

Cityspan Instructions for FY 2021-2022 Scope of Work

How to access your FY21-22 Cityspan account

Log in to your Cityspan account at <https://ofcy.cityspan.com>.

Power users can use their current username and password to access all the fiscal years that your user account is associated with, including FY21-22. Make sure to choose the FY21-22 program to work on the FY21-22 scope of work.

Oakland Youth Services Attendance System [Logout](#)

GRANT LIST

All Strategies All Cycles

FY	Demo	Officer
18-19	OFCY-only	Scott
	OFCY Demo Agency	
19-20	OFCY-only	Scott
20-21	OFCY-only	Scott
21-22	OFCY-only	Scott

The Fiscal Year you are working on will be displayed at the top right corner of the home page.

Oakland Youth Services Attendance System [Logout](#)

HOME **FY 2021-2022**

OFCY Demo Agency - OFCY-only

To update the contact information below, please unlock the Scope of Work – Cover Page, edit the information, and resubmit.

Program Summary

Scope of Work – Cover Page

Review Executive Director, Contract Representative, Program Representative

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 should staffing changes arise.

Review Program Description

If your Program Description needs updating, please email your Grant Manager the revised description (600 characters max) and they can update it after their review and approval.

Review Mailing Address for Invoice Checks

Please enter the Mailing Address that you want your OFCY checks mailed to. This mailing address should match what the iSupplier system has on file for your organization.

The Cover Page must be submitted prior to accessing Budget, Demographics and Activity Summary. Afterwards, the budget, demographics and activity summary can be worked on in any order or simultaneously.

Scope of Work – Budget

Your FY20-21 budget has been copied over into FY21-22. Please revise as needed and adjust your budget to your new grant award amount for FY21-22. You can find your OFCY Grant award at the bottom of your budget form.

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

Please pay special attention to the Personnel section of the budget to make sure the staff listed abides by the budget instructions below.

Personnel – Please list all direct service staff including line staff, supervisory staff that supervises line staff, and support/clerical staff that work directly on the proposed program.

- Create a separate line item for EACH individual staff working directly on the program including Lead Agency Position, First Name, Last Name, Total Annual Salary/Wages.
- Please list all direct program staff responsible for the success of the project, even if their salaries or wages are being covered by other matching funds, and

Cityspan Instructions for FY 2021-2022 Scope of Work

not OFCY funds. This will help OFCY better understand the total cost of operating your program.

- Do not include administrative staff not providing direct supervision of line staff, subcontractors, interns, or volunteers.

Scope of Work – Demographics

Your Demographics has been copied over. Please revise as needed and submit. Your grant manager will reach out to you if there are significant changes.

Scope of Work – Activities Summary

This form is blank because no activities have been copied over into 21-22. This is a read-only form which populates projections you enter when you create your new activities for FY21-22.

All activities for FY21-22 must be newly created using the appropriate activity type tabs on the left menu (Group, Individual, Internships & Employment, ECMHC Consultation Hours).

- Project out for all four quarters. This can be revisited as needed.
- Do **NOT** revise and use FY20-21 or older activities for FY21-22.
- Make sure that the OFCY Fiscal Year is **2021-22**. This will be the default Fiscal Year if you accessed the 2021-2022 Cityspan account.

Oakland Youth Services Attendance System [Logout](#)

[View Activities](#) [View Groups](#) [View by Date](#) [Add Activity](#)

ADD ACTIVITY [Cancel](#) [Save & Proceed](#)

Activity Name

Activity Type
Group Activity

OFCY Fiscal Year
 2021-22

Agencies List
Agency Programs
Home
Agency Information
Scope of Work
Progress Reports

Virtual and In-Person Activities



Programs can create virtual activities or in-person activities or a combination of both in a hybrid program model. If you are planning to continue providing virtual services in 21-22, please make sure that you link that activity to the virtual location with the service site type – Virtual (see Locations below for more details). For in-person services, please link it to the actual location where services are provided. OFCY use these addresses for mapping.

After you have created the activities that represents your projected FY21-22 programming, come back to the SOW-Activity Summary to see if all activity projections are reflected and submit. Once submitted, you will not be able to create, delete or modify any activity projections unless your grant manager unlocks the SOW-Activity Summary.

Locations

Please review your Locations lists for accuracy.

1. **Make sure that the Virtual location you created previously has “Virtual” selected as the Service Site Type.** This option was added after some programs already created their virtual location.
2. **Link in-person activities to actual locations where these services occur.** These addresses are used for mapping purposes.

EDIT LOCATION		Delete	Save	Return
Please add each site from which your proposed activities and events will take place. These sites will populate a drop down list for you to choose from when entering activities and events.				
Service Site Name	VIRTUAL			
Service Site Type	Virtual 			
Street Address (e.g., 1920 Telegraph Ave)	NA			
Zip Code	NA			
District	N/A 			
	If you do not know what district your service site is located within, please click here and enter the street address.			

User Accounts

All active user accounts for FY20-21 have been copied over to FY21-22. Please review the list of users to keep information up-to-date and ensure that each user's level of access is appropriate and that former staff are inactivated.

Still Have Questions?

OFCY is offering two trainings/office hours via Zoom to answer any questions you might have on how to setup your Scope of Work for FY21-22. If you have any questions on navigating the Scope of Work forms or how to translate your specific program into the Scope of Work forms, please join us at <https://zoom.us/j/95072807966> on either date:

1. FY21-22 Scope of Work Setup Training/Office Hours - Wednesday May 19, 2021
11:00am-12:00pm
2. FY21-22 Scope of Work Setup Training/Office Hours - Wednesday May 26, 2021
11:00am-12:00pm