  - Universal Requirements
  - Arts and Creative Expression
  - Identity Formation
  - STEM
  - Sports and Physical Activities
4. **Data Collection and Reporting Requirements**
  - Performance Measures
5. **PQA Process**
6. **Contract Management System (CMS)**
  - Accessing the System
  - Workplan timeline
  - Data Policy and Privacy Agreements
7. **Completing Your Workplan**
8. **Fiscal Monitoring**
9. **Technical Assistance and Capacity Building**
10. **Q&A**
11. **Close Out**



# Overview of Result Areas

# Overview of Result Areas

## Service Area: Enrichment and Skill Building

### **Children and Youth Are Physically and Emotionally Healthy**

This Result Area is associated with programs, resources, supports and activities that promote physical, emotional, behavioral and mental health as well as healing from trauma. The Result Area is supported by the Enrichment and Skill-Building Service Area, which aims to provide resources and support to children, youth and families to fulfill their basic right to physical and emotional health.

### **Youth Are Ready for College, Work, and Productive Adulthood**

This Result Area is associated with programs, resources, supports and activities that help youth and TAY/A gain exposure, skills, and abilities that prepare them for successful transitions into adulthood. The grants and initiatives in this Result Area target equitable access and outcomes and provide multiple avenues for engagement and support.

# Overview of Service Area and Strategies

## The **Enrichment and Skill Building (E&S) Service Area**

supports programs that provide opportunities for children and youth to:

- learn specialized skills
- build positive personal identities
- find social-emotional enrichment opportunities
- improve leadership abilities through project- and curriculum-based programming

These programs nurture habits, routines, and values that prevent risky and violent behaviors amongst participants.

All programs funded under the E&S Service Area are expected to be rooted in youth development principles and provide culturally responsive services.

## **Strategies in this Service Area**

The strategies that are associated with this Service Area will have a direct impact on our ability to move the needle and ensure that youth and young adults are ready for college, work and a productive adulthood.

Service Area	Strategy/Initiative
Enrichment and Skill Building	<ul style="list-style-type: none"><li>• Arts and Creative Expression</li><li>• Identity Formation &amp; Inclusion</li><li>• STEM/Environmental Sustainability</li><li>• Sports and Physical Activity</li></ul>



# Strategies and Requirements

# Universal Requirements

The following requirements are universal to all Service Areas and Strategies.

They serve as the baseline of what will be required for all funded programs. These requirements must be adhered to in addition to any Strategy-specific requirements that have been outlined in every Strategy.

1. Social-Emotional Learning
2. Outreach and Recruitment
3. Engagement, Retention and Support
4. Support for Youth with Disabilities
5. Cultural Responsiveness
6. Behavioral Health and Wellness
7. Data Collection and Evaluation
8. Family/Caregiver Engagement/Partnership
9. Meetings and Convenings
10. Continuous Quality Improvement
11. Youth Leadership and Voice
12. Internet Safety & Cyberbullying
13. Barrier Removal



# Arts and Creative Expression



Designed to provide youth and disconnected TAY/A with opportunities to explore one or more forms of artistic and creative expression and have structured and intentional ways to express themselves and showcase their work. Arts and Creative Expression programs will:

- Provide project-based activities that allow participants to learn skills and express their creativity while engaging in an artistic discipline
- Target elementary, middle, high school youth, disconnected TAY/A
- Can include, but not limited to, visual arts, creative writing, music, dance, theater, film, and/or digital media.

## Arts & Creative Expression Strategy Goals

- To grow participants' SEL skills/competencies through developmentally appropriate opportunities for youth to express themselves.
- To expose participants to diverse forms of artistic expression in service of developing skills needed to engage in arts activities and prepare for future professional pathways.
- To facilitate positive and healthy peer and caring adult relationships.

