OVERVIEW: Fiscal Year (FY) 21/22 Workplans will be made available to all DCYF grantees during on Monday, May 17, 2021. This document provides guidance on how to complete 21/22 Workplans in the Contract Management System (CMS) and information regarding reporting requirements and activities. For additional support please contact your DCYF Program Specialist.

GENERAL ANNOUNCEMENTS FOR FY21/22:

➢ FY21/22 Workplans for grantees providing summer 21' programming are <u>due no later than June 15th, 2021</u>. All other DCYF Grantees <u>must submit FY21/22 Workplans by July 2nd, 2021</u>. For additional summer-specific deadlines please see page 11.

➢ **Data Entry Expectations:** grantees must report attendance for all *Projected Activities* in their FY21/22 Workplans. Attendance and activity data must be entered in CMS according to the invoicing deadlines, or no later than 45 days following the close of the invoicing month. For example, July 2021 attendance and invoices are due in CMS no later than September 15, 2021. Grantees with concerns regarding this expectation should contact their Program Specialist.

➢ **Performance Measures & Projections:** Due to the COVID-19 pandemic and significant shifts in grantee programming, DCYF waived performance measures during FY20/21. In efforts to understand program impact and assess and monitor DCYF grantees in the upcoming FY, DCYF will be implementing Performance Measures and Projections. Refer to DCYF's Service Area Guides to learn more about your Service Area's Performance Measures.

➢ **Surveys will be required during FY21/22:** While we highly recommend administering electronic surveys, DCYF will accept paper surveys during FY21/22. To request a unique survey link, please contact dataevalsupport@dcyf.org. PDF surveys will be uploaded to the *Resources* tab in CMS in June 2021 for programs that prefer to use paper. More information on survey deadlines will be communicated to all grantees in June 2021.

➢ **Updated Grantee Expectations Form:** Grantees must complete the updated *Grantee Expectations Form* and upload it with your Executive Director's signature to the 'Uploads' section of the 'Contact & Program Info' for each program under an agency in CMS. Please ensure all program staff receive a copy of the *Grantee Expectations* form and review it in its entirety. Locate the *Grantee Expectations Form* in the 'Resources' tab in CMS.

➢ **SFUSD MOU Requirements**: grantees are no longer required to obtain a SFUSD MOU and will not be required to enter information about it in CMS. However, programs that provide services on-site at an SFUSD campus or require access to SFUSD's platforms to provide virtual programming to students must still obtain an MOU. SFUSD platforms and communication methods include (but are not limited to) Google Classroom, teacher-led Zoom sessions and access to SFUSD emails to contact students. If you are unsure if your program needs an MOU please contact SFUSD's Community Partnership Office. Grantees required to obtain an MOU or a contract with SFUSD will not be required to collect DCYF/SFUSD Consent Forms for students participating in services covered under the MOU.

➢ **Updated DCYF Consent Forms:** DCYF Consent Forms have been updated for FY21/22 to clearly define data sharing among grantees, DCYF and SFUSD. DCYF grantees are required to obtain new DCYF Consent Forms for their

participants under certain circumstances as noted in the *FY21.22 Updated SFUSD MOU and DCYF Consent Form Guidance*. Locate the updated guidance and DCYF Consent Forms in the 'Resources' tab in CMS.

HOW TO COMPLETE YOUR FY21-22 WORKPLAN IN CMS

1. **ACCESS THE 'FY2021 – 2022' CYCLE IN CMS**

   <u>Log in to your program's CMS using an Agency-level account:</u> Typically Executive Directors, Program Managers, and Finance Directors have this CMS account-type. If you encounter challenges with accessing your program's workplan you may have been assigned a *Program Staff Account.* To request an *Agency Account* contact your program's Executive Director as their account-type has sufficient access to create other Agency Accounts. For more information refer to the *How to Create User Accounts* guidance located in the 'Resources' tab in CMS.

   <u>Locate the 'Fiscal Year' filter:</u> Select 'FY2021 – 2022'.

   <u>Select the Program Name that you would like to complete a new Workplan for</u>: You will be directed to your 'Program Dashboard'.

2. **ACCESS THE WORKPLAN AND ALL SUBTABS.**

   <u>Select the 'Workplan' tab located in the left-hand menu:</u> Upon selecting the Workplan tab, you will see an expanded Workplan menu. Note that Workplan forms have not been prepopulated with FY20/21 Workplan information as each section includes new fields that will require updated details based on your 21/22 services.

3. **COMPLETE THE CONTACT & PROGRAM INFO FORM.**

   <u>Select the 'Contact & Program Info' tab</u>: located within the 'Workplan' menu.

