



# DCYF Grantee Orientation: Out of School Time (OST)

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 OST Service Area**
  - Children and Youth are Ready to Learn and Succeed in School
- 3. Strategies, Requirements and Performance Measures**
  - Universal Requirements
  - Comprehensive Year-Round and Summer Learning
  - Beacon
- 4. Review of YPQA Process**
- 5. Contract Management System (CMS)**
  - Accessing the System
  - Workplan timeline
  - Data Policy and Privacy Agreements
- 6. Fiscal Monitoring**
- 7. Technical Assistance and Capacity Building**
- 8. Q&A**
- 9. Close Out**



**Overview of Result Area:  
Ready to Learn and Succeed in School**

# Overview of Result Area: **Ready to Learn and Succeed in School**

This Result Area is associated with programs, resources, supports, and activities that provide opportunities for youth 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 Service Area and Strategies

## Comprehensive Year-Round & Summer Learning the Out-of-School Time (OST) Service Area:

- Seeks to support comprehensive after-school programming in school- and community-based settings
- Provides opportunities for children and youth from low-income and/or working families to engage in meaningful and relevant learning that fosters their curiosity, builds their social and emotional skills, and creatively reinforces and expands on what they learn during the school day
- OST Programs provide opportunities for youth to be physically active, enjoy healthy foods, explore the world around them develop relationships with caring adults and peers
- Programs funded under this service area are expected to be rooted in youth development principles and provide culturally competent services.

## Strategies in this Service Area

The strategies associated with this Service Area focus on year-round programming which allows for stability, continuous learning, prevention of summer learning loss, and deeper engagement of youth and their families.

Service Area	Strategy/Initiative
Out of School Time	<ul style="list-style-type: none"><li>• Comprehensive Year-Round and Summer Learning</li><li>• Beacon</li></ul>

A photograph of three children wearing helmets and riding bicycles, overlaid with a blue tint. The children are smiling and appear to be at an outdoor event. In the background, there are white tents and a banner for the SFMTA. The text 'Strategies, Requirements, and Performance Measures' is centered over the image in a large, white, sans-serif font.

# Strategies, Requirements, and Performance Measures

SFMTA  
Municipal  
Transportation  
Agency

# 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



# Service Area Requirements:

## Comprehensive and Beacon



- **Curriculum Based:**
- **Events:** Summer Learning Day/Week
- **Program Components:**
  - Skill Building Activities
  - Physical Activities
  - Summer Literacy & Math Support

### Comprehensive Strategy Goals

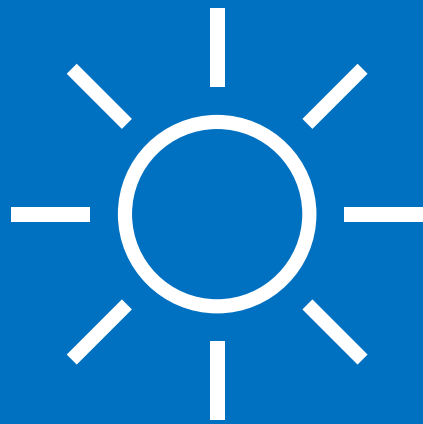
1. To ensure youth have access to high-quality year-round Comprehensive Afterschool and Summer Learning programs in their communities that support their learning, build their skills, provide opportunities for enrichment, and academic growth.
2. To prevent summer learning loss.
3. To support the needs of working families.
4. To support participants' development of social and emotional skills.
5. To build community in programs by focusing on cultural awareness, ethnic/racial identity, and neighborhood pride for youth involved in the program.

