



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**

A photograph of 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 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**

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 12th grade.

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 **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">• Academic Supports• Literacy Supports• Alternative Education• Summer Transitions |

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 of small circular objects, possibly a sensory tray or a math activity. The boy is looking at the grid with interest. 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)

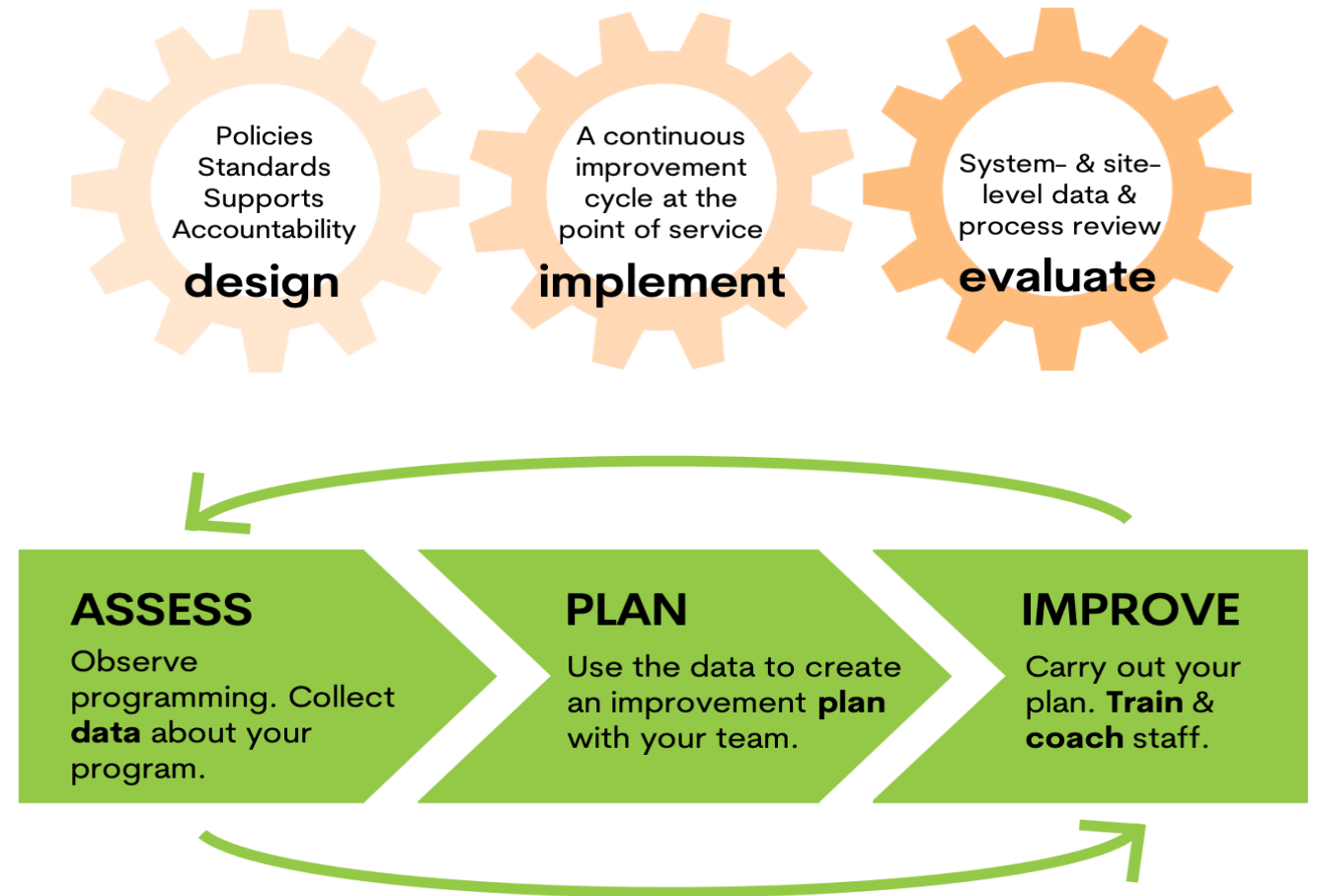
Youth Program Quality Intervention (YPQI)



