DCYF Grantee Orientation: Youth Workforce Development (YWD)

2024-2029 Funding Cycle

April 30, 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 Result Areas with YWD Service Area**
   - Youth Are Ready for College Work and Productive Adulthood

3. **Overview of YWD Strategies**
   - YWD-General
   - YWD- TAY/A
   - High School Partnership
   - MYEEP

4. **Data Collection & Reporting Requirements**
   - Performance Measures

5. **Review of YPQA Process**

6. **Contract Management System (CMS)**
   - Accessing the System
   - Workplan timeline
   - Data Policy and Privacy Agreements

7. **Fiscal Monitoring**

8. **Technical Assistance and Capacity Building (TACB)**

9. **Q&A**

10. **Close Out**

Overview of Result Area:
Youth are Ready for College, Work, and Productive Adulthood

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 transitional aged youth/young adults 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

YWD Service Area programs support a continuum of tiered career exposure and work-based learning opportunities:

- that are developmentally appropriate and meet the needs of youth

- include opportunities for early career introductions, job skills training

- exposure to the private sector and career-oriented employment

- targeted programming for high-needs youth, all delivered with a culturally competent youth development approach.

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
Youth Workforce Development	- YWD (General) - YWD (TAY/A) - Mayor's Youth Education and Employment Program (MYEEP) - High School Partnerships

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

YWD Strategies

Strategy: Youth Workforce Development

General

Designed to provide youth with the knowledge, skills, abilities, and experiences that will prepare them for the world of work. YWD programs will:

- offer job readiness and other training

- offer planning activities, all intended to expose youth to jobs/careers, and provide work experience

- help connect their long-term goals with educational and employment steps needed to achieve them

YWD Strategy Goals

1. To ensure a range of workforce development placements and opportunities responsive to local labor market are available to youth.
2. To help participants understand importance of academic success and role high school and post-secondary education play within the context of career development.
3. To create a pipeline of job-ready local youth prepared to access the current jobs and careers in San Francisco.

YWD General

Requirement Highlights

- Job Readiness Training

- Work-Based Learning Placement or Experience
  - ✓ Stipend-Based Payment: For project-based, time-limited activities such as job shadowing or short-term job exposures, or in-house internships that result in final projects.
  - ✓ Wage-Based Payment: For programs that place youth in job-placements or long-term internships/apprenticeships in which youth are performing duties and responsibilities and are held to the same expectations as employees who are eligible to receive a wage.

- Work-Based Learning Placement Support

- Transition Planning and Support

- Enrollment into WorkforceLinkSF

YWD General Requirements for Serving Justice-Involved Youth:
- ✓ Participant Eligibility
- ✓ Enrollment Flexibility
- ✓ Wrap around Services and Supports

Strategy:
Youth Workforce Development

Transitional Aged Youth and Young Adults (TAY/A)

Designed to provide TAY/A with the knowledge, skills, abilities, and experiences that will prepare them for the world of work. Programs will:

- Offer job readiness and other training

- Offer subsidized or unsubsidized job placements and transition planning activities all intended to expose TAY/A to jobs and careers

- Help connect to their long-term career goals with the educational and financial steps needed to achieve them.

The YWD Strategy targets TAY/A ages 18-24, and/or who are justice system involved: either in custody (short-term), on active probation, or within six months of exiting probation.

YWD TAY/A Strategy Goals

1. To ensure participants obtain gainful employment
2. To ensure range of workforce development placements and opportunities responsive to local labor market are available.
3. To create pipeline of job-ready local young adults prepared to enter San Francisco workforce.

YWD TAY/A

Requirement Highlights

- ✓ Job Development and Vocational/Certification Programs
- ✓ Work Experience
- ✓ Life Skills Trainings
- ✓ Undocumented Youth
- ✓ Wrap-Around Supports: Programs must provide connection and/or access to the services below if needed:
  - Mental Health and Wellness supports
  - Housing and Transportation education
  - Other Barrier Removal

Strategy: Youth Workforce Development

High School Partnership

Provides opportunities for students at targeted **SFUSD high schools** who can benefit from **work-based learning** and **career exposure experiences** that are embedded and intentionally connected to the school day.

