

# DCYF Grantee Orientation: Educational Supports

2024-2029 Funding Cycle

May 1, 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 Educational Support Service Area**
  - Youth are Ready to Learn and Succeed in School
  - Youth Are Ready for College, Work, Productive Adulthood
3. **Strategies and Requirements**
  - Universal Requirements
  - Academic Supports
  - Literacy Supports
  - Alternative Education
  - Summer Transitions
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**



The image shows two women sitting at a table, looking at documents. The woman on the left is wearing a light-colored t-shirt with the text 'FAVORITE CHILD' and a name tag that says 'Alex Y'. The woman on the right is wearing a dark t-shirt with a logo that says 'the' and 'X'. The entire image is overlaid with a semi-transparent green filter. The text 'Overview of Result Areas' is centered in white, bold font.

# Overview of Result Areas

**Overview of Result Area:**  
**Children are Ready to  
Learn and Succeed in  
School**

**Overview of Result Area:**  
**Youth are Ready for  
College, Work, and  
Productive Adulthood**

This Result Area is associated with programs, resources, supports and activities that provide opportunities to learn, gain SEL skills, engage educationally and have access to needed support for children and youth in pre-kindergarten through 12<sup>th</sup> grade.

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 **Educational Supports Service Area** (Ed Supports):

- supports range of educational opportunities that help children and youth who are struggling academically get back on track
- achieves individualized educational goals
- supports academic achievement in the core subjects, post-secondary enrollment, and success
- provides academic and life skills assistance during key educational transition periods into high school and post-secondary institutions

Programs are expected to be well-versed in local and State core subject standards, youth development principles, and culturally appropriate practices for the target populations listed for this Service Area.

## Strategies in this Service Area

The Ed Supports Service Area's primary focus is on students who are struggling academically in elementary, middle, and high school or in their efforts to attain a high school equivalency credential.

Service Area	Strategy/Initiative
Educational Supports	<ul style="list-style-type: none"><li>• Academic Supports</li><li>• Literacy Supports</li><li>• Alternative Education</li><li>• Summer Transitions</li></ul>



A woman wearing sunglasses and a young boy are sitting at a table, working together on a project. The woman is pointing at a grid-like object on the table, and the boy is looking at it. There are various items on the table, including a water bottle, a paper bag, and some papers. The background is a solid blue color.

# **Ed Supports 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



# Academic Supports

## Strategy Goals



Designed to decrease the disparities in academic achievement. Through Academic Supports, youth are given opportunities to make gains towards meeting or exceeding academic standards, set goals to complete primary and secondary education, explore post-secondary education options, and enter the workforce. Academic Supports programs:

- ✓ work closely with the target populations
- ✓ ensure that youth get back on track academically
- ✓ support youth as they make key transitions within academic careers

### Academic Supports Strategy Goals:

- To help participants make gains towards meeting and/or exceeding academic standards, including a C or better grade in core subjects, and completion of high school or equivalent, based on their Individual Learning Plans.
- To help participants prepare for the next phases of their academic careers and provide them with school-readiness skills, life skills, and support in social and emotional learning and academics.
- To increase participants' understanding/appreciation for connection between school and future opportunities over life course.

# Academic Supports

## Requirement Highlights



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

**Assessment &  
Individual Learning  
Plans**

**Tutoring**

**Transition Support &  
Post-Secondary  
Planning**

**Curriculum-Based**

# Academic Supports

## Requirements for Programs Serving TAY/A and At-Risk and/or Justice Involved Youth

1. **Coordination & Partnership:** Programs must coordinate with school staff, families, students and/or other community-based organizations and have experience working in partnership.
2. **Academic Gains:** Programs must support participants in making academic gains in core subjects.
3. **Family Partnership:** Programs must create opportunities for families and caregivers to be connected to the program, as appropriate, based on the type of services offered. Family partnership activities include, but are not limited to, parent orientations, volunteer opportunities, family events, parent workshops, connections to resources, etc.
4. **School or Community Based:** Programs can operate at a school campus or a facility that is not a public-school campus, such as non-profit organization spaces, public recreation or community centers, public libraries and other non-school sites that are safe and accessible to the youth.
5. **Coordination with Beacon Center:** Academic Supports Programs operating at schools with a DCYF-funded Beacon Center will be required to coordinate with the Beacon Center to access participants and deliver programming.