   <u>Complete the 'Program Information' section:</u> When entering a 'Program Description' ensure you describe programming and services that will take place during summer 2021 (if applicable to your program) and FY21/22 (July 1, 2021 – June 30, 2022).

   > ➢ **TIP**: Your 'Program Description' should include general information on what services the program will provide, the target population the program aims to serve, the service-delivery (e.g., virtual/remote services, in-person, both), and other relevant information that would be useful to include for someone who may be unfamiliar with your program.
   > ➢ **TIP**: Note you do not need to request an unlocked Workplan to make edits to the 'Contact & Program Info' form. You may edit the 'Program Description' at any point during the year to accurately reflect your program's services by unlocking the form.

   <u>Enter Your Program's Contact Information:</u> DCYF grantee communications and Workplan updates will be communicated to the 'Primary Program Contact' so ensure all contact information is accurate and updated as needed.

<u>Upload a 'Program Photo' and your Program's *Grantee Expectations Form*</u>: Your program's Executive Director must sign a *Grantee Expectations* form <u>for each program</u> in CMS. DCYF encourages all program staff to receive a copy and review the *Grantee Expectations* form in its entirety.

> ➢ **TIP:** The Grantee Expectations Form is located in the 'Resources' tab in CMS.

<u>Submit the 'Contact & Program Info' form:</u> by selecting the 'SUBMIT' icon at the top or bottom of the screen.

4. COMPLETE THE 'SERVICES & PROJECTIONS' FORM.

<u>Complete the 'Program Operation Dates' section</u>: FY21/22 Workplans include funds for summer 21' services so if your program's summer services start on June 7, 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.

<u>Indicate your Program's 'Target Population'</u>: Please note that the 'Target Population' selection is specific to <u>each program</u> under an agency and may have changed from your selected target population noted in 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. 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)?

<u>Enter Your Program's Summer-Specific Programming Information</u>: (if applicable) If you are providing summer-specific programming for summer 21' please submit a description of your summer programming and 'Summer Program Completion Hours'. Refer to the *FY21.22 Summer Workplan Guidance* for more details on summer reporting and workplan completion. *FY21.22 Summer Workplan Guidance* can be located in the 'Resources' tab in CMS and page 11 of this document.

<u>Additional Summer-Specific Question for Out Of School Time Strategies Only:</u> Enter your Summer Average Daily Attendance (ADA). You will report your school-year ADA separately.

<u>Enter Your Program's 'Program Completion' For the School-Year:</u> (if providing summer services) or for your regular programming year (if not providing summer services)

> ➢ **Tip**: When calculating Program Completion hours exclude allowable participant absences, holidays, and program closures to ensure you do not overestimate your Program Completion hours. Your program should determine 'Program Completion' hours based on your program model and unique participation requirements.

➢ **If You Are Providing Summer-Specific Programming:** please submit the number of hours that signify full participation for the summer within the 'Summer Programming' box, and for the school-year under the 'Program Completion' box. If you have a combination of group and individual activities wherein Program Completion hours may differ based on specific services, consider how many hours would signify 'Program Completion' for the majority of your

➢ **If Your Program Does Not Offer Summer-Specific Programming**: submit the number of hours that signify full participation for the full programming year.

Identify your program's 'Projections by Age': Submit the total number of projected participants by age for the complete year (including participants in summer-specific programming if applicable).

Indicate if your program will provide virtual/remote services: If you select 'yes', indicating a virtual/remote service delivery, please schedule a meeting with your Program Specialist to discuss services that will be implemented in a virtual format. You may continue to complete your Workplan while you await a response from your Program Specialist.

> ➢ **TIP**: If you are providing both virtual and in-person services select 'yes' indicating you are providing virtual/remote services and project 2 'Program Site Locations' – 1 for your virtual services and another (or more if applicable) for your in-person service delivery.

Complete the required information for each 'Service Site'. Enter the 'Program Site Name', 'Program Site Location' type, contact information and address for each program site. **If you indicated that your programming will consist of virtual/remote services, please add only (1) virtual/remote Program Site Location.** To add multiple 'Program Site Locations', select the 'ADD +' icon located at the bottom right-hand corner of the page.

➢ **Note:** select the "Virtual/Remote – COVID19" for programming that is being delivered online or by telephone from staff's homes or program sites. There is no need to enter a different service site for each virtual/remote site, e.g. separate home addresses for each staff person working from home. You may enter generic information for the Program Site Name, Address and Zip Code fields for Virtual/Remote sites only.

Submit the 'Services & Projections' form: by selecting the 'SUBMIT' icon located at the top or bottom-right hand corner of the screen.