School site staff will work closely with funded programs to help ensure the work-based learning opportunities align to students' school-day curricula and support the development of college and career readiness skills, at the following sites:

- Downtown High School
- John O'Connell High School
- June Jordan School for Equity
- Phillip and Sala Burton High School
- SF International High School

Strategy: Youth Workforce Development

High School Partnership

Strategy Goals:

1. To provide students at targeted schools with work-based learning opportunities that demonstrate the relevance of education to future career options.

2. To reinforce the learning that takes place during the school day.

3. To motivate students to complete their education.

4. To provide students with opportunities to build their college and career readiness skills.

YWD TAY/A

Requirement Highlights

- **Co-Design:** Agencies will co-design the intentional learning components of the program with the school, SFUSD's College and Career Readiness Department and potential employer partners (MOUs with schools and various work sites) workers compensation insurance, paying students (incentives, stipends), to assist youth in developing college and career readiness skills.

- Agencies will work with school partners to provide youth with a **transition planning and support plan**. Programs must provide activities that support development of a Transition Plan that includes future steps associated with education, employment, and career. High School Partnership programs must also provide **follow up support to participants for a minimum of three months** after completion of the program.

- Curriculum Based, Job Readiness Training

- Monitor Student Progress

- Linking Students to Support Services

Mayor's Youth Employment and Education Program (MYEEP)

MYEEP is a citywide collaborative youth employment program that:

- supports positive development of 9th and 10th graders in San Francisco with no work experience

- engages in work readiness training, educational support, youth leadership development activities, and meaningful work-based learning opportunities in non-profit, government, and private sectors

- aims to provide initial exposure to workplace, entry-level work readiness training, valuable work experience that enhances employability skills and career awareness while supporting overall educational attainment and personal development

Initiative Goals

1. To provide quality initial work-based learning experiences for San Francisco youth with a focus on those with concentrated need or characteristics of increased need.

2. To enhance youth's ability to access and retain work-based learning experiences and prepare them to contribute to the local economy.

3. To help participants understand the importance of academic success and the role that high school and post-secondary education play within the context of career development. 4. To create a pipeline of job-ready local youth that are prepared to access the current jobs and careers in San Francisco.

Data Collection and Reporting Requirements

Data Collection and 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 and Reporting Requirements

YPQI
Participate in Process

CMS
Report Group/Individual Activities

CMS
Report Job Placements

WorkforceLinkSF
Participate in Training

Participant Transition Plans
Prepare Plans

Youth Survey
Administer to Youth in Grades 6+

Fiscal Monitoring
Participate in Process

SEL Plan
Attend Training

YWD General and TAY/A Performance Measures

Actuals vs Projections

Participate in PQA

Social Emotional Learning Plan

- Year 1: Attend training (date TBD)
- Years 2-5: Provide an SEL Plan

Transition Plan (guidance will be provided)

Workforce LinkSF

- Year 1: Attend training (date TBD)
- Years 2-5: Enroll participants

Placement (number compared to participants)

Stable Placement (TAY/A only)

- Employed at end of program

Fiscal Health

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 has helped me to set goals for my education or career.*

Job search skills

Financial literacy

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.

