



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	<ul style="list-style-type: none">• 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



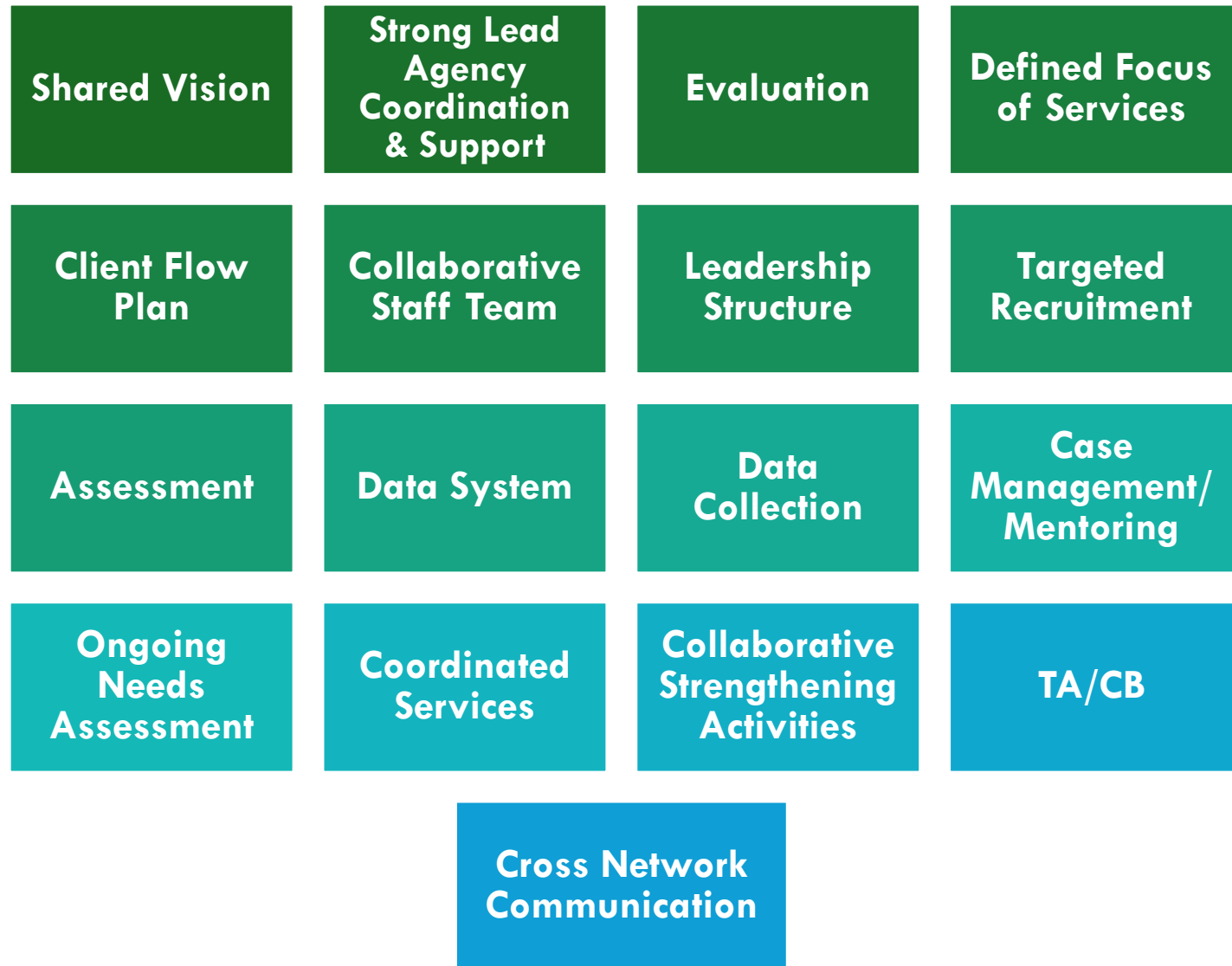
- ✓ To engage children, youth, TAY/A, and their families in a continuum of **culturally competent** and **community-based services**.
- ✓ To **improve outcomes and lessen disparities** for children, youth, TAY/A and their families across a range of areas including, but not limited to, education, health 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:



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**

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

Data Collection and Reporting Requirements

Data Collection & Reporting Requirements

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

Information is used to:

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

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

- Interviews
- Focus groups
- Site visits

Data Collection & Reporting Requirements

CMS

Report Group/Individual
Activities

CMS

Report Activities without
Personal Information

CMS

Prepare and Upload
Mid-Year and Annual
Reports

Fiscal Monitoring

Participate in Process

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.

