SF DEPARTMENT OF CHILDREN YOUTH & THEIR FAMILIES

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

DCYF Grantee Orientation: Family Empowerment

2024-2029 Funding Cycle

October 28, 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 & Introductions**
2. **Overview of Results Areas with Family Empowerment Result Area**
   - Youth are Supported by Nurturing Families and Communities
3. **Strategies and Requirements**
   - Universal Requirements
   - Collaborative Initiative
4. **Data Collection and Reporting Requirements**
   - Performance Measures
   - Reporting Form
5. **Contract Management System (CMS)**
   - Accessing the System
   - Workplan timeline
   - Data Policy and Privacy Agreements
6. **Completing Your Workplan**
7. **Fiscal Monitoring**
8. **Technical Assistance and Capacity Building**
9. **Q&A**
10. **Close Out**

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

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

Overview of Service Area and Strategies

The **Family Empowerment Service Area** includes a range of funding strategies/initiatives that:

- emphasize community-centered, culturally affirming practices focused on high-need, multi-system-involved youth, TAY/A, and families
- provide opportunities for children, youth, and TAY/A to connect and build relationships with caring adults
- support parents and caregivers with resources to be their children's best teachers and role models

Programs support parents and caregivers in efforts to advocate on behalf of their families, learn about their children's social emotional development, access supports for basic needs and build community with other parents and caregivers. This service area includes DCYF's *Collaboratives Initiative*.

Service Area	Strategy/Initiative
Family Empowerment	• Collaboratives

Collaboratives Initiative

Designed to support agencies that address crises within disenfranchised racial/ethnic communities through a Collaborative Model.

DCYF seeks **one non-profit organization for each target population** that high need, multiple system involved youth and families:

- African Americans
- Asian
- Latinx
- Pacific Islander

Applicants will be asked to provide a **scope of work** that details how they will work collaboratively with partner agencies.

This initiative uses a collaborative approach, rooted in collective impact, to provide a range of services that meet the needs of the community. Our approach seeks to:

- utilize collective expertise, knowledge, wisdom, services, resources, and opportunities offered by community-based organizations
- provide coordinated, culturally competent network of services for children, youth, TAY/A, and their families

Collaboratives Initiative

Goals

- ✓ To engage children, youth, TAY/A, and their families in a continuum of **culturally competent** and **community-based services**.
- ✓ To **improve outcomes and lessen disparities** for children, youth, TAY/A and their families across a range of areas including, but not limited to, education, health and wellness, family support, workforce development, and violence prevention.
- ✓ To strengthen services for children, youth, TAY/A and their families through **capacity building and technical assistance** for collaborative partner agencies.
- ✓ To **strengthen the partnership and coordination** between target populations and City agencies.
- ✓ To strengthen the Community Collaborative funding initiative and the associated DCYF support elements by **building on the learnings from both past implementation and from future work** under this framework.

Collaboratives Initiative

Requirements

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

- Shared Vision
- Strong Lead Agency Coordination & Support
- Evaluation
- Defined Focus of Services
- Client Flow Plan
- Collaborative Staff Team
- Leadership Structure
- Targeted Recruitment
- Assessment
- Data System
- Data Collection
- Case Management/ Mentoring
- Ongoing Needs Assessment
- Coordinated Services
- Collaborative Strengthening Activities
- TA/CB
- Cross Network Communication

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

DCYF Support

Applicants must be able to work in partnership with DCYF to inform our efforts to coordinate the systems that allow the Collaborative to effectively serve their target population:

- DCYF Staff Support
- System Coordination
- Population Specific Data Tracking
- Evaluation Support
- Technical Assistance Coordination

Data Collection and Reporting Requirements

Data Collection & Reporting Requirements

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

Information is used to:

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

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

- Interviews
- Focus groups
- Site visits

Data Collection & Reporting Requirements

CMS

Report Group/Individual Activities

CMS

Report Activities without Personal Information

CMS

Prepare and Upload Mid-Year and Annual Reports

Fiscal Monitoring

Participate in Process

Performance Measures

Mid-Year and End-of-Year Reports

Fiscal Health

Mid-Year & End of Year Reports

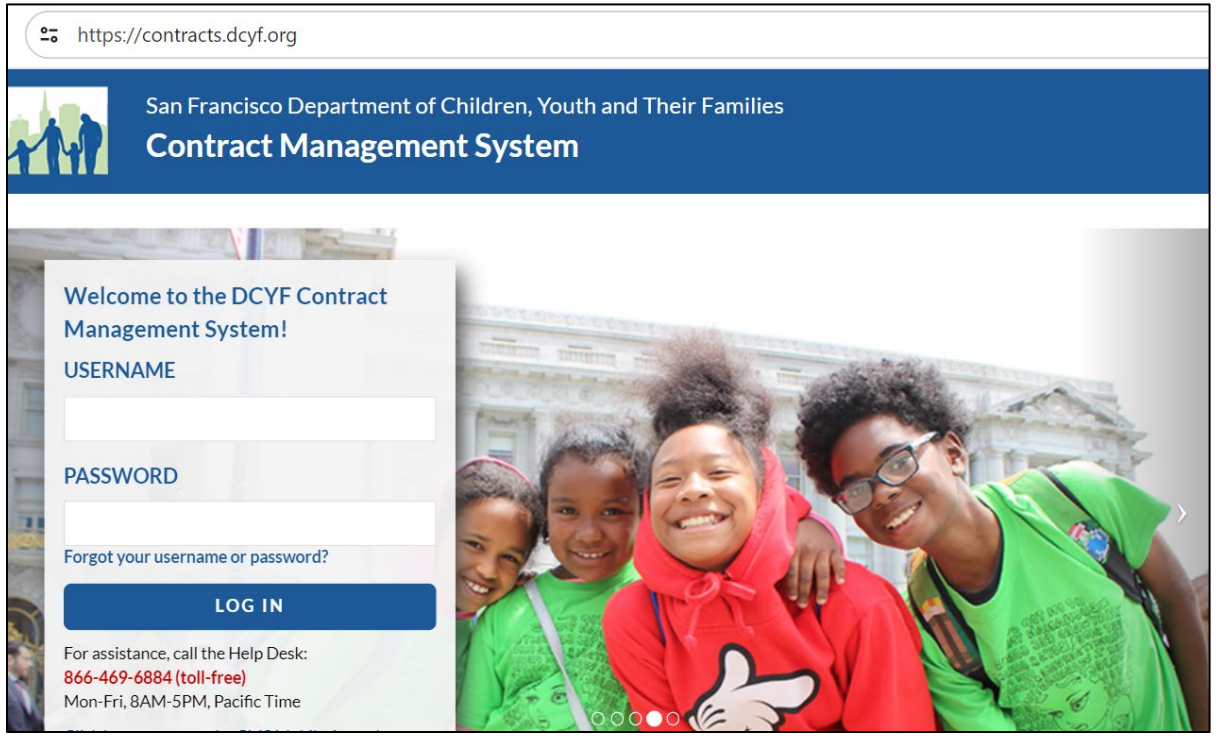
Grantees complete a Mid-Year and End of Year Report on the following due dates.

