



OAKLAND FUND FOR CHILDREN & YOUTH

OFCY Grantee Convening

October 2, 2026

Agenda

- Welcome
- Contract Execution Reminders
- Quarterly Reporting Guidance

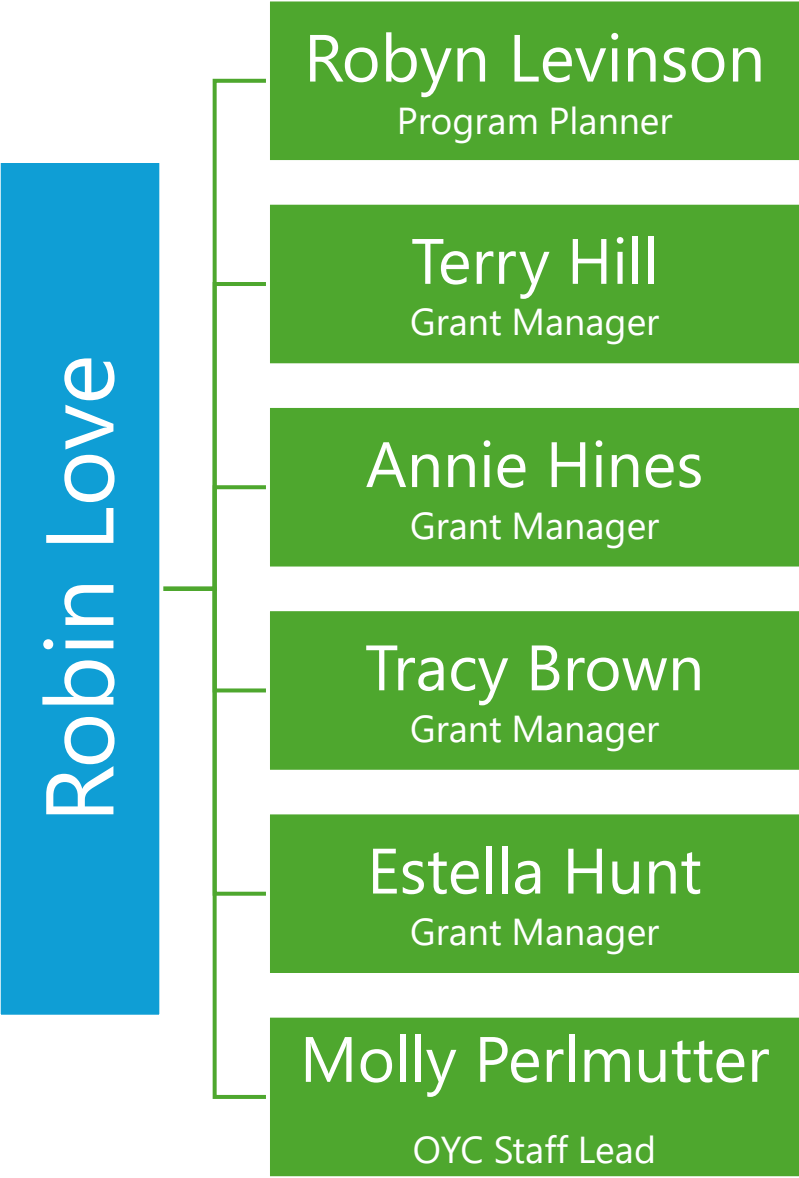
BREAK

- General Updates
- On the Radar



Welcome

OFCY Staff



OFCY Contract Reminders

- Timeframe for contract execution
- Schedule Q Insurance requirements
- Program Contact Information Section in Cityspan



Quarterly Reporting Overview

Quarterly Reporting Schedule

Quarter	Service Period	Due Date Progress Report & Invoice
Summer	June 1 through September 30	October 15
Quarter 1	July 1 through September 30	October 15
Quarter 2	October 1 through December 31	January 15
Quarter 3	January 1 through March 31	April 15
Quarter 4	April 1 through June 30	July 15

NOTE: Requests for extension must be sent to the assigned OFCY Grant Manager prior to the progress report due date. **Late submission of reports will delay payment.**

Quarterly Reporting Overview

- Highlights programmatic successes, activities or outcomes that took place during the reporting period
- Provides OFCY the opportunity to assess programmatic and fiscal compliance
- Identifies technical assistance that would benefit grantees across program strategies