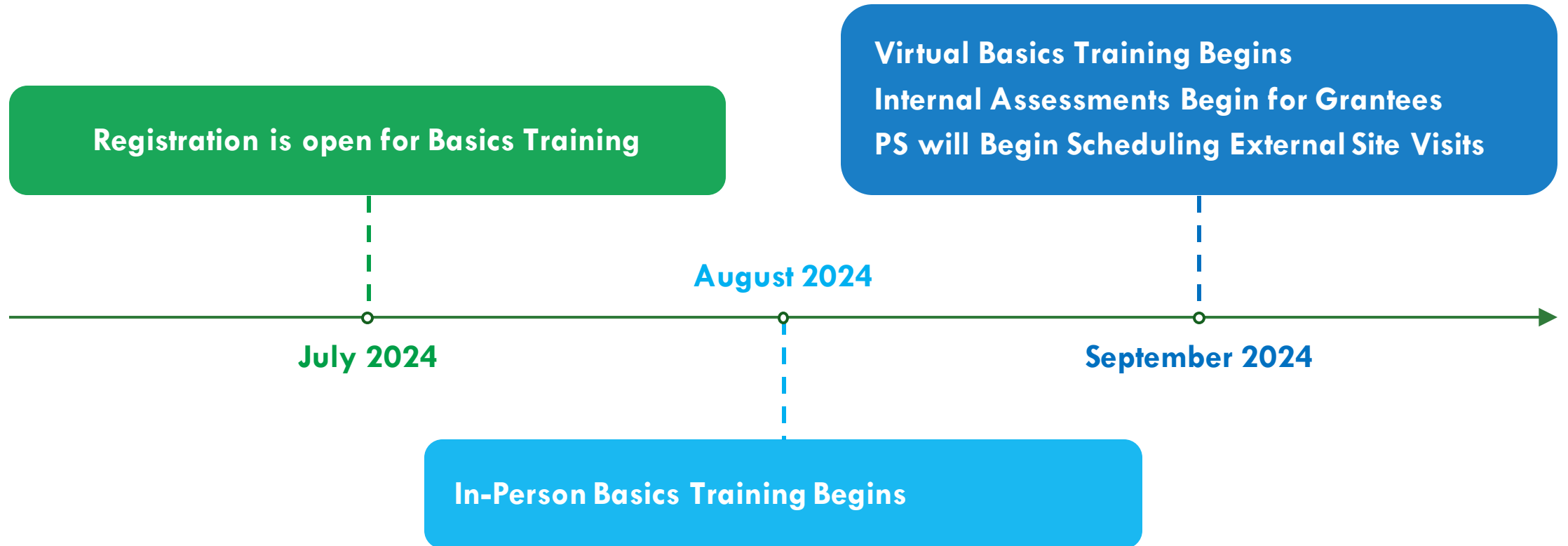
1. The Youth & School Aged Program Quality Assessment (PQA) Tool is a validated instrument designated to evaluate the **quality of youth programs** and **identify staff training needs**.
2. PQA has been used in community organizations, schools, camps, and other places where youth have fun, work and learn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