# Arts and Creative Expression

## Requirements



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

Outreach and  
Recruitment

Cohort Structure

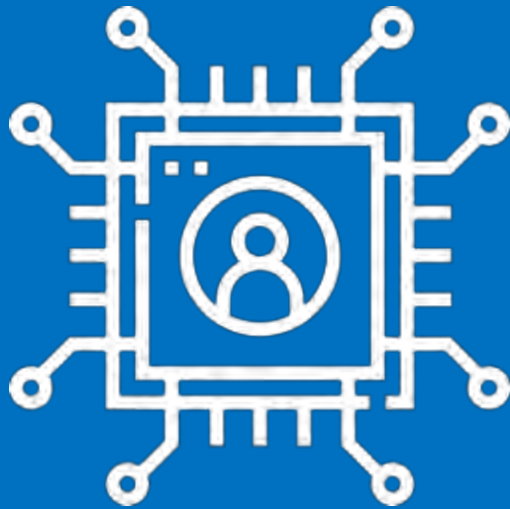
Curriculum Based

Engagement,  
Retention and  
Support

Structured Activities

Project-Based  
Learning

# Identity Formation



Designed to provide opportunities for youth to increase self-esteem and sense of purposeful belonging by focusing on the resiliency, strengths, and assets of their personal identity. Identity Formation and Inclusion programs will:

- Provide project-based activities that help participants understand social and historical contexts that influence their personal identities
- Analyze systems of power and oppression, develop relationships with positive peers/role models, build self-identity and self-esteem
- Target middle, high school youth; can focus on any element that makes up identity including, but not limited to, race, ethnic or cultural background, gender identity, and/or sexual orientation.

## Identity Formation & Inclusion Strategy Goals

1. To increase self-esteem and sense of purposeful belonging.
2. To strengthen the dispositional factors that influence positive behaviors and increase self-perception and hopefulness for the future.
3. To increase cultural and historical awareness and understanding of self and others.
4. To increase opportunities for self-expression.
5. To increase connections to peer support and caring adults.
6. To increase social awareness, resiliency, and coping skills.

# Identity Formation

## Requirements



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

Structured Activities

Cohort Structure

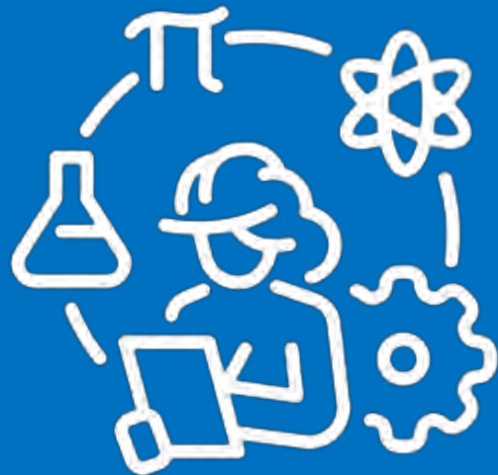
Curriculum-Based Learning

Project-Based Learning

Culminating Project

Youth Leadership and Voice

# STEM and Environmental Sustainability



Designed to provide learning opportunities related to science, technology, engineering, and math that will help participants develop 21st-Century skills and pro-environmental behavior in a changing climate. STEM programs will:

- be project-based, hands-on, and collaborative
- allow youth to work together to engage in a scientific methodology (i.e., investigate a problem, develop possible solutions or explanations, make observations, test out ideas, think creatively, evaluate their findings and process)
- Can focus on, but not limited to, biological or environmental science, engineering, computer science, coding, economics, environmental sustainability, impacts of environmental hazards

## **STEM & Environmental Sustainability Strategy Goals**

1. Provide access to hands-on, inquiry-based STEM extracurricular programs and activities
2. To enrich educational experience and support social/emotional skills development
3. To expose participants to range of STEM/Environmental related career options in various employment industries
4. To foster environmental and sustainability awareness and behavior
5. To broaden the participation of underrepresented populations in STEM fields

# STEM and Environmental Sustainability

## Requirements



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

School or Community-Based

Developmentally Appropriate Cohorts

Cohort Structure

Curriculum-Based

Structured Activities

Project-Based Learning

Culminating Project

# Sports and Physical Activity



Designed to provide opportunities for youth to engage in competitive and noncompetitive sports and physical activities, and to develop key skills such as teamwork and collaboration.

Additionally, programs will:

- help participants connect with their peers and develop increased social awareness, emotional bonds, and self-esteem
- target youth in elementary, middle and high school
- has particular focus on programs that engage girls
- can cover range of sports and physical activities including, but not limited to, soccer, basketball, swimming, yoga, and/or tennis.

