



OAKLAND FUND FOR CHILDREN & YOUTH

GRANTEE MANUAL

2016-2017

GRANTEE MANUAL



This manual was developed and is maintained by the City of Oakland, Human Services Department for grantees funded by the Oakland Fund for Children and Youth (OFCY). The purpose is to delineate the roles, expectations and responsibilities of contracting with OFCY. The manual and all forms referenced are found on the OFCY website at www.ofcy.org.

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OFCY OVERVIEW

The Oakland Fund for Children & Youth (OFCY) was established in November 1996, when over three-fourths of Oakland voters expressed a powerful commitment to their children and youth by passing the Kids First! Initiative (Measure K). Oakland voters reauthorized funding for OFCY for another 12 years in July 2009 by passing Measure D. The revised provisions set aside 3% of the city's General Purpose Fund for services to children and youth to fulfill the four goals of Measure D:

1. Support the healthy development of young children,
2. Help children and youth succeed in school and graduate high school,
3. Prevent and reduce violence, crime and gang involvement among children and youth, and
4. Help youth transition to a productive adulthood.

OFCY is guided by a 17 member Planning and Oversight Committee (POC) composed of adults and youth appointed by the Mayor and City Council. The POC oversees the annual grant-making process of the Fund, as well as the completion of a Strategic Plan every three years and the annual evaluation of OFCY. The current OFCY 2016-2019 Strategic Investment Plan can be downloaded from the Oakland Fund for Children and Youth website at www.ofcy.org.

OFCY VISION, MISSION, AND VALUES STATEMENTS

VISION: All children and youth in Oakland will thrive and have the support of the entire community to lead safe, healthy and productive lives.

MISSION: We provide strategic funding to support Oakland's children and youth from birth to 20 years of age to become healthy, happy, educated, engaged, powerful and loved community members. Leveraging our efforts with partners for greater collective impact towards social and economic equity, we build the capacity of community agencies to work together to fully develop each child's potential, achieve positive outcomes, and promote the positive contributions of children and youth to Oakland's greatness.

VALUES:

Social and Economic Equity – All children and youth have a fundamental right for a safe and healthy life and a quality education. We value the vigorous promotion of equality, justice and accountability, and the concerted application of our resources toward those youth in greatest need.

Child and Youth Development – We support efforts to promote the social, emotional, physical, cognitive and spiritual development of children and to instill individual and community pride and leadership. We believe that youth development requires the collective responsibility of the community and the active engagement of family and caregivers for children and youth to achieve their full expression of potential.

Community and Collaboration – We embrace the idea that by pooling our resources and working together, we can accomplish great things. We support strengthening families within our communities to make our children and our city strong. We see that the wellbeing of our youth is dependent on the strength of their families, and the strength of the families is dependent upon the strength of the

community. Strong communities can provide stability in a time of change in the lives of children and youth and help them grow into loving and powerful adults.

PROCESS FOR DEVELOPING A GRANT AGREEMENT

The following outlines the process for developing and approving a grant agreement (also known as a grant contract) after the City Council has approved the grants recommended.

Grant Agreement Negotiations for OFCY Grantees

Each grantee is assigned an OFCY Grant Manager who then begins grant agreement negotiations. It takes 6-8 weeks for the grant agreement to be finalized within the City government process. The OFCY Grant Manager is responsible for negotiating the scope of work and budget with the grantee, and for receiving the signed grant agreement, required City of Oakland contract documents and schedules, insurance documents, and the contact information sheet.

In an effort to ensure that grantees have a new grant agreement as early in the new fiscal year as possible, negotiations may take place prior to City Council approval. **Please note that funding is not assured until the City Council process is complete.**

To begin the negotiations, the OFCY Grant Manager will set up a meeting with your organization to discuss the scope of work and budget. Prior to the negotiations meeting, the lead or fiscal agency will complete all forms and documents. The Scope of Work and Budget are available on the grantee Cityspan page. The contract forms listed below are available online at <http://www.ofcy.org> under Grantee Corner.

1. Instructions on the FY16-17 Grant contracting process
2. Document Check List
3. Insurance Guidelines
4. Other required City Business Forms

The contract forms below are available on your Cityspan page.

1. Scope of Work Form
2. Budget form (with funding amount)

Helpful Tip:

Do you need more information about the City of Oakland Documents and Forms?

