



DCYF Grantee Orientation: Youth Empowerment 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 Result Areas with Youth Empowerment Service Area**
 - Youth Are Ready for College, Work, Productive Adulthood
3. **Strategies and Requirements**
 - Universal Requirements
 - Youth-Led Philanthropy
 - Youth Leadership & Organizing
4. **Data Collection and Reporting Requirements**
 - Performance Measures
5. **YPQA 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 Area

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 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 Youth Empowerment Service Area

programs provide opportunities for youth to:

- Cultivate and strengthen youth voice,
- Fosters civic engagement,
- Have an active and authentic leadership roles in our communities.

All programs funded under the Youth Empowerment Service Area are expected to have advanced knowledge in youth development and know how to advance practice in moving youth upward along arcs of increasing responsibility and leadership in community projects.

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 |
|-------------------|--|
| Youth Empowerment | <ul style="list-style-type: none">• Youth-Led Philanthropy• Youth Leadership & Organizing |



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

Youth-Led Philanthropy



Designed to educate youth about the process of grant making by training them to assess community needs, determine how to allocate resources, and administer and support grants to other young people for youth-led social impact, community improvement, or entrepreneurial projects.

Youth-Led Philanthropy Strategy Goals

1. To provide participants with the opportunity to learn about grant making by implementing grants to meet surfacing needs among historically marginalized youth and communities.
2. To empower youth leaders with resources, skill-development and decision-making roles to positively impact youth and community conditions throughout San Francisco.

Youth-Led Philanthropy

Requirements



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

Cohort-Based

**Grantmaking
Education**

**Fiscal Management
Systems & Support**

**Youth-Led Project
Evaluation of
Projects**

**Youth Leadership
and Voice**

**Coordination and
Collaboration**

Youth-Led Leadership and Organizing



Designed to mobilize youth in community building and civic engagement activities to foster collective empowerment and systems changes that reflect youth and communities' self-defined interests.

Participants in Youth Leadership & Organizing programs will initiate, participate, and lead projects, campaigns and other meaningful activities that allow them to lead communities toward thriving.

Youth-Led Organizing Strategy Goals

1. To enable participants to expand understanding of youth experiences and youth focused issues among adults and broader community members.
2. To grow scaffolded youth leadership pathways toward increasing the presence of youth voice in community programs and projects.
3. To strengthen participants' skills and competencies related to self-motivation, confidence, peer collaboration, policymaking, and practices for social change.

Youth-Led Leadership and Organizing

Requirements



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

**Youth Leadership &
Voice**

**Developmentally
Appropriate Cohorts**

Curriculum-Based

Community-Based

**DCYF Sponsored Event
Participation**

Additional Requirements for Programs Serving Disconnected TAY



- 1. Participant Eligibility:** Participants must meet 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. Methods must consider the disconnected nature of target population and high likelihood that 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

Youth Survey Performance Measures



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.*

Engaged in community and school

- *This program has helped me to...*
 - ✓ *Become an active participant in my school or community.*
 - ✓ *Learn how to identify and understand problems affecting my school or community.*
 - ✓ *Gain a better understanding of solutions to problems in my school or community.*

Youth Voice/Leadership

- *I feel like my ideas matter here.*
- *I am asked to help lead activities at this program.*
- *I have led community events at this program.*

A green-tinted photograph of three students sitting together. The student on the left is a young woman with long dark hair, smiling. The student in the middle is a young man with dark hair, looking towards the camera. The student on the right is a young man with dark hair, looking towards the camera. The text 'Program Quality Assessment (PQA)' is overlaid in white, bold, sans-serif font in the center of the image. The student on the right has a name tag that says 'Rivera'.