# OST Comprehensive AS Requirements



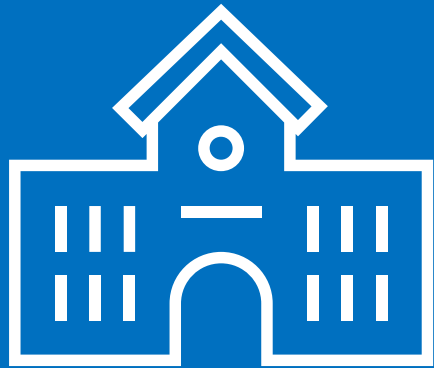
- **Community Based**
- **Staff to Youth Ratio: 1:15**
- **Duration:**
  - ✓ School Year – at least 30 weeks, 4 Days/week, 2 hours day.
  - ✓ Summer – 8 weeks per summer, 5 days/week, 6-8 hours day
  - ✓ High School Youth – minimum 3 days/week offering
- **Events:**
  - ✓ Lights on Afterschool
  - ✓ Year End Culminating Event
  - ✓ Summer Learning Day/week

# OST Summer Only Requirements



- **Community Based**
- **Staff to Youth Ratio: 1:15**
- **Volunteer and Staff**
- **Program Components**
- **Grade Specific Transition Support**
- **Duration:**
  - ✓ 8 weeks per summer, 5 days week, 6-8 hours day
  - ✓ High School Youth – minimum 3 days/week offering, programming can be half day
- **Events:**
  - ✓ Summer Learning Day/week

# Beacon Community Schools Requirements



- **Four Programmatic Components:**
  1. Expanded Learning: Before, During and Afterschool
  2. Behavioral Health and Wellness:
  3. Transition Supports
  4. Family Partnership
- **Duration:**
  - 8 weeks per summer, 5 days week, 6-8 hours day
- **Leadership/Partnering & Planning**
- **Career Awareness (K-8 and Middle School only)**
- **School Transitions (K-8 and Middle School only)**
- **Events:**
  - ✓ Summer Learning Day/week
  - ✓ Year End Culminating Event

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 Experience Survey

Administer to Youth  
in Grades 6+

## Fiscal Monitoring

Participate in  
Process

## SEL Plan

Attend Training

# Performance Measures



Youth Actuals vs Projections

Average Daily Attendance

Participate in PQA

Social Emotional Learning Plan

- Year 1: Attend Training (date TBD)
- Years 2-5: Provide 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





# Program Quality Assessment (PQA)

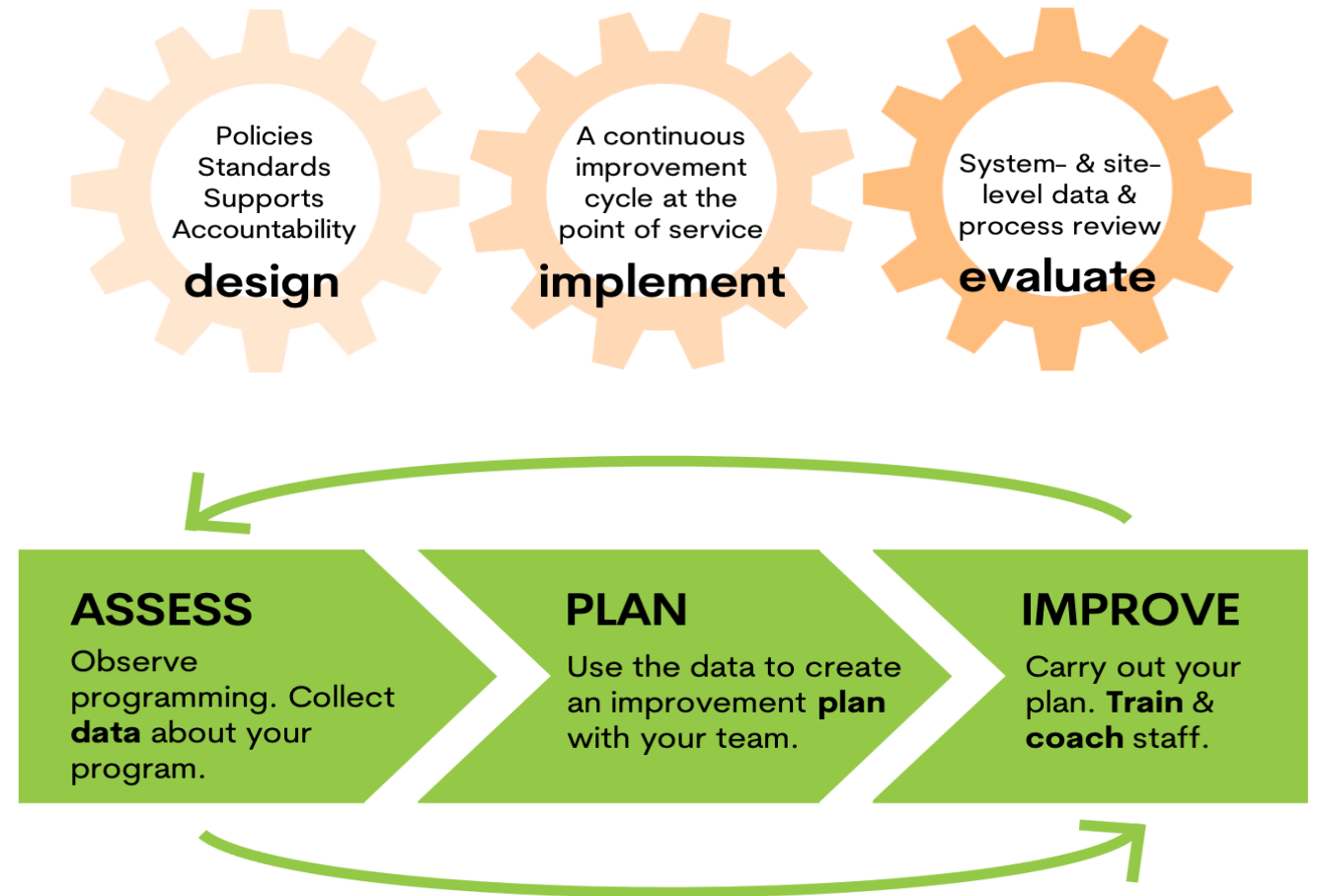
# Youth Program Quality Intervention (YPQI)