Check out the City of Oakland's contract compliance website for the forms and more information on how to complete the forms: www2.oaklandnet.com

Grant Agreement Negotiations Meeting and Processing

The OFCY Grant Manager will work with the grantee on selecting program deliverables that correspond to the standardized categories used in the Cityspan database. In addition, any concerns about Units of Service, the budget and other issues requiring clarification will be discussed during the grant agreement negotiations meeting. The Grant Manager will also review the required contract forms and documents for accuracy.

Once the scope of work, budget forms, and required contract documents and forms are completed, the grant agreement will be routed to the following City departments for approvals:

1. Office of Risk Management
2. Contract and Compliance Department
3. City Attorney
4. Human Services Department Head
5. City Administrator
6. City Clerk

The final grant agreement will be kept on file at OFCY and with the City Clerk, and a copy will be sent to the grantee organization.

iSUPPLIER REGISTRATION

The City of Oakland has upgraded its Procurement system by implementing new software called Oracle iSupplier. Oracle iSupplier portal is the internet interface by which suppliers can view their purchase orders, deliveries, invoices, and payment status. This system also allows the City of Oakland to send suppliers electronic notification of bid opportunities for the commodity categories the suppliers have indicated on their supplier profiles. iSupplier portal is a completely electronic interface. No special software, aside from an up-to-date web browser such as Microsoft's Internet Explorer, is required to access this system. The following conventions are used in this Guide: Links Clicking a link will take you to another location or drill down to other information [Buttons] Clicking a button will perform an operation Registering in the iSupplier System. A link to the URL for new suppliers can be found by going to www.oaklandnet.com.

1. Click on the link "Doing Business with the City of Oakland", which will bring you to the proper page.
2. Click on the link "Register New Supplier", which will take you to the registration page.
3. Enter your company details. Field names that have an asterisk (" *") are mandatory fields and must be completed in order to register.
4. Please be sure to use the "iSupplier naming convention" guide to enter your business name.
5. Click [Register] after completing all fields. Your company's detailed information will be submitted to the City of Oakland for approval.

Before the City of Oakland can approve your supplier registration your company must fill in and submit by fax, email or mail the following forms:

- Form W-9 Request for Taxpayer Identification Number and Certification (PDF)
- California Form 590 Withholding Exemption Certificate (PDF)

When approved, you will receive an email confirmation with your iSupplier username and password.

Advanced Payment and Scheduled Payments

Advance payment will be issued two to four weeks after the contract is fully executed. The standard advance payment is 20% of the grant amount for year round programs and 75% for summer programs. Annual reimbursements are divided in five payments including the Advance for year round programs and two payments for summer programs. The Advance is deducted in equal amounts from the 3rd and 4th quarter reimbursements. All payment inquiries should be directed to your program's Grant Manager.

GRANTEE CONTACT INFORMATION

The Grantee must update contact information in Cityspan each time there is a change in staffing.

Grantee must list the persons authorized to pick-up reimbursement payments in Cityspan. Any person being authorized to pick up grant payment must present a valid US Government issued Identification Card or Driver's License to take possession of grant payment. Authorized agency staff can also request checks to be mailed when notified by Grant Manager that checks are ready.

FISCAL/LEAD AGENCY RESPONSIBILITIES

The fiscal or lead agency is the entity signing the grant agreement. This is the agency the City holds legally responsible for all aspects of the grant agreement including project implementation, fiscal management, and communication with OFCY staff regarding the grant and subcontractors. The fiscal/ lead agency is responsible for review, approval and submission of reports, invoices, scope of work revision requests, and budget revision requests to the City.

In addition, the fiscal/ lead agency is responsible for all subcontractors and holds the following responsibilities:

1. Enter into a Memorandum of Understanding (MOU) or letter of agreement with each subcontractor that reflects the requirements in the OFCY grantee agreement signed by the fiscal/lead agency. If a letter or MOU is developed prior to funding as part of the Request for Proposals process, be sure to update it after funding is awarded, and submit the revised MOU to your OFCY Grant Manager. This MOU should include the OFCY deliverables allocated to each subcontractor and a payment schedule.
2. Terminate or modify MOUs or Letters of Agreements with subcontractors with the approval of OFCY staff.
3. Communicate with OFCY staff regarding the grant and with their subcontractors about required OFCY meetings and activities.
4. Develop and prepare the required OFCY quarterly reports, invoices, and Scope of Work/Budget modification with input and information from subcontractors and submit them in a timely manner to OFCY staff.
5. Require subcontractors to invoice the fiscal/lead agency.
6. Conduct site and program visits of the subcontractor programs no less than once annually. The site visit should include the following checks of fiscal and management controls, and must be documented and kept on file by the fiscal/lead agency:
 - A. Review accounting system (charts of accounts and general ledger at a minimum)
 - B. Review accounting procedures (bank statements, OFCY program budget reports and vendor invoices)
 - C. Review staffing of program to ensure it is adequate to provide services
 - D. Staff retention issues
 - E. Organization of Board (board minutes)
 - F. File Review

G. Program observation

7. Arrange for site visits and program observations conducted by OFCY staff for subcontracting agencies, if requested.
8. Distribute OFCY funds in a timely (within 2 weeks of receiving funds) and appropriately manner to subcontractor(s) after an invoice is received.

SUBCONTRACTORS AND CONSULTANTS

Subcontractors are described as organizations that provide specialized services to target populations to help enhance your programs. If a grantee subcontracts out services, it is OFCY’s expectation that all subcontractors will remain in the partnership for the duration of the 2016-2019 grant cycle period. Any potential changes in scope of work and budget should be brought to OFCY’s attention before implementation. It is the expectation of OFCY that the subcontractor should meet the same contracting requirements of the City of Oakland that are required of lead contracting agency.

When there is a subcontractor in the contract, it is the legal obligation of the lead agency to monitor the subcontractor’s progress and to ensure accountability. However, OFCY staff has the right to conduct file reviews of subcontractor agencies and program observations of the subcontractor.

Consultants are described as individuals who provide special services in order to help you operate your program, but who are not your employees. Consultant fees paid by OFCY are not to exceed \$700/day for a full day of work. If the daily rate charged by any particular consultant is more than \$700, you will be required to identify other sources of support.

REPORTING AND INVOICING

OFCY grantees are required to complete four quarterly reports as part of their grant agreement with the City of Oakland. This process is to be conducted via the Cityspan database set up specifically for use by OFCY grantees. Appropriate staff of funded organizations will be trained in the use of the database and in how to complete the quarterly reports on the database.

Purpose of Reporting

The purpose of reporting is to:

1. Assess programmatic and basic fiscal compliance with grant requirements;
2. To identify areas of noncompliance and needed improvement;
3. Identify areas of strengths through monitoring;
4. Provide technical assistance for individual grantees as needed, as well as trainings that would benefit grantees across all program strategies.

Narrative Section

The Narrative Section consists of seven sections:

- 1) Share your program’s highlights and successes in this quarter
- 2) What challenges have been faced this quarter and what has been or will be done to address them?

- 3) Share what your program has done this quarter in the continuous program improvement process? (e.g. Review evaluation data; Self-assessment; Develop a Program Improvement Plan (PIP) or Quality Action Plan (QAP); Professional development opportunities/ trainings for staff; Reflection on past PIPs or QAPs; Actions taken to improve program, etc.)
- 4) Provide updates on any changes concerning staff, scheduling, space, activities, etc.
- 5) Share any activities and developments with partnering organizations this quarter.
- 6) Share anecdotal story that highlights an achievement of your program this quarter.
- 7) Provide additional comments or feedback to OFCY staff and evaluation team.

In addition, you may also include photos or video you would like to share with OFCY.

Stats Section

The Stats Section automatically populates the reporting numbers in the database based on your attendance data input. Staff preparing the report should review the deliverables numbers prior to submission to ensure accuracy. This can be done by comparing the actuals to projected numbers of service.

Invoice

The Invoice page includes the approved line item budget, current expenses, and a year-to-date total column. The Invoice can only be accessed after submitting the Stats page for the quarter. In the Invoice, grantees should report actual expenditures for the quarter. Note: The advance payment can be spent in any of the four quarters. The bottom line of the invoice page indicates how much money has been paid to date, not including the current quarter.

The invoice should reflect the same line items as in the budget negotiated in the grant agreement or subsequent modification. If it does not, the grantee should explain why this is the case and request a modification if a line item is 10% above or below the amount originally approved. Budget modifications cannot be made after the end of the third quarter of the grant year (March 31).