design
Policies
Standards
Supports
Accountability

implement
A continuous improvement cycle at the point of service

evaluate
System– & site–level data & process review
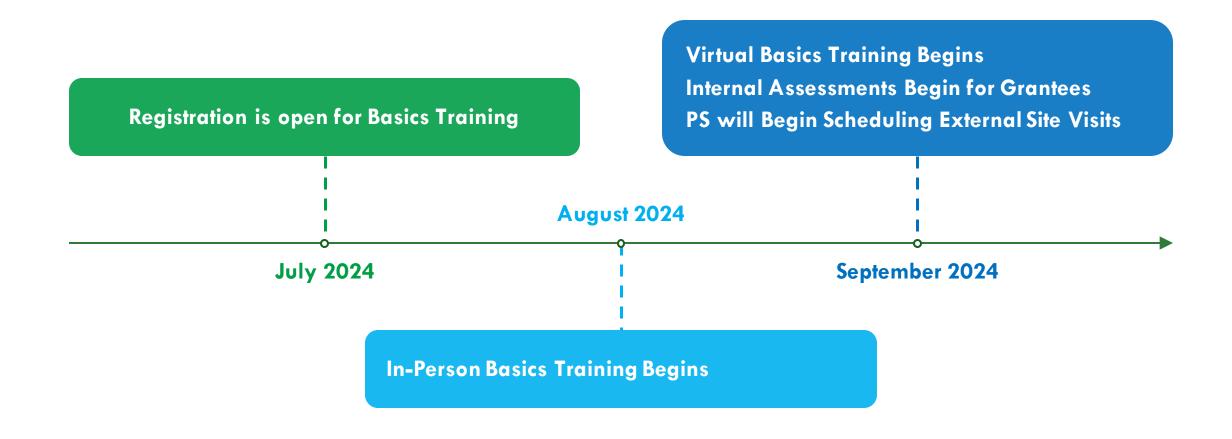
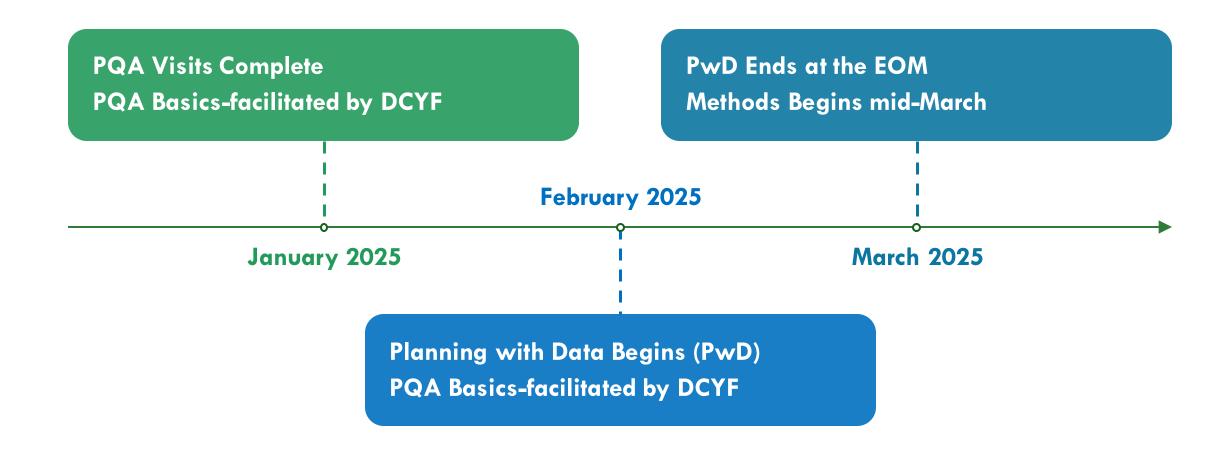**ASSESS**
Observe programming. Collect **data** about your program.

PLAN
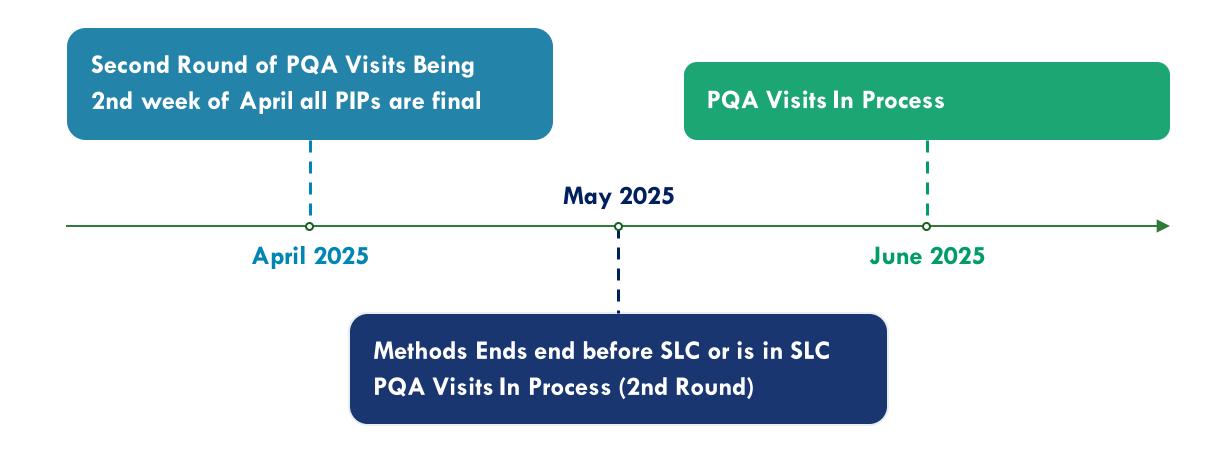Use the data to create an improvement **plan** with your team.