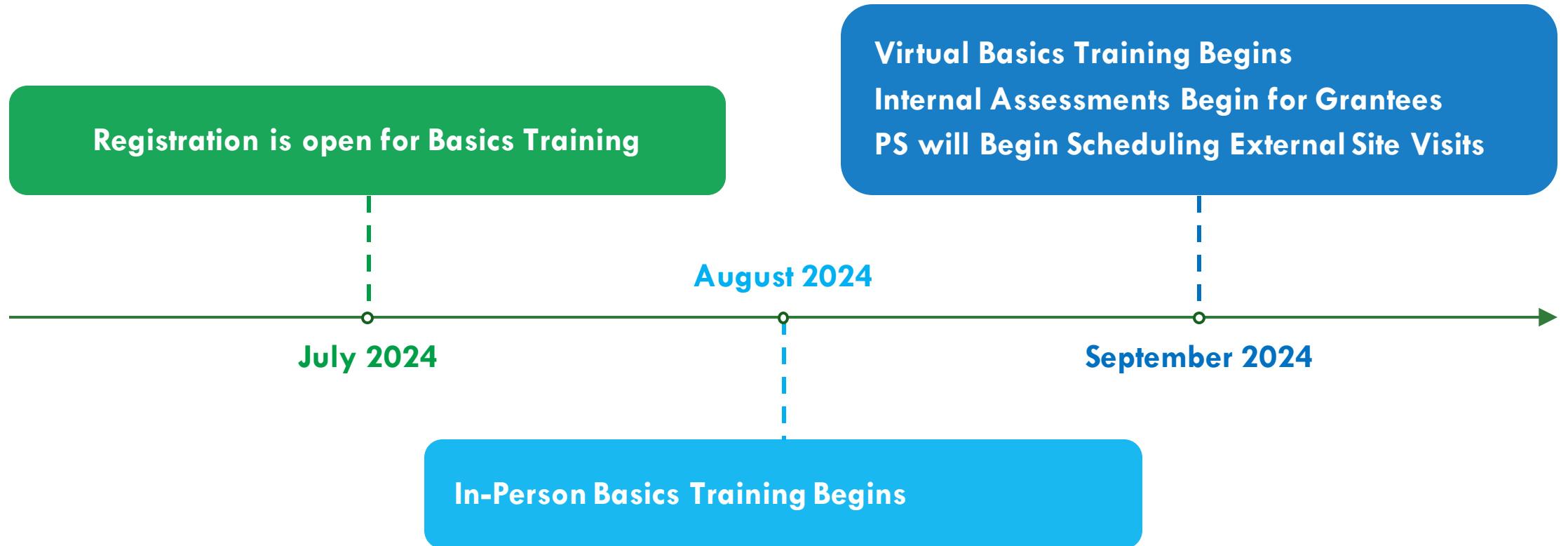
1. The Youth & School Aged Program Quality Assessment (PQA) Tool is a validated instrument designated to evaluate the **quality of youth programs** and **identify staff training needs**.
2. PQA has been used in community organizations, schools, camps, and other places where youth have fun, work and learn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