# Literacy Supports

## Strategy Goals



Designed to provide programming to elementary school youth and English Learners in need of additional literacy support. Literacy Supports programs will:

- ✓ assess youth
- ✓ develop individual service plans
- ✓ deliver activities that help young people improve reading levels, writing abilities, and other literacy skills.

### Literacy Supports Strategy Goals:

- ✓ To support **kindergarten through 5th grade students** not reading at grade level to make gains in reading, writing, and other literacy skills through targeted intervention during the school year and/or summer.
- ✓ To support **English Learners** not reading at grade level to make gains in reading, writing, and other literacy skills through targeted intervention during the school year and/or summer.

# Literacy Supports

## Requirement Highlights



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

Assessment &  
Individual  
Learning Plans

Curriculum Based

Ongoing  
Communication

### Additional Requirements for Programs Serving English Learners:

- ✓ **Linguistically Competent Services:** programs serving English Learners must utilize an evidence-based approach or method to support participants' acquisition of the English language that considers participants' diverse and individual needs.

# Alternative Education

## Strategy Goals



Designed to provide opportunities for youth and young adults to obtain their high school diplomas or high school equivalency (HSE) credentials. Alternative Education programs target:

- 1) Youth who are off-track, have attended multiple schools, are suspended, or expelled for disruptive and/or delinquent behavior, or have generally been unsuccessful at learning in a mainstream or traditional educational environment
- 2) Disconnected TAY/A looking to reengage with the educational system and working to attain a high school equivalency credential.

### Alternative Education Strategy Goals:

- ✓ To provide supported educational environment that helps prevent students from dropping out of school or reengage participants with an educational system.
- ✓ To reengage participants in their education to assist them in getting academically on-track to graduate and work to attain a high school equivalency credential.



# Alternative Education

## Requirement Highlights



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

School or  
Community  
Based

Ongoing  
Communication

Curriculum  
Based

Curriculum

Transition  
Support and  
Planning

Assessment  
and Individual  
Learning Plans

Project Based  
and  
Experiential  
Learning

Supplemental  
Activities  
Instruction

Accreditation

Family  
Partnership

Structured

# Alternative Education

## Requirement Highlights



### Additional Requirements For Programs Serving Disconnected Transitional Age Youth:

Official Test Site

Participant Eligibility

Recruitment

Community Structure

Educational  
Programming

Transition Support

# Summer Transitions Initiative

## Goals



The Summer Transition Initiative is a partnership between DCYF, SFUSD, and Community-Based Organizations. DCYF provides funding to a Community-Based Organization to implement the program in partnership with SFUSD, which provides credentialed teachers who teach a district-approved Academic and Employment curriculum.

Supports both youth that need additional academic support while attending SFUSD Summer School and young people transitioning into 9th grade who struggled academically in 8th grade. **There are two primary components:**

- 1) Summer Youth Academic and Employment Component
- 2) Summer Bridge Component

### Summer Transitions Initiative Goals:

- ✓ To help participants prepare for next phases of academic careers and provide school-readiness skills, life skills, support in social and emotional learning and academics.
- ✓ To increase understanding and appreciation for the connection between school and future opportunities.
- ✓ To assist incoming 9th graders in successfully transitioning into high school.



