

## Cityspan Scope of Work Modifications Instructions

All Scope of Work modifications requests must be submitted through Cityspan. 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 and must be finalized in Cityspan by March 31st. No modifications are permitted after the third quarter. Please refer to the Grantee Manual for more information.

The screenshot displays the 'Oakland Youth Services Attendance System' interface. On the left is a navigation menu with items: Home, Scope of Work, Progress Reports, Modifications (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 is titled 'MODIFICATION' and includes buttons for 'Cancel', 'Save', 'Save and Return', 'PDF', and 'Submit' (7). Below the title is a 'Demo - OFCY-only' section with a yellow warning box: 'Fields that are required but blank or otherwise aren't valid will display a red left border.' The 'Type of Modification' (3) field is a dropdown menu with a red border. The 'Modification Details' (4) field is a large text area with a red border. The 'File Upload 1' (5) section includes an 'UPLOAD' header, a 'File (20mb limit):' label, a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. At the bottom, there is a yellow button labeled 'Add file upload for this modification' (6). A 'Logout' link is visible in the top right corner.

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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.
  - **Activities**
  - **Budget**
  - **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.
  - Scope of Work – Activities Modification Workbook
  - Scope of Work – Budget Modification Workbook
  - 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 make the approved changes in the actual Cityspan system. Please make the approved modifications within five business days of email notification and resubmit the Scope of Work form. Do NOT make any changes that were not approved.