- Mid Year – Feb 14, 2025
- Annual – July 30, 2025
- Link to Reports
- https://forms.office.com/g/8ZxiCXeLgg
- No sign in is required, anyone with the link can use it.

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



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

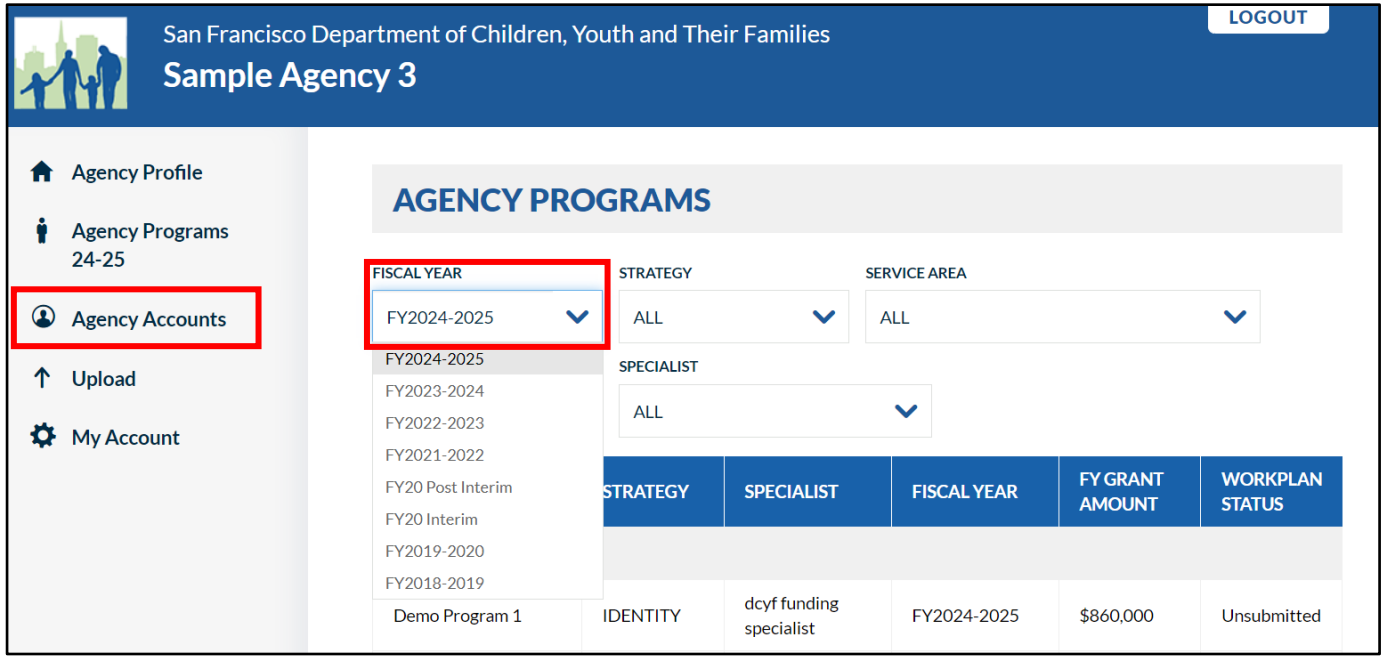
Accessing the CMS

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



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*

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*

Workplan Forms

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

Contact & Program Info:
General program information, contacts, and documents

