



Grantee Convening Frequently Asked Questions (FAQ)

October 2026

1. **Question:** I've supported OFCY grant reporting as a data analyst for different grantees in the past, but this year I am supporting a new grantee. it's not clear to me if identifiable participant data is required, as I have provided it in the past. Can you please clarify this?

Answer: For participants to be counted toward their service projections and enrolled in Individual, Group, or Internship & Employment activities, the following personally identifiable information (PII) is required: First Name, Last Name, Date of Birth, Racial/Ethnic Identity, Gender Identity, and Zip Code.

Each participant must sign an Authorization to Release Confidential Information ("Consent Form") before they are enrolled in any activity. View the Consent Form here:

<https://www.ofcy.org/grantee/grant-policies/>

If a client does not sign, they can still receive services, however the OFCY funded program cannot count these clients or service hours towards their service projections. Activities Without Personal Information can be used to log activities for participants that you are not collecting PII.

2. **Question:** If our grant agreement hasn't been executed by the city yet, will that impact on our Quarter 1 reporting and reimbursements submission?

Answer: Delayed document submission directly results in delayed payment. OFCY staff are working to execute contracts as quickly as possible. Once given payment authority by the Finance Department, OFCY Grant Managers immediately pay all approved invoices from Cityspan.

For Year-Round grantees, the deadline for Quarter 1 submissions has been extended to November 16, 2026.

3. **Question:** If we are one of the collaborative projects, with 3 organizations, are the 2 organizations who are not the lead agency considered a subcontractor? How does reporting and reimbursements differ, if at all?

Answer: Collaborative Partners should be listed under the Program Information Section. In the invoice section, each Partner will be listed as a Subcontractor.



Reimbursements to subcontractors are the responsibility of the Lead Agency. Each invoice paid by the Lead Agency as part of the OFCY grant should be included as back-up documentation in the Invoice section.

4. **Question:** What is the expected turnaround time for the FAQ, keeping in mind the Q1 reporting deadline

Answer: For Year-Round grantees, the deadline for Quarter 1 submissions has been extended to November 16, 2026, to ensure grantees have sufficient time to review this FAQ prior to submitting their Q1 reports.

5. **Question:** Is there an example of the consent to release information?

Answer: Grantees can view and download the Authorization to Release Confidential Information (“Consent Form”) here: <https://www.ofcy.org/grantee/grant-policies/>

6. **Question:** If our programming is done all within OUSD, is there an additional consent form required beyond what already is signed as an OUSD student?

Answer: By signing the OFCY Consent Form, participants and/or their parents/caregivers agree to have their (or their children’s) demographics information, attendance and participation data entered into the Cityspan database. Participants and/or their parents/caregivers also agree that participation data will be included in evaluation activities conducted by the OFCY external evaluator. If these agreements are not already included in the OUSD consent form, then the OFCY Consent Form is required.

Grantees can view and download the Authorization to Release Confidential Information (“Consent Form”) here: <https://www.ofcy.org/grantee/grant-policies/>

7. **Question:** Why does OFCY need identifiable student data?

Answer: The Consent Form is a requirement of OFCY for all programs receiving OFCY funds. This requirement is referenced in the Fiscal Year (FY) 2026-2028 OFCY Request for Proposals and the OFCY Grant Contract.

OFCY is required by legislation to submit annual independent evaluation reports to the City Council. These reports inform City Council and Oakland residents about how public funds are used and the impact of OFCY’s investment on Oakland’s children and youth.



In alignment with the City's Result-Based Accountability (RBA) Framework, the OFCY evaluator uses basic demographic information such as age (calculated by date of birth), gender identity, race/ethnicity and zip code to demonstrate how many services were delivered, how well they were delivered, and how participants were better off by participating in the program.

No single participant will ever be identified in any evaluation. Data is only used in the aggregate to report program and fund performance.

Only the OFCY funded programs can see all the demographic information that they input into Cityspan for a specific participant. OFCY evaluators may see full first, last names and date of birth to determine if the same person is participating in multiple OFCY funded programs. OFCY staff and its independent evaluators can run administrative reports to see total number of participants by age, race/ethnicity, gender, and residential zip code within a program and across programs.