Cover Sheet

If the grantee is not achieving the projected number of Units of Service an explanation must be provided for each activity where there is a shortfall, including cause and course of action.

Sign Off

Unless otherwise approved, the agency Executive Director is automatically assigned as the Signatory at the beginning of the contract year. To find out who the current signatory is at your organization, select the User Accounts option on the Cityspan page or contact the Cityspan database hotline at 1-866-469-6884.

Report and Invoice Approval Process

The OFCY Grant Manager will review all parts of the report once submitted. If there are problems or issues with parts of the report, the OFCY Grant Manager will contact the grantee in order to:

1. Detail the specific issues or problems with the report,
2. Provide advice on how to rectify the issues or problems, and
3. Set a due date for when the issues should be resolved.

Receiving Payment

Checks will be ready 2 to 4 weeks after the date of invoice submission. Grantee will be informed by the Grant Manager when their check is available to be picked-up or to be mailed. If you want your check to be mailed, you must communicate this with your Grant Manager at the time of notification. Checks are to be picked up within five business days. After five business days they will be mailed to the agency corporate office address as listed on City of Oakland iSupplier.

The Grant Manager will contact you via email when the check is ready for pick up. Checks are available **(M-F, 10AM to 12PM and 2PM to 5PM)** in the OFCY offices.

**OFCY’s office is located at:
150 Frank Ogawa Plaza, Suite 4216
Oakland, CA 94612**

Grantees must present a valid ID and sign and date a photocopy of the check when picking up a check.

Important Dates

IMPORTANT DATES

Quarterly Reports, Grantee Meetings

There are four quarterly reports due according to the OFCY grant agreement for each grantee. The due dates for the Fiscal Year 2016-2017 grant agreement year are:

Fiscal Year	Quarter	Service Period	Progress Report and Invoice Due Date
FY 2016-2017	Quarter 1	July 1 through September 30, 2016	Friday, October 14, 2016
	Quarter 2	October 1 through December 31, 2016	Friday, January 13, 2017
	Quarter 3	January 1 through March 31, 2017	Friday, April 14, 2017
	Quarter 4	April 1 through June 30, 2017	Friday, July 14, 2017

Mandatory Quarterly All-Grantee Meetings

Quarterly All-Grantee Meetings are intended to help build community among Grantees and share initiative-wide information and updates. Appropriate Grantee staff members are required to attend each quarter. Dates and locations of the each meeting are posted on Cityspan at the beginning of the contract year.

Late Reports

If a grantee is unable to submit a report on time, the grantee must contact their OFCY Grant Manager to request an extension.

If five (5) business days pass after a quarterly report due date without submission by a grantee and without an agreed upon extension, the Agency Director/Executive Director will be emailed informing them of the late report.

If the report is not submitted within five (5) business days from the email sent to the Agency Director/Executive Director or by a new due date agreed upon with the OFCY Grant Manager, an email may be sent to the governing board of the grantee.

ALLOWABLE USES OF FUNDS

The 2013-2016 Request for Proposal (RFP) outlines the allowable and unallowable uses of OFCY funds. This grantee manual further elaborates on the allowable uses of OFCY funds for those organizations approved for funding.

Allowable Uses of Funds

Direct Costs

The allowable direct costs for OFCY funding are for personnel and supporting fringe and benefits. Personnel is defined as the program's direct service staff members. Fringe and Benefits represents employee benefits (health, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes. Under direct costs, OFCY grantees also list the total value of in-kind Volunteer Hours that are used towards documenting matching funds. The standard rate of match for volunteers is \$11.35 per hour. If the volunteer services provided are professional in nature, (such as mental health counseling, legal assistance or health care) a higher cost per hour can be used with approval from the grantee OFCY Grant Manager.