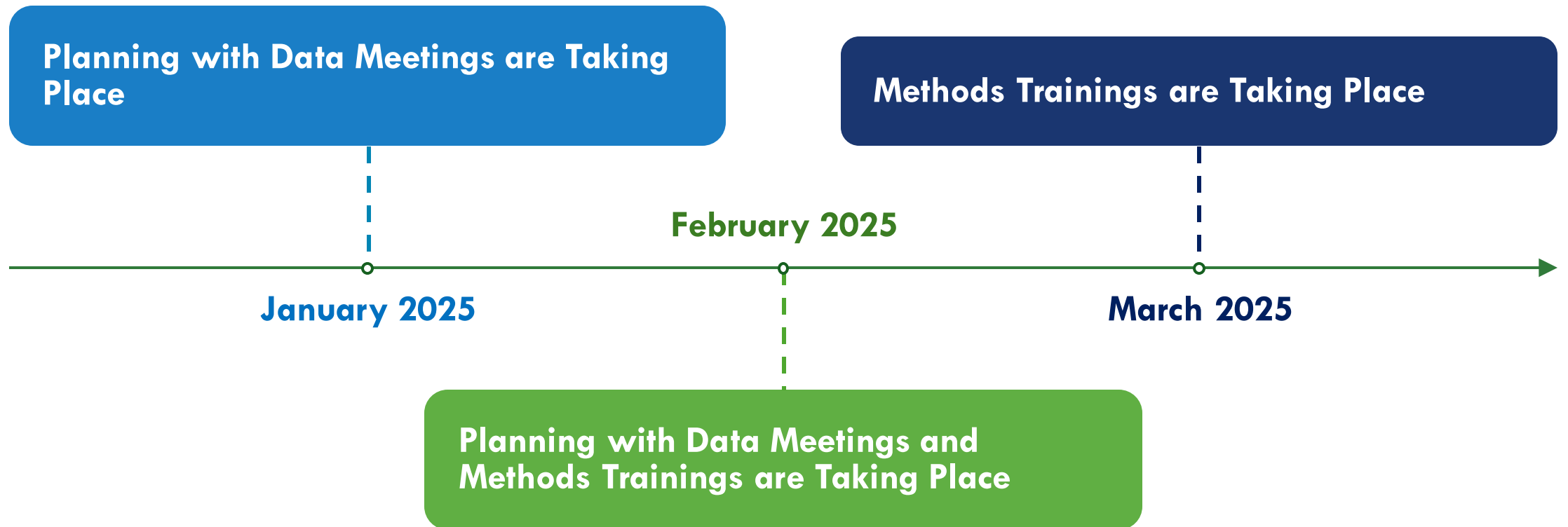
FY 24-25 YPQI Timeline



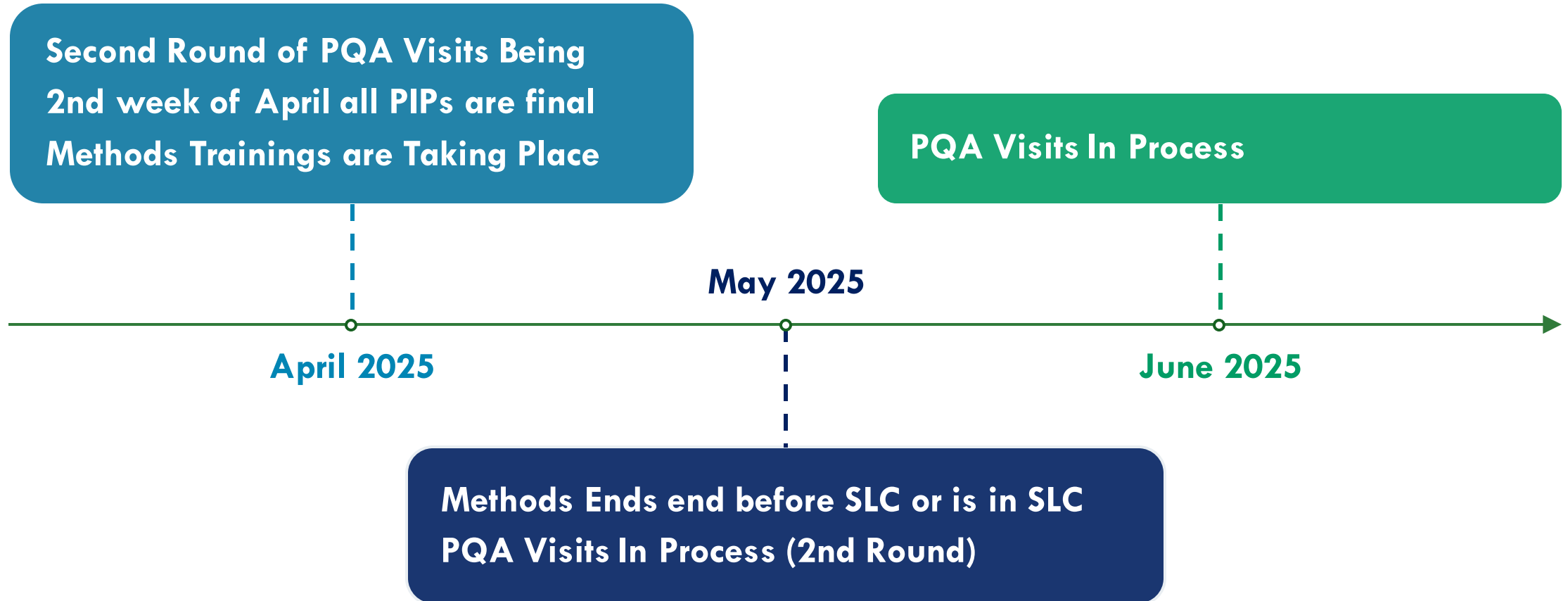
FY 24-25 YPQI Timeline



FY 24-25 YPQI Timeline



FY 24-25 YPQI Timeline



Youth Program Quality Intervention (YPQI)