# Sports and Physical Activity

## Requirements



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

School or  
Community-Based

Incentives

Extended  
Programming

Structured Activities

Orientation and  
Team Building

Celebrate  
Achievements



# Additional Requirements for Programs Serving Disconnected TAY



- 1. Participant Eligibility:** Program participants must meet the City Charter definition of disconnected transitional age youth: youth ages 18 to 24 as 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/caregivers; 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.”
- 2. Recruitment:** Programs must demonstrate knowledge of effective outreach and recruitment methods to engage disconnected TAY/A. These methods must take into account the disconnected nature of the target population and the high likelihood that these youth will not be engaged through conventional recruitment methods.

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

## YPQI

Participate in  
Process

## CMS

Report  
Group/Individual  
Activities

## Youth Experience Survey

Administer to Youth  
in Grades 6+

## Fiscal Monitoring

Participate in  
Process

## SEL Plan

Attend Training

# Performance Measures: For all Strategies



Youth Actuals vs Projections

Participate in PQA

Social Emotional Learning Plan

- Year 1: Attend Training (date TBD)
- Years 2-5: Provide SEL Plan

Fiscal Health

Caring Adult

- Program staff listen to me when I have something to say
- Program staff are available if I need help or support
- Program staff are fair to me

# Strategy Specific Performance Measures



## Identity Formation

Sense of personal identity:

- ✓ This program helped me have a better sense of my value.
- ✓ This program helped me have a stronger a stronger sense of belonging to a community (e.g., school, neighborhood, cultural group).

## STEM and Environmental Sustainability

Engaged in school or community:

- ✓ This program helped me become a more active participant in my school or community.



