



## FY21/22 Workplan Guidance Summer Providers

**OVERVIEW:** As we approach the final months of FY20/21 many DCYF grantees are preparing to launch their summer 21' programming which includes a variety of service-delivery models and for many, an extended version of typical summer programming as a direct result of the impacts of COVID-19 on San Francisco's children, youth and their families. Summer programming is more crucial than ever to the health and well-being of San Francisco's youth, therefore DCYF will focus on highlighting service impacts and will assess and monitor programs through the information entered in the Contract Management System (CMS), as well as results from summer-focused evaluation efforts. Refer to this document to identify key data-entry deadlines, accountability and performance expectation metrics, and guidance on how to complete your FY21/22 Workplan for summer-specific services.

### IMPORTANT DATES & DEADLINES

- **Monday, May 17<sup>th</sup>, 2021:** FY21/22 Workplans will be released to all DCYF grantees. Please fill out your Workplan as soon as possible to ensure you provide sufficient time for your DCYF Program Specialist to review and approve before you can start creating summer activities and enrolling youth.
- **Tuesday, June 15<sup>th</sup>, 2021:** In order to meet the deadline noted below, please submit your FY21/22 Workplan in CMS no later than this date.
- **Friday, July 2<sup>nd</sup>, 2021:** All grantees implementing summer-specific programming must have their summer 21' activities set up and all participating youth enrolled by this date. In order to set up activities for attendance and enrollments, your program must have an approved Workplan in the CMS.
- **Tuesday, August 31<sup>st</sup>, 2021:** All summer attendance is due in the CMS by 8/31. To ensure your program meets this deadline, please enter attendance on a regular basis. If you anticipate issues with meeting this deadline or require support, please contact your DCYF Program Specialist.

### ACCOUNTABILITY & PERFORMANCE EXPECTATION METRICS

The following metrics will be reviewed at the conclusion of summer 21' to assess program performance, impact, and gather valuable qualitative feedback from stakeholders.

#### Participants

- Projected Average Daily Attendance (ADA) (applicable to OST grantees only)
- Total # of youth served (based on your summer 21' attendance entered in CMS)
- Program meets expectations described in award letter, if applicable.

#### Program Compliance

- Program meets all deadlines noted in the section above

#### Surveys & Evaluation

- DCYF will work with Policy Studies Associates (PSA) to conduct an evaluation of summer programming which will include a variety of data-collection methods including stakeholder surveys, focus groups, observations, and interviews. Grantees providing summer-specific services will receive more information on the summer-specific evaluation following the release of FY21/22 Workplans.



## FY21/22 Workplan Guidance Summer Providers

### COMPLETING THE FY21/22 WORKPLAN FOR SUMMER PROVIDERS

FY 21/22 Workplans will be released to all DCYF grantees on Monday, May 17<sup>th</sup>, 2021. Summer 21' activities and attendance will be reported in this new Workplan in addition to your regular school-year services for the remainder of the fiscal year. Refer to this handout as your program completes each component of your Workplan in the CMS for summer-specific activities. Each section is organized in the order that they show up in the left-hand side menu in CMS.

1. **CONTACT & PROGRAM INFO FORM:** No summer-specific information required. Please refer to the *Grantee Guidance for Submitting FY21/22 Workplans* for information on completing this form.

2. **SERVICES & PROJECTIONS FORM:**

**Complete your 'Program Operation Dates' section.** Enter the 'Program Start Date' according to the start of your summer programming. FY21/22 Workplans include funds for programming during summer 21' so if your program's summer services start on June 7<sup>th</sup>, 2021, your 'Program Start Date' would state 6/7/2021. If your program also offers school-year services, enter the 'Program End Date' that coincides with the last day of your fiscal year's programming.

**Indicate your program's 'Target Population'.** Please note that the 'Target Population' selection is specific to each program under an agency and may have changed from your selected target population noted your original proposal. For this section, please select the population(s) that your program has the expertise and mission to serve. Take the time to reflect on the population(s) that your program has an intentional focus on serving for both summer-specific programming and school-year programming (if applicable to your program). Refer to the guiding questions below to support your selection:

- **Location:** Is your program strategically located in a specific neighborhood in San Francisco that would make your services more accessible to your target population?
- **Supports:** What intentional supports are provided by your program to better serve your target population(s)? Examples include, but are not limited to: language supports, specific legal services, skillsets required by your program staff to fulfill service delivery, wellness resources tailored to specific population(s).
- **Outreach:** Consider your programs' outreach methods. Are your outreach methods designed to target a specific population(s)?
- **Participation:** Would your program be able to speak to best practices for serving specific population(s)?

**Enter your summer-specific programming description and projections.**

- **Summer Program Completion:** Please consider your summer programming schedules when completing this section, any allowable participant absences and program closures. Set attainable Program Completion hours according to realistic participant attendance expectations.
  - **Example:** Your program offers 3-week summer sessions, 5 days per week and 6 hours per day. Participants are required to attend at minimum 4 days per week, 5 hours per day to maintain good standing in your program.