To see how identifiable data is used in aggregate in past OFCY evaluation reports, visit the OFCY evaluation page here: <http://www.ofcy.org/evaluation/>

8. **Question:** What if the schedule of your activity is dynamic (i.e., outdoor field trips are cancelled in winter due to precipitation)

Answer: Activities and schedules can be added as multiple days or single dates. Reports will track participants and service hours compared to the projections within the approved scope of work. Schedules, participation, and attendance should be added to Cityspan based on actual service delivery, rather than projected attendance or availability.

OFCY understands that program services change. To accommodate dynamic activities, a program may opt to create the activity after it has occurred so they can best reflect the activity date and time. A program can also change or cancel an activity it has created if needed.

9. **Question:** After adding the group activities in Cityspan and preparing to record attendance for Q1, I noticed all the participants from last program year weren't there. Typically, our participants roll over from the previous program year. Is this an error or will we now need to start from scratch with our participants each program year?

Answer: Because Fiscal Year 2026-2027 is the start of a new program and funding cycle, no participants have been rolled over from the previous program year. All participants must be added as part of the new grant and funding cycle.



10. **Question:** MISSEY's SOW was approved on Sept 30. Are we required to submit Q1 progress report by the 15th, or can we request an extension?

Answer: For Year-Round grantees, the deadline for Quarter 1 submissions has been extended to November 16, 2026, to ensure grantees have sufficient time to review this FAQ prior to submitting their Q1 reports.

All extension requests must be submitted to the OFCY assigned Grant Manager prior to the report deadline.

11. **Question:** Can you share the link to the Release of Info form again? I don't see it on the Resources tab: <https://www.ofcy.org/grantee/cityspan/>

Answer: Grantees can view and download the Authorization to Release Confidential Information ("Consent Form") here: <https://www.ofcy.org/grantee/grant-policies/>

12. **Question:** Will there be any additional training or resources to inform the invoicing process?

Answer: Additional questions or requests for training can be made to your assigned OFCY Grant Manager. Please also refer to the Grantee Convening supporting materials, including the convening recording, the PowerPoint slides, and sample invoice documentation, available here: <https://www.ofcy.org/grantee/grantee-meetings-and-quarterly-report-dates/>

13. **Question:** We are required to follow the federal Violence Against Women Act for all our work (regardless of funding source) which prevents us from requiring ROIs and had other confidentiality restrictions. For our DVP grant for the same work, we would provide individualized but de-identified information.

Answer: The Consent Form is a requirement of OFCY for all programs receiving OFCY funds. This requirement is referenced in the Fiscal Year (FY) 2026-2028 OFCY Request for Proposals and the OFCY Grant Contract.

In alignment with the City's Result-Based Accountability (RBA) Framework, the OFCY evaluator uses basic demographic information such as age (calculated by date of birth), gender identity, race/ethnicity and zip code to demonstrate how many services were delivered, how well they were delivered, and how participants were better off by participating in the program.

No single participant will ever be identified in any evaluation. Data is only used in the aggregate to report program and fund performance.



OFCY staff do not have access to individual level data submitted by agencies.

14. **Question:** If we have a hard time getting in touch with our program officer, who should we reach out to?

Answer: The OFCY Grant Manager is your primary point of contact for the OFCY Grant Manager. If you are unable to connect with them, you may email OFCY@oaklandca.gov.

15. **Question:** If you have two of the same classes at the same location at different times, do you need two activities?

Answer: If the activity is serving different participants during different times, then there should be two activities.

16. **Question:** Does the same apply for Parent Education Programs? And what if Parent Education program is virtual? The 2 classes are at the SAME location and same day, different times?

Answer: An activity should be added for each service that has different participants, different service delivery, different times, or different locations. If one activity is virtual and another activity is in-person, these are two different services.

17. **Question:** If I have regularly scheduled music classes weekly, does the attendance need to be done for each class? Or is this more for a performance or back to school night?

Answer: For a participant to be counted toward a program's service projections, attendance is required for each participant enrolled in Individual, Group, or Internship & Employment activities.

18. **Question:** Is there a link to access the participant information consent forms in the 3 languages?

Answer: Grantees can view and download the Authorization to Release Confidential Information ("Consent Form") here: <https://www.ofcy.org/grantee/grant-policies/>

19. **Question:** Does this mean we take attendance twice daily through OFCY and ASES?

Answer: OFCY requires that attendance is logged in Cityspan to be counted towards a program's actual participants served.



20. **Question:** Should we provide in Cityspan attendance for each activity? This would include weekly case management visits as well?

