



OAKLAND FUND FOR CHILDREN & YOUTH

Cityspan User Manual FY 2016-2017

Cityspan training webinar available on

<http://www.ofcy.org/cityspan/>

Cityspan Help Desk: 866-469-6884 (toll-free)

Mon-Fri, 8AM-5PM, Pacific Time

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INTRODUCTION

Welcome to the OFCY Cityspan User Manual. This guide is designed to help Cityspan users and staff reporting and managing the OFCY grant-funded program to understand the system for data entry and reporting.

Cityspan is an online data management system used to monitor your grant performance and manage grant payments. All OFCY-funded programs have a unique Cityspan account that you will use to enter clients, track their participation in activities, manage your program budget and invoice for payment, and provide quarterly reporting on progress.

While the guide provides an overview for many of the critical functions and features, it does not provide a complete overview on all of the Cityspan features or OFCY grant management responsibilities.

For more information on Cityspan, we encourage users to utilize the Help Desk features and contact their staff directly for assistance by calling 866-469-6884 Monday through Friday, 8AM-5PM. OFCY also offers Cityspan trainings annually in the City of Oakland computer labs; contact Scott Kim for more information. For assistance with your grant contract, contact your OFCY Grant Manager directly. OFCY staff contact can be found at the end of this guide.

FY2016-2017 GRANT SCOPE OF WORK

To get started:

- 1) Log in to your Cityspan account at <https://www.youthservices.net/ofcy/>. If you do not know your user name and password, please contact your supervisor or the Cityspan Helpdesk at 866-469-6884 (toll-free).
- 2) Click on the program you want to setup.
- 3) Click on the **Scope of Work** tab in blue left menu

Your 2016-2019 RFP proposal forms have been copied over into FY2016-2017 and locked except for the Cover Page. These Scope of Work forms are the basis of the grant agreement in which you enter with the City of Oakland.

- Cover Page
- Demographics
- Budget
- Activities

Scope of Work - Cover Page

Some of the Cover Page information has been rolled over from the 2016-2019 RFP Proposal. Please review and complete this page to make sure that it accurately describes your program. Be sure to update your Cover Page as needed during the program year to accurately reflect the key staff managing your OFCY-funded program. OFCY uses the contacts as listed in the Cover Page for all ongoing communication and relies on programs to maintain accurate and up-to-date contacts through the Cover Page.

- 1) Select **Cover Page**.
- 2) Please review all information that has been copied over from the 2016-2019 RFP proposal. Do NOT revise any of your copied over 2016-2019 RFP proposal information unless you receive pre-approval from your assigned Grant Manager.
 - **Strategy Area**
 - **Strategy**
 - **Organization/Public Agency Name of Applicant/Fiscal Sponsor**
 - **Organization/Public Agency Name of Sponsored Entity (if applicable)**
 - **Project Title**
 - **Designation of Applicant Type**
 - **Collaborative Partners (if applicable)**
 - **Project Description** that accurately and concisely describes your project.
 - **Project Website** - Enter the website address that describes your OFCY funded project.

3) Complete fields for:

- **Executive Director** - The Executive Director must serve as the Signatory that will sign the grant agreement and approve the quarterly progress reports. If there is a fiscal sponsor, the Executive Director of the fiscal sponsor should be listed.
- **Contract Representative**- This individual must be an employee of the contracting agency/fiscal agency and have the authority to negotiate scopes of work, budgets, and complete contracting documents. This individual will receive all OFCY updates and information and has the responsibility to forward the communication to the appropriate project staff.
- **Program Representative** - This individual is responsible for program implementation and is able to answer any program specific questions. This individual will receive all OFCY updates and information and has the responsibility to forward the communication to the appropriate project staff.
- **Service Site Information** – (OPTIONAL) You may list up to five primary service sites and their associated contact information.
- **Persons Authorized to Pick-up Reimbursement Payments** - These are the ONLY people authorized to pick up reimbursements with valid picture identification. If they are unavailable to pick up reimbursements, they must email their grant monitor with the name and title of the person that will be coming to pick up reimbursements. You can assign up to two people to pick-up payments from OFCY office.

4) Click Submit.

To update the contact information that appears on the home page, grantees can unlock the Scope of Work – Cover Page, edit the information, and resubmit the Cover Page.

Scope of Work - Demographics

The 2016-2019 RFP Proposal Demographics form has been copied into FY2016-2017 and locked. Please review the Demographic Information for accuracy. If you need to make changes to the total numbers served, please email your Grant Manager.

The Demographics form estimates the total number of clients your program projects to serve during the period July 1, 2016 through June 30, 2017 (for programs in strategy **Summer Youth Development & Empowerment**, the period is June 1, 2016 through August 31, 2016).

Only include participants that will be enrolled in your program activities. Your program should have an application on file for all enrolled participants including first name, last name, date of birth, zip code, race/ethnicity, gender and Release of Information.

NOTE: Only Early Childhood Mental Health Consultations and Parent Support and Education strategies can enroll adult participants who are family members/caregivers of children/youth in your OFCY program, residing in Oakland. All other strategies are only to report service to children and youth, ages 0-20, residing in Oakland.

REMINDER: Each of the demographic categories (Race/Ethnicity, Age, Gender, etc.) add up to the “Total Unduplicated Youth Participants” you are planning to serve. The “Total Unduplicated Youth Participants” number that you enter on the Demographics form will appear on your ‘Scope of Work Activities’ form and will be used to calculate your projected Youth Cost per Unit of Service.

Scope of Work - Budget

The 2016-2019 RFP Proposal Budget has been copied into FY2016-2017 and locked. Please review the Budget for accuracy because it will be the basis for your quarterly invoicing. **If your budget information has changed from the proposal budget, please email your Grant Manager.**

DIRECT COSTS

Personnel - Personnel is constituted as all of the program’s direct service staff members. Enter a separate line item for **EACH** individual staff to be supported through OFCY and matching funds for the program. Under **Lead Agency Positions**, list the staff title for each staff on the program. Enter the first and last name of the staff that is supported in the line item.

Volunteer Hours (In-Kind) - This line item represents the total value of volunteer hours used towards documenting matching funds.

- **Single/Lead Agency & Collaboratives:** The total projected in-kind match (including volunteer hours) can be no more than 5% of the OFCY grant request. A minimum 20% dollar match is required.
- **Small and Emerging Applicants:** Volunteer Hours (In-kind) can be no more than 15% of the program cost, used towards documenting match funds. Minimum 10% match must be contributions of cash.