IMPROVE
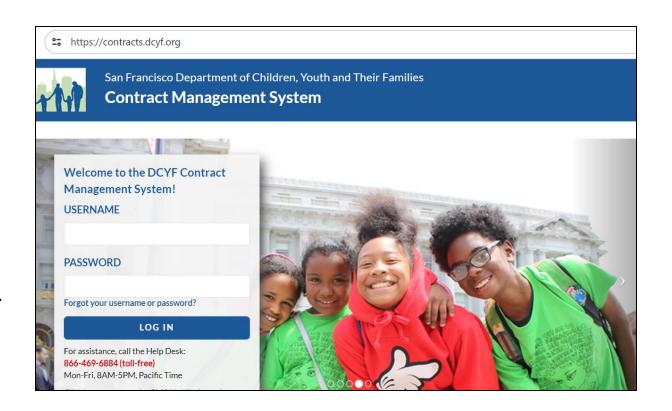Carry out your plan. **Train** & **coach** staff.

FY 24-25 YPQI Timeline

Registration is open for Basics Training

Virtual Basics Training Begins
Internal Assessments Begin for Grantees
PS will Begin Scheduling External Site Visits

August 2024

July 2024

September 2024

In-Person Basics Training Begins

FY 24-25 YPQI Timeline

External Site Visits Take Place

External Site Visits are Taking Place

November 2024

October 2024

December 2024

External Site Visits are Taking Place

FY 24-25 YPQI Timeline

PQA Visits Complete
PQA Basics-facilitated by DCYF

PwD Ends at the EOM
Methods Begins mid-March

February 2025

January 2025

March 2025

Planning with Data Begins (PwD)
PQA Basics-facilitated by DCYF

FY 24-25 YPQI Timeline

Second Round of PQA Visits Being
2nd week of April all PIPs are final

PQA Visits In Process

May 2025

April 2025

June 2025

Methods Ends end before SLC or is in SLC
PQA Visits In Process (2nd Round)

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

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

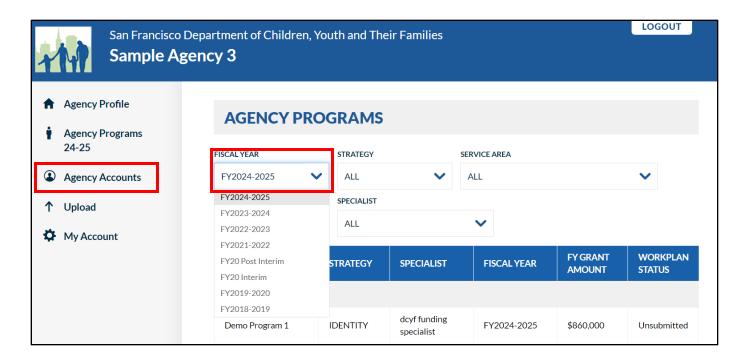Log-in to DCYF's Contract Management System at **https://contracts.dcyf.org**

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

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*

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*

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
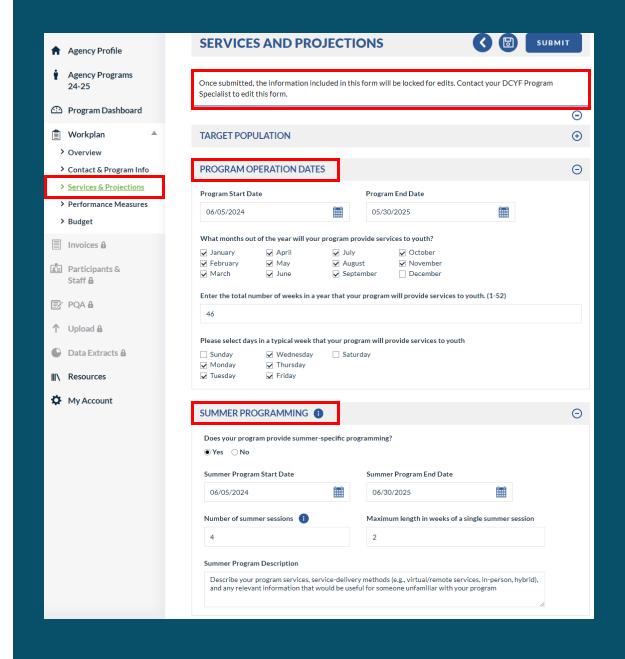
Budget:
Program budget