# Summer Transitions Initiative

## Requirement Highlights



Summer Youth Academic and Employment Programs must meet the following requirements in their program structure:

School-Based Cohort	Structured	Stipends
End of Year Report	Duration	Academic Support
Skill-Building Workshops	Staffing	Career/Post-Secondary Awareness and Exposure

### Summer Bridge Requirements:

- ✓ Academic Enrichment
- ✓ Year-long Academic Mentorship
- ✓ High School Preparation
- ✓ Mentorship Activities
- ✓ Duration
- ✓ Staffing

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 Survey**

Administer to Youth in  
Grades 6+

## **Fiscal Monitoring**

Participate in Process

## **SEL Plan**

Attend Training

# Data Collection & Reporting Requirements

**Summer Transitions**

**CMS**

Prepare and Upload Mid-Year and Annual Reports

**Academic Supports,  
Alternative Education,  
Literacy Supports**

**Participant Individual  
Learning Plans**

Prepare Plans

**Literacy Supports**

**Participant Literacy  
Assessments**

Administer Assessments



# Educational Supports

## 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 an 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.*

Education and Career Goals

- *This program helped me set goals for my education or career.*

# Educational Supports

## Strategy-Specific Performance Measures



### Academic Supports (Ready to Learn and Succeed in School)

- Individual Learning Plan (guidance will be provided)

### Academic Supports (Ready for College, Work & Productive Adulthood)

- Individual Learning Plan (guidance will be provided)
- Grade C or better in core subjects (High School only)
- Passing courses (Disconnected TAY/A only)

### Alternative Education


- Individual Learning Plan (guidance will be provided)
- High School Credential

### Literacy Supports

- Individual Learning Plan (guidance will be provided)
- Completed Literacy Assessments
- Increased Reading Proficiency

### Summer Transitions

- Maintain C or better in core subjects
- Mid and End of Year Reports



# **Program Quality Assessment (PQA)**

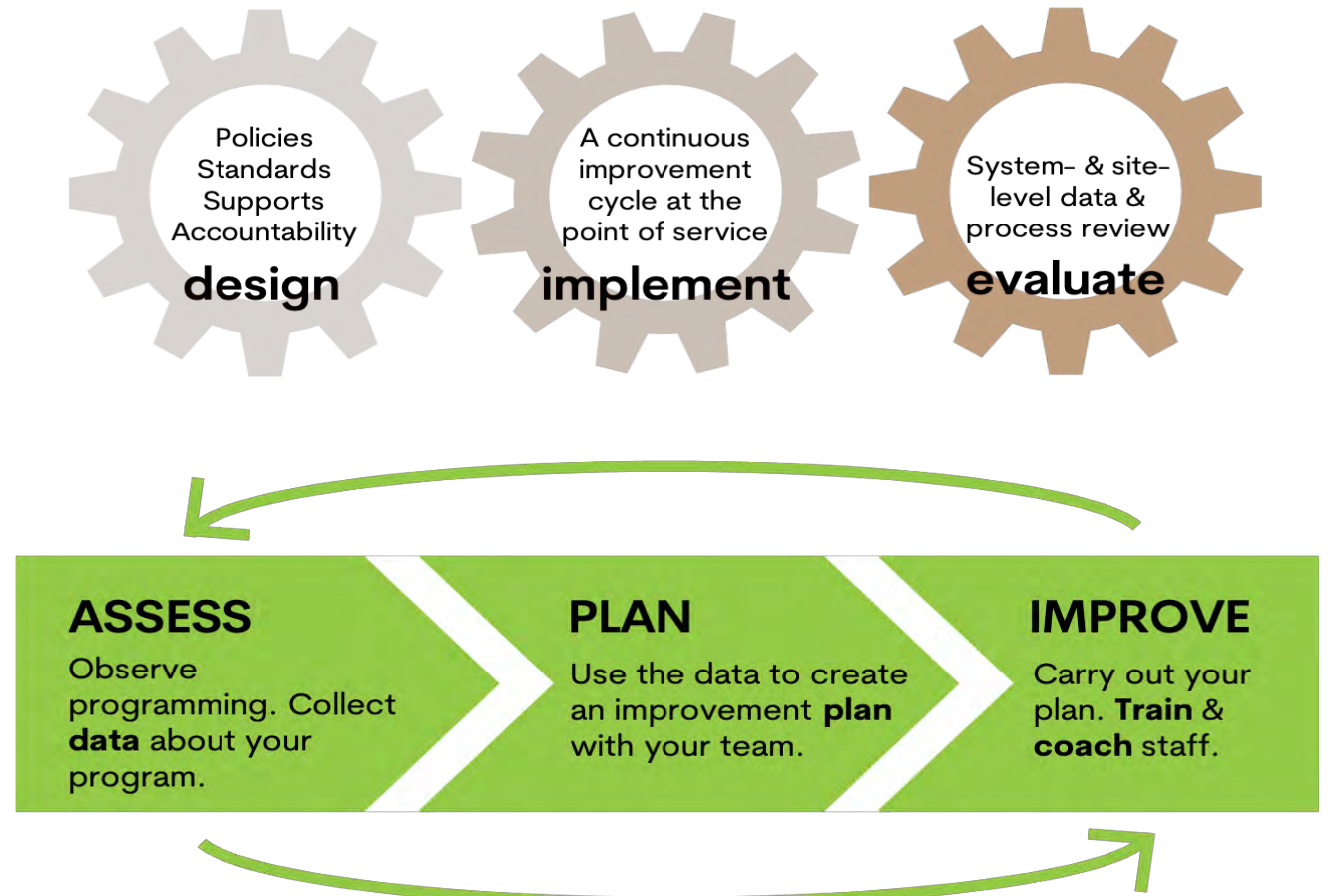
# Youth Program Quality Intervention (YPQI)