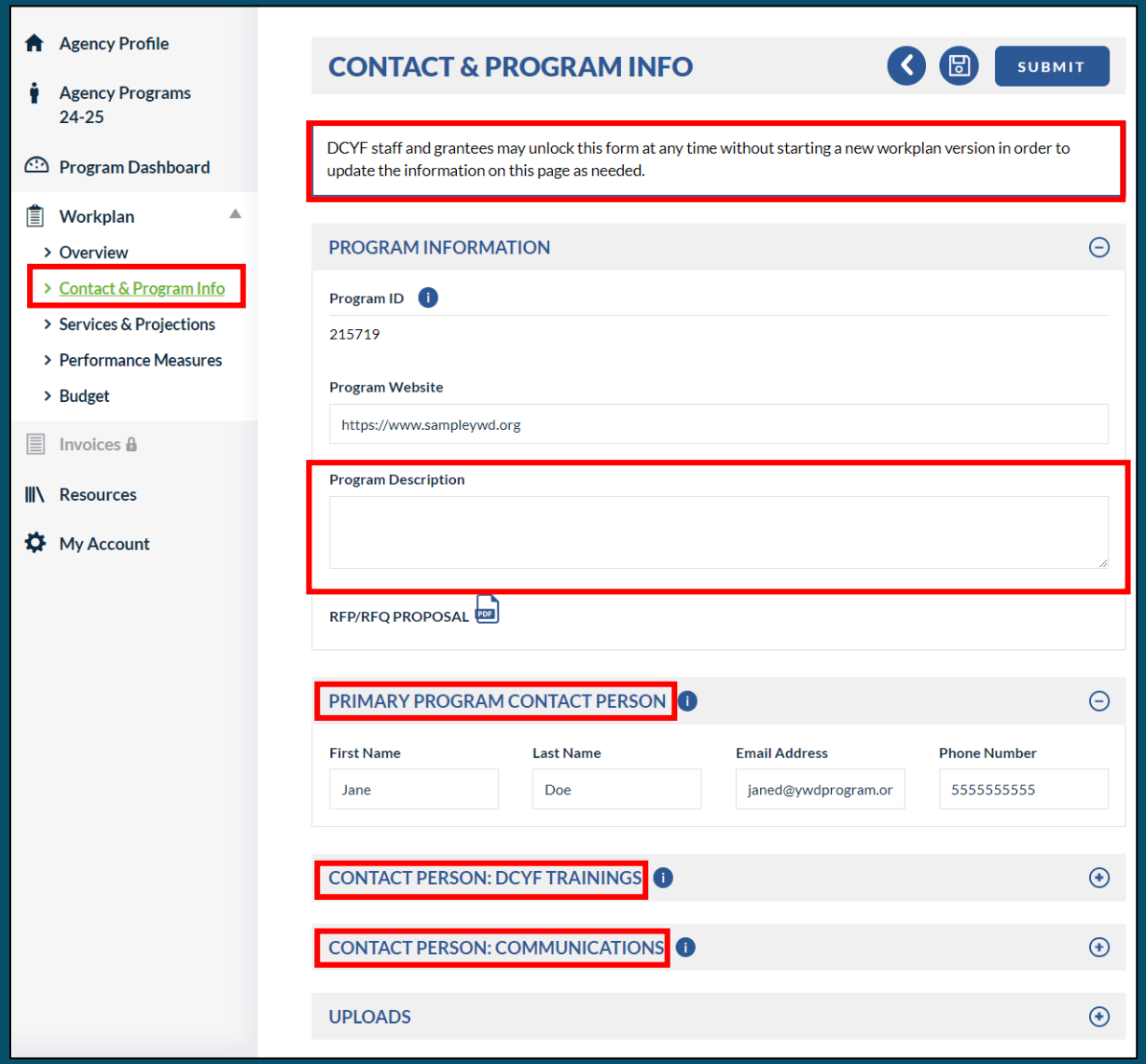
Services & Projections:
Program operation dates, participant projections, target population(s), service sites, and projected services

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



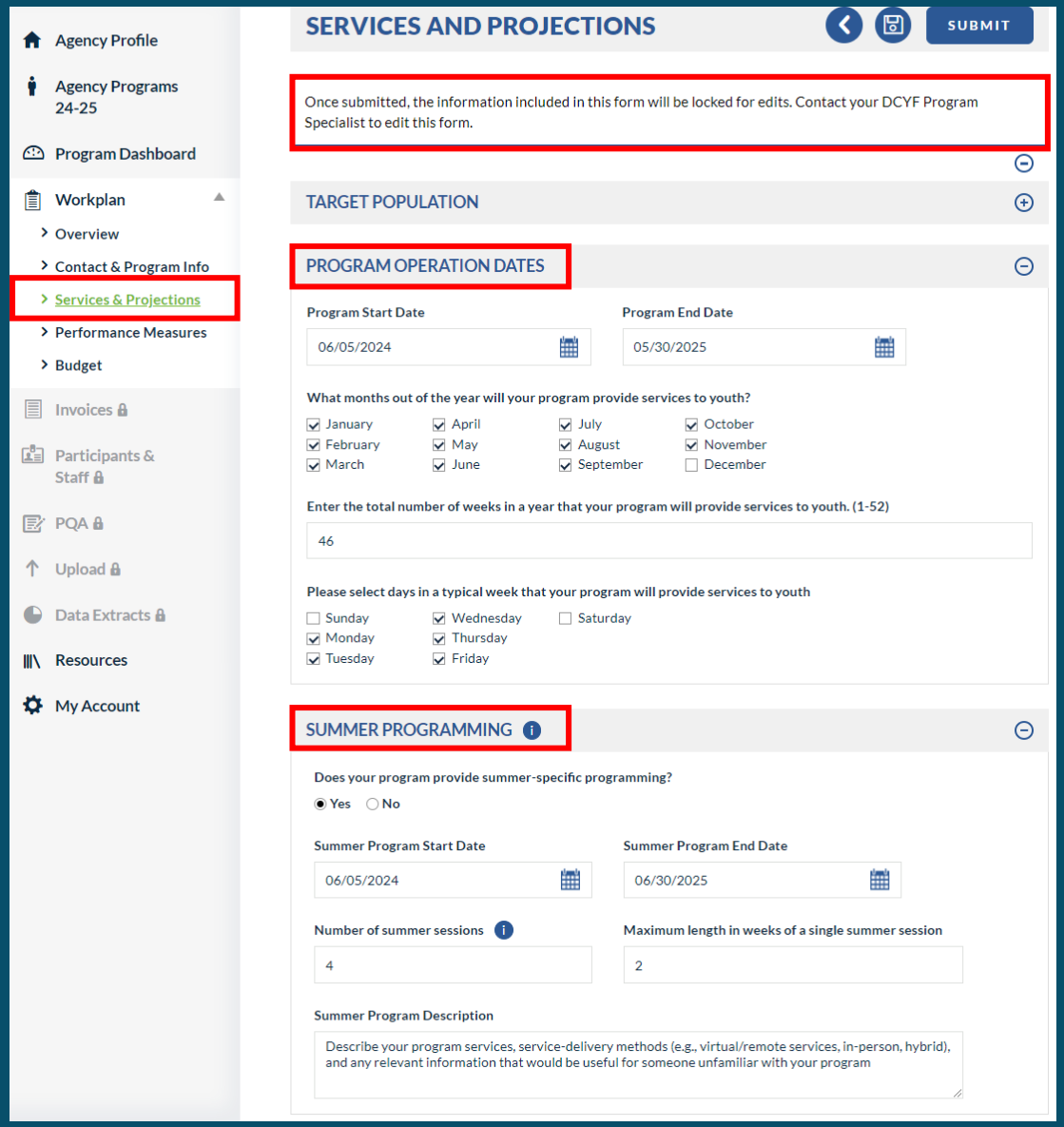
- Your *Program Description* will be published in public-facing materials produced by DCYF
- Contacts listed here will receive important reminders and updates from DCYF
- *Primary Program Contact* receives CMS email notifications when invoices and workplans are submitted, approved, and disapproved by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

