



DCYF Grantee Expectations (updated FY21/22)

This form must be signed by your agency's Executive Director for each DCYF funded program. Once signed this form will be stored in the *Contacts & Program Info* tab of your DCYF Contract Management System (CMS) page. We highly recommend sharing this form with all program staff.

Grant Implementation Requirements:

- Program Implementation: Program must be implemented in adherence with all strategy requirements.
- Program Performance Measures: Programs will be held accountable to the Performance Measures for the strategy under which the program is funded. DCYF will publish public reports on an annual basis with Performance Measure results.
- Staff Background Checks: Program staff and volunteers providing supervision of minors must undergo a criminal background check in compliance with state laws.
- Record Keeping: Program will maintain paper or electronic files related to participation in DCYF-funded activities so that CMS attendance data may be periodically verified by DCYF staff.
- Nutrition Policy: If serving food to participants, program will create and submit a formal, written nutrition policy to DCYF. This policy must describe the type of food and beverage that will be provided to youth and the program approach to how and when these items will be served.

Consents & MOUs:

- Consent Forms: Program will collect consent forms for youth participants that authorize the access to CMS data for the purpose of enrollment, and sharing of personal youth information between DCYF, SFUSD, and the DCYF Grantee in the CMS. Program will maintain consent files for periodic review by DCYF or SFUSD staff.
- MOUs: Programs located on an SFUSD site or and/or providing virtual services through direct coordination with SFUSD schools will execute an MOU with SFUSD prior to accessing participant and activity tracking data entry modules in CMS.

Contract Management System (CMS):

- Contract Management System: Program will submit workplans, regularly invoice and report on DCYF-funded activities using the CMS. Program will adhere to all invoicing and reporting requirements set by DCYF.

Data Collection & Evaluation

- Data Collection: Program will report on DCYF-funded activities and participants served using the CMS.
- Surveys: program will administer surveys according to DCYF guidelines and meet deadlines for submitting collected surveys to DCYF.
- DCYF Evaluation: Program will participate in DCYF evaluation activities as requested throughout the funding cycle for the purpose of assessing program implementation and impact. DCYF evaluation activities may involve third-party evaluation firms, and programs may be asked to support data collection efforts by administering surveys, accommodating program observations, and/or facilitating access to program staff, volunteers, youth participants, and/or parents/caregivers for interviews or focus groups.

Program Quality Assessments & Fiscal Monitoring

- Program Quality Assessments: Program will be assessed regularly using the Weikart Center's Youth Program Quality Assessment Tool (YPQA) and will engage in the YPQA process including completing an internal assessment every 2 years and attending a mandatory *Program Quality Assessment Basics Orientation and Training* and a *Planning with Data* workshop.
- Fiscal Monitoring: Agency will participate in the annual Fiscal and Compliance Monitoring process. Administrative and financial staff will be expected to prepare requested documents and respond to any findings.

Technical Assistance & Capacity Building:

- Participation in Technical Assistance: Program will participate in technical assistance and capacity building as needed or as required through a Performance Improvement Plan as a result of assessment results, fiscal monitoring, performance issues or other factors.

Community Engagement and Communications:

- Use of DCYF Logo: Program will include the DCYF logo and the statement "*Funded by the Children and Youth Fund*" on all public documents, including website, print and digital collateral and any materials highlighting program funders.
- Newsletter and Social Media: Program contacts will receive an automatic subscription to the *DCYF Grantee Newsletter* which is issued every first Monday of the month. Program is also encouraged to subscribe to DCYF's social media channels.
- Highlighting Program Activities: Program will participate in DCYF's communication efforts by sharing program stories, photography, video and events.

Required Meetings

- Required Attendance: Program staff will attend strategy specific, all grantee, partner related or other required meetings throughout the grant cycle.

AGENCY NAME: _____

PROGRAM NAME: _____

EXECUTIVE DIRECTOR NAME (PLEASE PRINT): _____

EXECUTIVE DIRECTOR SIGNATURE: _____ DATE: _____