Agency Profile:
Agency details shared across all programs

Contact & Program Info

- 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

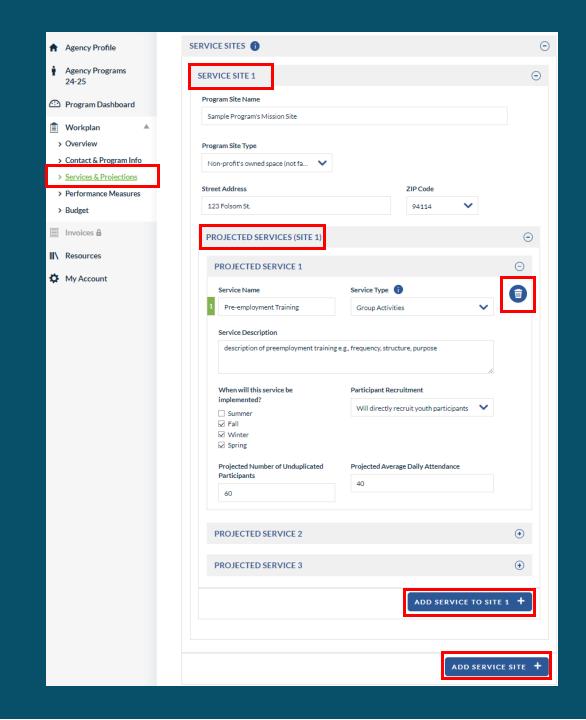- Form may be unlocked and edited at any point by grantees

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: 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

Services and Projections: Projected Sites and Services
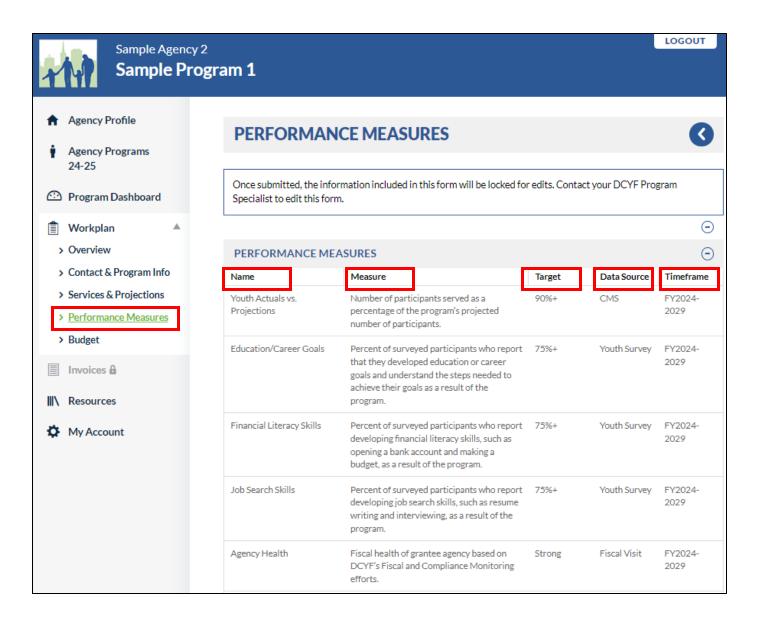

Youth Workforce Development

- Projected Sites and Services are for the locations where your program delivers job readiness training and transition supports

- Work sites where youth are placed into jobs should NOT be listed as Projected Sites
  - For example, if you place youth into jobs at Starbucks, Starbucks should not be listed as a Service Site