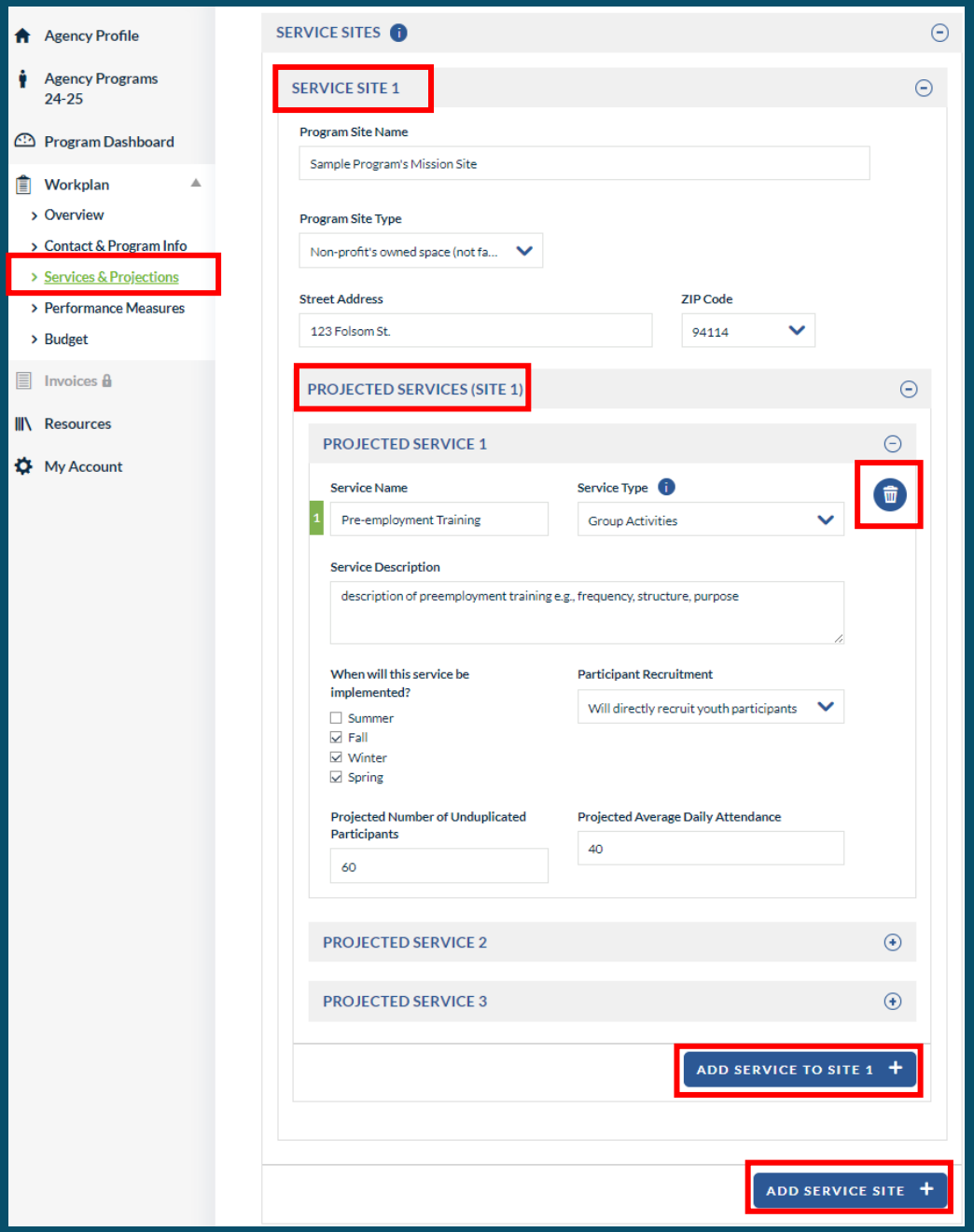
- FY2024-2025 Program Operation Dates should fall between **6/1/2024 and 6/30/2025**

- 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: Projected Sites and Services