Narrative Section

1. Program Highlights and Success
2. Program Challenges
3. Updates
4. Partnerships
5. Anecdotal Story
6. Additional Comments

PROGRESS REPORTS
FY2026-2027
Sample Organization 1 - OFCY Example Employment Program [TEST]

▼ Quarter 1: July - September

Report Due Date: 5:00 P.M. PT on 10/15/2025

Unsubmitted

[Narrative](#)

☐ Unsubmitted



[Stats](#)

☐ Unsubmitted



[Invoice](#)

☐ Unsubmitted



[Signoff](#)

☐ Unsubmitted



[Approval](#)

☐ Unsubmitted



[Invoice Coversheet](#)



Quarter 2 available upon approval of Quarter 1.

Quarter 3 available upon approval of Quarter 2.

Quarter 4 available upon approval of Quarter 3.

Program Highlights & Success

NARRATIVE



SUBMIT

Sample Organization 1 - OFCY Example Employment Program [TEST]

Quarter 1: July - September

Indicates required fields or invalid data.

Program Highlights and Successes

Share your OFCY Funded program's highlights and successes in this quarter. Include community events or other Activities Without Personal Information.

0 characters (3500 max)

Program Challenges

What challenges have been faced this quarter, including transitioning from remote to in-person programming, that impact your OFCY program's or clients' goals? Please answer in the following format: 1) Challenge, 2) Steps taken to address the challenge, and 3) the outcomes.

0 characters (3500 max)

Updates

Provide updates on any and all changes concerning agency and program staff, scheduling, space and location, activities, etc., and their impacts on your OFCY program. Are you planning any additional changes in the coming months? If yes, what are they and how will they impact your OFCY program?

0 characters (3500 max)

Share your OFCY Funded program's highlights and successes in this quarter: include community events or other Activities Without Personal Information

Program Highlights & Success: Example 1

Program A fellows delved deeper into policy advocacy, political education and personal development. Fellows attended a summer policy series in collaboration with the [University] Advocacy Clinic and got in depth education about the legislative process. Furthermore, fellows traveled to [City] to engage in lobbying in support of five [Agency] co-sponsored bills. In September, in collaboration with [External Agency], fellows engaged in political education regarding the prison industrial complex, as well as transformative justice alternatives to the carceral system. Throughout this quarter, fellows also engaged in resume and job application workshops as they prepared for the last quarter of their fellowship. We also began recruiting for our next [OFCY Program 2] cohort, which will start in January.

Program Highlights & Success: Example 2

During Q1 [Agency] served 28 Oakland youth.

Below is a summary of the total number of certifications OFCY participants received this quarter:

- 4 received [Training 1] Certifications
- 2 received [Training 2] Certifications
- 1 received [Training 3] (Advanced) Certification
- 1 received a [Training 4] Certificate
- 8 received [Training 5] Certifications
- 3 received [Training 6] Certifications
- 1 received [Training 7] Certification
- 1 received [Training 8] Certification

Program Highlights & Success:

Example 3

- August 4-6: [Activity 1] – 8 [Participants] including 2 OFCY Youth
- August 11: 3 [Participants], including 1 OFCY youth engaged in [raining] with the City of Oakland and became certified as [Certification] Volunteers
- September 7-8: 5 [Participants], including 1 OFCY Youth worked with staff from [External Agency] and [Other External Agency] to create a [product] about [subject].
- September 15: [Local Agency] [Training] Bootcamp held at [Location/Partner] with 5 [Participants] including 1 OFCY Youth
- September 15-17: [Activity 2] Trip on the [Location] including 1 OFCY youth

Program Challenges

What challenges have been faced this quarter that impact your OFCY program's or client's goals?

Please answer in the following format:

- 1) Challenge
- 2) Steps taken to address the challenge
- 3) Outcomes

Program Challenges: Example 1

Helping [Participants] become proficient in math and reading comprehension to perform well on industry-standard entry level exams for public service agencies/positions. 2) Steps taken: [Department 1] Staff and [Department 2] staff conducted workshops designed to support and prepare a cohort of [Participants] to sit for the [External Agency] [Job Classification] 1 exam, for example. 3) Outcome: 1 [Participant] successfully placed with [External Agency] through a series of exams; we are continuing to support the rest of the cohort and wait results on the testing schedule. We will report results next quarter.