Fringe and Benefits - This line item represents benefits (health, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes.

Enter in a numerical total for all fringe benefit costs paid by OFCY and by your match. The total fringe amount is only for those personnel receiving benefits from your agency.

OTHER DIRECT COSTS

Duplicating/Copying - Must directly benefit and support the operation of the proposed program.

Equipment Lease Agreement(s) - Must directly benefit and support the operation of the proposed program.

Equipment/Furniture Purchase - Any single item costing \$500 or more is considered a capital expenditure and the City retains title of all such items and reserves the right to exercise its ownership. Grantees will be required to provide the City with a list and description of any and all items costing \$500 or more that are purchased by OFCY funds. Generally, OFCY will support only a portion of high-cost equipment line items. Therefore, you should explore whether other sources of funds can be obtained for equipment.

Facility Rental - These are the pro-rated costs of space rental, utilities, building maintenance and other occupancy costs that are directly used to provide services for young people.

General Office Supplies/Software - Must directly benefit and support the operation of the proposed program.

Postage - Must directly benefit and support the operation of the proposed program.

Professional Development - You may add in a line item for professional development. It will be limited to 2% of your total grant amount requested. Please justify how you intend to use this amount in the narrative text box.

Program Materials and Supplies - This category should include all items that your program requires in order to operate, such as recreational equipment, art supplies, workbooks, etc.

Telephone/Internet/Communications - Please be specific on how this cost was calculated and how it relates to the proposed program.

Travel/Transportation - This item is focused on student travel, and transportation for trips, and access to programs. The basis for the calculation as well as the purpose for all travel should be provided. Local travel estimates should be based on your organization's current policies, for example, 55.5 cents per mile or for AC Transit or BART. Any non-local travel needs to be carefully itemized and justified. Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to trainings or professional development conferences.

YOUTH WAGES, STIPENDS AND INCENTIVES

Youth Wages - This line item is for programs that offer youth an hourly wage for employment. Please enter a separate line item for each unique hourly wage and the projected number of youth associated with that wage. Do NOT enter a range for wages. Provide a description of what the employment is and how the cost was calculated.

Youth Wages Fringe - Please enter the total amount of fringe benefits associated with employing youth including any benefits youth may receive and mandatory employment costs such as FICA, SDI, and UI.

Youth Stipends - Stipends can be used to support the youth enrolled in your program through work in internships or as incentives for program participation. Please enter a separate line item for each unique stipend amount and the projected number of youth associated with that stipend. Do NOT enter a stipend range. Provide a description of what the internship is and how the cost was calculated.

Youth Incentives - Enter the projected amount to cover all incentives for youth to participate in programming including gift cards, travel passes, food, etc. Please enter a separate line item for each unique incentive type and the projected number of youth associated with that incentive. Please detail the type, amount and frequency of incentives in the narrative.

SUBCONTRACTS

For each and every subcontractor, enter a detailed line item budget using the same guidelines as the lead agency budget.

CONSULTANTS

Consultants are described as individuals who provide special services in order to help you operate your program, but who are not your employees. Consultant fees paid by OFCY are not to exceed \$700/day for a full day of work. If the daily rate charged by any particular consultant is more than \$700, you will need to identify other sources of support. For each and every consultant, enter the consultant's full name and provide a detailed budget narrative for their services, costs, and duration of activities to clearly indicate that the request amount does not exceed OFCY guidelines.

ADMINISTRATIVE/INDIRECT COSTS

Administrative/Indirect costs by applicant designation are:

- Single Agency Applicants: Up to a total of 11% may be included.
- Collaborative Applicants: Up to a total of 15% may be included.
- Small & Emerging Applicants: Up to a total of 20% may be included.

Administrative/ indirect costs cannot exceed the limits stated above, including subcontractors.

Examples of allowable expenses in the administrative/indirect line item include: audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded program). The cap on administrative/indirect costs is calculated using the subtotal of direct costs for the proposed program.

Scope of Work - Activities

The Scope of Work (SOW) - Activities page is read only and shows a summary view of all activities created in your proposal. You cannot make any edits to this page. The proposal activities provided in your application in response to the 2016-2019 RFP have been copied over. Please review each activity. If you need to make any changes to SOW-Activities, please email your Grant Manager.

To make changes to the projected numbers on SOW-Activities page, you must edit your projections by going into each activity. Once your SOW-Activities form has been submitted, you CANNOT make changes to it or add new activities without contacting your Grant Manager.

NOTE: You can still make changes and edits to your activity schedules and enrollment for activities.

Units of Service

Units of Service (UoS) are service hours multiplied by the number of participants receiving services. The formula for the projected UoS is:

(Avg. Session Participants) X (Total # of Sessions) X (Avg. Hours per Session)

Actual UoS will be calculated as your program enrolls clients and tracks their attendance through individual, group and if applicable, internships and subsidized employment activities.

Scope of Work Modifications

A new system has been created within Cityspan to request Scope of Work modifications. This will be the only way for grantees to request Scope of Work modifications. This system will track both the grantee modification requests and the Grant Manager's determination.

Two Budget modifications and two Activities modifications are permitted each contract year. Budget modifications are only necessary if there is more than a 10% difference in a line item from what was approved. All modification requests must be submitted and dated two weeks prior to the end of the third quarter through Cityspan (by March 17, 2017 in FY 2016-2017) and must be finalized by March 31st. No modifications are permitted after the third quarter. Please refer to the Grantee Manual for more information.

- 1) Click on the **Modifications** tab below the Progress Reports. Only users with access to Contract management will have access to this new Modifications tab.
- 2) Click on **Add a Modification** and then the **Modification ()** link that appears.
- 3) Select the **Type of Modification** from the drop down list. Note: Only one type of modification can be submitted at a time. Once you submit a request, there will be an option to add another modification request immediately.
 - a. **Activities**
 - b. **Budget**
 - c. **Demographics**
- 4) Enter in **Modification Detail**. Generally describe what you are proposing to modify and the reason for the modification. Line by line justifications can be made in the required worksheets below.
- 5) You must upload the appropriate OFCY worksheet for the type of modification you are requesting. The workbooks are available to be downloaded in the Modifications tab. Please read the Instructions tab completely before proceeding to fill out the workbook.
 - a. Scope of Work – Activities Modification Workbook
 - b. Scope of Work – Budget Modification Workbook
 - c. Scope of Work – Demographics Modification Workbook
- 6) You may upload as many supporting documents as you need but the first upload should always be the required OFCY workbook.
- 7) When you submit the modification request, Cityspan will email the assigned OFCY Grant Manager that you have submitted a modification request with a date/time stamp. You will also see a link appear called Status which is read-only. This is where the Grant

Manager will either Approve or Deny the request with comments. The Grant Manager will review and make a determination on the Status of your request within five business days. Cityspan will send a notification email to you with the Grant Manager determination and comments.