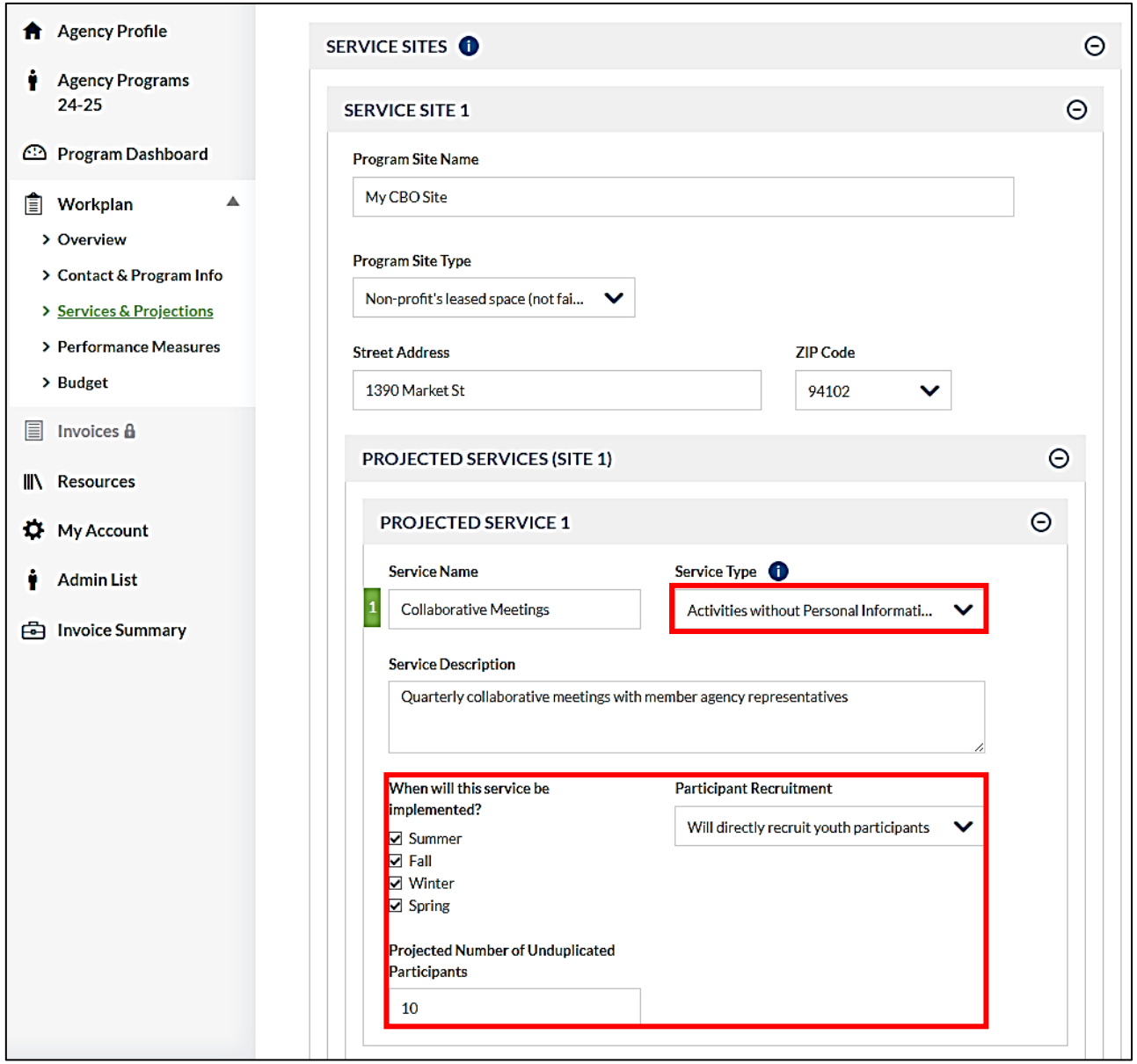
- Projected sites and services were copied from your proposal
- Review and edit this section to reflect the sites and services you project to implement in 2024-2025 with the grant awarded to your program
- Use the *Add* and *Remove* buttons to add and remove sites/services
- This section of the workplan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