Program Quality Assessment (PQA)

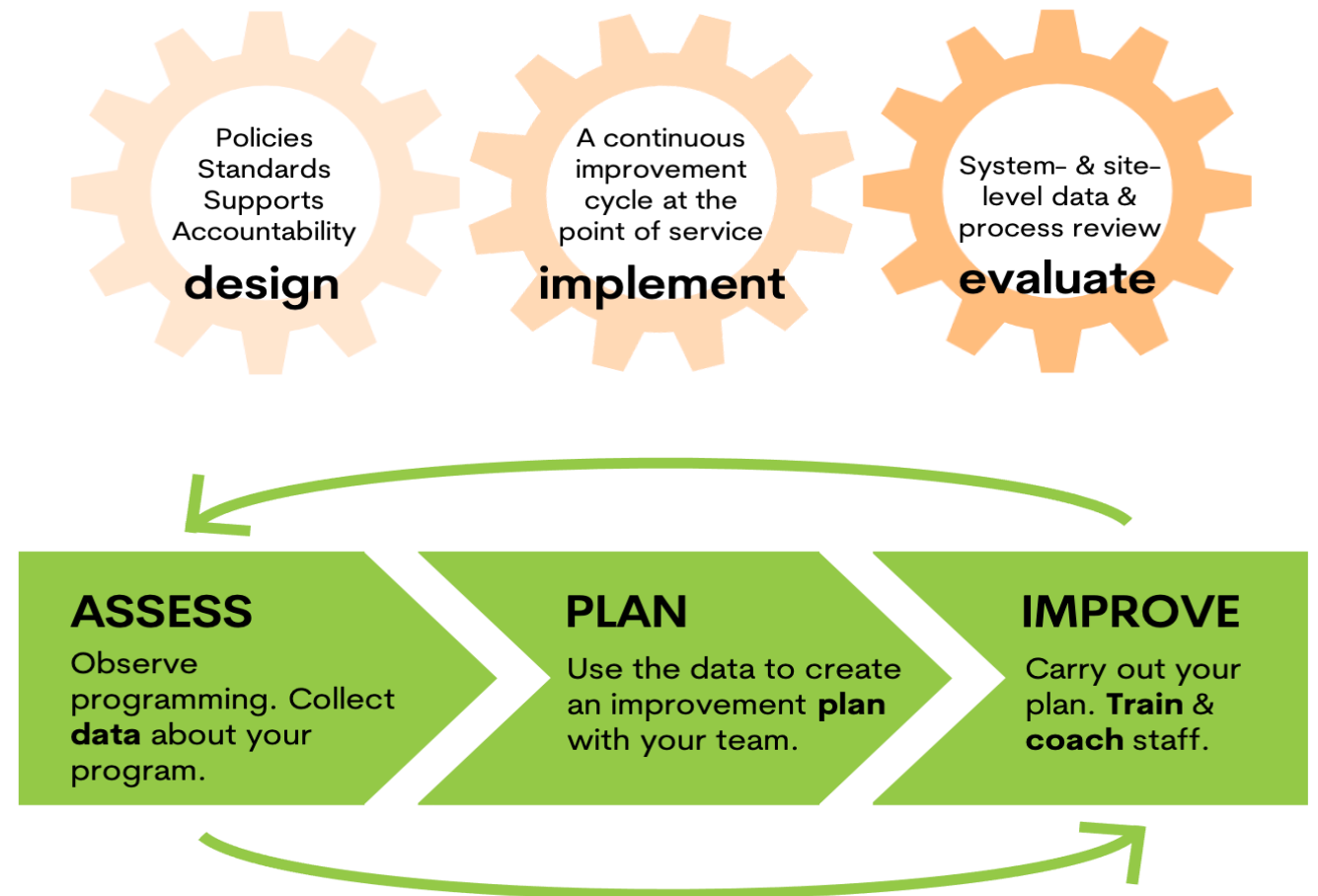
Youth Program Quality Intervention (YPQI)