- 8) If Approved, the Grant Manager will unlock the appropriate Scope of Work form (Activities, Budget, or Demographics) so that you can update the requested changes in the actual Cityspan form. Please make the approved modifications within five business days of email notification and resubmit the form. Do NOT make any changes that were not approved.

The screenshot displays the 'Oakland Youth Services Attendance System' interface. On the left is a dark blue sidebar with a list of navigation links: Home, Scope of Work, Progress Reports, Modifications (marked with a red circle 1), Participants & Staff, Group Activities, Individual Activities, ECMHC Hours, Internships & Subsidized Employment, Events, Locations, Reports, Utilities, Help Center, User Accounts, and Admin List. The main content area has a white background with a blue header bar containing the title 'Oakland Youth Services Attendance System' and a 'Logout' link. Below the header is a 'MODIFICATION' section with buttons for 'Cancel', 'Save', 'Save and Return', 'PDF', and 'Submit' (marked with a red circle 7). A red banner below the buttons reads 'Demo - OFCY-only'. A yellow warning box states: 'Fields that are required but blank or otherwise aren't valid will display a red left border.' The 'Type of Modification' section (marked with a red circle 3) contains a dropdown menu. The 'Modification Details' section (marked with a red circle 4) is a large text area. The 'File Upload 1' section (marked with a red circle 5) includes an 'UPLOAD' header, a 'File (20mb limit):' label, a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. At the bottom of this section is a yellow button labeled 'Add file upload for this modification' (marked with a red circle 6).

LOCATIONS

2016-2019 RFP Proposal locations have been copied over. Please review locations for accuracy. Each activity must be linked to a location created in this tab. Locations are used in grant management and program evaluation to determine where services are being delivered in Oakland. Please be sure to complete locations accurately with clear labeling of service site names by the most common and familiar name for a program site (e.g., a program at Oakland High School would be labeled "Oakland High School", not "Afterschool Program at OHigh").

To create a new location:

- 1) Select Locations
- 2) Click on the Add Location (yellow tab)
- 3) Enter all required fields
 - Service Site Name – Please enter the proper name of the location e.g. Rainbow Recreation Center
 - Service Site Type – choose from dropdown list
 - Church
 - Community Based Organization
 - Headstart
 - Hospital/ Health Clinic
 - Other Elementary
 - Other High
 - Other Middle
 - OUSD CDC
 - OUSD Elementary
 - OUSD High
 - OUSD Middle
 - Park/ Recreation center
 - Library
 - Other
 - Post-Secondary Institution
 - Public Housing
 - Street Address
 - Zip Code
 - District - You can find the City Council District of a location by entering its address at <http://mapgis.oaklandnet.com/councildistricts/>
- 4) Click Create

PARTICIPANTS & STAFF

Each participant and staff in your OFCY funded program must be created using this tab. Upon creation, these participants and staff can be enrolled or linked to activities and so that attendance or service records can be entered. OFCY and its designated evaluators also use the demographic information gathered through this tab to generally report who OFCY-funded programs are serving in regards to age, race/ethnicity, gender, and residential zip codes. Please make sure that your enrollment form captures the OFCY required information.

Release of Information

Every enrolled client (or their parent, guardian, or other legally authorized representative if a minor) must sign a Release of Information Form giving consent to having their information being entered into the Cityspan database and being evaluated by the City and the designated evaluation consultant, including sharing information with and from Oakland Unified School District (if applicable).


Only Early Childhood Strategies Can Serve and Report Adult Participants

Adult participants must be family members or caregivers of a child/youth being served in your OFCY funded project who will be enrolled in an Individual and/or Group activities. Non-family members and non-caregivers should not be reported as Adult Participants. All participant records in Cityspan must include: First Name, Last Name, Date of Birth, Gender, Ethnicity, Zip Code and signed Release of Information on file.


Creating New Participants & Staff

- 1) Select **Participants & Staff** from left menu
- 2) Click **Add Person** (yellow tab)
- 3) Select **Person Type**
 - Youth Participant (Client enrolled in your OFCY-funded program, age 20 or younger, residing in Oakland)
 - Adult Participant (only visible to Early childhood strategies)
 - Program Staff
- 4) Enter the required fields
- 5) Click **Add Person**

Creating Youth Participant:

CREATE NEW YOUTH PARTICIPANTS		Cancel	Add
OFCY Youth Participants must be ages 0-20 years old, Oakland residents, and have a signed Release of Information on file.			
* First Name	<input type="text"/>		
* Last Name	<input type="text"/>		
* Date of Birth	<input type="text"/>		
* Zip	<input type="text"/>	▼	
* OFCY Race/Ethnicity	<input type="text"/>	▼	
* Gender	<input type="text"/>	▼	

Creating Adult Participant:

CREATE NEW ADULT PARTICIPANTS		Cancel	Add
OFCY Adult Participants must be family members/caregivers, ages 21+ years old, Oakland residents, and have a signed Release of Information on file.			
* First Name	<input type="text"/>		
* Last Name	<input type="text"/>		
* Date of Birth	<input type="text"/>		
* Gender	<input type="text"/>	▼	
* Race/Ethnicity	<input type="text"/>	▼	
* Zip	<input type="text"/>	▼	

Creating Program Staff

CREATE NEW PERSON		Cancel	Add
Person Type	<input type="radio"/> Youth Participants <input checked="" type="radio"/> Program Staff		
* First Name	<input type="text"/>		
* Last Name	<input type="text"/>		
* Gender	<input type="text"/>	▼	
* Race/Ethnicity	<input type="text"/>	▼	
* Oakland Resident	<input type="radio"/> Yes <input type="radio"/> No		

- ➔ **Caution:** Never delete Youth or Adult Participants or Staff from the database. If participants, adults or staff leaves the program, make them inactive, but DO NOT delete them or all of the historical services they have been provided will be deleted.