Program Challenges: Example 2

Example 2: The location of our office space continues to be a challenge for [OFCY Program 1] (14-18yr old) participants as there is very limited public transportation by way of an [Jurisdictional] shuttle that youth can only access at the [Station Name] BART station. This has been a viable option for youth without transportation but has impacted arrival times. Staff have provided rides for youth and offered LYFT rides for this who need rides home after the program sessions end when shuttle service is no longer available. As formerly [intersectional population] youth, our fellows endure various challenges related to housing, securing stable employment, and mental health. These challenges caused some issues with attendance, consistency, and follow through. To address this, we connected more of our fellows with [Agency]. We also connected one participant with a therapist for individualized support. These interventions supported fellows with taking steps to secure stable housing, as well as wraparound mental health support.

Updates

Provide updates on any and all challenges concerning agency and program staff, scheduling, space and location, activities, etc., and their impacts on your OFCY program.

Are you planning any additional changes in the coming months? If yes, what are they and how will they impact OFCY program?

Partnerships, Subcontractors, and Consultants

Describe the partnerships with other programs or agencies that directly supported your OFCY-funded programming this quarter.

Anecdotal Story

- Share a highlight or an achievement of your OFCY Funded program this quarter.
- Share a highlight or an achievement from an OFCY participant this quarter.
- Do you have any photos, newsletters and/or fliers that support an activity from this quarter? You can also share links to videos in the anecdotal story or comments section.

Anecdotal Story: Example 1

This quarter, one of our OFCY Youth continued to take major strides in his leadership and communication skills in our program. This young man has been in our program for five years. During this stretch at [Agency], he has obtained his High School Diploma, earned numerous tool certifications, was promoted to a [Job Class] position, and even was recognized as “[Participant] of the Quarter” in Fall of 2022. Most recently, this youth has continued to step out of his comfort zone to mentor others, engaging in more intensive training and holding himself to higher standards than required of other [Participants]. He has also more seriously explored career opportunities for himself post-[Agency], namely, communicating with staff in both our [Agency Department] and [Agency Department] departments regarding potential career pathways. This [Participant] also fulfilled the requirements to become a Climate Steward through the [University]. This past quarter, as part of his capstone project, he has instructed several incoming orientation groups about Recycling education and how to determine what trash and recyclables go where.

Anecdotal Story: Example 2

This year, the [Program Name] is offering 2 returning participants from last year's cohort to return as leaders in the program. [Participant 1] and [Participant 2] are both recent high school graduates and 1st generation/1st semester college students at [University 1] and [University 2]. This summer both [Participant 2] and [Participant 1] were instrumental in helping to develop our plan for the [Program] 2023-24 cohort. They assisted in outreach/recruitment for the program and helped facilitate applicant interviews. Since the program started, both [Participant 1] and [Participant 2] have taken facilitator and mentorship roles with our new cohort participants. We are super excited to continue supporting their development as youth leaders in our organization and community. One of our [Program 2] fellows enrolled in college this quarter. He is studying [subject] at [College] and has been thriving!

TEST - Barrier Support and Removal							
Projected # Youth served	Actual # Youth Served Q	Actual # Youth Served YTD	Projected Total Service Hours - Youth	Actual Total Service Hours - Youth Q	Actual Total Service Hours - Youth YTD	Actual # of unduplicated Days - Services Provided Q	Actual # of unduplicated Days - Services Provided YTD

18	4	4	45.00	3.25	3.25	4	4
Projected Average Hours of Participation per Youth	Actual Average Hours of Participation per Youth Q	Actual Average Hours of Participation per Youth YTD	Actual Average Daily Attendance Youth Q	Actual Average Daily Attendance Youth YTD			
2.50	0.81	0.81	1.00	1.00			

TEST - Job Coaching and Case Management							
Projected # Youth served	Actual # Youth Served Q	Actual # Youth Served YTD	Projected Total Service Hours - Youth	Actual Total Service Hours - Youth Q	Actual Total Service Hours - Youth YTD	Actual # of unduplicated Days - Services Provided Q	Actual # of unduplicated Days - Services Provided YTD

18	5	5	1,080.00	6.00	6.00	6	6
Projected Average Hours of Participation per Youth	Actual Average Hours of Participation per Youth Q	Actual Average Hours of Participation per Youth YTD	Actual Average Daily Attendance Youth Q	Actual Average Daily Attendance Youth YTD			
60.00	1.20	1.20	1.00	1.00			

Stats Section

- Automatically populates the program's current participation and service numbers based on what data the agency has input into Cityspan.
- Review activity data **prior** to submission to ensure accuracy.