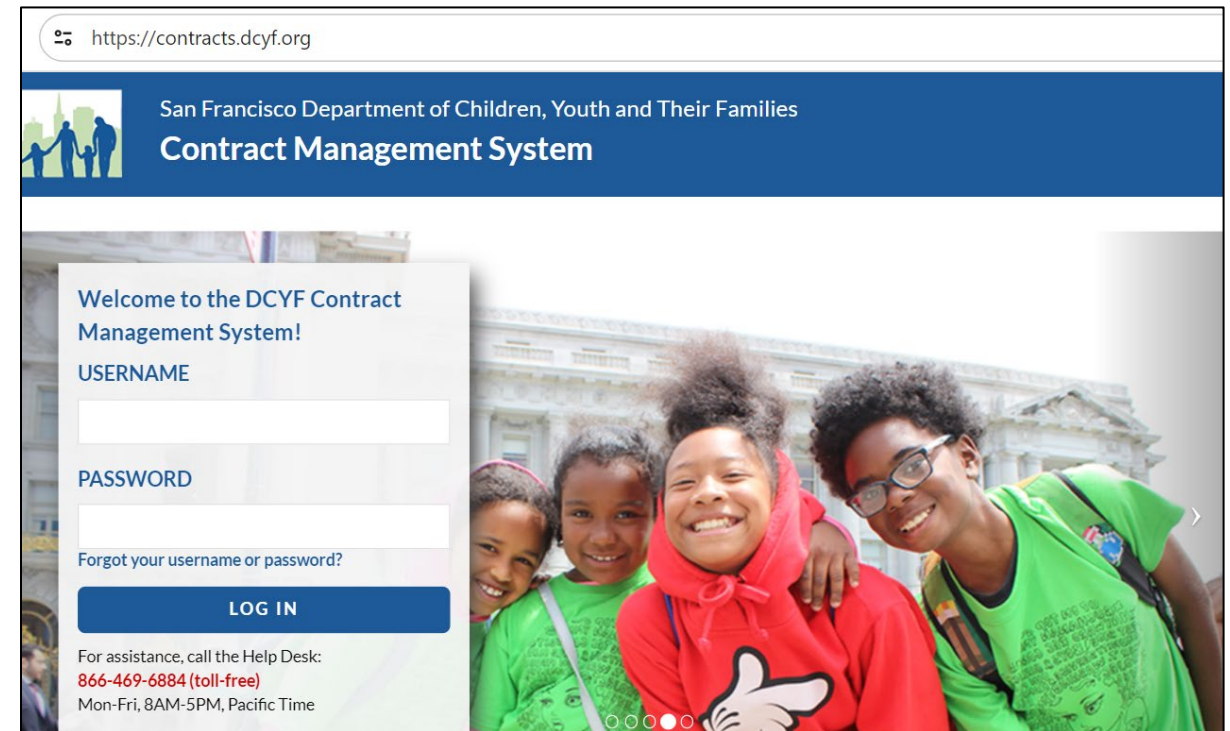
- Mid Year – Feb 14, 2025
- Annual – July 30, 2025
- Link to Reports
- <https://forms.office.com/g/8ZxiCXeLgg>
- No sign in is required, anyone with the link can use it.



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



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 navigation arrow on the right side.

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

Accessing the CMS

Current DCYF Grantees:

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

New Grantees:

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

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

LOGOUT

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

AGENCY PROGRAMS

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

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

Navigating the CMS

The CMS is organized by fiscal year and program.

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

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

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

LOGOUT

1 Agency Profile

2 Agency Programs 24-25

2 Agency Accounts

4 My Account

AGENCY PROGRAMS

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

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

A blue-tinted photograph of a busy event. In the foreground, a person's hand is on a laptop keyboard. A woman in a white puffer jacket stands next to the laptop, looking at the screen. Other people are visible in the background, some looking at a laptop on the left. The overall scene suggests a workshop or a public demonstration.