# Program Quality Assessment (PQA)

# Youth Program Quality Intervention (YPQI)

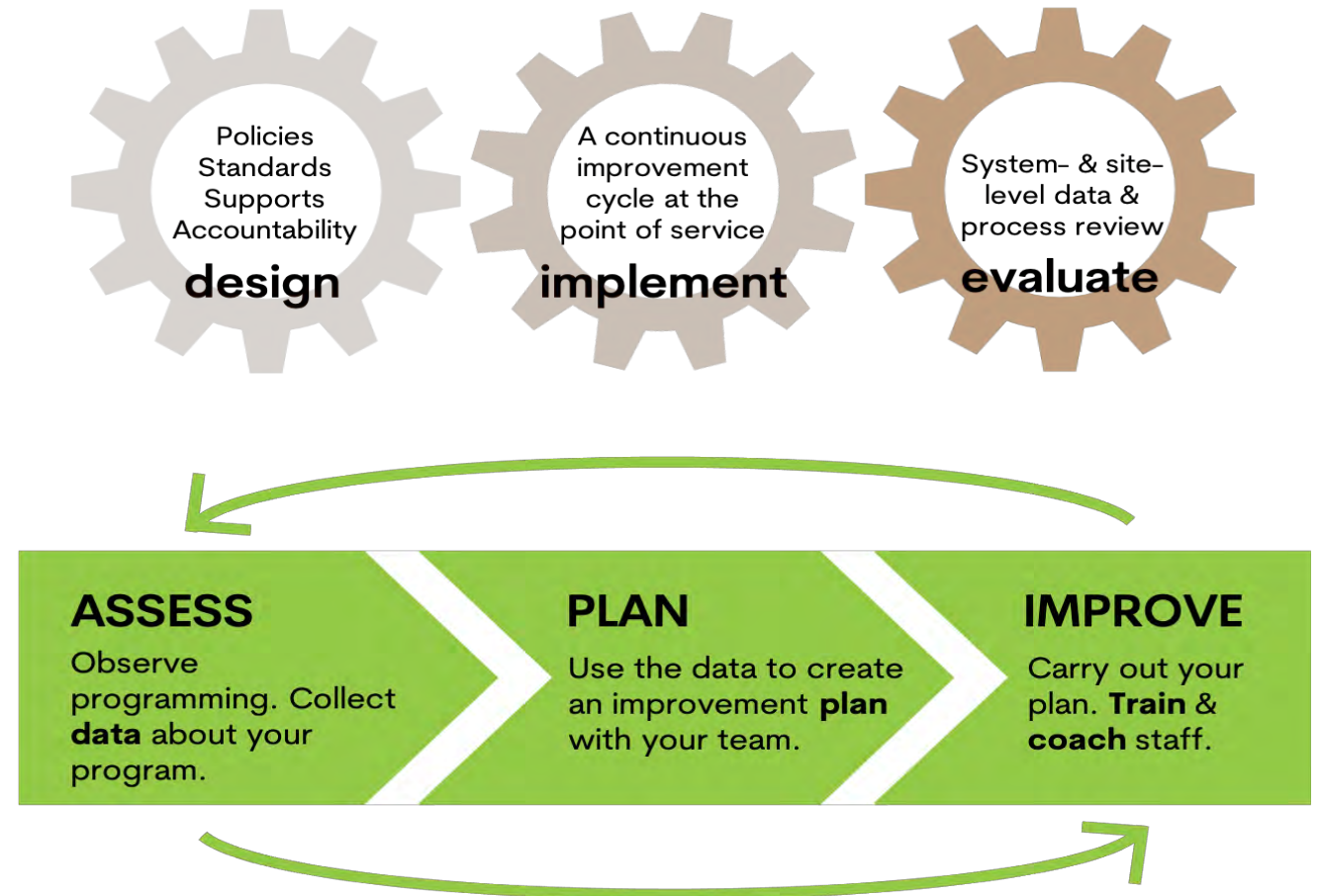


1. The Youth & School Aged Program Quality Assessment (PQA) Tool is a validated instrument designated to evaluate the **quality of youth programs** and **identify staff training needs**.
2. PQA has been used in community organizations, schools, camps, and other places where youth have fun, work and learn with adults.
3. Opportunity for **shared language** and a comprehensive look at program quality across DCYF's Funding Strategy.
4. **Participation** is part of the grant agreement. Grantees are required to engage in the YPQI process including participating in all mandatory trainings.

