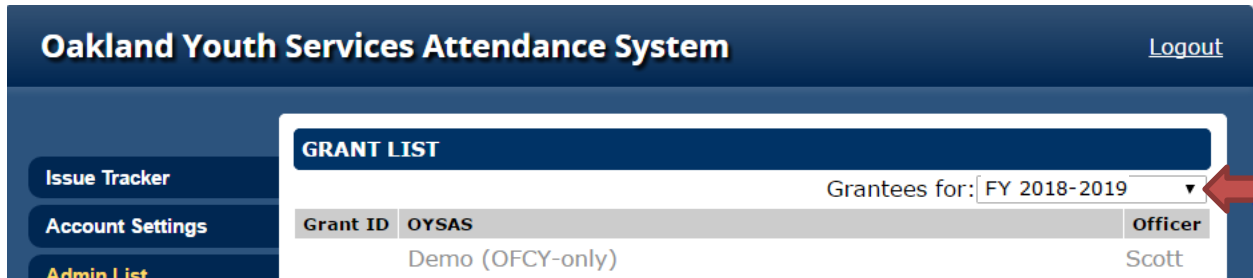


Cityspan Instructions for FY18-19 Rollover and Setup

Power users can use their current user name and password to access FY 2018-2019 by selecting **FY 2018-2019** from the dropdown list located in the top right corner. After the deadline for submitting 17-18 4th Quarter Progress reports, Cityspan will default to the FY18-19 view for all users when they log in.



Oakland Youth Services Attendance System [Logout](#)

Issue Tracker

Account Settings

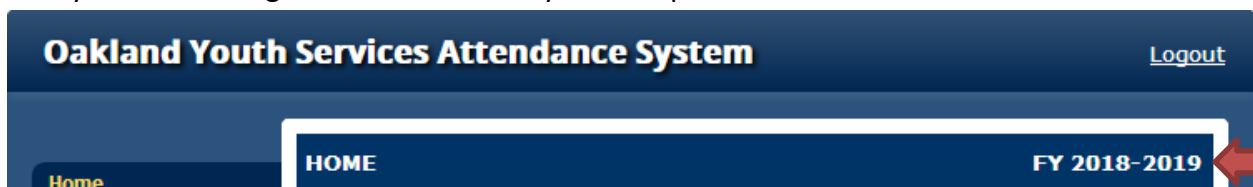
Admin List

GRANT LIST

Grantees for: FY 2018-2019

Grant ID	OYSAS	Officer
	Demo (OFCY-only)	Scott

The fiscal year you are working in will be displayed at the top right of the home page. Make sure you are working in the correct fiscal year's scope of work.



Oakland Youth Services Attendance System [Logout](#)

Home

HOME

FY 2018-2019

What has been copied over?

- All Participants created during the current 2016-2019 grant cycle are available. 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 the previous year and locked.
- All Activities have been copied over from the previous year and tagged with [18-19].
 - Enrollment and schedules from Group Activities have NOT been copied over. You must set up new dates for FY18-19 and enroll youth 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 FY18-19 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.

Cityspan Instructions for FY18-19 Rollover and Setup

The deadline for submitting modifications requests through Cityspan for initial FY18-19 contract set up 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 18th deadline for Contract Amendment submission which includes the FY1819 Scope of Work. **Make sure to submit your modification request in the correct FY18-19.**

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

3% Grant Award Increase

Your grant award for FY1819 has increased by 3%. Your new grant award can be found at the bottom of your FY1819 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.***

The screenshot shows a budget form with a table of values. The 'TOTAL' row shows three columns of values: \$165,500.00, \$100,000.00, and \$65,500.00. Below this, a message states 'Your OFCY Award amount is \$100,000.00' with a red arrow pointing to the value. The 'BUDGET' section at the bottom contains three buttons: 'Cancel', 'PDF', and 'Unlock'.

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

Buttons: Cancel, PDF, Unlock

Cityspan Instructions for FY18-19 Rollover and Setup

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 major changes made besides budgeting for the 3% increase, please complete a Budget workbook and submit through the FY1819 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							

Scope of Work –Activities

All prior year activities have been copied over and labeled [18-19]. 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:

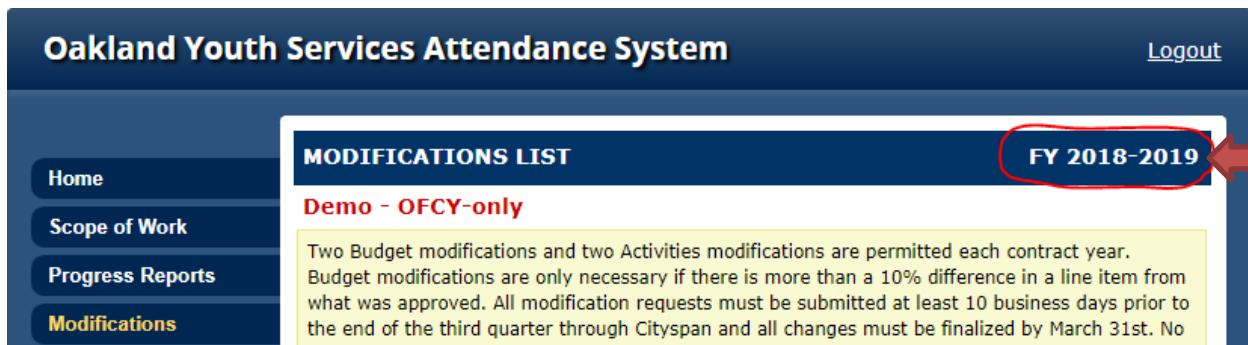
- **Name** – The name of activity.
- **Category** – This is chosen from a dropdown list of pre-set OFCY categories.
- **Location** – Where the service is being offered.
- **Avg Session Part.** – The number of participants on average that you project to attend each session. If you plan to enroll 20 youth, 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.

Cityspan Instructions for FY18-19 Rollover and Setup

- **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 an Activities 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.

Please make sure you are submitting the modifications request in the correct FY2018-2019 Cityspan account (see screenshot below). The fiscal year is noted at the top right of the screen.



The screenshot shows the 'Oakland Youth Services Attendance System' interface. On the left is a navigation menu with 'Home', 'Scope of Work', 'Progress Reports', and 'Modifications'. The main content area is titled 'MODIFICATIONS LIST' and shows 'FY 2018-2019' in a blue box, which is circled in red with an arrow pointing to it. Below this, it says 'Demo - OFCY-only' and provides information about budget and activity modifications.