

Cityspan Instructions for FY17-18 Rollover and Setup

You can use your current FY 2016-2017 user name and password to access FY 2017-2018.

Select the FY 2017-2018 to access the 17-18 contract year from the dropdown list located in the top right corner. After the deadline for submitting 16-17 4th Quarter Progress reports, Cityspan will default to the FY17-18 view when you log in.



What has been copied over?

- All Participants you created in FY16-17 are available to you in FY17-18. There is no need to recreate the same participants.
- All Scope of Work forms (Cover Page, Demographics, Budget, and Activities) have been copied over from FY16-17 and locked.
- All Activities have been copied over from FY16-17 and tagged with [17-18].
 - Schedules from Group Activities have NOT been copied over. You must set up new dates for FY17-18 prior to taking attendance. This can occur at a later time than initial contract setup and with the Scope of Work - Activities locked. You can also add dates in batches instead of the entire year all at once.

If you need to make any changes to the Scope of Work for initial FY17-18 contract setup, please complete the appropriate workbook and submit a Modifications request through the Modifications tab. These requests are considered to be part of initial contract setup and will not count toward the modifications limits.

The deadlines for submitting Modifications Requests through Cityspan for initial contract set up are:

- **April 28, 2017** for programs funded under the Summer Youth Development and Empowerment strategy.
- **June 2, 2017** for programs funded under all other OFCY strategies.

Cityspan Instructions for FY17-18 Rollover and Setup

Scope of Work – Cover Page

Please make sure that all contact information listed in the Cover Page is up to date. All OFCY communications will be sent to the Contract and Program Representatives listed. To update contact information listed in the Cover Page, which is also reflected in the home page, grantees themselves can unlock the Cover Page, update the information, and re-submit the Cover Page. There is no need to submit a modifications request.

To update your Program Description, please email your Grant Manager the revised description and they can update it after their review and approval.

Scope of Work – Demographics

Please review the Demographics for accuracy. The number entered for Total Unduplicated Youth Participants (and for Total Unduplicated Adult Participants for Early Childhood programs) will be the annual projected goal that your program will be measured against. If there needs to be any changes made, please complete a workbook and submit through the Modifications tab.

Scope of Work – Budget

Please review the entire budget line by line for accuracy including staffing changes as reflected in the *First Name* and *Last Name* entered. The names in the budget will be cross-checked with your supporting documentation for quarterly invoicing. If the names do not match, there may be a delay in processing your invoice. If there needs to be any changes made including personnel names, please complete a workbook and submit through the Modifications tab.

PERSONNEL							
Lead Agency Positions	First Name	Last Name	FTE Annual Salary	% Time (99% = .99)	Total Project Budget	OFCY Funds Requested	Projected Match
Executive Director	Sarah	John	85000	0.50	42,500.00	24200.00	18,300.00
Narrative for the row above demo							
Program Director	Bob	Bee	65000	0.50	32,500.00	25000.00	7,500.00
Narrative for the row above demo							
Instructor	Jill	Lee	35000	1.00	35,000.00	20000.00	15,000.00
Narrative for the row above demo							

Cityspan Instructions for FY17-18 Rollover and Setup

Scope of Work –Activities

All 16-17 activities have been copied over and labeled [17-18]. You can see a summary view of all activities and their projections in the Scope of Work-Activities. Please review in detail for accuracy for all elements of each activity:

- **Name** – The name of activity.
- **Category** – This is chosen from a dropdown list of pre-set OFCY categories.
- **Location** – Where the service is being offered.
- **Avg Session Part.** – The number of participants on average that you project to attend each session. If you plan to enroll 20 youth, you may consider entering 18 to account for youth being absent for various reasons. *For Early Childhood Programs only:* this field is a sum of Youth and Adult participants that you project out separately when setting up each activity.
- **Sessions by Quarter and Total** – The number of times you project that this activity will occur within a given quarter. The total is the sum of quarterly session and is auto-calculated.
- **Avg Hours per Session** – Make sure this field is entered in hours, not minutes. For example a 30 minute session should be entered in hours (0.5), not in minutes (30).
- **Units of Service (12 months)** – This is auto calculated by the following formula:
Average Session Participants X Total # of Sessions X Average Hours per Session = Units of Service (12 months)
- **Service Description** – Make sure the description is still accurate and provides detail on what the activity is.

If you need to make any modifications (adding new activities, deleting copied over activities, modifying any copied over activities), please complete a workbook and submit through the Modifications tab. These requests are considered to be part of initial contract setup and will not count toward the modifications limits.