Searching for Existing Participants and Staff

Do not create duplicate records for the same participant. You can search the existing list of participants prior to creating a new record to avoid creating duplicates.

- 1) Select **Participants & Staff** from left blue menu
- 2) Searches can be made using the partial or full first or last name, or the Client ID, or by View By Type, or by selecting the Last Name Initial.
- 3) Select participant and edit data accordingly
- 4) Click Save and return to Participants & Staff
- 5) To repeat follow steps 1-4

The screenshot displays the 'Oakland Youth Services Attendance System' interface. On the left is a dark blue sidebar menu with options: Home, Scope of Work, Progress Reports, **Participants & Staff** (highlighted in yellow), Group Activities, Individual Activities, ECMHC Hours, and Internship. The main content area has a dark blue header with 'PARTICIPANTS & STAFF' and a red sub-header 'Demo - OFCY-only'. Below this are two tabs: 'View by Type' and 'View by Last Name Initial'. The 'View by Type' tab is active, showing 'View Youth Participants' and 'View Program Staff'. The 'View by Last Name Initial' tab shows a grid of initials from A to Z, with 'R' highlighted. To the right of the grid is a search form with fields for 'First Name:', 'Last Name:', and 'Client ID', and a 'Find Person' button. At the top right of the main area are 'View Persons' and 'Add Person' buttons.

Making Youth or Adult Participants Inactive

If a participant is no longer in your program, you can make them inactive. This will remove them from the list of participants for you to enroll from.

- 1) Select **Participants & Staff**
- 2) Click **View Youth or Adult Participants**
- 3) Select the Participant
- 4) For **Status**, mark **Inactive**
- 5) Click **Save** and return to **Participants & Staff**
- 6) To repeat follow steps 1-5

Making Staff Inactive

If a staff member is no longer part of your program, you can make them inactive. This will remove them from the list of staff for you to link activities to.

- 1) Select **Participants & Staff**
- 2) Click **View Program Staff**
- 3) Select the Staff
- 4) From **Form 1** tab, next to Status, mark the **Inactive**
- 5) Click **Save** and return to **Participants & Staff**
- 6) To repeat follow steps 1-5

GROUP ACTIVITIES

Group Activities are activities or services that involve a group of participants that your program is tracking closely throughout a period of time. A group can be a service that occurs only one time, or it may occur on an on-going basis. Your proposal Group Activities information has been copied over to FY2016-2017. Please review all copied over Group Activities identified by **[2016-2017]** to make sure all information is still current and accurate.

For each Group Activity, you must:

- 1) Enter a schedule
- 2) Enroll participants
- 3) Assign staff

If you must revise any projections, delete group activities that will not be used, or need to create new activities, please contact your Grant Manager. They must approve the change and unlock the Scope of Work-Activities so that changes can be made.

Creating Group Activities

- 1) Select **Group Activities**
- 2) Click the **Add Activity** tab to create a new Group Activity
- 3) Enter the Activity Name and Select the appropriate fiscal year
- 4) Click **Save & Proceed**
- 5) Proceed through each step of the wizard, clicking **Save & Proceed** with each step. Note that every field in the Group Activities must contain a selection in order for group activity entry to be complete.

The projected Units of Service for each group activity will calculate automatically based on your projected number of participants, # of sessions and average hours per session.

Early Childhood Programs

When projecting in Group Activities, you will be able to separate the number of projected adult participants and projected youth participants.

Projections	
Summer Grantees - Q1: June-Aug; mark 0 for Q2, Q3, Q4	
Projected # of Adult Participants per Session	3
Projected # of Youth Participants per Session	15
# of Sessions (Qtr 1: Jul - Sep)	16
# of Sessions (Qtr 2: Oct - Dec)	16
# of Sessions (Qtr 3: Jan - Mar)	16
# of Sessions (Qtr 4: Apr - Jun)	16
Projected Hours per Session (e.g. 30 minutes = 0.5)	16

Cityspan will use this information to calculate projected Units of Service (UoS) quarterly. In the General Info page for a specific group activity, the Projected Units of Service at the 6 month and 12 month mark will be displayed using the following formulas:

Projected UoS (6 months) = **avg. participants** X **# of sessions (Q1 + Q2)** X **avg. hrs per session**

Projected UoS (12 months) = **avg. participants** X **# of sessions (Q1 + Q2 + Q3 + Q4)** X **avg. hrs per session**

➔ **Caution:** Never delete Group Activities with Attendance Records from the database.
There is no limit to the amount of historical data that is stored in the system.

Entering a Schedule

- 1) Select **Group Activities** tab in left menu
- 2) Select a specific **Group Activity** to work on
- 3) In the **Schedule** section, click **Edit**
- 4) Choose to either add multiple dates or a single date and follow prompts
 - NOTE: Once you have created a schedule, you can delete certain dates in each activity or in bulk across all activities. The **Bulk Schedule Date Delete** function, found in the **Utilities tab**, is useful for holidays or other dates when you know your program will be closed.

Enrolling Participants in Group Activities

All participants must be created in Participants & Staff tab and enrolled in a specific Group Activity in order for their name to appear on the attendance tab so they can be counted for attendance.

- 1) Select **Group Activities**
- 2) Under **View Activities**, select the **Group Activity** for enrollment
- 3) Click **Enrollment** tab (A schedule will need to have been created before enrollment can be entered.)
- 4) Click **Enroll Participants** (yellow tab)
- 5) Search for the participant by last initial, first name, last name, person type.
- 6) Click **Find Person**
- 7) Check **Enroll** box
- 8) Click **Next Step**
- 9) Enter Enroll Date (participants will be enrolled according to the dates indicated. Dates will automatically appear as the first date scheduled for the group – you may change these dates per participant if participants started at later dates)
- 10) Click **Next Step**
- 11) Click **Done**

REMINDER: If any of your participants have already been enrolled in other groups that meet at the same time as this group, you will see "**Schedule Conflicts**" for these participants. You may select the participants to override the conflict if you do in fact want the participants to be enrolled in more than one activity at a time (participants may have the option of choosing from different activities on a given day).

