

PREPARING YOUR FISCAL YEAR 2018-2019 OFCY SECOND GRANT AMENDMENT

GRANT AMENDMENT AND BUSINESS FORMS

Your Second Amendment Grant Agreement is being sent to you prior to the City Council meeting scheduled for Tuesday, May 29th. No grant award will be guaranteed and OFCY staff will not seek City of Oakland department head approvals until after the council vote and a city council resolution number has been assigned.

To get started please download the Document Check List and all required Business Forms from our website at <http://www.ofcy.org/contract-documents/>.

Three (3) copies of your signed Contract Amendment and all business forms must be delivered to the OFCY offices at the address below on or before **Friday, May 25, 2018 between 9:00 a.m. to 5:00p.m.**

**150 Frank Ogawa Plaza, Suite 4216
Oakland, CA 94612**

Please collate the following documents into three identical sets for submission:

1. Three (3) hard copies of Amendment signed in blue ink
2. Three copies of FY1819 SOW Summary PDF in Cityspan
3. Three copies of each Schedule (City of Oakland business forms) and attachments (proof of insurance, Business Tax Certificate, etc.) named on the checklist.

NOTE: Pay close attention to the Sexual/Abuse insurance requirement described in the [Schedule Q Section a. iv.](#) Contracts will not be approved without proof of sexual/abuse/molestation insurance with a limit of not less than \$1,000,000 each occurrence.

It takes six (6) to eight (8) weeks after a City Resolution number has been assigned to execute a grant agreement and release the advance check (20% of total award for Year Round programs; 75% of total award for Summer programs). Three of the most common reasons for contract approval delays are:

1. Inadequate insurance coverage: We suggest that your insurance agent thoroughly review the Schedule Q to ensure you have the appropriate insurance coverage before you submit your contract documents.

- Expired Insurance: Check to make sure your policies are current at time of submission.
- Incomplete contract packages: Please include all documents listed on the Contract Document Checklist.

CITYSPAN ROLLOVER

Your Scope of Work (Cover Page, Demographics, Budget & Activities) and all activities have been uploaded into the 2018-2019 Cityspan. Please see the **Cityspan Instructions for Rollover and Setup** for more information. Additional resources and instructions can be found on www.ofcy.org/cityspan. If you need additional assistance, please contact the Cityspan Helpline at (866) 469-6884.

3% Grant Award Increase

Your grant award for FY1819 has been increased by 3%. Your new grant award can be found at the bottom of your budget form (see screenshot below). Cityspan has copied over your FY1718 budget and has left it un-submitted for FY1819. Please budget for the additional 3% increase in your budget form and then submit. **You do not need to submit a budget modifications request to add in the 3% increased amount.**

TOTAL			
	\$165,500.00	\$100,000.00	\$65,500.00
Your OFCY Award amount is \$100,000.00			
BUDGET			
	Cancel	PDF	Unlock

Scope of Work Modifications Request

If you need to make any changes to the Scope of Work for initial FY18-19 contract setup, please complete the appropriate workbook and submit a Modifications request through the Cityspan Modifications tab. These requests are considered to be part of initial contract setup and will not count toward the modifications limits. **Please make sure you are submitting the modifications request in the correct FY2018-2019 Cityspan account (see screenshot below).**

Logout

Oakland Youth Services Attendance System

- Home
- Scope of Work
- Progress Reports
- Modifications

MODIFICATIONS LIST
FY 2018-2019

Demo - OFCY-only

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 at least 10 business days prior to the end of the third quarter through Cityspan and all changes must be finalized by March 31st. No

The deadline for submitting Modifications Requests through Cityspan is Friday, May 18, 2018. This will ensure that your Grant Manager has time to review your request in a timely manner and if approved, gives the grantee time to make the actual changes in Cityspan prior to the May 25th deadline for Contract Amendment submission which includes the FY1819 Scope of Work.

If the City Council votes on May 29th to change the recommendations, you may be asked to adjust your budget accordingly.

CITYSPAN TRAINING

OFCY will be offering optional Cityspan trainings for FY18-19. These trainings are separated into Contract Management and Service Management (see below for distinction).

- **Who should attend?** Any staff working with Cityspan who has not gone through training OR need a refresher course.
- **Who should NOT attend?** OUSD School-based afterschool staff should wait for the OUSD ASPO/OFCY Cityspan trainings. Schedule TBD.

Contract Management, Roll Over & Modifications Cityspan Training – May 10th & May 11th - Two Contract Management trainings are being offered

- May 10th, 2:00pm - 3:30pm
- May 11th, 10:00am - 11:30am at

Both trainings will be held at 150 Frank Ogawa Plaza, 2nd floor, Computer Lab A. To register, [please click here](#). These training will focus on:

- Contract Management (Scope of Work, Progress Reports, Modifications)
- What has been copied over in Cityspan from FY17-18 to FY18-19
- What to review in your copied over Cityspan data
- How to use the Cityspan Scope of Work Modifications process

Service Management Cityspan Trainings are offered on the last Thursday of most months from 10:00am-11:30am at 150 Frank Ogawa Plaza, 2nd floor, Computer Lab A. To see all scheduled dates and register for a Service Management training in FY1819, [please click here](#). The trainings will focus on:

- Creating participants
- Enrolling participants
- Setting up schedules
- Entering attendance.

Cityspan Overview webinar (Contract & Service Management) is scheduled for August 2, 2018 10:00am-11:30am. [Please click here to register.](#)

IMPORTANT DATES

- | | |
|---------------------------------------------|-------------------------------|
| 1. SOW Modification Request deadline | Friday, May 18 th |
| 2. Contract Amendment submission deadline | Friday May 25 th |
| 3. LEC Vote – FY1819 Grant Renewal | Tuesday, May 22 nd |
| 4. City Council Vote – FY1819 Grant Renewal | Tuesday, May 29 th |

Please contact your OFCY Grant Manager if you have any questions. We look forward to working with you again this year!