Invoice Section

- These are ***Cost-Reimbursement*** contracts –expenditures are required to have supporting documentation to verify the reimbursement request.
- Invoice section has the approved line-item budget, current expenses, and a year-to-date total column.
- Report actual expenditures for the quarter.
- The bottom line of the invoice page indicates how much money has been paid to date, not including the current quarter.

Invoice Section

- The invoice must reflect the same line items as in the budget negotiated in the scope of work or subsequent modification.
 - If not, explain why this is the case and request a budget modification if a line item is 10% above the amount originally approved.
 - Budget modifications cannot be made after the end of the third quarter of the grant year (March 31).
- As a check and balance for fiscal reporting, the user submitting the Invoice form must be different from the Agency Admin user who completes the Sign Off step for the Quarterly Progress Report.

Invoice Backup Examples

Supporting Documentation

Supporting documentation required for the following budget categories:

1. Personnel
2. Subcontractors
3. Youth Wages
4. Youth Stipends

Supporting Documentation: Personnel

- 1) Payroll journal/ledger
- 2) Reimbursement report
- 3) total salary and fringe benefits by staff
- 4) OFCY allocation

Supporting Documentation: Subcontractors

- 1) Copies of the subcontractor's invoices
- 2) Copies of the checks to show subcontractor invoices are paid
- 3) If only part of the expenditure is allocated to OFCY, indicate that amount on the invoice or receipt

Supporting Documentation: Youth Wages

Payroll journal/ledger or report that showing the reimbursement period, total wages and fringe benefits for each youth participant and the amount allocated to OFCY.

Supporting Documentation: Youth Stipends

Provide checks for each youth receiving a stipend. If only part of the expenditure is allocated to OFCY, indicate that amount.

BREAK

5-minute break



Cityspan Data Entry Overview

Cityspan Data Management



Participants

- Oakland youth (or parents and caregivers) eligible for programming



Locations

- Where are participants being served?



Activities

- What service activities are provided to participants that contribute to service hours?

Progress
Report:
Stats Page

Enrolling Eligible Participants: Who is Eligible?

OFCY overall enrollment requirements:

- Must be 0-21 years of age
- Must have a signed consent to release information on file
- Must be Oakland Residents
 - If a participant is unhoused, crashing with friends or family (in Oakland), or in transitional housing, please select “Homeless/Transitioning”

Strategy Specific enrollment requirements:

- Family Resource Center and Parent Engagement – may serve adult participants and children 0-5 years of age.
- Expanded Learning at Elementary and Middle Schools – must serve elementary or middle school aged children, respectively
- Youth Development & Leadership – must serve youth 10-18 years of age
- Career Access, Youth Summer Jobs, and Independent Living – must serve youth 15-21
- Place-Based Innovations for Safety – must serve youth 10-18 years of age, as well as TAY.

Do you have any additional enrollment requirements?

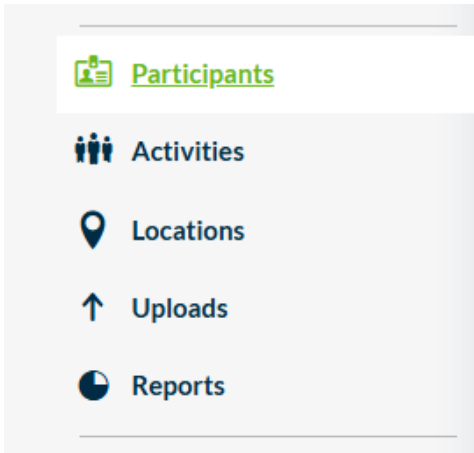
- Do you prioritize or serve specific populations?
 - Children of Incarcerated Parents
 - Justice Involved Youth
 - Youth with Disabilities or Access and Functional Needs
 - Transitional Aged Youth
 - OUSD Students
 - Youth who are Unhoused or Experiencing Homelessness
 - Other At-Risk populations