Dropping Participants in Group Activities

- 1) Select **Group Activities**
- 2) Click the specific group activity to work on
- 3) Click **Enrollment** (yellow tab)
- 4) Find the participant
- 5) Click **Edit** (on the right of the participant's name)
- 6) Under **Action**, click **Edit**
- 7) You may enter a **Drop Date** here and **Save** (entering a reasons are optional)
- 8) Click **Return**

To **Bulk Drop** follow steps 1-3 above and clicking on **Bulk Drop** (yellow button). Enter a drop date that does not precede dates with valid attendance data otherwise this will result in the deletion of the data. You may select **All** or select one participant at a time to drop.

Re-enrolling Participants in Group Activities

If the participant re-enrolls back into an activity after s/he has been dropped:

- 1) Select **Group Activities**
- 2) Click the specific group activity to work on
- 3) Click **Enrollment** (yellow tab)
- 4) Find the participant whose status should be listed as Dropped
- 5) Click **Edit** (on the right of the participant's name)
- 6) Enter a Re-enrollment Date
- 7) Under **Action**, click **Re-enroll**
- 8) Click **Return**

Reminder: Participants will only appear on Attendance taking rosters for dates that they are enrolled. **NEVER DELETE participant attendance!** If participants leave a group, use the Drop Date feature described above, or don't take their attendance for days they are not present.

Entering Attendance in Group Activities

Attendance data will be permanently locked at the Quarterly Progress Report deadline, which is the second Friday after the quarter ends (Sep 30th, Dec 31st, March 31st, June 30th). Grantees are encouraged to complete data entry frequently. This will allow enough time to address any data entry problems you may encounter that require OFCY or Cityspan Helpline assistance. After attendance is locked, you must request via email to your Grant Manager that attendance be unlocked if you need to make any changes or enter further attendance.

Taking Attendance By Date:

- 1) Select **Group Activities** in blue left menu
- 2) Select the specific Group Activity you want to enter attendance for
- 3) Click **Attendance** in upper yellow tab
- 4) Select a **Date**
- 5) Mark participants present or absent
- 6) Click **Save** and **Return** or click **Save & Next Day** if you would like to enter attendance for the following day.

Units of Service for Groups are calculated based on participants being marked present only. If the participant is enrolled in a group activity but is marked absent, or no attendance is taken (there is no mark for present or absent), there would be no attendance or hours of service generated toward your attendance data.

INDIVIDUAL ACTIVITIES

Individual Activities require that participants are entered into the database so that their individual service time can be entered each time the activity takes place. These activities are services provided to individual participants that your program is tracking closely throughout a period of time and can occur one time, or may occur many times on an on-going basis, and are services that occur one-on-one between participants and OFCY funded program staff. Examples of services includes mentoring, case management and counseling.

Individual Activities from your application have been copied over to the new account and are identified by the tag [2016-2017]. For each Individual Activity, you must assign staff. You do not have to enroll participants or enter in a schedule for Individual Activities. The schedule is read only and will auto-populate once attendance has been entered.

The projected Units of Service for each Individual Activity will calculate automatically based on your projected average session participants, # of sessions, and average hours per session.

Creating Individual Activities

- 1) Select **Individual Activities** in blue left menu
- 2) Click the **Add Activity**
- 3) Enter the Activity Name and Select the appropriate fiscal year
- 4) Click **Save & Proceed**
- 5) Proceed through each step of the wizard, clicking **Save & Proceed** with each step.

Assigning Staff in Individual Activities

Each Individual Activity must have one or more staff linked to the activity. When you enter a record for Individual Activity, you must link that record with a staff member providing or supervising the activity.

- 1) Select **Individual Activities** in blue left menu
- 2) Select the specific **Individual Activity** to assign staff to
- 3) Click on **Edit** in the Staff section
- 4) Choose the appropriate staff person from the drop down list. This list is generated from all active Staff created in the Participants & Staff tab. If you do not see the staff person, you must go into Participant & Staff and create a new staff.
- 5) Select a Role for that staff from the drop down list of choices: Lead Staff, Support Staff, or Volunteer. NOTE: Only one staff person can be assigned the role of Lead staff per activity. All additional staff should be marked as Support Staff.
- 6) Click **Assign Staff Now**

Entering Attendance in Individual Activities

- 1) Select **Individual Activities** in blue left menu
- 2) Click the **Individual Activity** under the 'View Activities' tab
- 3) Go to **Attendance** (yellow tab)
- 4) Click **Add**
- 5) In Step 1, make sure the correct individual activity is selected from the drop down list.
- 6) In Step 2, select the staff conducting the activity, date of visit, and amount of time entered in hours and/or minutes.
- 7) In Step 3, find the participant. You can search by viewing by last name initial or by entering partial or full first or last name or entering Client ID.
- 8) In Step 4, click **Add Record** or **Add Record and Hold Name** [Note: **Add Record and Hold Name** if you want to enter multiple records for this participant without **Finding Person** over again. For example, if you have multiple records you want to enter for the same participant John Doe, you can click **Add Record and Hold Name** add multiple records for John Doe without having to go through the process of finding John Doe for each record]
- 9) Add Record

NOTE: If you would like to enter Individual Visit Notes for the record you just created, you may do so by selecting **Click here to Edit Details**.

REMINDER: Staff must also be assigned to an activity in order for their name to be found. If you don't see the Staff person assigned to the activity, click Cancel and then follow steps 1-6 on 'Searching Existing and Adding New Participants & Staff' on page 9.

➔ **Caution:** Never delete Individual Activities with Attendance Records from the database. There is no limit to the amount of historical data that is stored in the system.

ECMHC HOURS ACTIVITY

Programs in the Early Childhood Mental Health Consultation (ECMHC) funding strategy will enter the consultation hours provided by staff at each service site through the ECMHC activity.

Creating ECMHC Hours Activity

- 1) Click on **ECMHC Hours** in the blue left menu
- 2) Select **Projections** yellow tab on top
- 3) Select a Service Site from the drop down list of sites created in the Locations tab. NOTE: Only create one ECMHC Hours activity per service site.
- 4) Project the total number of consultation hours provided per quarter at that service site
- 5) Provide a brief description of the services provided at the site and the projected number of educators, children and parents/caregivers served. If there are collaborative partners or subcontractors, please specify in the service description the agency that will be providing the services for the activity
- 6) Click **Save**
- 7) To add another service site, select **Click here to add 'ECMHC Consultations Hours'** and repeat steps 1-6.