- Job Placements are described in the *Job Placements* section of the form

Services and Projections: Job Placement Types

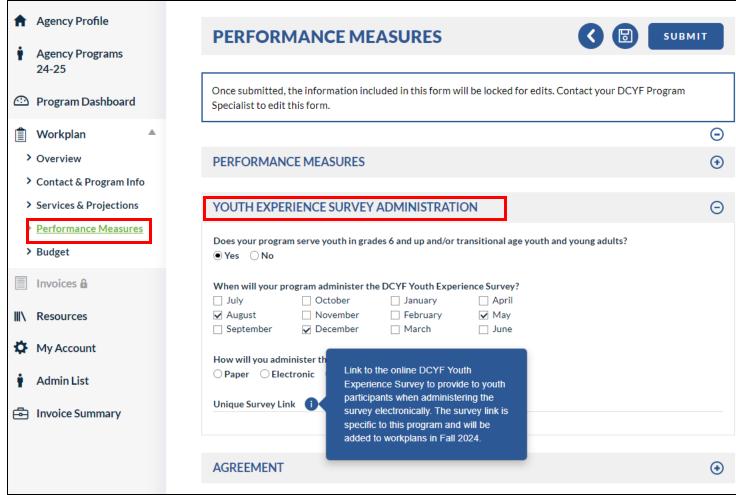| Job Placement Type	Definition
Internship	A paid, or unpaid, career preparation activity in which youth are placed in a business for a defined period of time to participate in and observe work firsthand within a given industry. Internships should include a formal learning contract between the youth, program, and the employer. Internships are intended to be highly structured, time-limited experiences that occur at a workplace.
Job Shadow	A career exploration activity in which youth observe the workday of a professional, interact with clients or customers, and attend meetings and other appointments. Job shadows are designed to help youth explore a field of interest while developing research skills and building occupational knowledge through a facilitated, active learning process.
Work Experience	A paid career preparation activity in which participants execute real work and are held to the same expectations as all employees at the workplace. Evaluations based on workplace expectations and performance should be provided by the worksite supervisor. Could be regular, paid employment, subsidized employment and/or learning-rich work experience.

Performance Measures

- Performance Measures are part of your Grant Agreement.

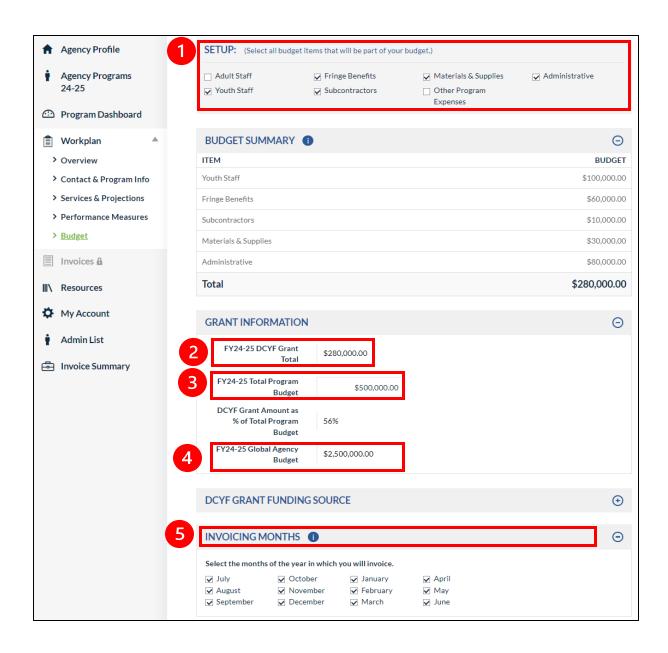- Results will be published in annual grantee reports.

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.

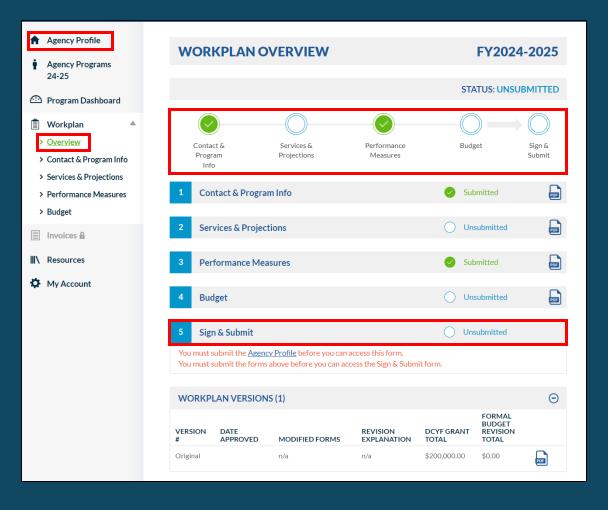- Surveys for each program and additional guidance will be released later this year.