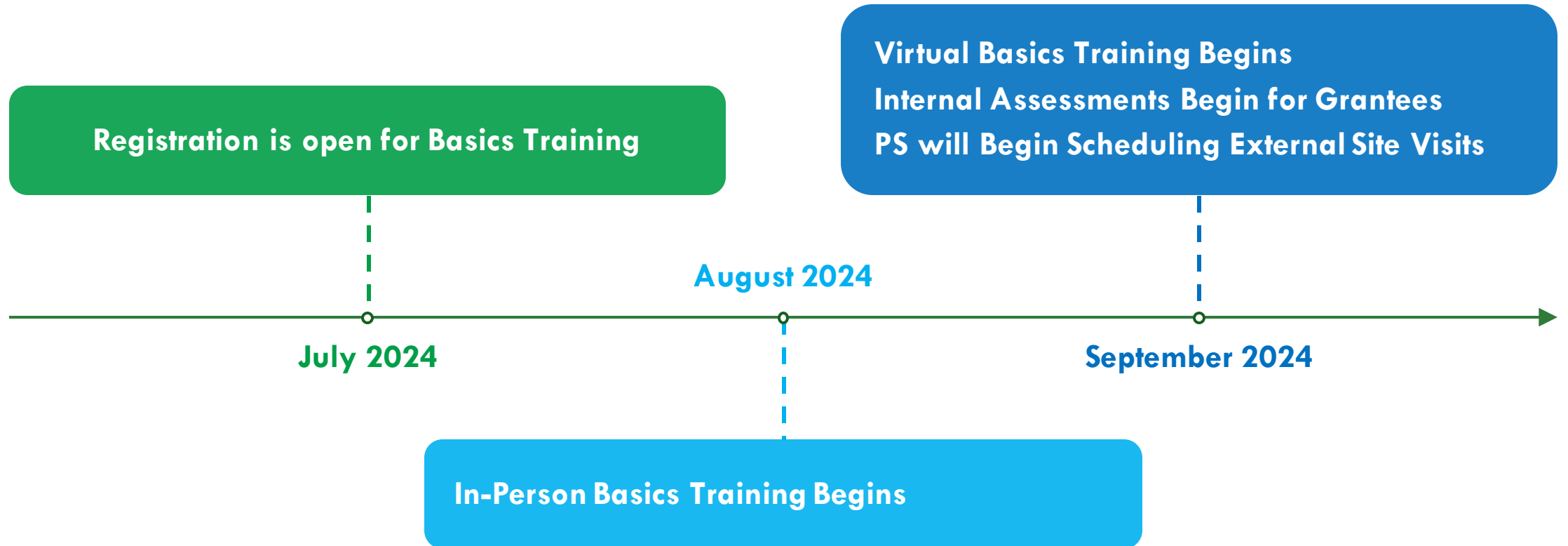
1. The Youth & School Aged Program Quality Assessment (PQA) Tool is a validated instrument designated to evaluate the **quality of youth programs** and **identify staff training needs**.
2. PQA has been used in community organizations, schools, camps, and other places where youth have fun, work and learn 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.