5. COMPLETE THE 'PROJECTED ACTIVITIES' FORM.

Use the 'SETUP' box to indicate the *types* of activities your program plans to implement. Review the different types of activities below:

> ➤ **Group:** Activities that happen in a group setting, where there is more than one child or youth participating in the activity and these participants are expected to attend activities on a regular basis. Group activities can be led by one or more staff. Some examples are a comprehensive afterschool activity, job skills training, discussion groups or a filmmaking class.
>
> ➤ **Individual:** Activities that take place in a one-on-one setting, where there is just one child or youth and one staff person. Participants are generally not expected to attend individual activities on a regular schedule. Please note that case management is now considered an individual activity in CMS. Some examples are case management, mentorship, one-on-one tutoring and counseling.
>
> ➤ **Job Placements:** Only grantees funded under the Youth Workforce Development (YWD) service area are expected to project this activity type. Job placements are the paid or unpaid internship and jobs YWD programs place their youth participants in during or after a job skills training program.
>
> ➤ **Activities without Personal Information (PI):** Attendance reported under this activity type <u>does not</u> include personally identifiable participant information as information is reported in aggregate form. Some examples include drop-in services where students may receive support on a one-time-basis, events where members of the public can learn about programming in hopes that they will eventually enroll and participate in programming, or activities that occur on an infrequent basis where it may be challenging to collect consent forms. <u>If you expect challenges with obtaining consent forms or reporting attendance with participant's personally identifiable information, please contact your Program Specialist prior to utilizing this activity type to address these challenges.</u>

<u>Enter an activity name, select the appropriate activity category/ies and enter activity descriptions.</u> You may select more than one category as appropriate for each 'Projected Activity'. See pages 9-10 for a list 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 page.

> ➤ **TIP:** When selecting activity categories reflect on the activity's intention. Although you may select more than 1 activity category, please be mindful of the categories and which ones *best* capture the activity's objective.

<u>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.</u>

> ➤ **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, your programming has partially shifted to supporting food distribution efforts you would 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), <u>even if your service-delivery has changed from in-person to virtual.</u> For example, a STEM program was providing in-person, 3-D printing courses pre-pandemic and is now hosting virtual coding classes. This program would select 'no' since the STEM courses were provided pre-pandemic and therefore the service is not being implemented as a result of the COVID-19 although the curriculum and service delivery method has changed.

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

6. COMPLETE YOUR PROGRAM'S 'BUDGET'.

Select the 'Budget' form: located within the 'Workplan' tab in the left-hand side menu.

Using the 'SETUP' box at the top of the screen: select the budget categories that apply to your program's budget.

Refer to the 'Grant Information' box to identify the total 'FY21-22 DCYF Grant Total' that your program must allocate for the year. Review each field in the 'Grant Information' box as defined below.

➢ FY21-22 DCYF Grant Total: This is your program's total grant amount for this funding year. This amount must equal the total in the 'Budget Summary' total prior to submitting your budget.

➢ FY21-22 Total Program Budget: Enter your program's total budget for this fiscal year

➢ DCYF Grant Amount as % of Total Program Budget. This is a calculated field which indicates the percentage of your 'Total Program Budget' that is funded by your 'DCYF Grant Total'.

➢ FY21-22 Global Agency Budget: This amount is prepopulated by your *Agency's* Fiscal information located in your 'Agency' tab.

Select your invoicing months: If you are unsure, select all the months available as CMS does not allow you to go back and select individual months.

Enter information for the budget categories you selected in the Setup section: To add additional sections for budget items, simply click on the 'ADD +' button.

➢ Note: The 'Adult Staff' category no longer contains Employee Names. You only need to complete Role, Title, # Positions and Pay Information fields. The amount you enter for Total Pay should reflect the total amount to be paid for all positions in a Role/Title. This will help make invoicing and budget revisions easier to complete.
➢ 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*

Submit after verifying information entered is accurate and complete. Locate the 'SUBMIT' icon at the top or bottom right-hand corner to submit your budget.

7. ENSURE THAT YOUR AGENCY PROFILE IS UPDATED AND SUBMITTED.
DCYF has prepopulated the 'Agency' form with your program's information from the FY20 Post Interim cycle. Review the information for accuracy and update it as needed. You may 'Unlock' this form at any time to make edits by selecting the 'UNLOCK' icon at the top right-hand corner of the page. Once all edits have been made, locate the 'SUBMIT' icon to submit your Agency information.

➢ Note: the 'Agency' tab is shared across all programs listed under that Agency in CMS.