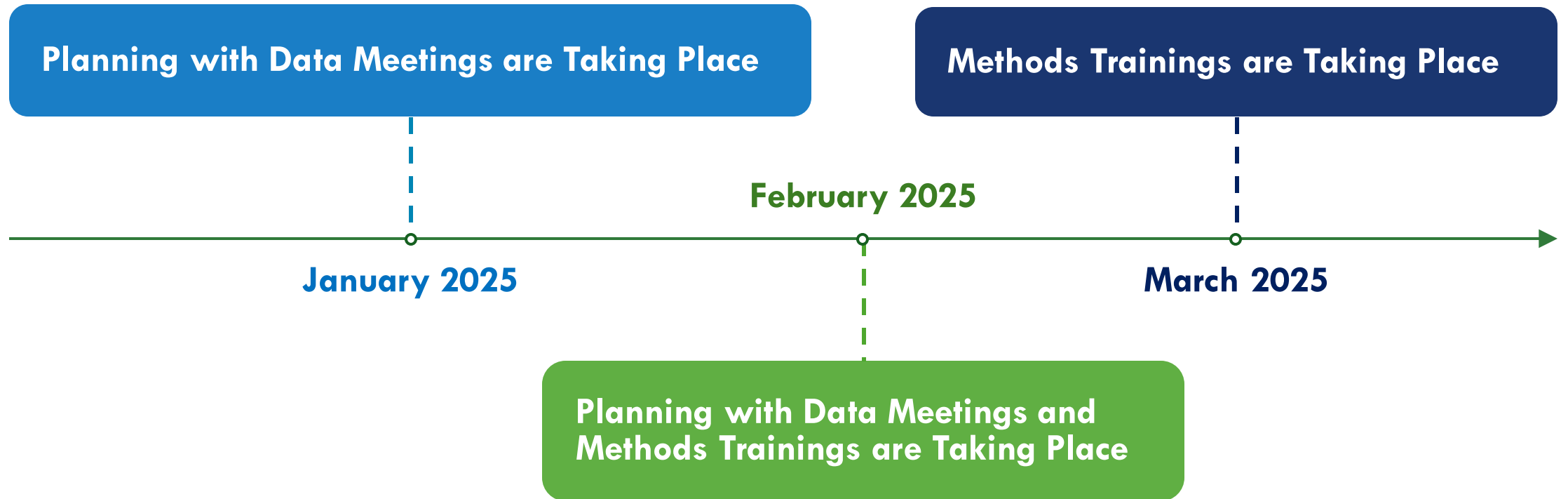
# FY 24-25 YPQI Timeline



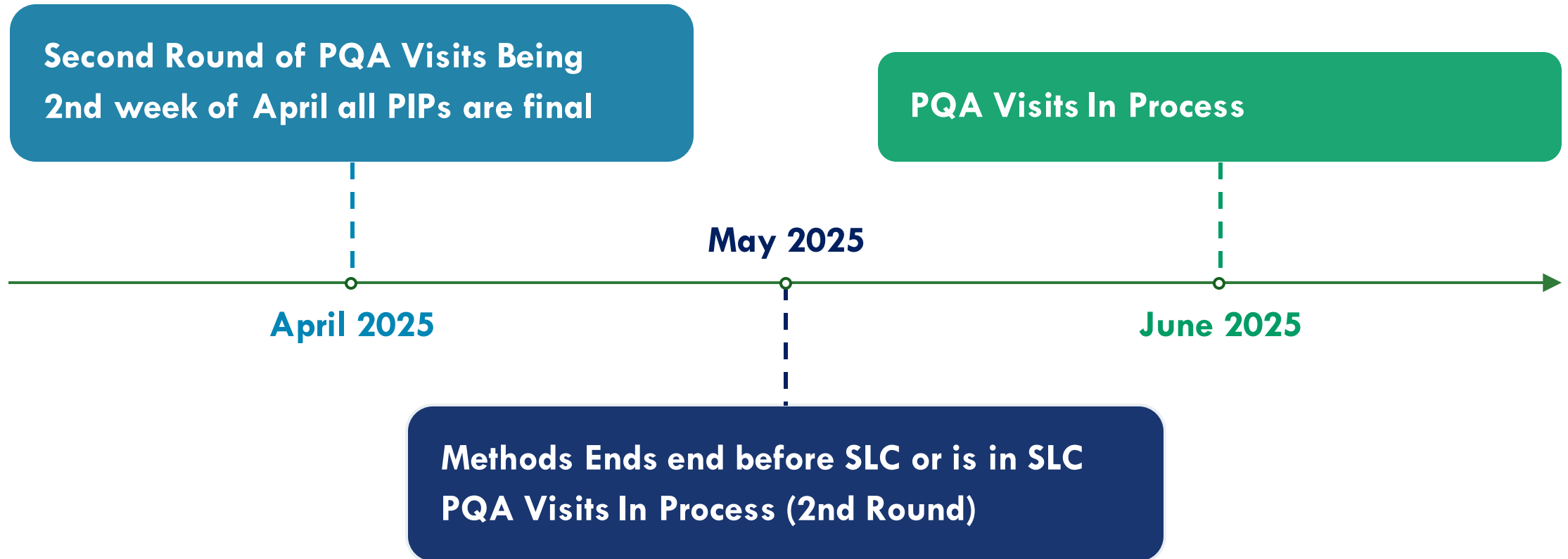
# FY 24-25 YPQI Timeline



# 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

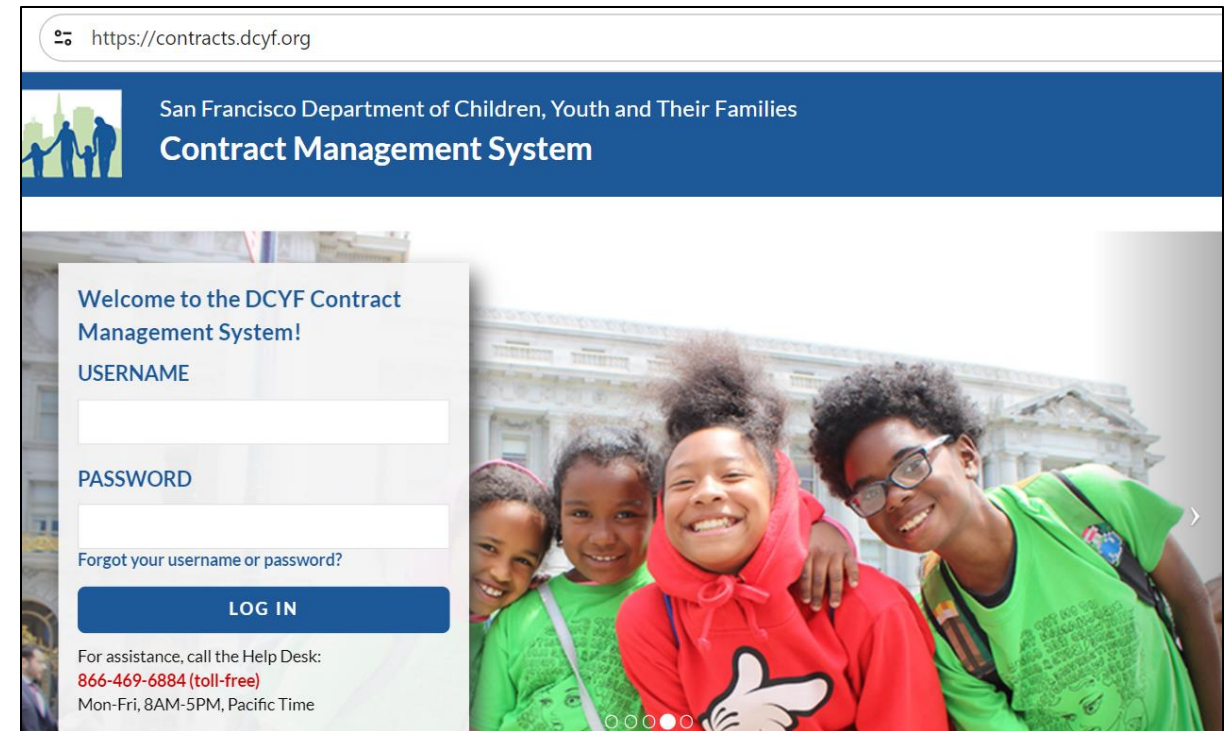


A blue-tinted photograph of a person with long hair, wearing a jacket, sitting at a desk and using a laptop. The person's hands are on the keyboard. The background is slightly blurred, showing other people in a professional setting. The text "Contract Management System (CMS)" is overlaid in white, bold, 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 smiling children 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 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. The laptop is on a table with various papers and a small sign. In the background, several people are gathered, some looking at the laptop. The overall scene suggests a public demonstration or a workshop. The text "Completing Your Workplan" is overlaid in white, bold font in the center of the image.