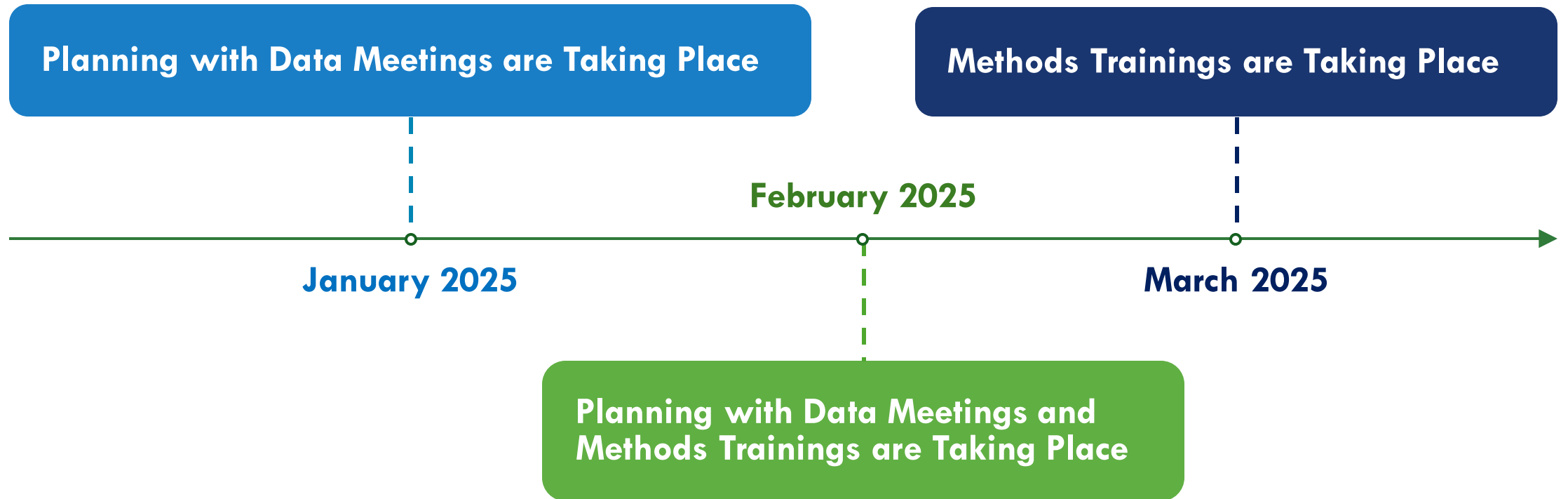
FY 24-25 YPQI Timeline



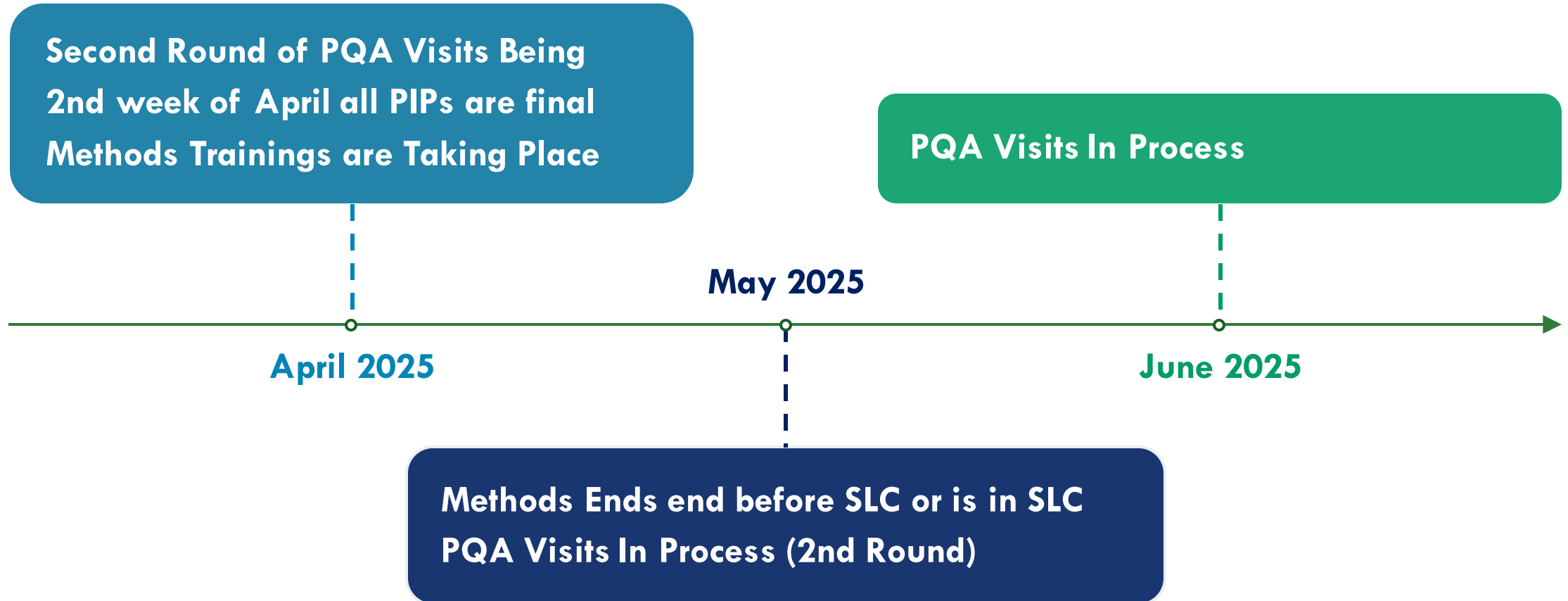
FY 24-25 YPQI Timeline



FY 24-25 YPQI Timeline



FY 24-25 YPQI Timeline



Youth Program Quality Intervention (YPQI)

