



DCYF Grantee Orientation: Justice Services

2024-2029 Funding Cycle

May 6 - 7, 2004

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 & Introduce Justice Services Partner Leadership**
- 2. Overview of Results Areas with JS Service Area**
 - Youth Are Ready for College, Work, Productive Adulthood
 - Youth Are Supported by Nurturing Families & Communities
- 3. Funding Sources, Strategies and Requirements**
 - Universal Requirements
 - Credible Messenger Life Coaches
 - Custody-Based Services
 - School Crisis Support
 - Whole Family Support
- 4. Data Collection and Reporting Requirements**
 - Young Adult Court
 - Care Coordinators
 - CARC
 - Out-Of-Home Placements
- 4. Data Collection and Reporting Requirements**
 - Performance Measures
- 5. Contract Management System (CMS)**
- 6. Completing Your Workplan**
- 7. Fiscal Monitoring**
- 8. Technical Assistance and Capacity Building**
- 9. Q&A**
- 10. Close Out**



Overview of Result Areas

Overview of Result Area:
**Youth 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 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

Justice Services programs establish a continuum of services for justice system-involved youth and TAYA. The service area aims to divert system-involved youth and TAYA away from further engagement in the juvenile and adult justice systems and reduce rates of recidivism.

Connection to adult allies, enriching and responsive programming, ongoing case management, access to positive activities, training, and whole family support will be foundational to this Service Area's success in diverting youth and TAY/A away from system-involvement. Services will be provided in partnership with the juvenile and adult justice systems and take place in both in-custody and community-based settings.

Strategies in this Service Area

The strategies that are associated with this Service Area will have a direct impact on our ability to move the needle and ensure that youth and young adults are ready for college, work and a productive adulthood.

Service Area	Strategy/Initiative
Justice Services	<ul style="list-style-type: none">• Credible Messenger Life Coaches• Custody-Based Services• School Crisis Support• Whole Family Support• Out-Of-Home Placements• CARC• Justice Services Care Coordinators• Young Adult Court Case Management



Funding Sources, Strategies and Requirements

DCYF and JPD Justice Services Funding Sources

Department	Funding Source	Use of Funds
JPD	JUV Children's Baseline	<u>SE</u> youth Under age 24
JPD	JUV Juvenile Probation Assistance Fund (JPAF)	At-risk and juvenile justice involved youth under 18 and their families
JPD	JUV Juvenile Justice Realignment Block Grant (JJRBG)	Youth w/ a prior sustained 707(b) offense under age 26
JPD	JUV Youthful Offender Block Grant (YOBG)	Youth under the age of 21 under the jurisdiction of the juvenile court
DCYF	Juvenile Justice Crime Prevention Act (JJCPA)	At-risk and juvenile involved youth
DCYF	Children and Youth Fund (CYF)	<u>SE</u> youth under age 24
DCYF	Citizens Options for Public Safety (COPS)	Under age 18
DCYF	BJA STOP School Violence Program	Under age 18

Grantees with Blended Funding Streams



- Grants that *may include* blended funding with restrictions include grantees who are funded in:
 - ✓ Credible Messenger Life Coach
 - ✓ Custody Based
 - ✓ CARC
 - ✓ Justice Services Care Coordinators
 - ✓ Out-of-Home Placement
 - ✓ and proposed to serve juveniles and TAY/A
- Your Specialist and JPD will work with you to support you over the next year to allow your program to serve these populations.
- CARC or Justice Services Care Coordinators proposed to serve juveniles receive technical assistance and implementation support from ROCA.
- Planning will include warm hand off, assessment and screening tools, etc.

DCYF 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

SF Community Assessment & Referral Center (CARC) Initiative

Requirement Highlights



Designed to be central hub for intake, assessment, and referral of all youth who encounter law enforcement in San Francisco, including youth who are diverted by police, youth who are cited, and youth who are booked into Juvenile Justice Center. CARC will:

- ✓ Intake, assess, refer youth to a Justice Services Care Coordinator.
- ✓ Ensure all youth are connected to community-based case management at earliest possible point in juvenile justice process.
- ✓ Facilitate the warm hand offs to other agencies but will not provide case management services.