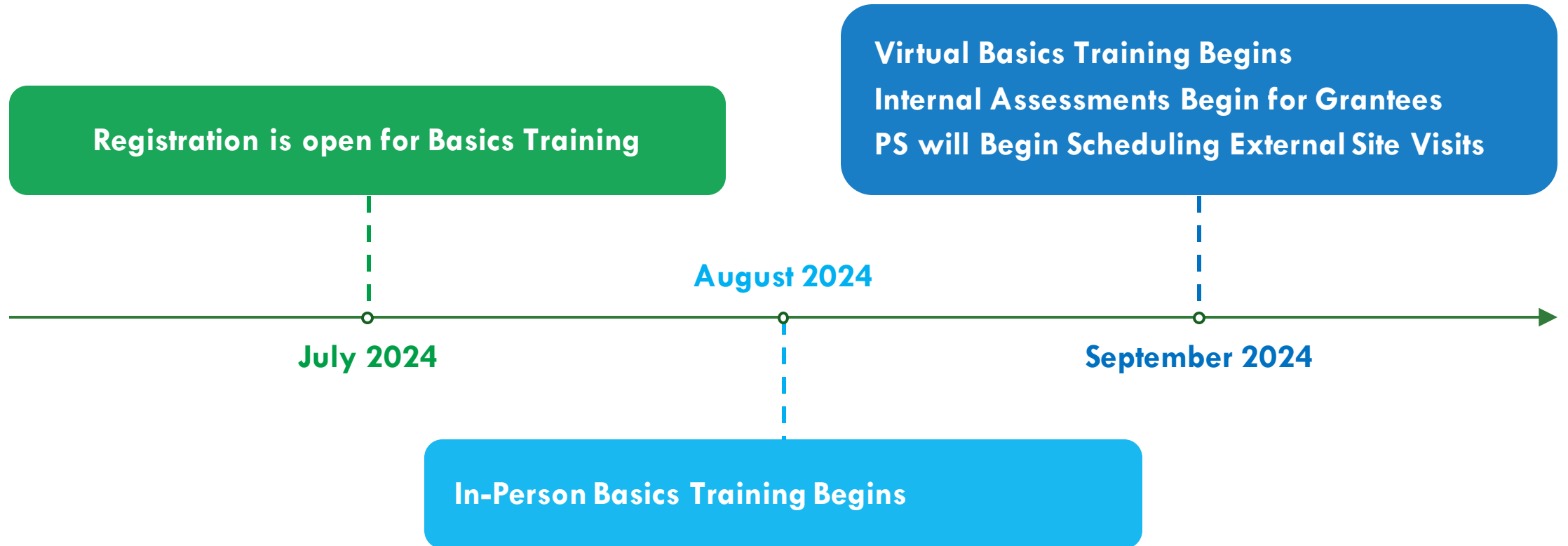


# YPQI Process

1. Begins with assessment to build on youth workers' existing strengths and identify challenge areas.
2. These areas go into improvement plan as goals, with clear steps and benchmarks for success.
3. We follow up with powerful supports for youth leaders to manage improvement, and the high-quality Youth Work Methods series of workshops for staff.
4. The assess-plan-improve sequence establishes a supportive system for continuous improvement.