Summary of Investment Strategies

Table 2. Summary of Investment Strategies

OFCY Investment Strategy FY 25 – 28	Funding Allocation	Age Group Served	Equity Outcome for Children & Youth Living in Equity Zones
 1. Family Resource Centers (FRCs) and Parent Engagement	8%–13%	0 – 5	Families can access FRCs in their local communities.
 2. Elementary School-Based Expanded Learning	8%–13%	Elementary school age	Every child has access to free school-based afterschool programs in elementary school.
 3. Middle School-Based Expanded Learning	10%–15%	Middle school age	Every child has access to free school-based afterschool programs in middle school
 4. Youth Development and Leadership	30%–35%	Middle & high school age	Youth have access to free high-quality youth development programs in the summer and year-round.
 5. Career Access and Employment	12%–17%	Ages 15 - 21	Youth have increased access to paid work opportunities and jobs.
 6. Youth Summer Jobs	6%–11%	Ages 15 - 21	Youth have increased access to paid work over the summer.
 7. Independent Living	3%–8%	Ages 15 - 21	Youth have increased access to income, benefits, and supportive services.
 8. Place Based Innovations for Safety	10%–15%	Middle and high school age, as well as TAY	Youth demonstrating early warning indicators have improved engagement in school, work, and community activities.

Creating a Participant in Cityspan



YOUTH PARTICIPANTS ⓘ ADD +

Active ▾ SEARCH CLEAR

*Do you have a lot of participants to upload? Try the “bulk upload” tool under **Uploads!***

Data Upload Tool

File: No file chosen

Type: ☐ Student Upload

Data Dictionaries/Templates:
[Youth Participants](#)

Results

Total records uploaded: 9
Total records returned with validation errors: 0
Total records in upload file: 9



ADD YOUTH PARTICIPANT ⏪ ADD +

YOUTH PARTICIPANT REGISTRATION

Each participant must sign an Authorization to Release Confidential Information ("Consent Form") before they are enrolled in any activity in the grant management database. <https://www.ofcv.org/grantee/grant-policies/>

* Do you have a signed Authorization to Release Confidential Information ("Consent Form") for this participant? ☐ Yes ☐ No

* First Name

* Last Name

* Date of Birth

* Zip ▾

* OFCY Race/Ethnicity ▾

* Gender Identity ▾



[Intake](#) | [Enrollment](#) | [Reports](#)

SUCCESS

This participant was successfully added.

RON STOPPABLE



SAVE & RETURN



Creating a Location in Cityspan

Required Information

- Service Site Name - use the Location name. Example:
 - Soccer Camp at Oakland International High School – site service name would be “Oakland International High School”
- Service Site Type
- Address – Street, City, State, Zip Code
 - All program locations do not need to be within Oakland; however, should be accessible to your program’s participants
- Location Type – Virtual or Physical
 - Will Virtual or in-person services be offered at this site?
- City Council District – if you do not know the City Council District the site falls in, click on the link to look up the address.

OAKLAND CITY HALL [←](#) [📄](#) [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.

* Indicates a required field

LOCATION DETAILS

* Service Site Name ⓘ

* Service Site Type ▼

* If Other, Please Specify

* Street Address (e.g., 1920 Telegraph Ave)

Apt/Suite

* City

* Zip Code

* Location Type ▼

* Please select one ▼

Please select your city council district below. If you do not know what district your service site is located within, [please click here](#) and enter the street address.

* City Council District ▼

Cityspan Activities

Four different types of activities in Cityspan:

Group Activities

Any activity where enrolled individuals participate and attendance can be taken

Examples: Classes, after school programs, group therapy, trainings, sports games, etc.

Individual Activities

Any activity with one participant where subject matter can be individualized.

Examples: Individual case management, 1:1 tutoring, etc.

Employment & Internships

Paid or subsidized employment or internship participation

Examples: Work Crews, Project-based jobs, Employment with a local organization, etc.

Activities without Personal Information

Activities where individual attendance may not be taken and/or all participants are not OFCY eligible, but contributes to your overall program impact or outcomes

Examples: Family Nights, Art Shows, Community Presentations, etc.