Answer: For a participant to be counted toward a program's service projections, attendance is required for each participant enrolled in Individual, Group, or Internship & Employment activities.

21. **Question:** Can one or more people have access to enter data into CitySpan? How do I add additional users to Cityspan?

Answer: Yes, more than one staff member can have access to data into Cityspan. There are three Cityspan roles: Agency Administrator, Program User, and Program User (services only).

The Agency Administrator has access to everything in the system for all programs funded under an agency. They are the only user role that can Submit the Agency Documents and Scope of Work, Sign Off Progress Reports, and create and manage User Accounts.

An Agency Administrator should create user accounts for each person on staff who will be involved in reporting, scope of work development, or recording service hours.

To create a new User:

1. Navigate to Create A New User on the Agency Users page.
2. Update the following fields:
 - i. Username
 - ii. Email
 - iii. First Name
 - iv. Last Name
 - v. Role: Agency Administrator, Program User, or Program User (services only)
3. Click the Create a New User button. The login information will be sent to the email address.

For more information, refer to the Cityspan Quick Guide available here:

<https://www.ofcy.org/assets/Uploads/CityspanQuickUserGuide-Summer-Term-FINAL-5.22.2026.pdf>



22. **Question:** For the FRC strategy: can we serve siblings of children under the age of 5 and if so, would Cityspan capture those children (even if the siblings are over the age of 5)?

Answer: As defined in the FY 2026-2028 OFCY Request for Proposals, family members of children under the age of 5 receiving services through the OFCY-funded program can be served. This includes siblings over the age of five.

If you intend to count siblings and family members over the age of five as part of your service projections, please notify your assigned OFCY Grant Manager if any changes to Cityspan are required.

23. **Question:** We had a summer participant who is an OUSD student but doesn't have an Oakland zip code. Is there a way I can add them as a participant?

Answer: The Kids First! Section 1300 of the City Charter requires that OFCY funds are only used to serve youth who reside in Oakland. An OFCY-funded program is not prohibited from providing services to youth who reside outside of Oakland, but they cannot be counted towards the OFCY-funded service projections or actual participants served.

24. **Question:** In Activities Without Personal Information, should we only "count" OFCY youth in the youth participant totals? For example, if there are youth at an event who are not from Oakland, would we count them?

Answer: Activities Without Personal Information can reflect both individuals who are eligible for OFCY programming, including those who are not able to complete the Consent to Release Information form, as well as those who are not eligible for OFCY services.

25. **Question:** Is it possible for us to add our 80 participants using their birthdate, zip, race and gender, but not use their real names? We could use student 1, student 2, student 3, etc. In addition to not seeing where to access the form, I don't know how we would get them all signed and returned.

Answer: OFCY requires unique PII to de-duplicate data across programs and enable us to report on how many unique participants were served by OFCY funding.

The First Name, Last Name, and Date of Birth of participants are used to help match participants by Cityspan across programs.



The Consent Form is a requirement of OFCY for all programs receiving OFCY funds. This requirement is referenced in the Fiscal Year (FY) 2026-2028 OFCY Request for Proposals and the OFCY Grant Contract.

No single participant will ever be identified in any evaluation. Data is only used in the aggregate to report program and fund performance.

OFCY staff do not have access to individual level data submitted by agencies.

No one has access to individual participant data. This information is used to de-duplicate participation across agencies and programs. This data, including demographic information such as age, race, and home zip code, helps to highlight the impact of and need for this funding for Oakland's youth.

26. **Question:** Activities w/o Personal Data: Can we create an activity w/o personal alongside activity with personal data to capture attendance and impact and our enrolled student time? For example, - a family literacy day where our students' time is tracked but to add this activity to capture their care givers' and siblings' attendance (unduplicated).

Answer: You should not create an activity without personal data and an individual or group activity if they are serving the same children at the same location, time, and for the same service. OFCY encourages use of the Bulk attendance tracking button, screenshotted below:

PARTICIPANT NAME	ATTENDANCE	BEGIN	END	UPDATE
Baxter, Raven	P A	9:00 AM	3:00 PM	ALL PRESENT
Bloop, Betty	P A	9:00 AM	3:00 PM	ALL ABSENT
Cross, June	P A	9:00 AM	3:00 PM	CLEAR
Gordon, Gordo	P A	9:00 AM	3:00 PM	CLEAR