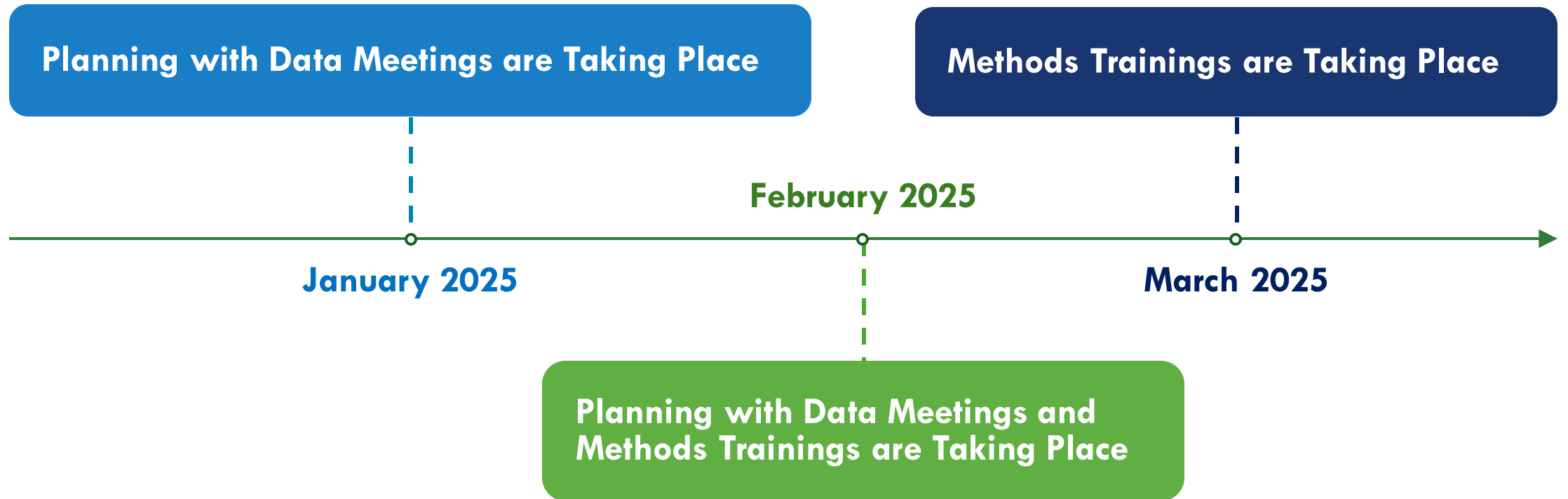
# FY 24-25 YPQI Timeline



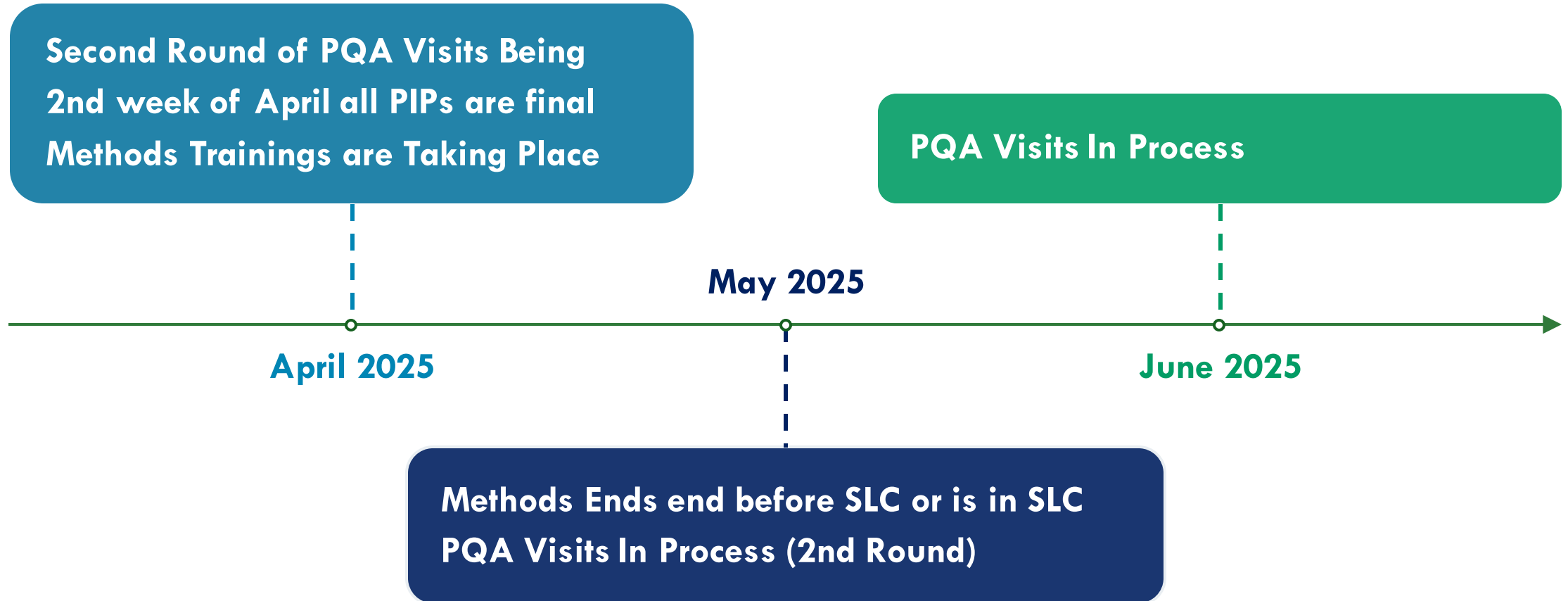
# FY 24-25 YPQI Timeline



# FY 24-25 YPQI Timeline



# FY 24-25 YPQI Timeline



# Youth Program Quality Intervention (YPQI)

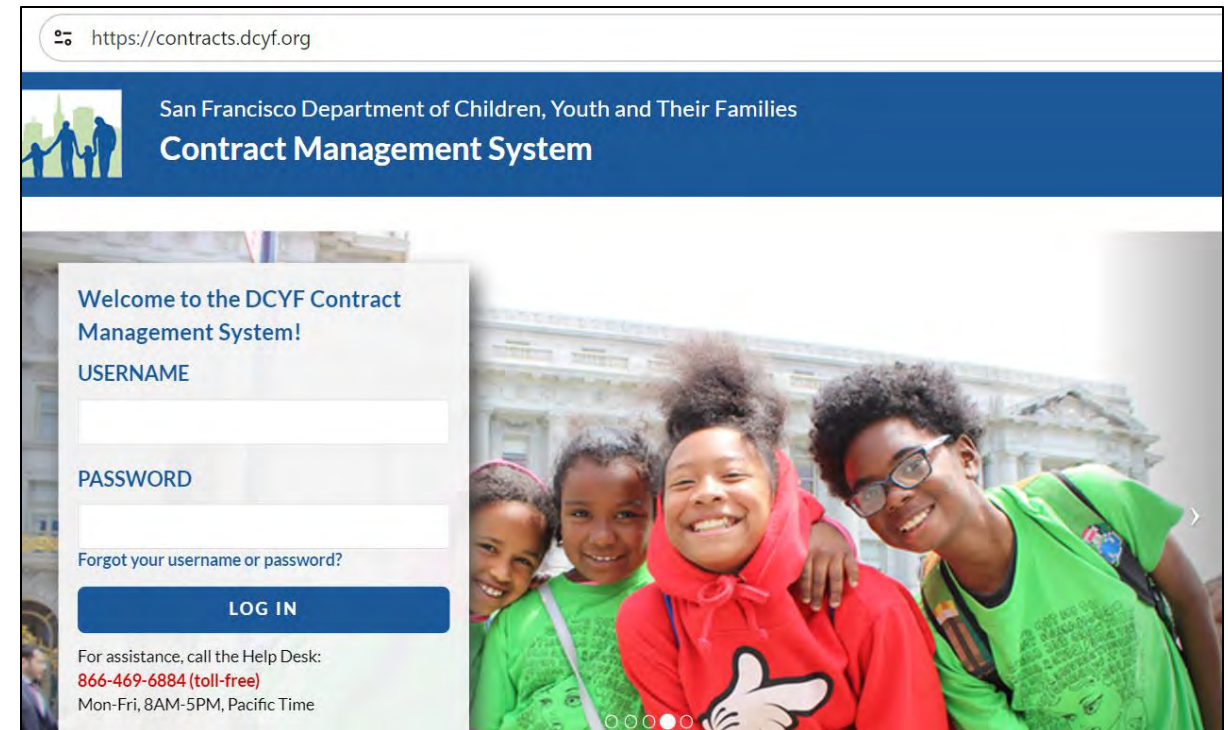
Item	Date and Time	Location
In-Person Basics Training	Wednesday, August 21, 10am – 4pm	SF Main Library Latino Room A/B
In-Person Basics Training	Thursday, August 22, 10am – 4pm	SF Main Library Latino Room A/B
In-Person Basics Training	Tuesday, August 27, 10am – 4pm	SF Main Library Latino Room A/B
In-Person Basics Training	Wednesday, August 28, 10am – 4pm	TBD
In-Person Basics Training	Thursday, August 29, 10am – 4pm	49 South Van Ness Street, Room 194
In-Person Basics Training	Tuesday, September 3, 10am – 4pm	49 South Van Ness Street, Room 0136
In-Person Basics Training	Thursday, September 5, 10am – 4pm	49 South Van Ness Street, Room 0194
In-Person Basics Training	Tuesday, September 10, 10am – 4pm	TBD
Virtual Basics Training	Week of September 23, with Pre-Work Assignments	Virtual

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 professional 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:

- Header: "Welcome to the DCYF Contract Management System!"
- Input field for "USERNAME"
- Input field for "PASSWORD"
- Link: "Forgot your username or password?"
- Button: "LOG IN"
- Footer text: "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	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

Agency Programs 24-25

2 Agency Accounts

Upload

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 photograph of a person in a white puffer jacket using a laptop at a public event. The scene is overlaid with a blue tint. In the background, other people are visible, including a young boy and a woman. The laptop is open on a table, and the person's hand is on the keyboard. The text "Completing Your Workplan" is centered over the image in white.