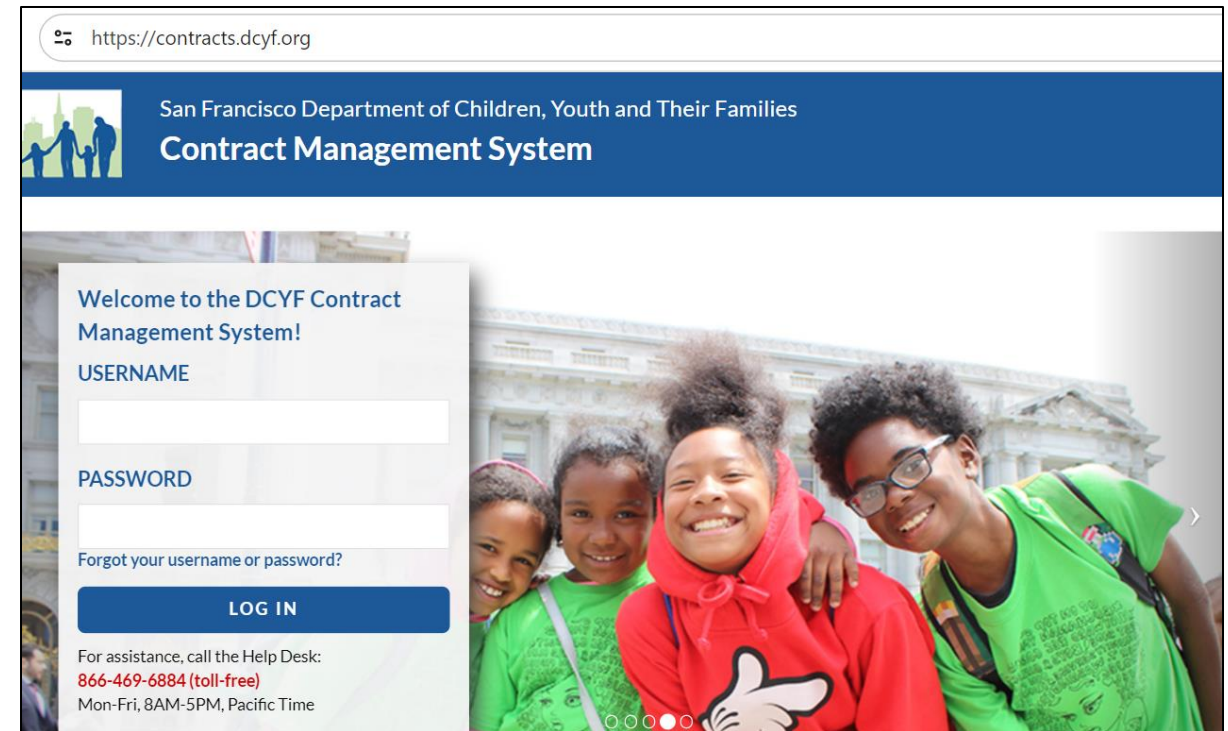
| Item | Date and Time | Location |
|---------------------------|---|-------------------------------------|
| In-Person Basics Training | Wednesday, August 21, 10am – 4pm | SF Main Library Latino Room A/B |
| In-Person Basics Training | Thursday, August 22, 10am – 4pm | SF Main Library Latino Room A/B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

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

The background of the page shows a group of diverse children smiling in front of a building.

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 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 (highlighted with a red box), and Invoices. The Workplan menu is expanded, 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 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... (dropdown)
 - 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 (dropdown) (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 (dropdown)
 - Projected Number of Unduplicated Participants: 60
 - Projected Average Daily Attendance: 40
 - PROJECTED SERVICE 2 (with a plus icon)
 - PROJECTED SERVICE 3 (with a plus icon)

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?

| | | | |
|--|--|-----------------------------------|---|
| <input type="checkbox"/> July | <input type="checkbox"/> October | <input type="checkbox"/> January | <input type="checkbox"/> April |
| <input checked="" type="checkbox"/> August | <input type="checkbox"/> November | <input type="checkbox"/> February | <input checked="" type="checkbox"/> May |
| <input type="checkbox"/> September | <input checked="" type="checkbox"/> December | <input type="checkbox"/> March | <input type="checkbox"/> June |
- How will you administer the survey?
 Paper Electronic
- Unique Survey Link:

An information box points to the Unique Survey Link field, stating: '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: 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 main content area is titled 'BUDGET SUMMARY' and includes a 'SETUP' section with checkboxes for budget items: Adult Staff, Youth Staff, Fringe Benefits, Subcontractors, Materials & Supplies, Other Program Expenses, and Administrative. Below this is a table for the budget summary. The 'GRANT INFORMATION' section contains three rows with values: FY24-25 DCYF Grant Total (\$280,000.00), FY24-25 Total Program Budget (\$500,000.00), and FY24-25 Global Agency Budget (\$2,500,000.00). A 'DCYF GRANT FUNDING SOURCE' section is partially visible. The 'INVOICING MONTHS' section has a grid of checkboxes for all twelve months of the year, all of which are checked.

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 | |

| 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 |

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

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. A sidebar on the left contains navigation links: Agency Profile (highlighted), 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"/> | <input type="text" value="San Francisco"/> | <input type="text" value="CA"/> | <input type="text" value="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 a workshop or classroom setting. One person in the foreground 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 other people looking at the paper or working on their own tasks. The entire image has 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 Codes!

RTL
Service Area
Guide



CWPA
Service Area
Guide