Creating a Group Activity & Schedule

[Group](#) | [Individual](#) | [Internships & Employment](#) | [Activities w/o Personal Info](#)

GROUP ACTIVITIES

ADD +

ADD ACTIVITY

SAVE & PROCEED

GROUP

* Activity Name

* Cycle ☐ FY2025-2026 ☐ FY2026-2027

* SOW Service Projections

* Service Delivery ☐ Virtual ☐ In-Person

Activity Schedule

* Activity Category

- ☐ Academics
- ☐ Arts, Dance, Music and Culture
- ☐ College and Career Readiness
- ☐ Community Building
- ☐ Early Learning
- ☐ Family Engagement & Parent Education
- ☐ Field Trips
- ☐ Health Education & Wellness
- ☐ Leadership and Civic Engagement
- ☐ Master Sign-In
- ☐ Sports & Recreation
- ☐ Supportive Services

SCHEDULE

PRE-EMPLOYMENT TRAINING

ADD DATES + DELETE DATES

No records to display

PRE-EMPLOYMENT TRAINING

ADD DATE(S) TO SCHEDULE

of Occurrences ☐ Single Date ☒ Multiple Dates

Begin/End Dates to

Select Days & Times

Repeats Weekly On: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

ADD DATE(S)

- Required Information:
- Activity Name
 - Program Cycle (FY2026-2027)
 - SOW Service Projections
 - Service Delivery
 - *If In-Person:* Location
 - Activity Category

Creating an Individual Activity

Participants

Activities

Locations

Uploads

Reports

Group | Individual | Internships & Employment | Activities w/o Personal Info

INDIVIDUAL ACTIVITIES

ADD +

Search by Name

Cycle



07/01/26



06/30/27



SEARCH

CLEAR

No records to display

TEST - CASE MANAGEMENT



SAVE & RETURN

INDIVIDUAL

* Activity Name TEST - Case Management

* Cycle  ☐ FY2025-2026
☒ FY2026-2027

* SOW Service Projections FY2026-2027 - TEST - Job Coachin... 

* Service Delivery ☒ Virtual
☐ In-Person

* Activity Category ☐ Academics
☐ Arts, Dance, Music and Culture
☐ College and Career Readiness
☐ Community Building
☐ Early Learning
☐ Family Engagement & Parent Education
☐ Field Trips
☐ Health Education & Wellness
☐ Leadership and Civic Engagement
☐ Master Sign-In
☐ Sports & Recreation
☒ Supportive Services

General Info | Attendance

TEST - CASE MANAGEMENT



ACTIVITY DETAILS



Activity Name TEST - Case Management

Activity Type Individual

SOW Service Projections FY2026-2027 - TEST - Job Coaching and Case Management

Activity Category Supportive Services

Activity ID 5643749

Location

Required Information:

- Activity Name
- Program Cycle (FY2026-2027)
- SOW Service Projections
- Service Delivery
- *If In-Person:* Location
- Activity Category

Creating an Internship or Employment Activity

Participants

Activities

Locations

Uploads

Reports

Group | Individual | Internships & Employment | Activities w/o Personal Info

INTERNSHIPS & EMPLOYMENT

ADD +

Search by Name

Cycle

07/01/26

06/30/27

SEARCH

CLEAR

Required:

- Activity Name
- Program Cycle (FY2026-2027)
- SOW Service Projections
- Service Delivery
- *If In-Person*: Location
- Activity Category: Internships and Employment

TEST EMPLOYMENT

SAVE & RETURN

INTERNSHIPS & EMPLOYMENT

* Activity Name

Test Employment

* Cycle

☐ FY2025-2026

☒ FY2026-2027

* SOW Service Projections

FY2026-2027 - TEST - Youth Emplo... 

* Service Delivery

☒ Virtual

☐ In-Person

* Activity Category

☒ Internships and Employment

Creating an Activity without Personal Information

Participants

Activities

Locations

Uploads

Reports

Group | Individual | Internships & Employment | Activities w/o Personal Info

ACTIVITES W/O PERSONAL INFO

ADD +

Search by Name

Cycle



07/01/26



06/30/27



SEARCH

CLEAR

ADD ACTIVITY



SAVE & PROCEED

ACTIVITIES W/O PERSONAL INFO



The data reported in this activity type will not count toward meeting the SOW - Service Projections. Only Group, Individual and Internships & Employment activity types for enrolled participants will count toward projected number of participants to be served and service hours.

* Activity Name

* Cycle



- ☐ FY2025-2026
☐ FY2026-2027

* Service Delivery

- ☐ Virtual
☐ In-Person

* Activity Description

Required Information:

- Activity Name
- Program Cycle (FY2026-2027)
- Service Delivery
- *If In-Person:* Location
- Activity Description

Group Activity Enrollment

General Info | Enrollment | Attendance

PRE-EMPLOYMENT TRAINING



ENROLL

No persons are currently enrolled in this service.