Requirements:

- Hours of operation: 7 days/week, 365 days/year, 8-12am
- Mobile
- Source of Referrals to CARC
- Intake, Assessment, and Referrals
- Handoff to Justice Services Care Coordinators

SF Community Assessment & Referral Center (CARC) Initiative

Strategy Goals



1. Establish CARC as the central intake, assessment, and referral hub for all justice involved young people.
2. Ensure that all youth who come into contact with law enforcement in San Francisco are assessed by CARC and connected to Justice Services Care Coordinators at the earliest possible point in the juvenile justice process.

Justice Services Care Coordinators

Requirement Highlights



Designed to be an integral part of broader network of coordinated support for justice-involved and system-impacted youth and TAY/A. Justice Services Care Coordinators will be principally responsible for providing Case Management services to youth or TAY/A under their care leading the connection and referrals based on assessments that link young people to additional supports, education, enrichment, and work-related opportunities that are available.

Justice Services Care Coordinators will:

- Work in coordination with CARC to ensure every youth who is diverted by police, cited, and/or booked into JJC is paired with CBO case management agency and adult guidance
- Be readily available for referrals and expected to assess youth and TAY/A, develop individual support plans, and ensure that youth complete intended goals and outcomes
- Open to rereferrals for TAY/A for similar support from YAC, CASC, PDR, SHF and other CBOs

Justice Services Care Coordinators

Requirements continued



- ✓ Case Management
 - ✓ + Home Detention/Electronic Monitoring
- ✓ Assessment
- ✓ Release/Reentry/Expeditior Planning
- ✓ Program Linkages
- ✓ Hours of operation – available after school at least until 8pm, or later upon need, on weekends, on holidays, and school breaks
- ✓ Mobile
- ✓ Source of Referrals to CARC, CASC, SHF
- ✓ Follow Court Mandates

Stability Hub Requirements

- ✓ Safe location available until 8pm, weekends, holidays, during school breaks
- ✓ Safe and guaranteed transportation to/from home, school, and agency location
- ✓ Place-based programming

Justice Services Care Coordinators

Strategy Goals



1. Create network of agencies to ensure all young people involved in SF juvenile justice system and TAY/A in adult criminal justice system are paired with a community-based agency, caring adult case manager, and connected to pro-social opportunities.
2. Ensure all youth and TAY/A who are justice involved and impacted have individualized support plans and referral to Justice Services Care Coordinators.
3. Manage and coordinate connection to services, programming, and resources provided to youth and TAY/A through Justice Services Care Coordinator.
4. Prevent deepening involvement in justice system by providing youth and TAY/A with connections to services, programs, and supports.



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:

Credible Messenger Life Coach,
CARC, YAC Case Management,
and Out-of-Home Placement



CMS
Report
Group/Individual
Activities

CMS
Prepare and
Upload Mid-Year
and Annual Reports

Fiscal Monitoring
Participate in
Process

Data Collection & Reporting Requirements:

Whole Family
Support



CMS

Report Group/Individual
Activities

Fiscal Monitoring

Participate in Process

Data Collection & Reporting Requirements:

Custody Based and
Justice Services Care
Coordinators



CMS
Report Group/Individual
Activities

Youth Survey
Administer to Youth in
Grades 6+ starting in
Year 2

Fiscal Monitoring
Participate in Process

SEL Plan
Attend Training

Data Collection & Reporting Requirements:

School Crisis Support Initiative



CMS

Report Activities
without Personal
Information

CMS

Prepare and Upload
Mid-Year and Annual
Reports

JotForm

Describe Incidents,
Parties Involved,
Follow-Up Activities

Fiscal Monitoring

Participate in Process

Performance Measures

**Custody-Based, Credible
Messenger Life Coaching, Whole
Family Support, Out-of-Home
Placement , School Crisis Support,
and Young Adult Court (YAC)
Case Management**