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.

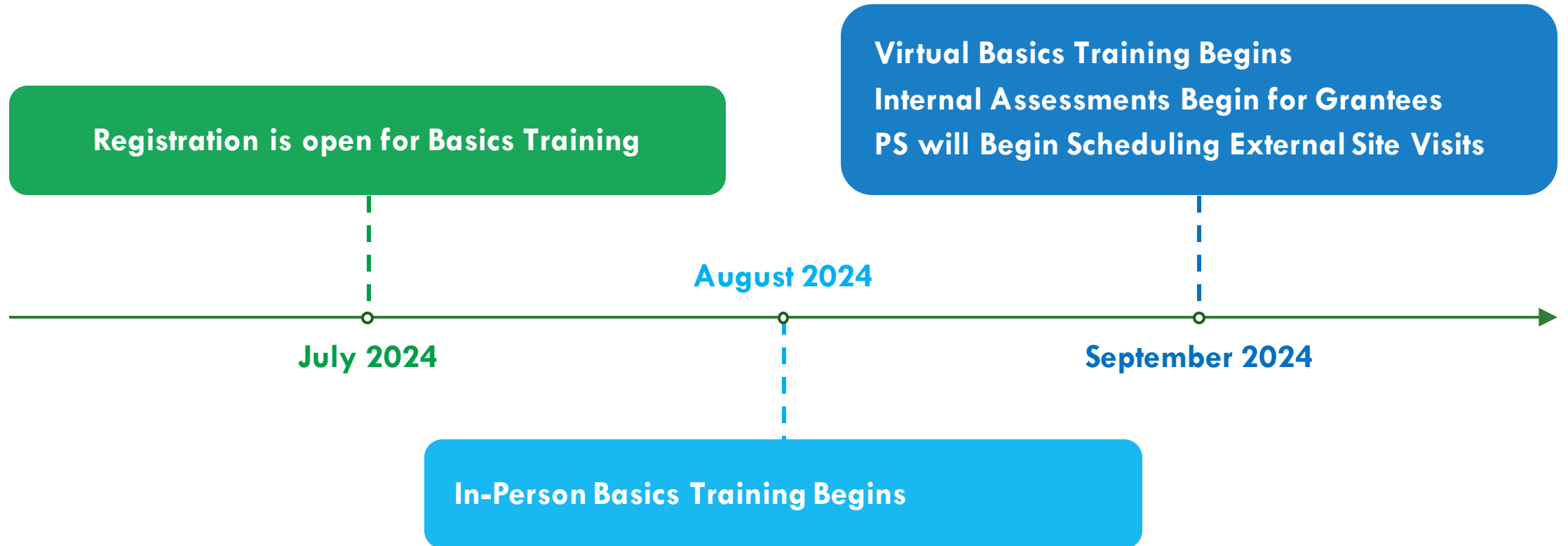
# YPQI Process

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.