NOTE: ECMHC proposers may also create individual and group activities to capture work with enrolled children and parents/caregivers in their program such as parenting workshops and individual consultations with parents, caregivers and/or children. Consult first with your grant manager prior to creating individual and group activities.

Reporting ECMHC Hours

- 1) Click on **ECMHC Hours** in the blue left menu
- 2) Choose the appropriate quarter you want to report ECMHC Hours from the tabs on top labeled **Q1 Actuals, Q2 Actuals, Q3 Actuals, Q4 Actuals**.
- 3) For each Service Site Location, you will have up to five rows to enter staff and their hours in the quarter.
 - Under Staff, select staff name from Drop Down list. This list is populated from Program Staff created in Participants & Staff tab. If you do not see the staff you are looking for, go to Participants & Staff tab and create new program staff.
 - Enter the number of consultation hours that staff person provided at the service site. Do not include travel time.
 - You have the option of Saving or Submitting. Actuals must be submitted by the quarterly progress report deadline. Once submitted, revisions cannot be made unless unlocked by OFCY Grant Manager.

	Projections	Q1 Actuals	Q2 Actuals	Q3 Actuals	Q4 Actuals
--	-------------	------------	------------	------------	------------

ECMHC QUARTER 1	Save	Submit	Return
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ECMHC Consultation Hours (1)

Site Location Name	West Grand (FP)	
Staff		Q1 Hours
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
Total Hours at this Site	0	

ECMHC Consultation Hours (2)

Site Location Name	Tassafaronga (FP)	
Staff		Q1 Hours
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
Total Hours at this Site	0	

INTERNSHIPS AND SUBSIDIZED EMPLOYMENT ACTIVITY

The Career Awareness and Academic Support strategy has a distinct activity type to track **Internships & Subsidized Employment**.

- A separate **Internship and Subsidized Employment** activity must be created for each unique service location, wage or stipend amount.
 - For example, if service site XYZ will host placements at \$13/hour and \$15/hour, you will create two unique activities for the service location.
- Do NOT enter a range for hourly wage or stipend amount. Enter the **specific amount** to be provided to youth placed at the site at the wage or stipend amount.
- These activities should align with the information entered in the **Budget** under Youth **Wages and Stipends**.

Creating Internships and Subsidized Employment Activities

- 1) Click on **Internships and Subsidized Employment** tab in the left blue menu
- 2) Click the **Add Activity** tab to create a new Internships and Subsidized Employment activity
 - Each activity must be linked to a specific location. A separate and unique activity must be created for each unique location
 - A separate and unique activity must be created for each unique hourly wage or stipend amount
 - Respond to all prompt questions. There are conditional fields dependent on your choice for “Does the youth receive a stipend or hourly wage?”
 - If you choose **Stipend**, you will then complete the fields **Dollar Amount of Stipend** and **Projected Length of internship (in hours)**
 - If you choose **Hourly Wage**, you will then complete **Hourly Wage rate** and **Projected Length of Subsidized Employment (in hours)**
 - If you choose **Unpaid**, you will then complete **Projected Length of Internship (in hours)**
- 3) In Projections, project out the total number of participants that will participate in this activity. There may be more than one youth per activity (placed at the same site, receiving the same compensation, for the same length of time).
- 4) Project out the sum total of all hours worked by all participants per quarter

Example: Ten youth will be placed for subsidized employment at a concession stand at the Lake Merritt Farmers Market at \$12.55/hour. Each youth is expected to complete 100 hours of employment during a six-month period July – December for a sum total of 1,000 hours worked by all 10 youth. It is projected that half of the 1,000 hours (500 hours) will occur in July – September (Q1) and the other 500 hours in October – December (Q2).

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ACTIVITY DETAILS

Cancel
Save
Return

Subsidized Employment Test

Location

Each activity must be linked to a specific location. If you do the same activity at multiple locations, you must create separate activities for each location. You must create locations under the LOCATIONS tab in order to see them in your drop down list.

Lake Merritt

Activity Category

Work Experience

Internships and subsidized employment opportunities

What is the name of placement of subsidized employment or internship?	Lake Merritt Farmer's Market concessi
Does the youth receive a stipend or hourly wage?	Hourly Wage
Dollar Amount of Stipend	
Projected Length of Internship (in hours)	
Hourly Wage Rate	12.55
Projected Length of Subsidized Employment (in hours)	100

Projections

Summer Grantees – Q1:June-Aug; mark 0 for Q2, Q3, Q4

Projected # of Participants	10
# of Hours Worked by All Participants (Qtr 1: Jul – Sep)	500
# of Hours Worked by All Participants (Qtr 2: Oct – Dec)	500
# of Hours Worked by All Participants (Qtr 3: Jan – Mar)	0
# of Hours Worked by All Participants (Qtr 4: Apr – Jun)	0

Assigning Staff in Internships and Subsidized Employment

Each Internships and Subsidized Employment activity must have one or more staff linked to the activity. When you enter a record, you must link that record with a staff member providing or supervising the activity. This staff should be an employee of the OFCY-funded program and not the on-site supervisor for work placement.

- 1) Select ***Internships and Subsidized Employment*** in blue left menu
- 2) Select the specific ***Internships and Subsidized Employment*** to assign staff to
- 3) Click on ***Edit*** in the Staff section
- 4) Choose the appropriate staff person from the drop down list. This list is generated from all active staff persons created in the Participants & Staff tab. If you do not see the staff person, you must go into Participant & Staff and create a new staff.
- 5) Select a Role for that staff from the drop down list of choices: Lead Staff, Support Staff, or Volunteer. NOTE: Only one staff person can be assigned the role of Lead staff per activity. All additional staff should be marked as Support Staff.
- 6) Click ***Assign Staff Now***

Entering Actual Hours Worked

It is recommended to correlate the timesheet used to pay the youth to the Cityspan data entry so that you can easily report the numbers of hours worked in a given time period and the amount of compensation provided to the youth participant.