Services and Projections: Projected Sites and Services

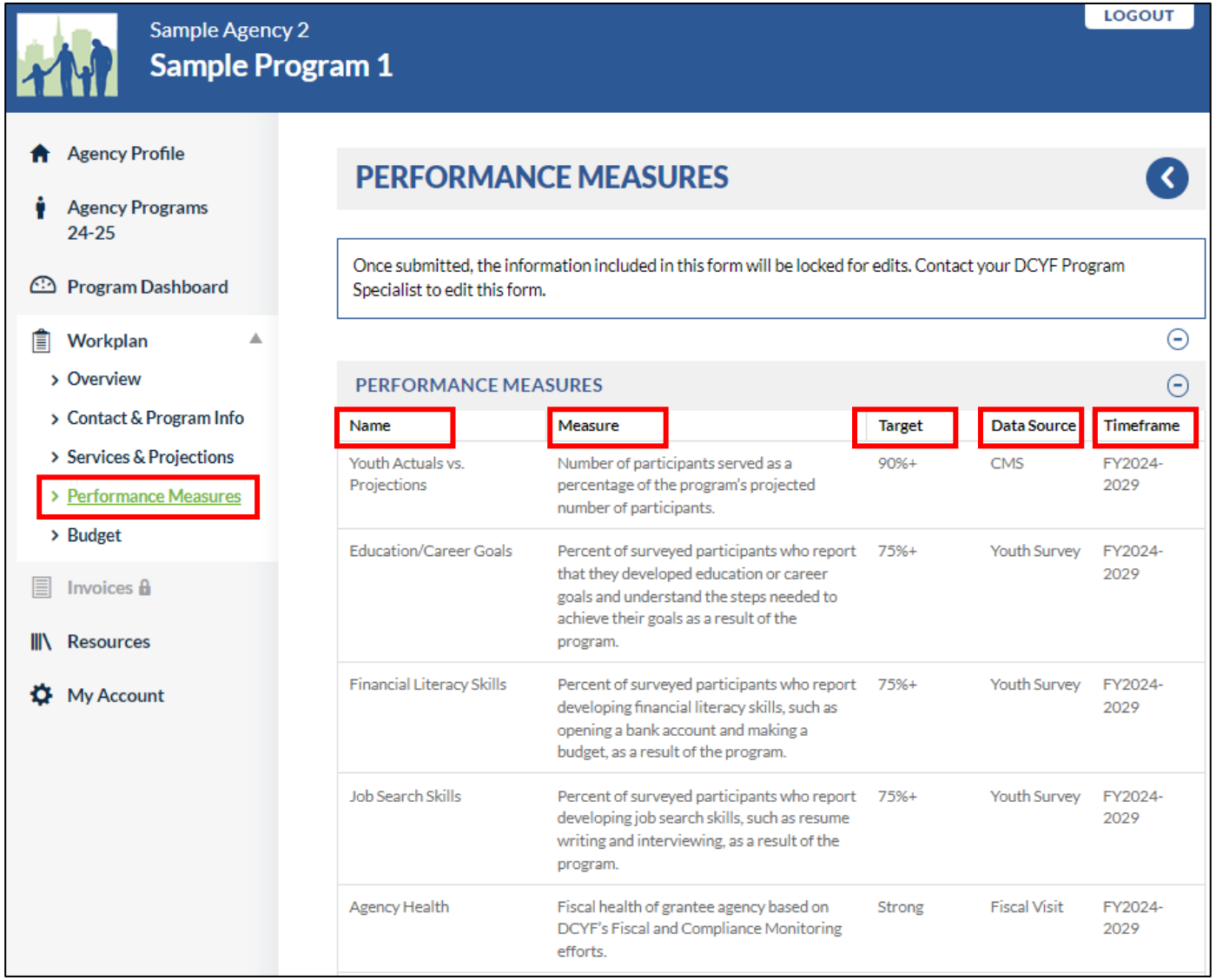
Collaboratives

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



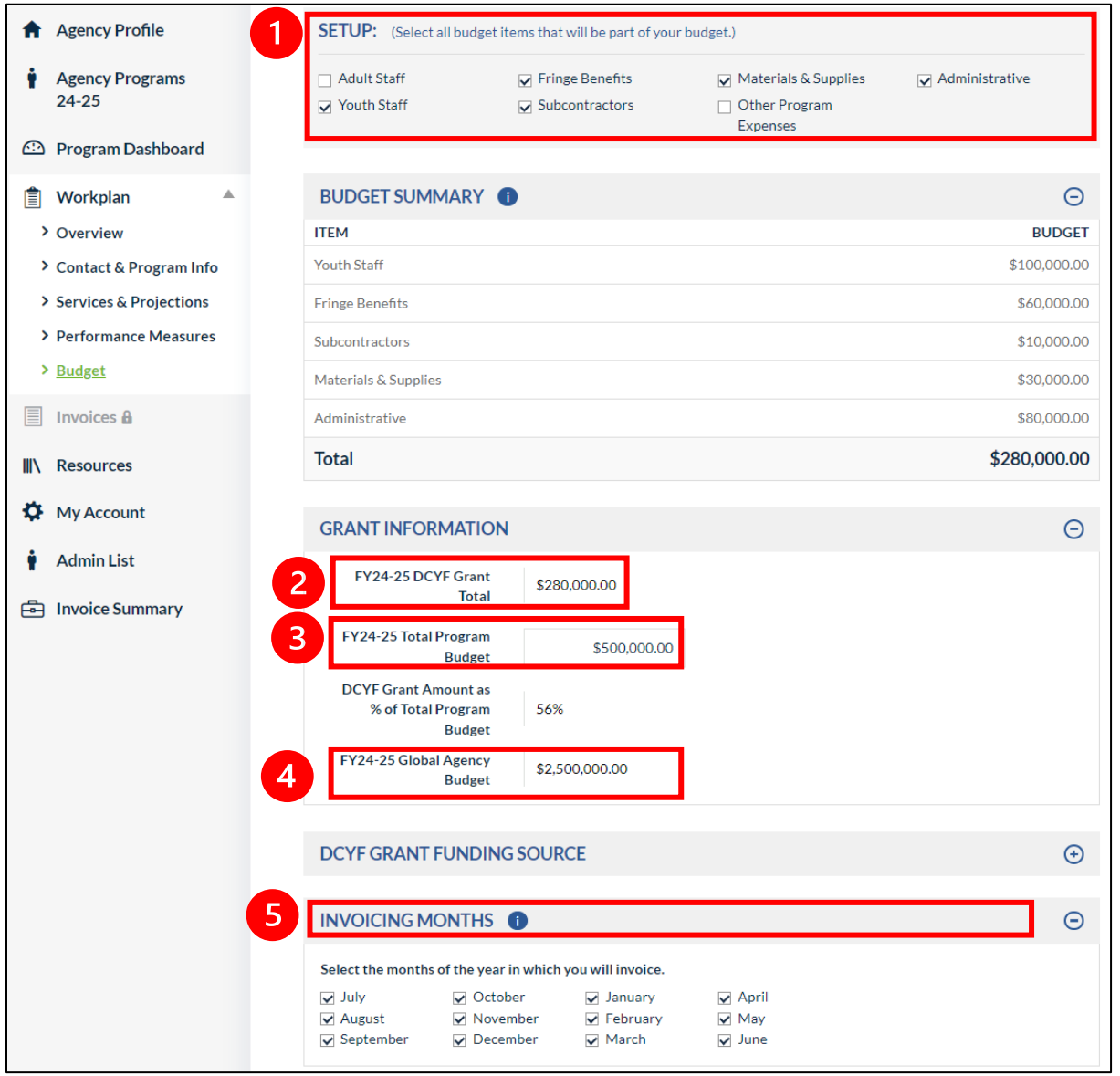