Completing Your Workplan

Completing Your Workplan

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

The screenshot shows the CMS interface. On the left, a sidebar menu is expanded to show the 'Workplan' section, which is highlighted with a red box. The 'Workplan' section includes sub-items: Overview, Contact & Program Info, Services & Projections, Performance Measures, and Budget. The main content area displays the 'PROGRAM DASHBOARD' for 'FY2024-2025'. The dashboard includes sections for Result Area, Service Area, Strategy, and Target Population(s). The Result Area is 'All Children And Youth Are Ready To Learn And Succeed In School'. The Service Area is 'Enrichment & Skill Building'. The Strategy is 'Identity Formation and Inclusion'. The Target Population(s) are: 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 shows 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 (highlighted with a red box and a trash icon)
 - Service Description: description of preemployment training e.g., frequency, structure, purpose
 - When will this service be implemented?
 - Summer
 - Fall
 - Winter
 - Spring
 - Participant Recruitment: Will directly recruit youth participants
 - Projected Number of Unduplicated Participants: 60
 - Projected Average Daily Attendance: 40
 - PROJECTED SERVICE 2
 - PROJECTED SERVICE 3

Buttons:

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

Services and Projections: Projected Sites and Services

Collaboratives

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

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

Agency Profile

Agency Programs 24-25

Program Dashboard

Workplan ▲

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

Invoices 🔒

Resources

My Account

Admin List

Invoice Summary

SERVICE SITES

SERVICE SITE 1

Program Site Name

My CBO Site

Program Site Type

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

Street Address

1390 Market St

ZIP Code

94102 ▼

PROJECTED SERVICES (SITE 1)

PROJECTED SERVICE 1

Service Name

1 Collaborative Meetings

Service Type

Activities without Personal Informati... ▼

Service Description

Quarterly collaborative meetings with member agency representatives

When will this service be implemented?

Summer

Fall

Winter

Spring

Participant Recruitment

Will directly recruit youth participants ▼

Projected Number of Unduplicated Participants

10

Performance Measures

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

Sample Agency 2
Sample Program 1

LOGOUT

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

PERFORMANCE MEASURES

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

PERFORMANCE MEASURES

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

Budget

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

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 divided into several sections:

- 1. SETUP:** A section titled "SETUP: (Select all budget items that will be part of your budget.)" with checkboxes for Adult Staff, Youth Staff, Fringe Benefits, Subcontractors, Materials & Supplies, Other Program Expenses, and Administrative. All are checked.
- BUDGET SUMMARY:** A table with columns ITEM and BUDGET. It lists Youth Staff (\$100,000.00), Fringe Benefits (\$60,000.00), Subcontractors (\$10,000.00), Materials & Supplies (\$30,000.00), Administrative (\$80,000.00), and a Total of \$280,000.00.
- 2. GRANT INFORMATION:** A section containing three rows of data:
 - 3. 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
- 5. INVOICING MONTHS:** A section titled "INVOICING MONTHS" with the instruction "Select the months of the year in which you will invoice." and a grid of checkboxes for all twelve months of the year (July through June), all of which are checked.

Submitting Your Workplan

Agency Profile

Agency Programs 24-25

Program Dashboard

Workplan

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

Invoices

Resources

My Account

WORKPLAN OVERVIEW

FY2024-2025

STATUS: UNSUBMITTED

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

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

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

WORKPLAN VERSIONS (1)

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

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

Revising Your Workplan

The screenshot shows a web application interface for the San Francisco Department of Children, Youth and Their Families. The header includes the department name and a 'LOGOUT' button. 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	State	Zip Code
<input type="text"/>	San Francisco	CA	99999

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

FY2024-2025 Workplan Due Dates

APRIL

April 22, 2024

Grantees receive access to
CMS and 24/25
Workplans

MAY

May 6, 2024

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

May 27, 2024

All other workplans due



Fiscal Monitoring

Fiscal Monitoring:

Fiscal Compliance Monitoring Process



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

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

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

A formal letter detailing findings will be provided.

Fiscal Monitoring:

Fiscal Compliance Monitoring Process



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

Citywide Nonprofit Monitoring and Capacity Building Program:

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

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

A group of people are gathered around a table in what appears to be a workshop or training session. In the foreground, a person is holding up a piece of crumpled paper with handwritten text. The text on the paper reads "I will be successful" and "You are successful". The background shows several other people, some looking at the paper and others looking towards the camera. The overall scene is dimly lit, with a blue tint.

Technical Assistance and Capacity Building (TA/CB)

About TA/CB

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

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

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

TA/CB: Training, Workshops, and Cohorts

DCYF offers cohort-based offerings and workshops.

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

Mandatory Workshop Topics:

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

These topics will be offered every quarter:

Cultural Mindfulness Institute:

For Program Directors, Managers, and Coordinators

Healing Centered Engagement:

for Executive Directors, Program Directors, Managers and Coordinators

Positive Youth Development:

for Frontline Staff

Supporting Families with Children with Disabilities:

for Program Directors, Managers, Coordinators, and Frontline Staff

TA/CB:

Mandatory DCYF Conferences



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

The conferences below are mandatory to attend:

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

Questions and Answers



Scan the QR Code!

NFC
Service Area
Guide