- 1) Select ***Internships & Subsidized Employment*** from left menu
- 2) Select a specific ***Internships & Subsidized Employment*** activity under the View Activities tab
- 3) Go to ***Attendance*** (yellow tab)
- 4) Click ***Add***
- 5) In Step 1, the specific ***Internships & Subsidized Employment*** activity should be defaulted in the drop down list
- 6) In Step 2:
 - a. Select the staff supervising the specified ***Internships & Subsidized Employment*** activity
 - b. Enter the Start Date and End Date of time period being reported. The Encounter period should not cross over reporting quarters (July-Sep, Oct-Dec, Jan-Mar, April-June). If you have an entry for a period that crosses over quarters, you will have to split up the entry.
 - c. Enter the length of time worked during the Encounter Period. You can enter this in Hours and/or Minutes.
 - d. Enter the Gross Payment to Youth before taxes or withholdings. In the case of unpaid internships or where only hours are being reported without any payment to youth for the encounter period, you may enter "0" for Gross Payment.

- 7) In Step 3, find the youth participant for which the entry is being made (search by viewing by last name initial or by finding their name or entering Client ID)
- 8) In Step 4, click **Add Record** or **Add Record and Hold Name** [Note: **Add Record and Hold Name** if you want to enter multiple records for this participant without **Finding Person** over again. For example, if you have multiple records you want to enter for the same participant John Doe, you can click **Add Record and Hold Name** add multiple records for John Doe without having to go through the process of finding John Doe for each record.]

NOTE: Cityspan will show you the details of the record you just created. If you need to correct the **Time Worked** and/or **Gross Payment to Youth**, you can select **Click here to Edit Details**. Make the necessary edits and click **Return**. If you need to revise the date range entered, you will have to delete the record and create a new entry. If you need to edit any details at a later time after initial record creation, you will have to delete the record and create a new corrected entry.

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ENCOUNTER LOG
Cancel

Step 1: Select an activity.

Activity

Subsidized Employment Test ▼

Step 2: Select a staff member. Enter the reporting period, time worked by youth during the reporting period, and the gross payment to youth during the reporting period.

Staff	Encounter Period
▼	Start Date - End Date
Time Worked	Gross Payment to Youth
Hours <input style="width: 40px;" type="text"/> Minutes <input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>

Step 3: Find a participant. Click on a letter to view by last name initial or enter search criteria for more direct results.

View by Last Name Initial	Find by Name or Client ID
<div style="display: flex; flex-wrap: wrap; padding: 0;"> <div style="margin-right: 5px;">A</div> <div style="margin-right: 5px;">B</div> <div style="margin-right: 5px;">C</div> <div style="margin-right: 5px;">D</div> <div style="margin-right: 5px;">E</div> <div style="margin-right: 5px;">F</div> <div style="margin-right: 5px;">G</div> <div style="margin-right: 5px;">H</div> <div style="margin-right: 5px;">I</div> <div style="margin-right: 5px;">J</div> <div style="margin-right: 5px;">K</div> <div style="margin-right: 5px;">L</div> <div style="margin-right: 5px;">M</div> <div style="margin-right: 5px;">N</div> <div style="margin-right: 5px;">O</div> <div style="margin-right: 5px;">P</div> <div style="margin-right: 5px;">Q</div> <div style="margin-right: 5px;">R</div> <div style="margin-right: 5px;">S</div> <div style="margin-right: 5px;">T</div> <div style="margin-right: 5px;">U</div> <div style="margin-right: 5px;">V</div> <div style="margin-right: 5px;">W</div> <div style="margin-right: 5px;">X</div> <div style="margin-right: 5px;">Y</div> <div style="margin-right: 5px;">Z</div> <div style="margin-right: 5px;">All</div> </div>	<div style="display: flex; justify-content: space-between;"> <div>First Name <input style="width: 100px;" type="text"/></div> <div>Last Name <input style="width: 100px;" type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Client ID <input style="width: 100px;" type="text"/></div> <div>Find Person(s)</div> </div>

UTILITIES

The Utilities tab on the left blue menu has some useful tools that may assist you in managing your Cityspan grant. Below are three functions most commonly used. If you have additional questions or need further assistance regarding the tools below, please contact the Cityspan Help Desk.

Issue Tracker

Issue Tracker allows you to request assistance from Cityspan. This is a public interface and Issue Tracker requests and responses are visible to all other OFCY Cityspan users.

Bulk Schedule Date Delete

Bulk Schedule Date Delete is useful when you want to delete certain dates, such as school holidays like January 1 or any time a number of activities will not be held on a scheduled date but do not want to go through each activity's schedule to delete these dates. Please use this tool with caution; deleted attendance data cannot be recovered.

Set Service Term

Setting the service term will limit the view of services to those that are active during the time period selected. Services that are outside this date range are archived and NOT deleted.

USER ACCOUNTS

Only Power Users and Signatory will have access to the User Accounts tab. Each OFCY grantee should limit the number of Power Users because they will have the ability to create, modify and manage user accounts including resetting passwords. Please review the list of users to keep information up to date, and ensure that each user's level of access is accurate and that former staff are inactivated.

Below is a summary of levels of access.

- **Contract Management** – access to Scope of Work (Cover Page, Demographics, Budget, Activities Summary) and Quarterly Progress Reports tabs
- **Service Management** – access to participants, activities and locations for service data entry (attendance)

	Power Users	Regular Users	Attendance User
Contract Management			
Scope of Work	Access	Access	No Access
Progress Report	Access	Access	No Access
Service Management			
Service Data Entry	Access	Access	Access
User Accounts	Access	No Access	No Access

Managing Multiple OFCY-Funded Programs

If your agency has multiple OFCY-funded programs for FY2016-2017 and certain staff members need access to more than one program, you may email support@cityspan.com to request that Cityspan create one user name and password for that staff to access multiple OFCY-funded programs.

Creating Users

All grantees must create new user accounts for FY2016-2017 with a unique combination of user name and password. If you currently use the Cityspan system as a current OFCY grantee, you must create a new username and password that is different from your current account. This will be used to manage your 2016-2017 program grant. Current users will continue using their same accounts to manage their 2015-2016 program grants.

To create new user accounts:

- 1) Select **User Accounts** from the left blue menu
- 2) Select **Add User** in the upper right corner
- 3) Complete all required fields for **Personal Information**

- 4) Select the appropriate level of access for **Contract Management System** and **Service Management System**
- 5) Click **Create**

Changing Password

Power Users and Signatory have the ability to reset any user's password.

To change password:

- 1) Select **User Accounts** from left blue menu
- 2) Select the **User** you want to change the password for
- 3) Under the section **Change Password**, enter and re-enter new password
- 4) Click **Save and Return**

Inactivating Users

The Cityspan system is intended only for current, active staff. If you have an employee that leaves your agency, it is necessary for you to inactivate the user so they no longer have access to the Cityspan account and program information.