PRE-EMPLOYMENT TRAINING



First Name

Last Name

All Participants



SEARCH

CLEAR

Select name(s) to enroll participants.

! Participants without a Consent Form cannot be selected for enrollment and will mean that attendance cannot be tracked.

	PARTICIPANT NAME	DATE OF BIRTH	PARTICIPANT TYPE
☐	Baxter, Raven	7/16/2010	Youth Participants
☐	Cross, June	1/1/2010	Youth Participants
☐	Gordon, Gordo	4/29/2008	Youth Participants
☐	Load, Wade	7/15/2012	Youth Participants
☐	MacParticipant, Participant	9/21/2010	Youth Participants
☐	Mcguire, Lizzie	3/25/2009	Youth Participants
☐	Possible, Kim	2/19/2008	Youth Participants
☐	Proud, Penny	1/10/2009	Youth Participants
!	Sanchez, Miranda	7/15/2009	Youth Participants
☐	Spellman, Sabrina	8/1/2010	Youth Participants
☐	Stewart, Miley	12/2/2009	Youth Participants
☐	Stoppable, Ron	5/20/2010	Youth Participants
☐	test, testconsent	9/1/2026	Youth Participants
!	TestAdultLast, TestAdultFirst	3/20/1986	Adult Participants
☐	Tipton, London	8/16/2010	Youth Participants

ENROLL >



PRE-EMPLOYMENT TRAINING

ENROLLMENT SUCCESSFUL

Group Activity Attendance

PRE-EMPLOYMENT TRAINING



SAVE & RETURN



Tuesday, August 4, 2026



PARTICIPANT NAME	ATTENDANCE	BEGIN	END	UPDATE
Baxter, Raven	P A	9:00 AM	3:00 PM	ALL PRESENT
Cross, June	P A	9:00 AM	3:00 PM	ALL ABSENT
Gordon, Gordo	P A	9:00 AM	3:00 PM	CLEAR
Load, Wade	P A	9:00 AM	3:00 PM	
MacParticipant, Participant	P A	9:00 AM	3:00 PM	
Mcguire, Lizzie	P A	9:00 AM	3:00 PM	
Possible, Kim	P A	9:00 AM	3:00 PM	
Proud, Penny	P A	9:00 AM	3:00 PM	
Spellman, Sabrina	P A	9:00 AM	3:00 PM	
Stewart, Miley	P A	9:00 AM	3:00 PM	
Stoppable, Ron	P A	9:00 AM	3:00 PM	
test, testconsent	P A	9:00 AM	3:00 PM	
Tipton, London	P A	9:00 AM	3:00 PM	



General Info | Enrollment | Attendance

PRE-EMPLOYMENT TRAINING



All Dates



DATE	BEGIN	END	PRESENT / TOTAL
Tuesday, August 4, 2026	9:00 AM	3:00 PM	13 / 13
Wednesday, August 5, 2026	9:00 AM	3:00 PM	0 / 13
Thursday, August 6, 2026	9:00 AM	3:00 PM	0 / 13

Employment Activity Attendance

General Info | Attendance

TEST EMPLOYMENT

All Participants

All Dates

SEARCH

CLEAR

No records to display



TEST EMPLOYMENT

GENERAL INFORMATION

* Participant

* Reporting Period Begin

* Reporting Period End

* Time Worked

0

Hours

0

Minutes

* Gross Payment

* Placement Site

Notes

Individual Activity Attendance

TEST - CASE MANAGEMENT

GENERAL INFORMATION

* Participant

MacParticipant, Participant

* Date of Activity

08/12/2026

* Time

Hours

45

Minutes

Notes

TEST - Include a basic summary of activities or services provided.

* Service provided to (must choose one):

☒ Children, Parents and/or Caregivers

☐ Child Development Center, Head Start, Early Childhood Educator

* (at least one is required):

☐ Assessment/Screening

☐ Child Specific Intervention

☐ Child Specific Observation

☐ Child/Family Specific Consultation

☐ Development of Child Specific Support Plans

☐ Home Based Services

☐ Parent Education and Support

☒ Resources/Referrals/Case Management

☐ Other

Activities Without Personal Information Attendance

TEST ACTIVITY WITHOUT PERSONAL INFORMATION

ACTIVITIES W/O PERSONAL INFO ATTENDANCE

Date of Activity

08/28/2026

Total Adult Participant Attendees

30

Total Youth Participant Attendees

50

Time Spent (min)