Mid-year and end of year reports

Agency health

Program graduation
(YAC only)

Youth survey (Custody-based
& YAC only): years 2-5

Performance Measures

CARC Care Coordinators



SEL Training first year

Agency Health

Youth Survey
(Care Coordinators only)

Justice Services Youth Survey

Performance Measures



Caring Adult

- *Program staff listen to me when I have something to say.*
- *Program staff are available if I need help or support.*
- *Program staff are fair to me.*

Education and Career Goals

- *This program helped me set goals for my education or career.*

Envision a Positive Future

- *This program helped me to look forward to my future.*
- *Because of this program I have clearer goals for my future.*

Sense of Personal Identity

- *This program helped me have a better sense of my value.*
- *This program helped me have a stronger sense of belonging to a community (e.g., school, neighborhood, cultural group).*

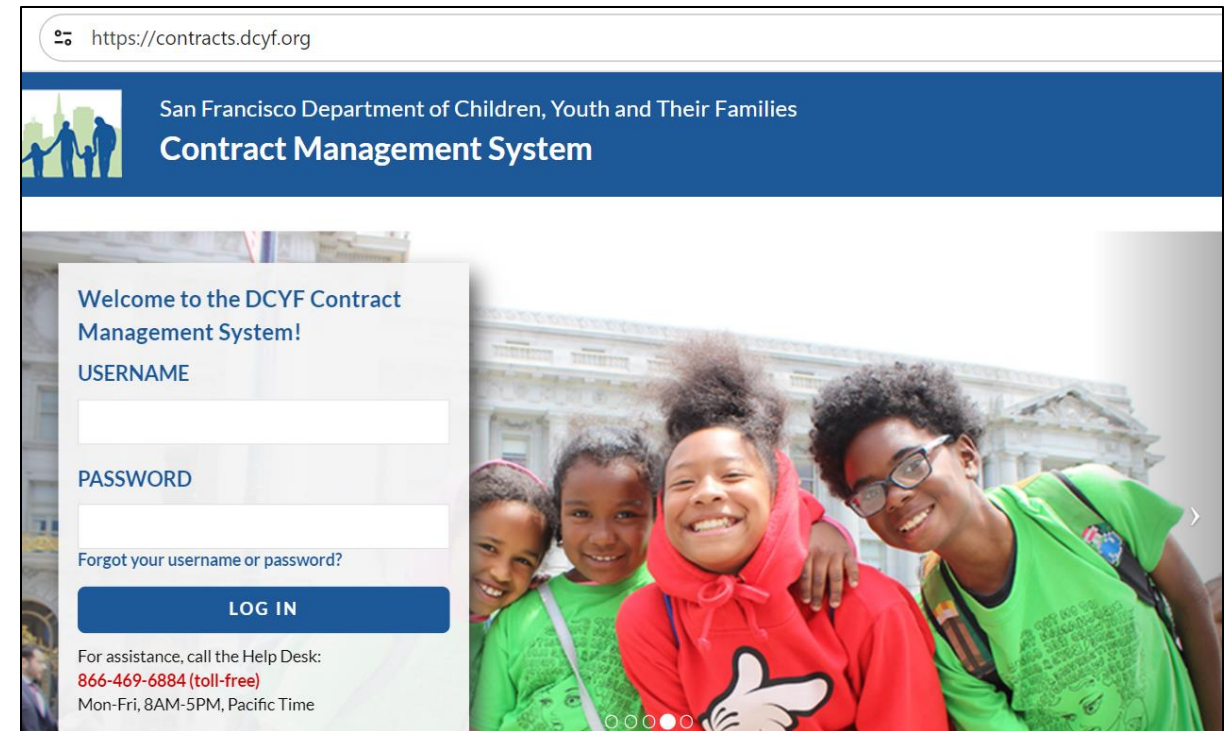
Referrals to Supportive Services

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" and "Contract Management System". The main content area features a login form with the following elements:

- A welcome message: "Welcome to the DCYF Contract Management System!"
- A "USERNAME" label above a text input field.
- A "PASSWORD" label above a text input field.
- A link: "Forgot your username or password?"
- A blue "LOG IN" button.
- Support information: "For assistance, call the Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time".