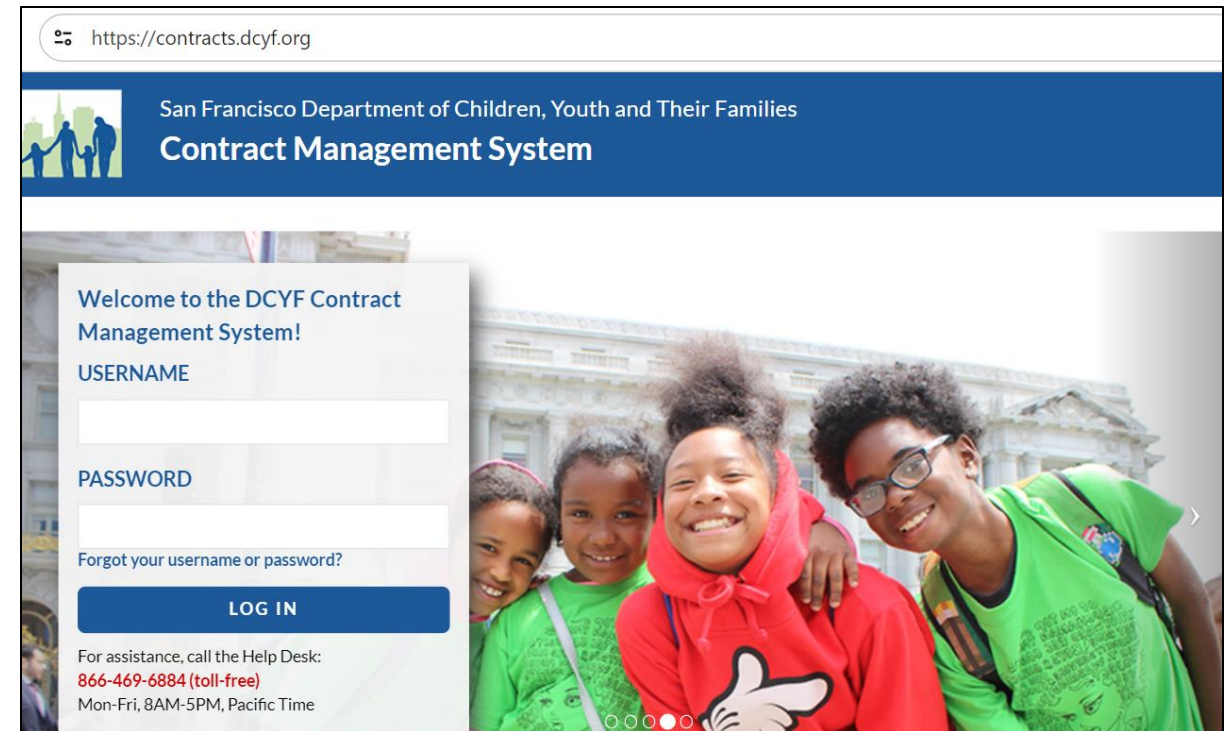
| Item | Date and Time | Location |
|---------------------------|---|-------------------------------------|
| In-Person Basics Training | Wednesday, August 21, 10am – 4pm | SF Main Library Latino Room A/B |
| In-Person Basics Training | Thursday, August 22, 10am – 4pm | SF Main Library Latino Room A/B |
| 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:

- 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 features a photograph of four smiling children of diverse backgrounds.

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 |
|----------|-------------------------|-------------|-----------------|-----------------|
| 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. A woman in a white puffer jacket is prominent in the center-right. The overall scene suggests a public demonstration or a workshop.

