



To: OFCY Grantees
From: Sandra Taylor, OFCY Manager
Sent: Friday, April 10th, 2020, and revised Tuesday, April 14th 2020
Re: OFCY FY19-20 Quarter 4 Program Plan Updates

April 14, 2020 Update:

Hello OFCY grantees:

Please find the revised guidance and instructions for your Quarter 4 program plan updates. Please submit your program plans through the Cityspan modification system by this Friday April 17th. If you have any further questions, please contact your assigned grant manager.

Thank you!
OFCY

April 10, 2020 Original Message:

Hello OFCY Grantees,

Thank you for your resilience and creativity in response to the COVID-19 crisis. Many of you responded to our email from Friday March 20th and have provided OFCY with preliminary information regarding your program's plans for shutting down or shifting services. Over the last few weeks since then, your programs hopefully have a clearer plan for quarter 4 services, staffing and budgets. OFCY is seeking detailed information on your program plans for Quarter 4 (April, May and June 2020). OFCY realizes that the situation is fluid and that the plans you submit are subject to change.

OFCY is using the Modifications tab in Cityspan as the mechanism to collect details about your program plans for Quarter 4. **Please read the attached instructions completely prior to completing the modifications requests by next Friday April 17th.**

Thank you and take care!
OFCY