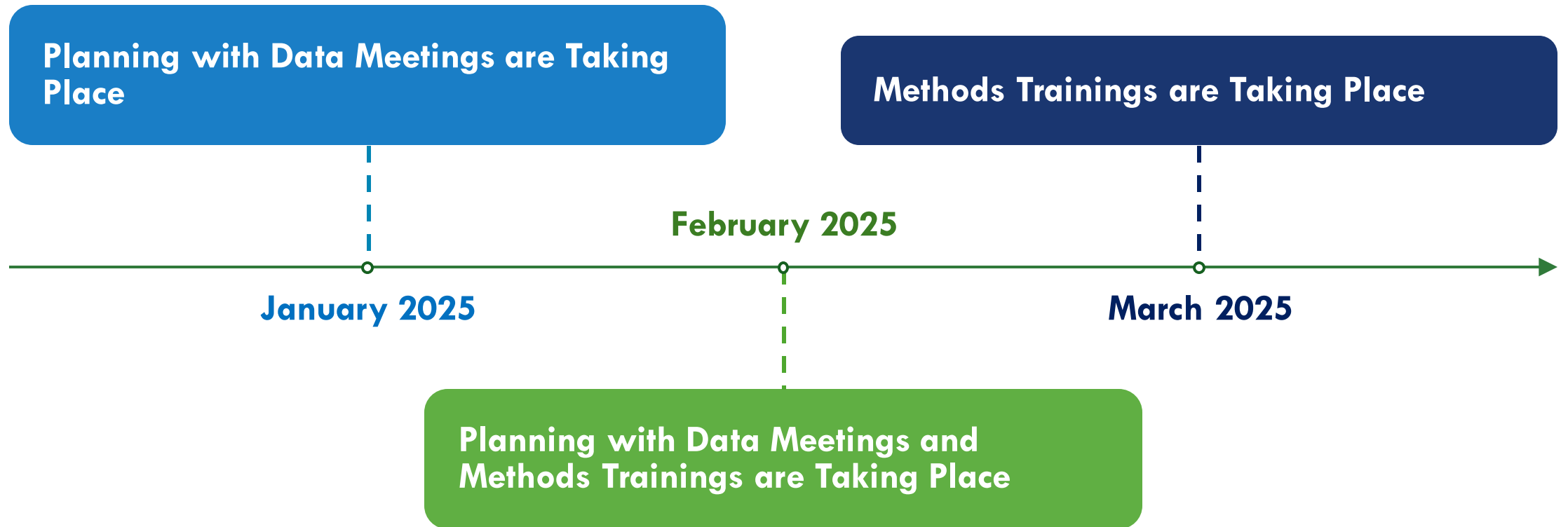
# FY 24-25 YPQI Timeline



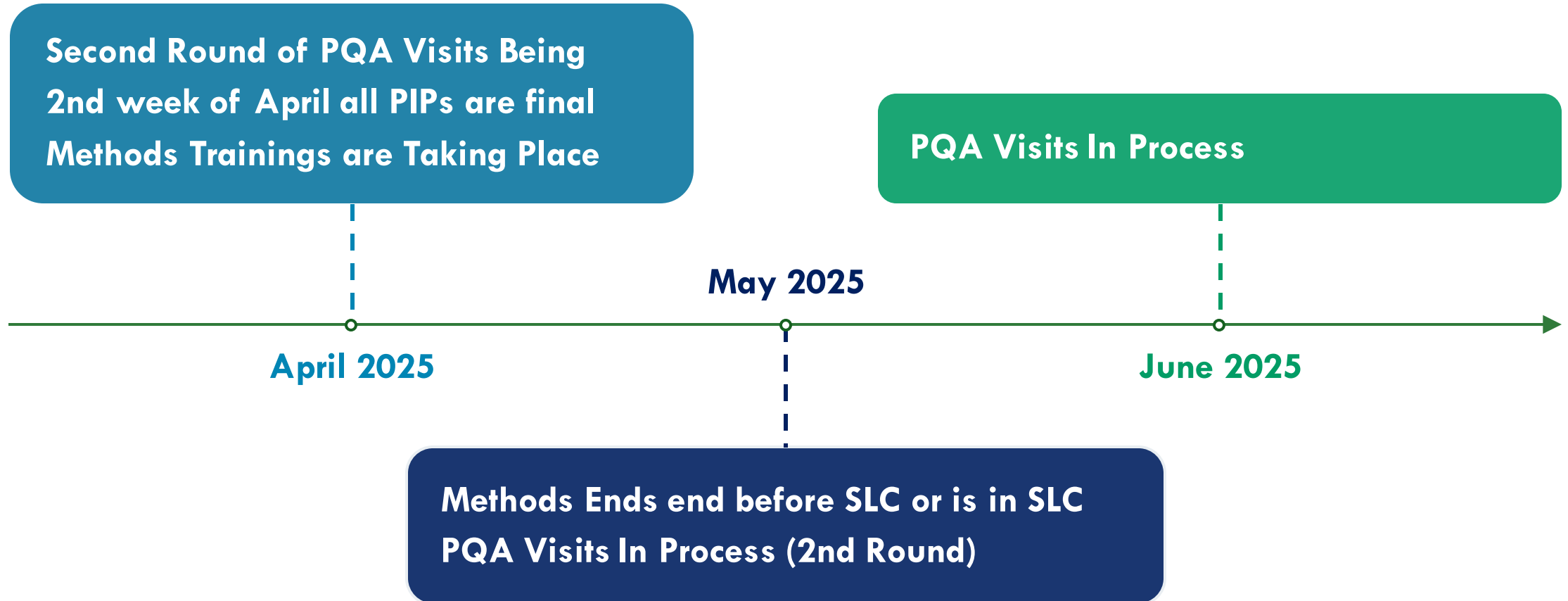
# FY 24-25 YPQI Timeline



# 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



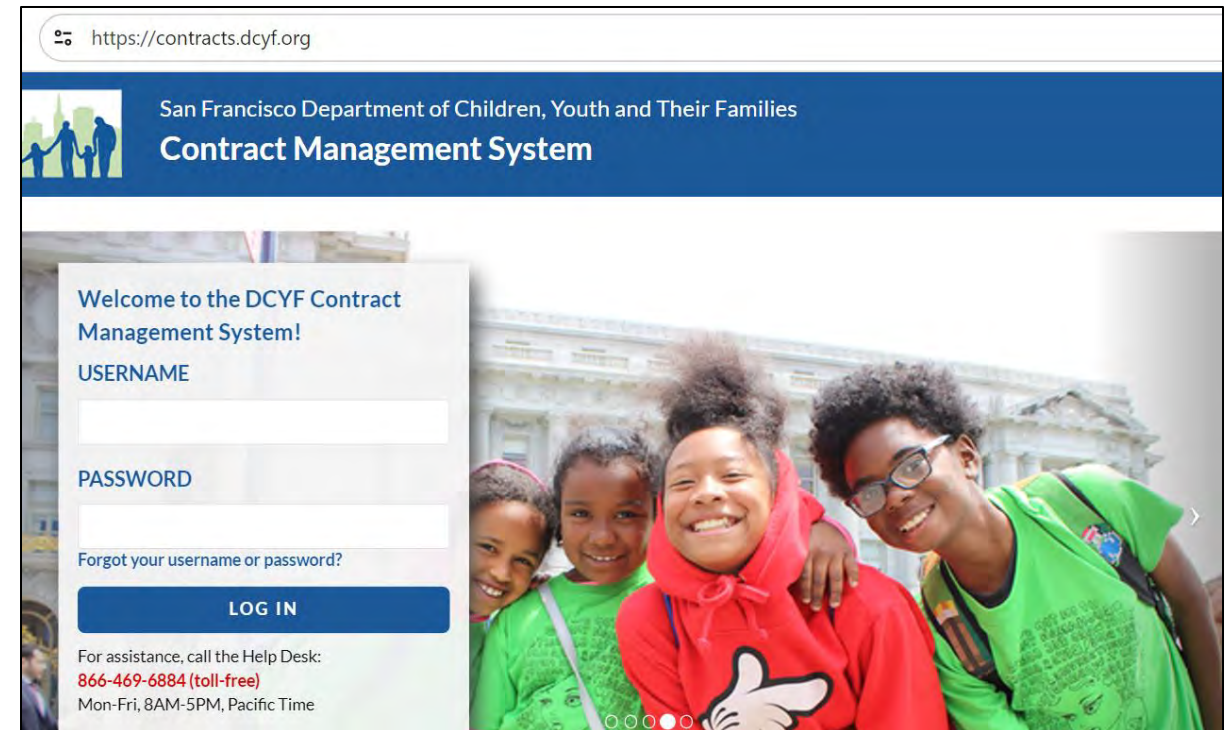


# **Contract Management System (CMS)**



# 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: "USERNAME" with a text box below it.
- Input field: "PASSWORD" with a text box below it.
- Link: "Forgot your username or password?"
- Button: "LOG IN" (blue background, white text)
- Footer: "For assistance, call the Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time"

The background of the page is a photograph of four smiling children of diverse backgrounds, with a white building in the background.

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

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 person wearing a white puffer jacket is leaning over a table, interacting with a laptop. The scene is a public event or exhibition, with other people visible in the background. The image has a blue tint. The text "Completing Your Workplan" is overlaid 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 the Agency Profile Program