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.
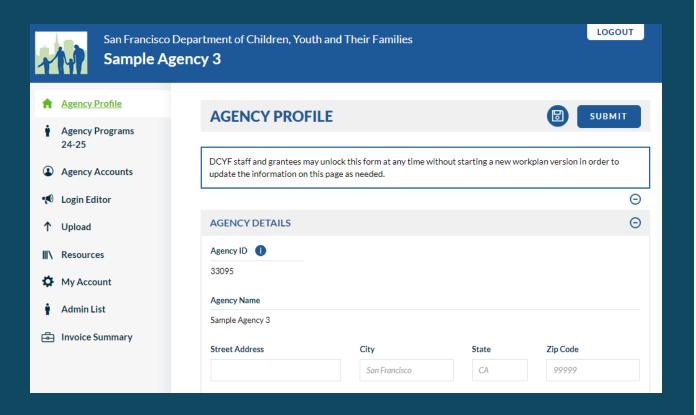
Submitting Your Workplan

- 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

- 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

MAY

April 22, 2024

Grantees receive access to CMS and 24/25 Workplans

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:
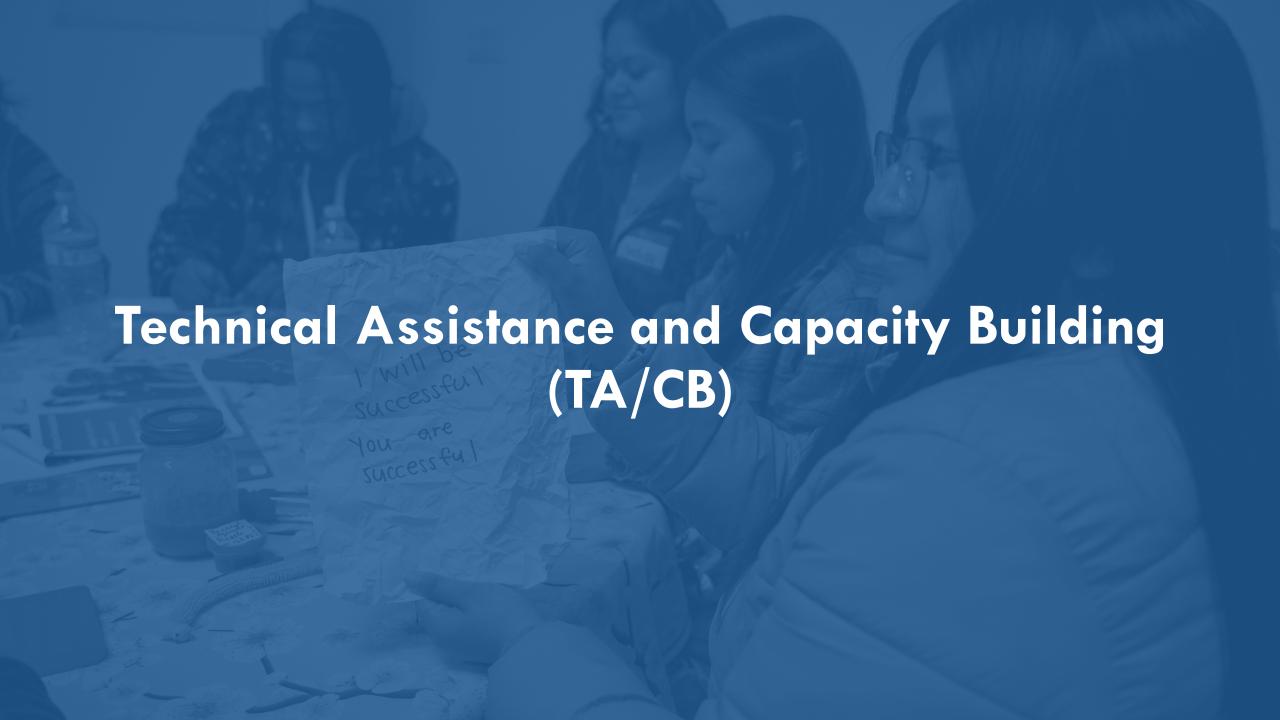
Fiscal Compliance Monitoring Process

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.

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!

CWPA Service Area Guide