# 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 includes 'Agency Profile', 'Agency Programs 24-25', 'Program Dashboard', 'Workplan', and 'Invoices'. The 'Workplan' menu is expanded, showing sub-items: 'Overview', 'Contact & Program Info', 'Services & Projections', 'Performance Measures', and 'Budget'. The main content area is titled 'PROGRAM DASHBOARD' for 'FY2024-2025'. It features 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...)
  - 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)

# Services and Projections: Average Daily Attendance

**Out of School Time** programs project Average Daily Attendance (ADA) separately for Summer and School Year.

If you are a *summer-only program*, enter 0 as your ADA projections for school year.

Enter the projected ADA for each Group Activity.

The screenshot shows a software interface for managing Average Daily Attendance (ADA) projections. The interface is divided into three main sections, each highlighted with a red box and a number:

- 1. AVERAGE DAILY ATTENDANCE PROJECTIONS - SUMMER:** This section displays a table for average daily attendance by age range (5-10, 11-13, 14-17, 18-24) for the summer period. The total ADA projections for the summer are 200. A red box highlights the title of this section.
- 2. AVERAGE DAILY ATTENDANCE PROJECTIONS - SCHOOL YEAR:** This section displays a table for average daily attendance by age range for the school year. The total ADA projections for the school year are 130. A red box highlights the title of this section.
- 3. PROJECTED SERVICE 1:** This section shows details for a specific service. The service name is "ASP" and the service type is "Group Activities". The projected average daily attendance is 65. A red box highlights the "Projected Average Daily Attendance" field.

The interface also includes a sidebar with navigation options: Agency Profile, Agency Programs (24-25), Program Dashboard, Workplan (Overview, Contact & Program Info, Services & Projections, Performance Measures, Budget), Invoices, Resources, My Account, Admin List, and Invoice Summary.