Performance Measures

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

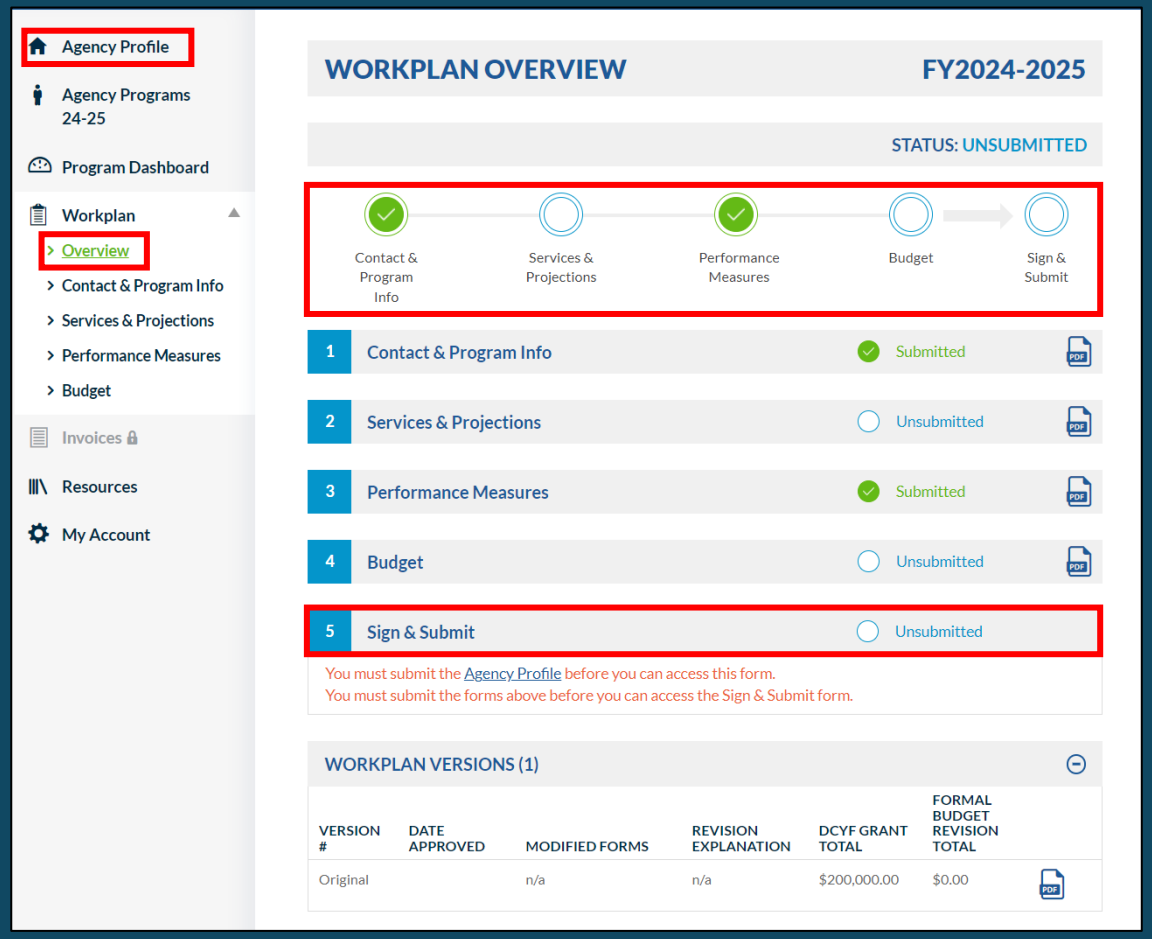


Budget

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.