8. SUBMIT YOUR WORKPLAN FOR REVIEW BY 1) DCYF CONTRACTS & COMPLIANCE AND 2) YOUR DCYF PROGRAM SPECIALIST. Under the 'Workplan' menu, select the 'Overview' tab. Ensure all Workplan forms (#s 1-4) have been submitted before you select the 'Sign & Submit' form. Your program's 'Primary Program Contact' will receive a Cityspan-generated email if your Workplan was approved or requires attention.

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.

➢ 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.

UPDATED ACTIVITY CATEGORIES FOR FY 21/22

The following Activity Categories and their definitions were determined based on the types of services and activities grantees have implemented pre-pandemic as well as activities executed in response to the COVID-19 pandemic. Remember, you may select multiple activity categories for every activity, if necessary, to capture the intention of your programming.

ACTIVITY CATEGORY	DEFINITION
Barrier Removal	Time spent supporting young people and their families with court dates and appearances, traffic and parking tickets, probation obligations, legal services, immigration services, applying for public benefits, translation services, transportation services, obtaining a driver's license/California ID, etc.
Family Supports	Activities intended to support parents and caregivers in accessing resources that meet their family's basic needs including childcare, food, shelter and wellness resources aimed to strengthen the social emotional relationship between parent and child.
Food and Other Basic Needs Distribution	Providing children, youth and families access to a range of resources that meet essential needs. Examples include but are not limited to: food, increasing access to technology, shelter/housing support, clothing and transportation.
Learning Supports	Activities that help children, youth and their families address disparities in academic outcomes. Examples include but are not limited to; support for children, youth and their adult guardians/parents for distance learning, individual or small-group tutoring, successful transitions during key periods (entering kindergarten, middle and high school), and/or completion of high school or equivalent.
Referrals/Connections to Services	Connecting young people to an outside agency for the purpose of accessing services that meet their needs and/or help them achieve their goals. Referrals should promote positive social and emotional learning and support access to a broad range of supports.
Wellness and Mental Health Supports	Activities that help children, youth and their families learn and sustain practices and habits that help maintain and improve mental health; activities that help address the impacts of COVID-19 related stressors and other stressors that may affect overall wellness, like family and community violence. Examples of activities within this service category include but are not limited to wellness check-ins, mental health and wellness education, therapeutic sessions with mental health provider.
Comprehensive Afterschool	Activities implemented afterschool during the school year that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.
School Day	Activities implemented during the school day when school is in session (not before or after school) during the school year.
Comprehensive Summer	Activities implemented during the summer that include the following components: enrichment, skill-building, physical activity and grade-specific academic and transition supports.
Mentorship	Activities that connect youth with caring adults who work with them over an extended period of time to provide motivation, guidance, connection and support with the ultimate aim of achieving positive goals, exploring new possibilities and increasing the youth's self-esteem and confidence.

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.
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, an afterschool program contracts with your agency to provide an arts workshop to the youth enrolled in the afterschool program.
ExCEL - Transfer Activity to EMS	Activities that require attendance to be transferred from CMS to the ExCEL Contract Management (EMS) system.
Participant Financial Incentives	Activities that include distribution of financial incentives for participants.
Other	Activities that address emerging needs that fall outside of the other categories. Include brief rationale for selecting 'Other' activity category in your Activity Description.
Internship (*Only applies to 'Job Placement' Activity Type*)	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 (*Only applies to 'Job Placement' Activity Type*)	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 (*Only applies to 'Job Placement' Activity Type*)	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.

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 17th, 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 15th, 2021:** In order to meet the deadline noted below, please submit your FY21/22 Workplan in CMS no later than this date.

➢ **Friday, July 2nd, 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 31st, 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.

COMPLETING THE FY21/22 WORKPLAN FOR SUMMER PROVIDERS

FY 21/22 Workplans will be released to all DCYF grantees on Monday, May 17th, 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 7th, 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.
        o **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.
        o (5 hours * 4 days = 20 hours/week)
        o 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, <u>including summer 21' participants.</u>

<u>Enter your Program Site Locations.</u>

➢ **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.

<u>Review and Submit your Services & Projections form.</u> 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.

<u>Use the 'SETUP' box to indicate the *types* of activities your program plans to implement.</u> For an overview of the types of activities, refer to page 6.

<u>Enter an activity name, select the appropriate activity category/ies and enter activity descriptions</u>. You may select more than one category as appropriate for each 'Projected Activity'. See pages 9-10 for a list of FY21/22 Activity Categories and their definitions. 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.

➢ **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. Refer to guidance by the DCYF Contracts & Compliance team located on page 15 of the *FY21.22 Guidance for DCYF Grantees.*