# 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:

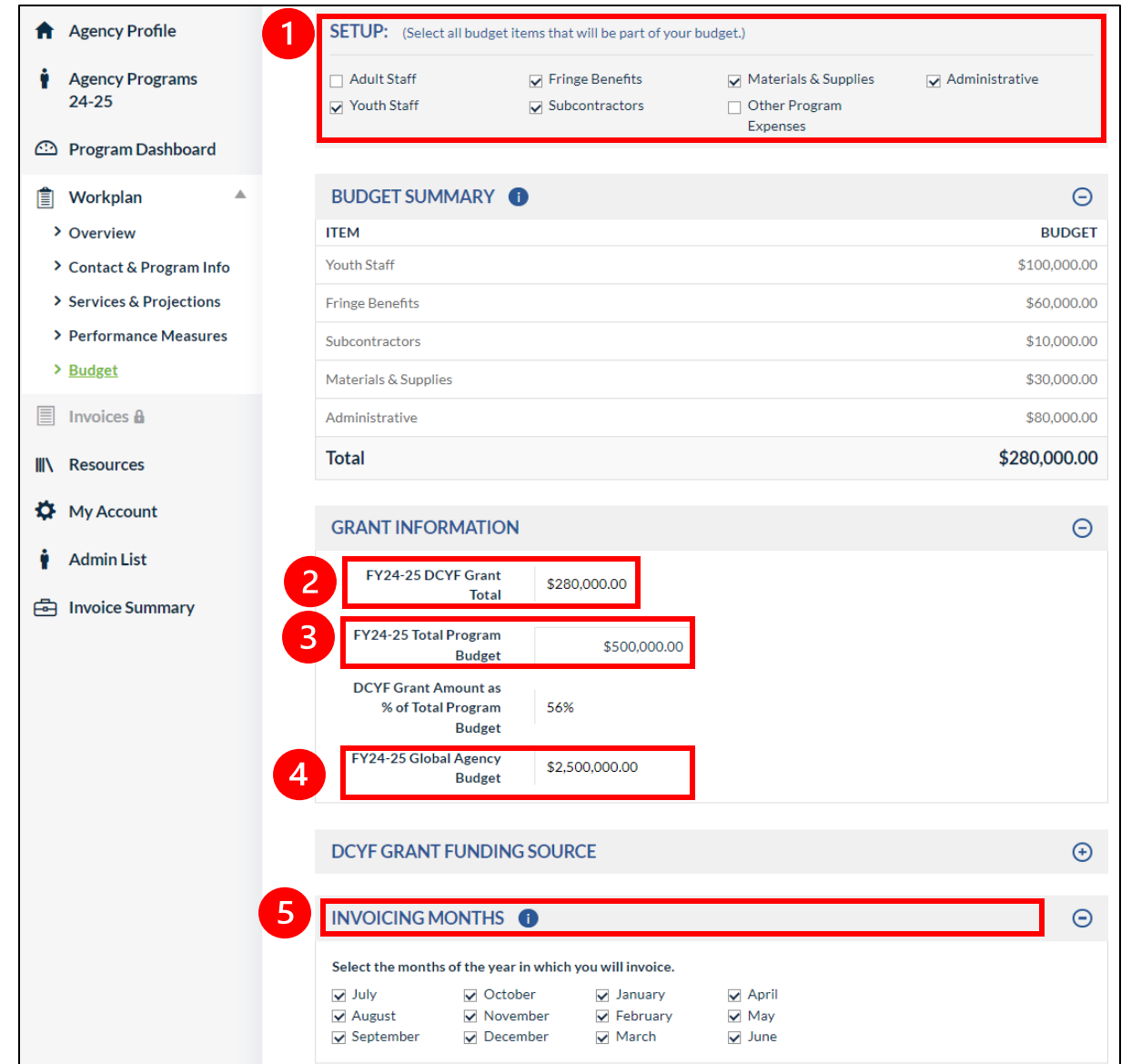
- Does your program serve youth in grades 6 and up and/or transitional age youth and young adults?  
 Yes  No
- When will your program administer the DCYF Youth Experience Survey?  

<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.



**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
<b>Total</b>	<b>\$280,000.00</b>

**GRANT INFORMATION**

<b>2</b> FY24-25 DCYF Grant Total	\$280,000.00
<b>3</b> FY24-25 Total Program Budget	\$500,000.00
DCYF Grant Amount as % of Total Program Budget	56%
<b>4</b> 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	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 left sidebar 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"/>	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 a workshop or training session. One person in the foreground is holding up a piece of crumpled paper with handwritten text. The background shows other participants looking on. The entire image has a blue overlay.

# Technical Assistance and Capacity Building (TA/CB)

I will be  
successful  
You are  
successful

# 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