To make a current user inactive:

- 1) Select **User Accounts** from left blue menu
- 2) Select the **User** you want to inactivate
- 3) Select **No Access** for both Contract Management System and Service Management System
- 4) Click **Save and Return**

QUARTERLY PROGRESS REPORTS & INVOICE

This section will cover notes on signing off and submitting Quarterly Progress Reports & Invoicing. For each quarter of the fiscal year, you will need to submit a report and an invoice.

To access Progress Reports, go to **Progress Reports** tab on the left blue menu and choose the appropriate quarter.

Narrative

Enter a response for each of the narrative questions listed. You can type your responses in a Word document, then copy and paste into the text box when you are done to avoid losing information should you get timed-out and to proof read for accurate spelling and grammar. You will need to enter a response for every question before you can submit the Narrative section. You can **Save** what you have entered and return to the section later at any time. *Save your work!* Press **Submit** when you have completed the narrative responses. Once you **submit**, you cannot go back to edit your narrative responses.

Stats

On the **Stats Report**, you will see a listing of each of your activities in addition to aggregated data by category. Only the data you have projected and taken attendance for *within* the reporting quarter will appear. Services that occurred outside the date range of the quarter you are viewing will not be included in the Stats report. For each service, you will see the current status of **Actual Units of Service** provided for the quarter, in relation to the **Projected Units of Service** for the quarter. Make sure all the services your program has provided have been entered so that your **Actual Units of Service** is accurate. If not, go back and finish entering service data. Once you have completed your data entry for participation and enrollment in service activities, return to the Stats Report to verify the accuracy of the data. If you did not meet your projected Units of Service at the category level, you will be required to provide a reason. You may also enter overall comments. Once you have completed your review and provided comments, press **Submit** to complete your review. Once you submit, your Stat report is locked and will no longer update.

Invoice

Enter all OFCY expenses incurred, per line item, for this quarter. You must press **Save** each time you want your data to update on the invoice – calculations occur based on what you've entered only when you **SAVE**. You can update information and save as often as you want, until you are final and ready to **Submit**. Once you submit, you cannot go back to edit your invoice.

Over the course of four quarters, each grantee should account for how the entire OFCY grant was spent, including the advance payment provided by OFCY and received by your program at the beginning of the fiscal year.

NOTE: The person's name who is logged in to Cityspan and submitting the invoice will be auto filled in the **Prepared By** and **Title** fields. This person CANNOT be the Signatory.

Supporting Documentation for OFCY Invoicing

OFCY is requiring grantees to upload supporting documentation for the following budget categories: Personnel, Subcontractors, Consultants, and Youth Wages, Stipends & Incentives. If grantees are requesting reimbursement in any of these categories in the Quarterly Progress Reports - Invoice, they must upload supporting documentation.

Personnel: Provide a payroll journal/ledger or report that shows the reimbursement period, total salary and fringe benefits for each staff person for the program, and the amount allocated to OFCY.

Subcontractors: Provide copies of the subcontractor's invoices and the checks to show they have been paid. If only part of the expenditure is allocated to OFCY, indicate that amount on the invoice or receipt.

Consultants: Provide copies of the consultant's invoices and the checks to show they have been paid. If only part of the expenditure is allocated to OFCY, indicate that amount on the invoice or receipt.

Youth Wages, Stipends & Incentives:

- **Wages** – Provide a payroll journal/ledger or report that shows the reimbursement period, total wages and fringe benefits for each youth participant and the amount allocated to OFCY.
- **Stipends** – Provide checks for each youth that received a stipend in the invoice period. If only part of the expenditure is allocated to OFCY, indicate that amount.
- **Incentives** – Provide receipts for all incentives for which you are requesting reimbursement. For gift cards and travel passes, please provide a list of youth participants that received them and its monetary value.

Uploading Supporting Documents in Quarterly Invoice

At the bottom of the Quarterly Progress Report – Invoice in Cityspan, there will be a section called **Supporting Documentation** where grantees will be able to upload a single file. All supporting documentation should be consolidated into one PDF file.

Uploading supporting documentation is required before grantees can submit the invoice. In the unlikely case that there are no requests for reimbursement in any of the aforementioned categories, grantees can upload a simple document stating "Not Applicable".

Signoff

The Signatory is responsible for approving what is submitted in the quarterly progress report by entering her/his user account password as the e-signature in Signoff. Only the actual individual who is registered as the Signatory may use their account to review and finalize submission of the quarterly reports.

To find out who is the Signatory for your program, go to 'User Accounts' (left blue menu) and you will see the designated Signatory for your program. Contacting your OFCY Grant Manager directly to update and change the Signatory for your program.

Third Quarter Match Reporting

Third Quarter Report and invoice must include record of the matching funds your OFCY program has utilized. Please provide information for each source of funding that make up the **TOTAL** amount of Projected Match column in your Budget.

- 1) Go to **Progress Reports** (left blue menu)
- 2) Under "**Quarter 3**", click on **Match**
- 3) Enter "Source" (source of your matching funds)
- 4) "Amount" (amount of matching funds your OFCY program has received from the source)
- 5) Choose **Type of Funding** from drop down list.
- 6) Upload supporting documentation for at least 25% of your OFCY Grant award (displayed below as Minimum Match Documentation Amount). For further instructions, please refer to the Proof of Match Guidelines found on the Help Center tab on your left.
- 7) Click **Add** to update your Total Amount and to create an additional Service Record.
- 8) Repeat until all of your match sources and amounts are entered.
- 9) When done (your minimum match requirement should be met), click **Submit**.

NOTE: For grantees in the Summer Youth Development and Empowerment strategy, this match report is due at the end of the first quarter.

CONTACT US

Cityspan Database & Technical Assistance:

Cityspan Help Desk at 866-469-6884 (toll-free); Monday – Friday, 8:00a.m.-5:00p.m.

OFCY Programmatic Assistance:

Debra Chester, OFCY Grants Manager, dchester@oaklandnet.com or 510-238-7496

Terry Hill, OFCY Grants Manager, thill@oaklandnet.com or 510-238-6380

Scott Kim, OFCY Program Analyst, sskim@oaklandnet.com or 510-238-2209