# 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 a web interface for an Agency Profile. On the left is a navigation menu with items: Agency Profile, Agency Programs 24-25, Program Dashboard, Workplan (expanded), and Invoices. The 'Workplan' menu is highlighted with a red box, 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 displays 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

Agency Profile

Agency Programs  
24-25

Program Dashboard

Workplan

> Overview

> **Contact & Program Info**

> Services & Projections

> Performance Measures

> Budget

Invoices

Resources

My Account

## CONTACT & PROGRAM INFO

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  
https://www.sampleywd.org

Program Description

RFP/RFQ PROPOSAL

### PRIMARY PROGRAM CONTACT PERSON

First Name	Last Name	Email Address	Phone Number
Jane	Doe	janed@ywdprogram.or	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... (dropdown)
  - Street Address: 123 Folsom St.
  - ZIP Code: 94114 (dropdown)
- 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 (dropdown) (highlighted with a red box and a trash icon)
    - 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 (dropdown)
    - Projected Number of Unduplicated Participants: 60
    - Projected Average Daily Attendance: 40
  - PROJECTED SERVICE 2 (highlighted with a red box)
  - PROJECTED SERVICE 3 (highlighted with a red box)

**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

Agency Profile

Agency Programs  
24-25

Program Dashboard

Workplan

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

Invoices

Resources

My Account

**1** SERVICE SITES

SERVICE SITE 1

Program Site Name  
Sample Middle School Beacon

Program Site Type  
Public School

School  
Denman (James) MS

**2** PROJECTED SERVICES (SITE 1)

PROJECTED SERVICE 1

Service Name  
1 School Day Art Projects

Service Type  
Group Activities

Service Description  
Lead students through a 6-week curriculum in coordination with classroom teachers...

