



To: OFCY Grantees
From: Sandra Taylor, OFCY Manager
Sent: March 20, 2020
Re: OFCY Updates for Grantees 3.20.2020

Dear OFCY Grantee Community Partner:

As a community, we are all trying to navigate the public health emergency presented by the coronavirus. Our paramount concern is protecting the health and well-being of all community residents, including our grantees, program participants and city staff. To that end, the City is following the guidance of the Alameda County Public Health Department and the State of California. Please continue to follow the updates on the website <http://www.acphd.org/2019-ncov.aspx>, the official guidance from the California Department of Public Health and the recommendations of the Center for Disease Control (CDC) <https://www.cdc.gov/media/dpk/diseases-and-conditions/coronavirus/coronavirus-2020.html>.

Program Update and Guidance:

Due to the closure of Oakland schools and public facilities, such as Head Start Centers, and City of Oakland recreation centers, and the directive to residents to shelter in place, service delivery for every OFCY program will be affected in terms of planned activities, client participation and reported outcomes. We are aware of questions and concerns for your funding grant. We wish to ensure the full recovery of organizations and individuals and the continuity of services that are essential to the Oakland community. OFCY staff intends to provide the support needed to ensure the integrity of reporting and provision of payments to grantees for approved invoices.

- Grant managers are telecommuting and are available daily to respond to questions and ensure that contractor invoices and payments are processed by the City. Grant managers may be reached by email and office phone (forwarded). Site visits are suspended until further notice.
 - Terry Hill, (510)238-6380, thill@oaklandca.gov
 - Scott Kim, (510)238-2209, sskim@oaklandca.gov
 - Kia Wallace, (510)238-6532, kwallace@oaklandca.gov
- Quarterly Reporting should be completed through Cityspan. Submission of 3rd Quarter Reports by April 1, 2020, in advance of the official deadline of April 10, 2020, is requested. Please contact your grant manager with any concerns.
- Organization's Response Due by March 25th: Use the [google form](#) to provide a brief description of your agency's plans for shutting down or shifting services. Indicate



how scope of work activities/services will be affected. This includes if an activity is “stopped” or changed to virtual work to deliver service, and the use of professional development or trainings. Indicate how staff included in the budget will be affected by changes in services and plans. *(There will be no scope of work modifications due to coronavirus in Cityspan for this quarter. Include explanations for impacted services in the report narrative.)*

Communication with your organization is important. Please make sure we have your agency's key contact information during this period on the google form.

- Third Quarter Expense Guidelines: The City’s policy is to maintain the integrity of grant programs by supporting expenditures incurred through this period. The following expenses will be eligible for payment for grantees with reduced services due to coronavirus related disruptions:
 - Fixed and Regular costs, which include rent, utilities, administrative costs, etc. will continue to be incurred and therefore are eligible for reimbursement.
 - Wage and Fringe for Salaried & Hourly Employees when incurred: costs include wages that would be paid when a program is operating. OFCY will reimburse programs that pay the anticipated wage and associated fringe costs to their salaried and hourly employees (including youth employees) during a shut down.
 - Other program expenses: program-related costs incurred prior to program closure are eligible for reimbursement from OFCY.
 - Other approved budgeted expenses for services that continue throughout the shutdown.
 - Expenses will be reviewed on a case by case basis. Documentation must be retained to justify expenses and to support claiming for City funding. Grantees must be flexible and remain responsive to any requests for documentation.

We understand that this is an unprecedented situation and expect to receive further direction from the City in the coming days. Additional information and instructions will be provided at a later date. If you have any questions, please contact your grant manager by phone or email.

OFCY Team

Sandra Taylor, OFCY Manager
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