## FY21/22 Workplan Guidance Summer Providers

- (5 hours \* 4 days = 20 hours/week)
- 3 weeks of participation = 60 hours would signify Program Completion for 1 participant.
  
- **Program Completion (school-year):** Indicate the total number of hours that signify full participation. Since your program is providing summer programming please report program completion hours for non-summer programming in this section (if applicable).
  
- **\*Only applies to OST Programs (COMP and BEACON strategies)\***  
**Average Daily Attendance (ADA):** Note that we have split up ADA projections for you to enter separate participant ADA for summer 21' and for your program's remaining school year services.
  
- **Program Projections by Age:** Please include the total number of participants (by age) that your program intends to serve during the full fiscal year, including summer 21' participants.

### Enter your Program Site Locations.

- **Virtual/remote summer programming:** If you are providing virtual/remote summer services please project 1 virtual/remote 'Program Site Location'.
- **In-person summer programming:** If you are providing in-person summer programming at multiple locations, project 1 'Program Site Location' per service site.

**Review and Submit your Services & Projections form.** To submit, select the 'SUBMIT' icon at the top or bottom of the right-hand corner of your screen. If you have questions or concerns, please contact your DCYF Program Specialist.

### 3. COMPLETE AND SUBMIT THE 'PROJECTED ACTIVITIES' FORM.

**Use the 'SETUP' box to indicate the types of activities your program plans to implement.** For an overview of the types of activities, refer to page 6 of the *FY21.22 Workplan Guidance for DCYF Grantees*.

**Enter an activity name, select the appropriate activity category/ies and enter activity descriptions.** You may select more than one category as appropriate for each 'Projected Activity'. See pages 9-10 of the *FY21.22 Workplan Guidance for DCYF Grantees* for a description of FY21/22 Activity Categories. You may add additional Projected Activities by selecting the 'ADD+' icon located on the bottom right-hand side of the screen. Refer to the points below when selecting Activity Categories for your summer 21' 'Projected Activities':

- **Comprehensive Summer:** Activities implemented during the summer that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.
- **Enrichment/Skill-Building:** Enrichment/skill building activities that are implemented at a site operated by your agency and with participants that your agency recruits and enrolls. Select "Enrichment/Skill Building - Partner Agency" if you partner with another agency to provide services at their location and/or serve the participants that the other agency recruits and enrolls.



## FY21/22 Workplan Guidance Summer Providers

- **Enrichment/Skill-Building – *Partner Agency*:** Enrichment/skill building activities that are implemented in partnership with another agency. Your agency provides services at their location and/or you serve participants that the other agency recruits and enrolls. For example, a summer program contracts with your agency to provide an arts workshop to the youth enrolled in their summer program.
- **Participant Financial Incentives** – Select this category for activities that include distribution of financial incentives for participants. For example, if your summer program implements 6-week comprehensive summer camps and provides financial incentives to participants upon completion, you would select the *Comprehensive Summer* (see above) and *Participant Financial Incentives* activity categories.

**For each 'Projected Activity' you will be asked to select whether the activity/service is being provided as a response to the COVID-19 pandemic.**

- **Select 'yes'** if the activity would have not been implemented in absence of the COVID-19 pandemic. For example, if your program was originally funded to provide Youth Workforce Development (YWD) services but due to shifting priorities, you are implementing a comprehensive summer program then select 'yes' – the service/activity is being implemented as a response to the COVID-19 pandemic.
- **Select 'no'** if your activity would be implemented in 'normal' years (pre-pandemic), even if your service-delivery has changed from in-person to virtual. If the content and/or curriculum of your proposed activity has shifted as a result of the COVID-19 pandemic but the activity itself remains as it was pre-pandemic or is an activity that your program would normally implement, select 'no' indicating the activity is not being implemented as a result of the COVID-19 pandemic.

Once you have entered information for all Projected Activities you may submit the form by selecting the 'SUBMIT' icon on the top or bottom right-hand corner of the screen.

#### 4. COMPLETE AND SUBMIT YOUR BUDGET.

- If you have questions regarding allocating a budget item, refer to the [Doing Business with DCYF Guide](#) and/or contact your DCYF Program Specialist.
- **Ensure to review the *Doing Business with DCYF: Addendum for FY21/22* on page 15 of the *FY21.22 Guidance for DCYF Grantees***

#### NEED ADDITIONAL SUPPORT?

- If you have questions or need support as you complete your FY21/22 Workplan please contact your **DCYF Program Specialist**.
- For questions or CMS troubleshooting please contact [dataevalsupport@dcyf.org](mailto:dataevalsupport@dcyf.org).
- CMS Office Hours will be expanded following the release of FY21/22 Workplans for DCYF grantees to schedule a 30-minute session with a Data & Evaluation Analyst. Click to access the [registration link](#).