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 displays the DCYF CMS interface. On the left, a navigation menu is visible with the following 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 shows the 'PROGRAM DASHBOARD' for 'FY2024-2025'. The dashboard includes sections for Result Area (All Children And Youth Are Ready To Learn And Succeed In School), Service Area (Enrichment & Skill Building), Strategy (Identity Formation and Inclusion), and Target Population(s) (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 entering 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

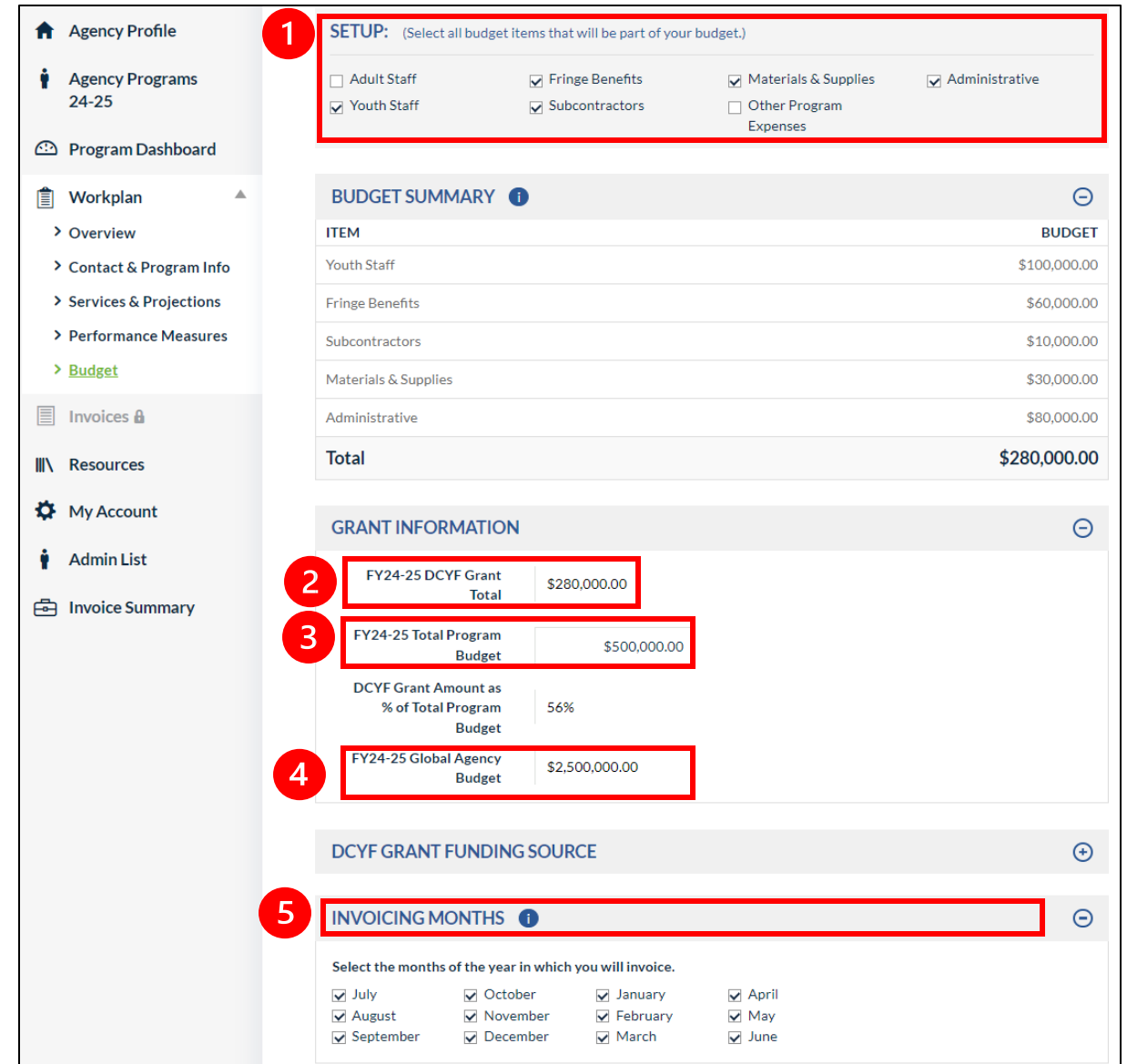
Unique Survey Link

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.



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 |
| 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.

| | | | |
|---|--|--|---|
| <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 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. 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 |

A sidebar on the left contains navigation links: Agency Profile, Agency Programs 24-25, Agency Accounts, Login Editor, Upload, Resources, My Account, Admin List, and Invoice Summary.

- 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 Codes!

CWPA
Service Area
Guide