Other Direct Costs

In general, other direct costs may be supported by OFCY only if they directly benefit and support the operation of the proposed program. These costs include duplicating/copying, postage, program supplies, general office supplies, etc. Certain restrictions apply:

- **Equipment/Furniture Purchase**
Any single item costing \$500 or more is considered a capital expenditure and the City retains title of all such items and reserves the right to exercise its ownership. Grantees will be required to provide the City with a list and description of any and all items costing \$500 or more that are purchased by OFCY funds.
- **Facility Rental**
These are the pro-rated costs of space rental, utilities, building maintenance and other occupancy costs that are directly used to provide services for young people.
- **Professional Development**
OFCY will support grantee agency's staff development, limited to 2% of the total grant award.
- **Travel/Transportation**
Travel expenses for staff are allowed when directly benefiting children and youth. Funds cannot be used for travel to professional development conferences.
- **Youth Stipends**
Stipends can be used to support youth work in internships or as incentives for program participation. Your agency must have a written policy detailing the stipend policy for your OFCY funded program, and share the policy with participants. The policy must ensure that stipends are awarded fairly and that compensation is commensurate to the achievement of program milestones.

Subcontractors

Subcontractors are described as organizations that provide specialized services to target populations to help enhance your programs. It is the legal obligation of the lead agency to monitor the subcontractor's progress and to ensure accountability.

Consultants

Consultants are described as individuals who provide special services in order to help you operate your program, but who are not your employees. Consultant fees paid by OFCY are not to exceed \$700/day for a full day of work.

Indirect Costs

Examples of allowable administrative/indirect expenses include audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, and allocated personnel costs (for example, the Executive Director's time or any other staff who works minimally on the funded program).

The cap on administrative/indirect costs is calculated using the **subtotal of direct costs** for the proposed program.

INDIRECT COSTS TABLE BY AGENCY TYPE			
Example:	<u>Single Agency</u>	<u>Collaborative</u>	<u>Small & Emerging</u>
Max. Indirect Rate (%):	11%	15%	20%
Subtotal of Direct Costs:	\$50,000	\$50,000	\$50,000
Indirect Rate Max. (\$):	\$5,500	\$7,500	\$10,000
Total Grant Award:	\$55,500	\$57,500	\$60,000

List of Unallowable Costs:

Specific costs that are not allowed by Oakland City Charter for Kids First! Funding includes:

- Acquisition of any capital item or real property not for primary and direct use by children and youth; and
- Maintenance, utilities or any similar operating cost of any facility not used primarily and directly by children and youth.

In addition, the policy of OFCY and the City of Oakland’s Department of Human Services is to exclude funding support for the following items:

- Alcoholic beverages
- Illegal substances
- Legal or illegal gaming and/or gambling
- Purchase of items or services for personal use
- Travel and accommodation expenses related to trainings and/or conferences outside of the San Francisco Bay Area and/or unrelated to the funded project
- Costs (including fundraising) of organizing fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions
- Cost of certain influencing activities associated with obtaining grants, grant agreements, cooperative agreements or loans
- Cost of membership in organizations substantially engaged in lobbying
- Advertising costs are allowable only when incurred for the recruitment of personnel for the funded project or to recruit participants for the funded program. Public relations costs are allowable on a limited basis when incurred to communicate with the public and press pertaining to the specific activities of the funded project.

OFCY MATCHING FUND REQUIREMENTS

OFCY funded programs must have other funding sources for their programs in addition to the OFCY grant. This projected match is entered in the Projected Match column in the Scope of Work – Budget.

Grantees may not use one OFCY grant as a match for another. For example, if a grantee has a \$150,000 grant from OFCY directly and subcontracting agreements on another OFCY grant for \$30,000, the subcontracting agreement dollars may not be used as a match for the direct grant. Further, a

collaborative may not use an OFCY grant received by one of its partners or subcontracting agreements as a match.

Cityspan Quarter 3 Match Report

At the end of Quarter 3, grantees must complete the Match Report as part of their Quarter 3 Progress Report. In this Match Report, grantees are responsible for accounting for **ALL** match funding reported in the Projected Match column in the Scope of Work – Budget. For each source of funding, grantees will be required to enter the Source, Amount, and Type of Funding. The Type of Funding field will be a drop down list consisting of Philanthropic Grants, Contracts/Service Agreements, Corporate Donations, Individual/Private Donations, In-kind Donations, and Volunteer Support.

Submission of Hardcopy Supporting Documentation

Additionally, grantees are required to upload support documentation into Cityspan accounting for at least 25% of the OFCY grant award by the Quarter 3 Reporting deadline.