Dashboard for FY2024-2025. The left sidebar contains the following menu items: Agency Profile, Agency Programs 24-25, Program Dashboard, Workplan (expanded), and Invoices. The Workplan menu is highlighted with a red box and includes sub-items: Overview, Contact & Program Info, Services & Projections, Performance Measures, and Budget. The main content area displays the PROGRAM DASHBOARD for 'All Children And Youth Are Ready To Learn And Succeed In School' with sections for Result Area, Service Area (Enrichment & Skill Building), Strategy (Identity Formation and Inclusion), and Target Population(s) including San Francisco middle school youth in grades 6-8, San Francisco high school youth in grades 9-12, and 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)

# 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' and contains several sections:

- 1. SETUP:** A section with a sub-header '(Select all budget items that will be part of your budget.)' containing checkboxes for Adult Staff, Youth Staff, Fringe Benefits, Subcontractors, Materials & Supplies, Other Program Expenses, and Administrative. All are checked except Adult Staff and Other Program Expenses.
- BUDGET SUMMARY:** A table with columns 'ITEM' and 'BUDGET'.

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:** A table with key metrics.

<b>2</b> FY24-25 DCYF Grant Total	\$280,000.00
<b>3</b> FY24-25 Total Program Budget	\$500,000.00
DCYF Grant Amount as % of Total Program Budget	56%
<b>4</b> FY24-25 Global Agency Budget	\$2,500,000.00
- 5. INVOICING MONTHS:** A section with the sub-header 'Select the months of the year in which you will invoice.' and a grid of checkboxes for all twelve months of the year, all of which are checked.

# 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, 'Sample Agency 3', and a 'LOGOUT' button. A left sidebar contains navigation links: Agency Profile (active), 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	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 what appears to be a workshop or training session. In the foreground, a person is holding up a piece of crumpled white paper with handwritten text. The background shows several other individuals, some looking towards the camera and others looking down at their work. 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 Codes!**

RTL  
Service Area  
Guide



CWPA  
Service Area  
Guide