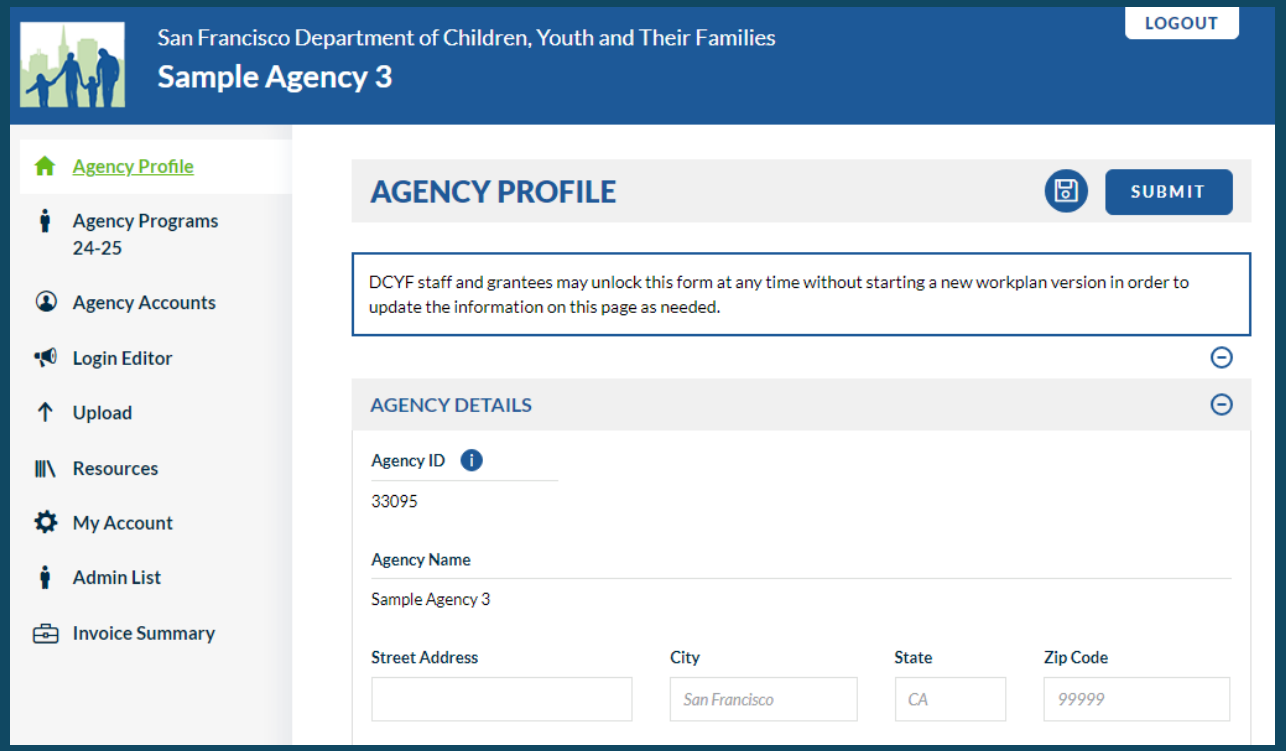


Submitting Your Workplan



- 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



- 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:

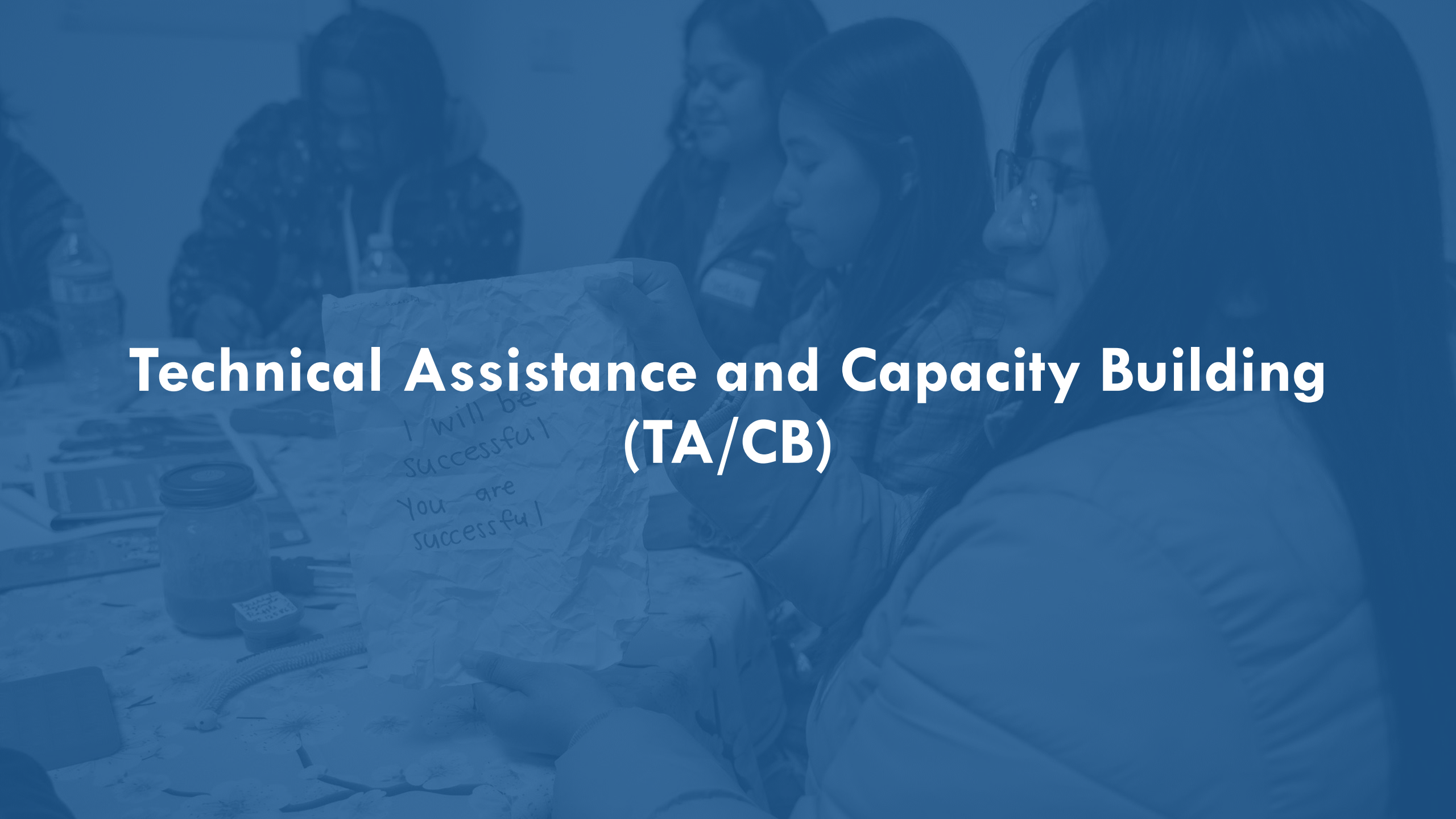
Fiscal Compliance Monitoring Process

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.



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 Code!

NFC Service Area Guide