When will this service be implemented?

- Summer
- Fall
- Winter
- Spring

Projected Number of Unduplicated Participants  
50

**3** Participant Recruitment

- Will directly recruit youth participants
- Will work with partner agency to identify youth participants

## Enrichment & Skill-Building

Indicate your approach to participant recruitment for each service

For example, programs that go to the site of a Beacon program to deliver services should:

1. Add the Beacon site location under Service Sites
2. Add a Projected Service to describe the programming offered to Beacon participants
3. Select *Will work with partner agency to identify youth participants* as approach to Participant Recruitment

# 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

# Performance Measures: Youth Survey

- Most grantees are required to administer the DCYF Youth Experience Survey to participants in grades 6+ towards the end of their program experience.
- Describe when and how you plan to administer the survey to participants in your program.
- Surveys for each program and additional guidance will be released later this year.

The screenshot shows a web interface for 'PERFORMANCE MEASURES'. On the left is a navigation menu with items: Agency Profile, Agency Programs 24-25, Program Dashboard, Workplan (with sub-items: Overview, Contact & Program Info, Services & Projections, Performance Measures, Budget), Invoices, Resources, My Account, Admin List, and Invoice Summary. The 'Performance Measures' item is highlighted with a red box. The main content area is titled 'PERFORMANCE MEASURES' and includes a 'SUBMIT' button. A warning box states: 'Once submitted, the information included in this form will be locked for edits. Contact your DCYF Program Specialist to edit this form.' Below this is a section titled 'YOUTH EXPERIENCE SURVEY ADMINISTRATION' (highlighted with a red box). It contains the following questions and options:

Does your program serve youth in grades 6 and up and/or transitional age youth and young adults?  
 Yes  No

When will your program administer the DCYF Youth Experience Survey?  
 July  October  January  April  
 August  November  February  May  
 September  December  March  June

How will you administer the survey?  
 Paper  Electronic

Unique Survey Link

An information box points to the Unique Survey Link field with the text: 'Link to the online DCYF Youth Experience Survey to provide to youth participants when administering the survey electronically. The survey link is specific to this program and will be added to workplans in Fall 2024.'

At the bottom of the form is an 'AGREEMENT' section.

# 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.

The screenshot shows a web interface for budget management. On the left is a navigation sidebar with items like Agency Profile, Agency Programs 24-25, Program Dashboard, Workplan, Invoices, Resources, My Account, Admin List, and Invoice Summary. The main content area is titled 'BUDGET SUMMARY' and includes a 'SETUP' section with checkboxes for budget items, a 'BUDGET SUMMARY' table, 'GRANT INFORMATION' with key values, and an 'INVOICING MONTHS' section with a grid of month checkboxes. Red boxes and numbers 1-5 highlight these specific areas.

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

<input type="checkbox"/> Adult Staff	<input checked="" type="checkbox"/> Fringe Benefits	<input checked="" type="checkbox"/> Materials & Supplies	<input checked="" type="checkbox"/> Administrative
<input checked="" type="checkbox"/> Youth Staff	<input checked="" type="checkbox"/> Subcontractors	<input type="checkbox"/> 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
<b>Total</b>	<b>\$280,000.00</b>

**GRANT INFORMATION**

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

**INVOICING MONTHS**

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

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

# Submitting Your Workplan

**WORKPLAN OVERVIEW** FY2024-2025

STATUS: UNSUBMITTED

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

Step	Form 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. 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	San Francisco	State	CA	Zip Code	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 a workshop or classroom setting. In the foreground, a person is holding up a piece of crumpled paper with handwritten text. The text on the paper reads "I will be successful" and "You are successful!". The background shows other people looking at the paper or working on their own projects. The entire image has a blue tint.

# Technical Assistance and Capacity Building (TA/CB)

# 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 Codes!**

RTL  
Service Area  
Guide



CWPA  
Service Area  
Guide