The background of the page 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
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 group of people gathered around a table with a laptop. The text "Completing Workplans" is overlaid in white. The scene appears to be a workshop or a public event where people are interacting with technology. A person in a white puffer jacket is pointing at the laptop screen. Other people are visible in the background, some looking at the laptop and others looking away. The overall atmosphere is one of collaborative learning or a public demonstration.

Completing Workplans

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: Projected Sites and Services

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

The screenshot displays a web application interface for managing service sites and projected services. The interface is divided into a left sidebar and a main content area.

Left Sidebar:

- Agency Profile
- Agency Programs 24-25
- Program Dashboard
- Workplan
 - Overview
 - Contact & Program Info
 - Services & Projections** (highlighted with a red box)
 - Performance Measures
 - Budget
- Invoices
- Resources
- My Account

Main Content Area:

SERVICE SITES

- SERVICE SITE 1** (highlighted with a red box)
 - Program Site Name: Sample Program's Mission Site
 - Program Site Type: Non-profit's owned space (not fa...)
 - Street Address: 123 Folsom St.
 - ZIP Code: 94114
- PROJECTED SERVICES (SITE 1)** (highlighted with a red box)
 - PROJECTED SERVICE 1** (highlighted with a red box)
 - Service Name: Pre-employment Training
 - Service Type: Group Activities
 - Service Description: description of preemployment training e.g., frequency, structure, purpose
 - When will this service be implemented?
 - Summer
 - Fall
 - Winter
 - Spring
 - Participant Recruitment: Will directly recruit youth participants
 - Projected Number of Unduplicated Participants: 60
 - Projected Average Daily Attendance: 40
 - PROJECTED SERVICE 2
 - PROJECTED SERVICE 3
- 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