Match TABLE By Agency Type

Applicant Type	Minimum Match Documentation Requirement
Single/Lead Applicant	25% of OFCY grant award (up to 5% in-kind and minimum 20% cash match)
Collaborative	25% of OFCY grant award (up to 5% in-kind and minimum 20% cash match)
Small and Emerging	25% of OFCY grant award (up to 15% in-kind and minimum 10% cash match)

Acceptable match documentation for uploading into Cityspan includes:

Philanthropic Grants

- Copies of award letters from foundations or private donors on donor’s organizational letterhead.
- Copies of checks, bank statements or payment schedules with grant identified.

Grant agreements and Contract/Service Agreements

- Copies of Contract/ Services agreements with funding amount
- Copies of checks, bank statements or payment schedules with the grant agreement/service agreement identified

Corporate Donations

- Copy of letter documenting the donation on donor’s organizational letterhead
- Copies of accompanying checks, bank statements or payment schedules

Individual/Private Donations

- Submit a list of individual donations
- Proof of deposit per each donation. This could include a copy of check, bank deposit slip or bank statement.

In-Kind Donations

- Definition - donations of space, services or supplies provided by another organization at no cost to the grantee project. The in-kind donor cannot be the same as the grantee organization.
- A copy of letter on donor's organizational letterhead documenting the monetary value of the in-kind donation must be submitted.

Volunteer In-Kind Support

- Standard rate of match for volunteers is \$11.35 per hour. If the volunteer services provided are professional in nature, (such as mental health counseling, legal assistance or health care) a higher cost per hour can be used with approval from the grantee OFCY Grant Manager.
- Volunteers cannot be a consultant or employed by the grantee organization.
- Documentation – a copy of the volunteer sign-in sheets with the volunteer's name and the hours served must be submitted.

SCOPE OF WORK MODIFICATIONS

The grantee should do their best to implement the program as originally proposed in the grant agreement. However, there are times when the deliverables and/or the budget need to be adjusted to reflect the actualities of implementing a program. This is particularly true for grantees who are implementing an entirely new program. It is preferable to make deliverable or budget changes during negotiations prior to the beginning of a new grant agreement year.

Scope of Work – Budget Modifications

Two budget modifications are permitted each contract year. The requests must be submitted before Friday, March 17, 2017. Budget modifications are only necessary if there is a 10% difference in a line item from what was approved. The Budget Modification process is as follows:

- 1) Grantees first submit a budget modification request via email to the OFCY Grant Manager.
- 2) The budget modification is reviewed by the OFCY Grant Manager.
- 3) The OFCY Grant Manager informs the grantee via email whether the modification request is approved or denied.
- 4) If approved, the OFCY Grant Manager will unlock the Cityspan Budget.
- 5) Grantee resubmits the Cityspan Budget.

Scope of Work – Activities (UOS) Modifications

Two modifications are permitted to adjust the Scope of Work for Activities and Units of Service (UOS) each contract year. The requests must be submitted via email before Friday, March 17, 2017. Scope of Work Modification process is as follows:

- 1) For grantees in their first year of implementation of an entirely new program, it is possible to modify projections if the program design has changed during the first year to better meet the needs of participants.
- 2) For grantees beyond their first year of implementation, UOS modifications are made only when there are extenuating circumstances beyond the control of the grantee that will affect their ability to meet the originally agreed upon projected UOS (i.e., change in school schedules, man-made or natural disasters, etc.).
- 3) The grantee must discuss the proposed change in UOS with their OFCY Grant Manager.

- 4) If approved, the Cityspan Scope of Work – Activities page is then unlocked by the OFCY Grant Manager and the modifications are made by the grantee to reflect the approved change.
- 5) Grantee resubmits the Cityspan Budget.

No changes in Projections or budget are permitted after the last day of the third quarter (March 31, 2017).

NONCOMPLIANCE

Process for Dealing with Underperforming or Failing Grantees

In the case of grantees that have not met their deliverables, OFCY staff will follow these guidelines in making efforts to improve the outcomes of the grantee's work.