90

PROGRESS REPORTS

FY2026-2027

Sample Organization 1 - OFCY Example Employment Program [TEST]

▼ Quarter 1: July - September

Report Due Date: 5:00 P.M. PT on 10/15/2025

Unsubmitted

Narrative

Unsubmitted



Stats

Unsubmitted



Invoice

Unsubmitted



Signoff

Unsubmitted



Approval

Unsubmitted



Invoice Coversheet



STATS

Sample Organization 1 - OFCY Example Employment Program [TEST]

Quarter 1: July - September

◀



SUBMIT

YOUTH PARTICIPANTS SERVICE INTENSITY						
	1-25 hours	26-50 hours	51-75 hours	76-100 hours	101-125 hours	126-150 hours
Annual Projection	2	0	0	0	0	0
This Quarter	3	0	11	1	1	0
YTD	3	0	11	1	1	0
	151-175 hours	176-200 hours	201-250 hours	251-300 hours	301-350 hours	351 or more hours
Annual Projection	0	0	0	0	18	0
This Quarter	0	0	0	0	0	0
YTD	0	0	0	0	0	0

Totals:	Service Hours	Participants Served
This Quarter	1,001.00	16
YTD	1,001.00	16

Verifying via the Stats Page

ACTIVITIES W/O PERSONAL INFO			
	# of Activities	# Youth Served	# Adults Served
This Quarter	1	50	30
YTD	1	50	30

OVERALL YEAR TO DATE						
Projected Unduplicated # Youth Served	Actual Unduplicated# Youth Served	Progress % Youth Served (Actuals/Projections)	Projected Service Hours	Actual Service Hours	Progress % Service Hours (Actuals/Projections)	Actual ADA
20	16	80.00%	6,025.00	1,001.00	16.61%	8.74



Cityspan Data Entry Questions

General Updates

1. OFCY Policy Manual- forthcoming!
2. Planning and Oversight Committee meeting:
10/7/2026, 6pm in City Hall Hearing Room 4
3. Recorded session will be available on website and
emailed to all contacts listed in Cityspan
4. October 15th: Summer 2026 and year-round Q1
Progress Report due

On the Radar

1. City Biennial Budget
2. OFCY Informal Site visits: Spring 2027
3. Impact of not submitting documents for contract execution: delayed payment

OFCY Grant Manager – Tracy Brown

Tracy is an accomplished visual artist, cultural practitioner, and educator whose career spans the arts, community development, technology, and global service. Born in San Francisco, she earned her BA in Speech from San José State University, and an MA in Arts Politics from NYU's Tisch School of the Arts. She served as a Health Volunteer and Volunteer Leader with the Peace Corps in Benin, West Africa she has supported community members and grassroots organizations across the Bay Area and beyond in advancing social equity, community development, and grantmaking initiatives.



OFCY Grant Manager – Estella Hunt

- Estella brings her finance and business operations experience from the private sector to her role as a Grant Manager with OFCY. Her prior roles emphasized process workflow, fiscal accountability, and compliance. Born and raised in Oakland, she is excited to work with community partners who are elevating Oakland's children and youth to explore and realize their talents.
- Estella holds degrees in Business and Engineering from the University of San Francisco and Stanford University, respectively. During her free time, you may find Estella walking the aisles of Home Depot or Michaels looking for materials for her construction or crafting projects.



OYC Lead Staff – Miriam "Molly" Perlmutter

- Molly Perlmutter (she/her) is thrilled to be the new Staff Lead to the Oakland Youth Commission. She has spent the last eight years at Oakland High teaching Government & Economics, World History, and Senior Seminar, where she's appreciated getting to know so many incredible young people.
- As an educator, Molly designed projects that asked her students to engage with real issues and decision makers in their communities. Molly is eager to continue that work with the Oakland Youth Commission. Molly finds tremendous joy in working with young people to imagine and advocate for a more equitable and just city.
- Molly is looking forward to building a strong and stimulating community, which supports and challenges the commissioners.
- During her time at Oakland High, Molly also held several leadership roles including Pathway Director for the Engineering & Design Academy, New Teacher Coach, and was a member of the Instructional Leadership Team.
- Molly has both her B.A. and Masters in Education from Harvard University. In her free time, she enjoys exploring the Bay's hiking trails with her daughter and supporting both Angel City and Liverpool soccer teams.