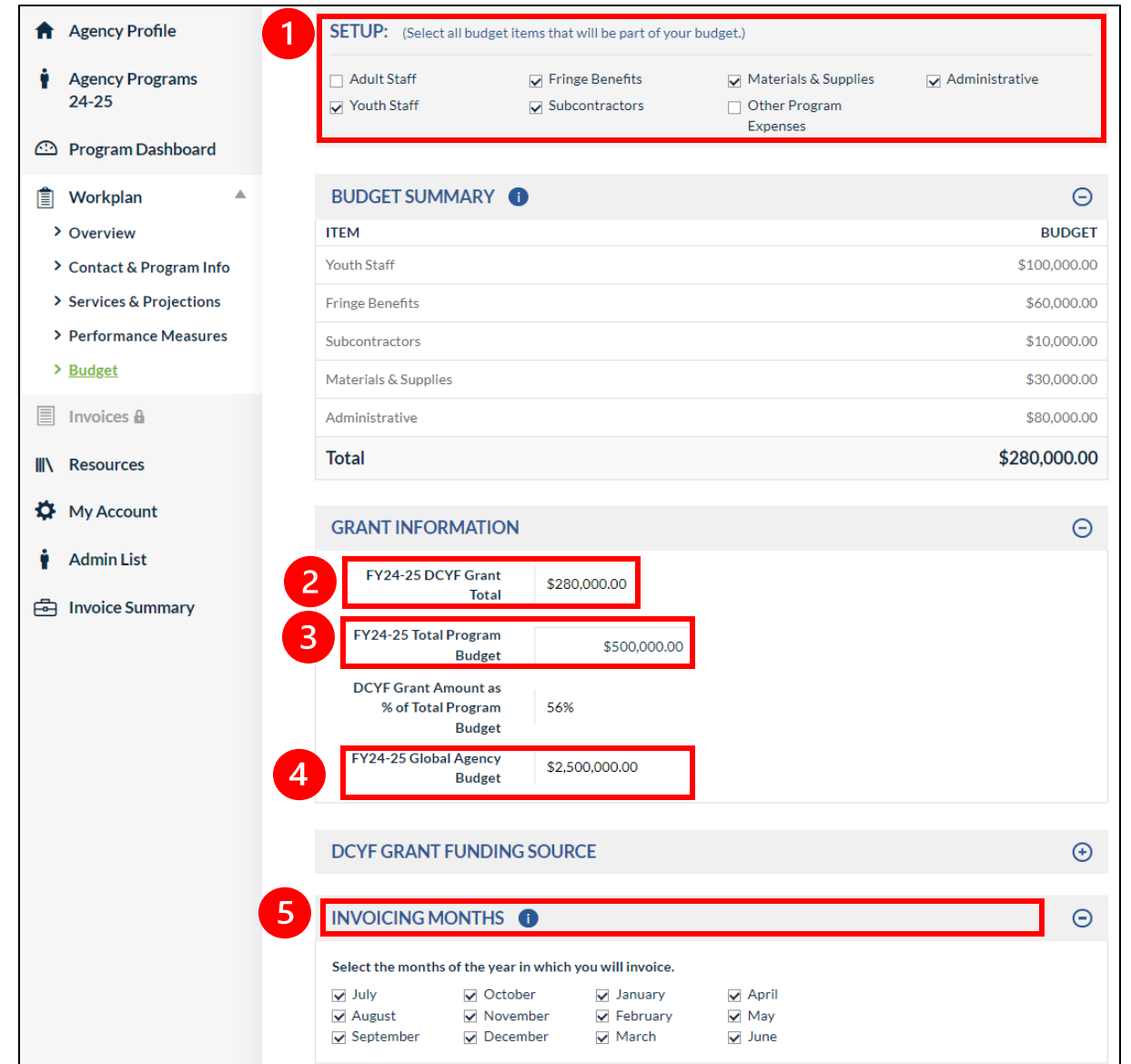
Once submitted, the information included in this form will be locked for edits. Contact your DCYF Program Specialist to edit this form.

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

Budget

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



1 SETUP: (Select all budget items that will be part of your budget.)

<input type="checkbox"/> Adult Staff	<input checked="" type="checkbox"/> Fringe Benefits	<input checked="" type="checkbox"/> Materials & Supplies	<input checked="" type="checkbox"/> Administrative
<input checked="" type="checkbox"/> Youth Staff	<input checked="" type="checkbox"/> Subcontractors	<input type="checkbox"/> Other Program Expenses	

BUDGET SUMMARY

ITEM	BUDGET
Youth Staff	\$100,000.00
Fringe Benefits	\$60,000.00
Subcontractors	\$10,000.00
Materials & Supplies	\$30,000.00
Administrative	\$80,000.00
Total	\$280,000.00

GRANT INFORMATION

2 FY24-25 DCYF Grant Total	\$280,000.00
3 FY24-25 Total Program Budget	\$500,000.00
DCYF Grant Amount as % of Total Program Budget	56%
4 FY24-25 Global Agency Budget	\$2,500,000.00

DCYF GRANT FUNDING SOURCE

5 INVOICING MONTHS

Select the months of the year in which you will invoice.

<input checked="" type="checkbox"/> July	<input checked="" type="checkbox"/> October	<input checked="" type="checkbox"/> January	<input checked="" type="checkbox"/> April
<input checked="" type="checkbox"/> August	<input checked="" type="checkbox"/> November	<input checked="" type="checkbox"/> February	<input checked="" type="checkbox"/> May
<input checked="" type="checkbox"/> September	<input checked="" type="checkbox"/> December	<input checked="" type="checkbox"/> March	<input checked="" type="checkbox"/> June

Submitting Your Workplan

WORKPLAN OVERVIEW FY2024-2025

STATUS: UNSUBMITTED

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

Step	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. 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 participants looking on. 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!

CWAP
Service Area
Guide



NFC
Service Area
Guide