- 1) Notify grantees of the deficiencies and ask them to explain the cause, define solutions, and state steps taken to-date to address the shortfall.
- 2) Keep in contact with the grantee and provide support and identify supporting resources as needed, and confer with the external evaluator on grantee progress if necessary.
- 3) Perform site visits as necessary.
- 4) If problems persist, arrange a face-to-face meeting of the grantee and partners. The goal of the meeting will be to clarify roles and responsibilities, improve communications, devise solutions, and develop a plan of action to address ongoing problems.
- 5) Follow-up with grantees to provide support as needed. Check in with grantee on their implementation of the action plan.
- 6) If problems persist, a possible plan of action may include a reduction in funding or Grant agreement termination.
- 7) The OFCY grant agreement includes a clause where either party (the City or the grantee) can terminate the Grant agreement within 30 days of notifying the other party.
- 8) In the case of Grant agreement termination, a letter to the grantee's governing board (Board of Directors, City Council, or Board of Supervisors) may be written detailing the issues and the date of termination. It will include an option for the governing board to negotiate a plan of action if they so desire.

CITYSPAN TRAINING

OFCY and its' grantees use the Cityspan web-based data management system for grant management and reporting. This includes the enrollment of children and youth participation in services and capture of key demographic information; projections and actual achievement of activities and program benchmarks; and program data, including site location and staff contact information. Cityspan is an online system that has been customized to meet the needs of OFCY and its' grantees. All OFCY grantees are required to use Cityspan for data management and invoicing. It is required that all OFCY grantees participate in a Cityspan training to ensure accuracy when entering client data and information and to report quarterly progress to OFCY.

Cityspan Training for Grantees

OFCY will provide all grantees with training in the form of a webinar announced at the beginning of each fiscal year. The training is mandatory for all new grantees. In addition, a video tutorial and the Cityspan User Manual are available on the OFCY website at <http://www.ofcy.org/cityspan/>.

If there is a need for further training, OFCY will arrange for assistance and training in the City of Oakland computer labs located at 150 Frank Ogawa Plaza. Please contact OFCY Program Analyst Scott Kim at sskim@oaklandnet.com or 238-2207 to schedule a training.

Helpful Tip: For technical issues with the database, the Cityspan help desk is available to take phone calls questions Monday through Friday from 8 am to 5 pm. The toll free number is 1-866-469-6884.

OUTSIDE EVALUATION

In order to collect and analyze the evaluation data required by City of Oakland Legislation, grantees are required to participate in the OFCY's data management and evaluation systems. Grantees are required to cooperate and collaborate with OFCY evaluation consultants.

Every grantee will work with the OFCY external evaluator to follow evaluation data collection requirements as follows:

- 1) Grantee program staff will input client demographic and program services into Cityspan on a regular basis;
- 2) Grantees will participate in all evaluation activities prescribed by the OFCY outside evaluator, including but not limited to site visits; client, staff, educator and parent surveys; pre- and post-tests for certain participants; assessments; and interviews;
- 3) Grantees will send an appropriate representative to working group meetings conducted by the outside evaluator, if required;
- 4) Grantees will communicate in a timely fashion with the OFCY outside evaluator concerning any evaluation data collection issues that arise and resolve issues expeditiously.

EVALUATION CONSENT

OFCY grantees are required to have enrolled clients (or their parent, guardian, or other legally authorized representative if a minor) sign a Release of Information Form giving consent to being evaluated by the City and the designated evaluation consultant. This includes school-based programs sharing information with and from Oakland Unified School District.

To facilitate this process, OFCY has created a Parent Consent form (for children under the age of 18) and an Older Youth Consent form (for youth clients 18 years and older) for your clients. The forms for Parent Consent and Older Youth Consent and the Consent Administration Protocol guidelines may be found on OFCY's website at www.ofcy.org/forms-and-manuals/.

All programs funded by OFCY \are responsible for administering evaluation consent at client intake.

For youth under 18 years of age, the administrator will work with the client to obtain parent or guardian consent for the minor to participate in evaluation activities, and possibly have their likeness photographed or videotaped.

The administrator will provide the form in English or the client’s primary language for limited English-proficient clients. Consent will be conducted in private to preserve the confidentiality of the client’s decision. The administrator will be responsible for communicating and explaining the following points orally to ensure that clients understanding how their personal information may be used. All parent and client consent forms opting out of the evaluation will be stored securely by the agency in the client document folder on site.

If your agency has intake forms for client participation and would like to modify those forms to include parent or older youth consent for evaluation, you may insert the text from OFCY’s consent forms into your enrollment forms to reduce client overall paperwork. Contact your OFCY Grant Manager for further questions.

