



**To:** OFCY Grantees  
**From:** Sandra Taylor, OFCY Manager  
**Sent:** March 31, 2020  
**Re:** OFCY Updates for Grantees 3.31.2020

---

***Dear OFCY Grantee Community Partner:***

Thank you for your resilience in response to the COVID-19 crisis. Many of you responded to our email from Friday March 20<sup>th</sup> and have provided OFCY with information regarding your program's plans for shutting down or shifting services. It is inspiring to see the creativity and dedication of programs to continue supporting parents, families, children and youth in a variety of innovative ways as the community shelters in place. Please continue to be safe and follow public health guidelines to help reduce the spread of COVID-19 during this critical time.

**Program Updates**

For those of you that have not yet responded to OFCY with how your program is responding due to this public health crisis, please do so as soon as possible by accessing this [google form](#).

All general OFCY communications are being sent to the Executive Director, Contract Representative and Program Representative listed in the Cityspan Scope of Work – Cover Page. These three points of contact should forward any OFCY information to all pertinent organizational staff. Be sure to update your Cityspan records if these emails are not going to the appropriate staff at your agency. Your responses are critical to conveying the value of your work in the community.

**Third Quarter (Q3) Report and Payment**

OFCY has requested that you submit your third quarter (Q3) report via Cityspan to OFCY by April 1<sup>st</sup>, if possible. We recognize that this may be difficult for many agencies and will be flexible, but request that you communicate with your grant manager regarding delays.

Please complete and submit each part of the Progress Report. Some programs may not have access to records for entering activity data, and we recognize that this may delay data entry. Please enter all service data you have and then submit the Q3 STATS, even though it may be incomplete. Please provide a thorough narrative response and submit your program invoice and supporting financial documentation. The Match Report is also part of the Q3 Progress Report. For more information, please see the guidance on [OFCY's Matching Fund Requirements](#).



OFCY intends to mail all Q3 checks. **No checks will be available for pick-up at the OFCY office.** To ensure that your payment is sent to the correct address, be sure that your agency's mailing address matches the address that is listed in the [City of Oakland's iSupplier](#). **If your address is different, you must upload a new W-9 into iSupplier with the correct address.** If you update your address in iSupplier, it is very important that you email the new address to grant manager so we can update our invoice reimbursement request forms. If you have any questions or need assistance, please contact your OFCY Grant Manager. **NOTE: If you do not upload the current W-9 into iSupplier, your mailing address will not be updated.**

#### **Fourth Quarter Update**

The Public Health Order to shelter in place is expected to be extended to May 1<sup>st</sup>. OFCY is able to extend the guidelines for quarter 3 through at least May 1<sup>st</sup> based on direction provided by the City of Oakland Controller's Office and Human Services Department. As events unfold and further direction is provided, we will update grantees.

Once OFCY receives more information from your program on how it is responding to the health crisis (via this [google form](#)), we will follow up with the contacts provided in the google form for additional information to better capture your plans through the end of this grant period. Many programs are continuing to operate in some manner now, and are planning for work in the fourth quarter. OFCY grant managers will also provide follow up instructions to respond to questions asked in the google form.

The expense guidelines provided on March 20<sup>th</sup> will be applicable to work in the 4th quarter. It is important that you stay responsive to OFCY, as all 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 recognize the difficulties all agencies and programs are facing in how to respond and plan for the future, the essential nature of services to children, youth and families in the Oakland community, and the importance of program and staff continuity. We expect that in the coming weeks the City of Oakland will consider revisions to the City's FY2020-2021 budget due to revenue impacts that will also affect OFCY funding available in the grant renewal process for Year 2.



### **Evaluation**

Lastly, the evaluation plans are going to shift as well, as much of the work to collect feedback from youth, parents and providers will have to be revisited. OFCY and our evaluation team at Social Policy Research Associates (SPR) will provide more information on expectations for programs in the coming days. If you have any questions regarding the evaluation, please contact Mike Wetzel at [mwetzel@oaklandca.gov](mailto:mwetzel@oaklandca.gov).

Please keep safe, strong, resilient, and responsive!

### **OFCY Team**

**Sandra Taylor, OFCY Manager**  
**Staylor@oaklandca.gov**  
**(510) 238-7163**

### **To Dos:**

1. Provide OFCY with an update via this [google form](#).
2. Submit your Q3 report via Cityspan by April 1<sup>st</sup>, if possible, and not later than April 10e (<https://ofcy.cityspan.com/index.asp>).
3. Be responsive to OFCY for additional information regarding your programming and staffing during Q4.
4. Be sure your contact information is up-to-date in Cityspan.
5. Stay safe!

### **OFCY Grant Managers**

- Terry Hill, (510)238-6380, [thill@oaklandca.gov](mailto:thill@oaklandca.gov)
- Scott Kim, (510)238-2209, [sskim@oaklandca.gov](mailto:sskim@oaklandca.gov)
- Kia Wallace, (510)238-6532, [kwallace@oaklandca.gov](mailto:kwallace@oaklandca.gov)