SITE VISITS AND FILE REVIEW

Every grantee shall have a formal Site Visit at least once during the three-year cycle.

When there is a subcontractor in the contract, it is the legal obligation of the lead agency to monitor the subcontractor’s progress and to ensure accountability. However, OFCY staff has the right to conduct file reviews of subcontractor agencies and program observations of the subcontractor.

Setting up a Site Visit

Grantee will be provided with the date of site visit by email to the Executive Director/Agency Director that informs them of the:

- 1) Date and time of the site visit.
- 2) Identified staff members and representatives for the agency (i.e. outside bookkeeper and accountant, etc.) who need to be present and the amount of time they will be required to meet with OFCY staff.
- 3) Program Observation time and date that will also be set up at the time of site visit appointment (OFCY staff will observe the funded program in action)
- 4) Copy of the Site Visit Questionnaire Tool and guidance will be sent to the grantee agency prior to the Site Visit so the agency will know what to expect.

Day of Site Visit

The site visit will last up to four (4) hours (including both the file review and program observation). The following is an approximate schedule:

- 1) One hour with the Agency Program Director and Manager
- 2) Thirty minutes file review,
- 3) One-hour program observation.

Program Observation

OFCY staff will observe the OFCY funded program to be sure attendance and the correct target population is served. In addition, that the curriculum (if applicable) is being followed. This applies generally to group and event activities but may also include staff meetings or other observations when practical. See the Program Observation section of the Site Visit Questionnaire tool for more information on what aspects of the program is being evaluated.

OFCY also reserves the right to attend and observe a program unannounced on other occasions as well.

File Review

No less than once during the three-year grant cycle, OFCY Grant Managers will conduct a file review of OFCY participants for each grantee providing clinical and non-clinical case management, mental health, intensive outreach and group activities. This file review will coincide with the grantee site visit. The purpose of the file review is to confirm the programs are serving the correct population, ensure quality control of files (documentation and completeness), and confirm data are being properly inputted into the Cityspan database.

The Program Director will generate a list of participants from the Cityspan database and then the OFCY Grant Manager will randomly select at least ten participants from the list for the visit. The Program Director, if they chose, will remove or block out the names of participants before allowing the OFCY Grant Manager to view the files. If there are issues with the ten selected, an additional sample may be requested by the OFCY Grant Manager.

The files will be checked to ensure that your program's eligibility requirements are met. Those documents **may** include:

1. For employment programs, copies of work permits (for the grantee under the age of 16),
2. For employment programs paying the grantee, copies of social security cards and photo identification will be on file.
3. SIGNED Consent/Release of Information Form (either by parent for those under 18 or by participants for those over 18) on file for those participants who are listed as consenting to be in the evaluation in the database.
4. The consent form(s) have been written as OPT-OUT – so that parents or youth who do NOT want to participate in evaluation or have their photo/video taken would need to opt-out of the process. Until we receive confirmation of opting out, the youth would be included in part of the evaluation.

Site Visit Report

- 1) A Grantee Site Visit Report will be prepared by the OFCY Grant Manager.
- 2) Report may have corrective actions with completion due date.
- 3) Compliance with the corrective actions will be part of the OFCY Grant Managers review of future quarterly reports. Due dates are included in the quarterly report section of the Cityspan database.

- 4) Not responding or reporting on corrective actions by the due dates listed in the Site Visit report can be a reason to not renew funds for the next funding year.

Helpful Tip:

A copy of the Site Visit Tool will be emailed to you by your grant manager prior to the scheduled visit.

MEDIA AND PUBLICATIONS

Any publicity or marketing materials generated by the grantee for the OFCY-funded project must adhere to the following guidelines.

Any publicity or marketing materials generated by Grantee for the project will make reference to the contribution of the City of Oakland’s Oakland Fund for Children and Youth (OFCY) in making the project possible. The words “**Oakland Fund for Children and Youth**” will be explicitly stated in all pieces of publicity, including but not limited to flyers, press releases, websites, posters, brochures, public service announcements, interviews and newspaper articles.

The OFCY logo must be clearly placed on all pieces of publicity and marketing material, including but not limited to flyers, press releases, websites, posters, brochures, public service announcements, interviews and newspaper articles. City staff will be available whenever possible at the request of Grantee to assist Grantee in generating publicity for the OFCY-funded project.