

OFCY Grantee Response to COVID 19 Program Plans for Quarter 4 (April, May, June 2020)

Thank you for your resilience 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.

Guidelines have been previously provided on expenses eligible for payment for grantees with reduced services due to coronavirus related disruptions. These have been extended through May 1, based on the direction provided by the City of Oakland. While at this time OFCY is requesting information on activities and budget for the full fourth quarter, additional direction from City Administration may be provided at a later date.

OFCY is using the Modifications tab in Cityspan as the mechanism to collect details about your program plans for Quarter 4. This will allow you to access and refer back to the information submitted to OFCY. If your organization receives multiple OFCY grants, please submit modification responses per each grant funded program through Cityspan.

Please read the instructions completely prior to completing the modifications requests by April 17th. OFCY will NOT be responding to the Quarter 4 program plan updates through the Modification tab with an "Approved" or "Denied" response. Rather, OFCY will review your program plans and email you with any further questions or comments. Thank you for your attention to this matter.

Instructions for Programs Providing Services in Quarter 4

Activities Modifications

The list of activities you enter in the **Modification Details** field will serve as your Scope of Work – Activities Summary for Quarter 4. You will report on the services detailed in the Modifications Details through the Quarter 4 Progress Report – Narrative. **Grantees will NOT have to create, delete or modify activities in Cityspan nor enter service data against any activities in Cityspan.**

Modifications Detail: Please provide details on the activities or services you plan on providing during Q4. Be concise, but be sure to provide the days, hours, and frequency of services, as well as expected number of participants. Example: 1) We plan on hosting leadership development training via ZOOM to our youth cohorts each Friday from 3pm-6pm, and estimate that 20 youth will participate. 2) Staff will reach out to youth directly via phone call or text once a week to connect with our 75 participants.

OFCY Grantee Response to COVID 19 Program Plans for Quarter 4 (April, May, June 2020)

Upload: Do not upload anything.

Budget Modifications

Please use the budget modifications to detail any changes that need to be made in Cityspan in order for your program to invoice in Q4. The Cityspan invoice system has validations built in and will not allow you to invoice more than 110% of approved budget line item amount.

Modifications Detail: Please detail any changes to the staffing for the activities proposed above? What reduction, if any, is there in hours or number of staff for this OFCY funded program? Provide details on any changes including staff name, title, and hours per week on the program.

Upload: Complete and upload the budget modifications workbook. This workbook is available for download on the Modification tab in Cityspan.

Instructions for Programs NOT providing Services in Quarter 4

Activities Modification

Modifications Detail: Enter information about the program being shut down including anticipated dates for the shut down period and when the decision to shut down will be revisited.

Upload: Please upload a letter that indicates your OFCY funded program is shutting down services. The letter should be from your Executive Director or senior staff listed on your OFCY contract and be on agency letterhead. The letter should include information regarding the programming being shut down, anticipated dates for the shut down period, and when the decision to shut down will be revisited. We understand that plans right now must remain flexible and have a high likelihood to change.

Budget Modification

Please use the budget modifications to detail any changes that need to be made in Cityspan in order for your program to invoice in Q4. The Cityspan invoice system has validations built in and will not allow you to invoice more than 110% of approved budget line item amount.

Modifications Detail: Please detail any changes to the staffing for the activities proposed above? What reduction, if any, is there in hours or number of staff for this OFCY funded

OFCY Grantee Response to COVID 19
Program Plans for Quarter 4 (April, May, June 2020)

program? Provide details on any changes including staff name, title, and hours per week on the program.

Upload: Complete and upload the budget modifications workbook. This workbook is available for download on the Modification tab in Cityspan.

General Instructions for Using the Modifications Tab

The screenshot shows the 'Oakland Youth Services Attendance System' interface. On the left is a sidebar with navigation options: Home, Scope of Work, Progress Reports, **Modifications** (1), Participants & Staff, Group Activities, Individual Activities, ECMHC Hours, Internships & Subsidized Employment, Events, Locations, Reports, and Utilities. The main content area is titled 'MODIFICATION' and includes buttons for Cancel, Save, Save and Return, PDF, and Submit (7). Below the title is a red header 'Demo - OFCY-only' and a yellow warning box: 'Fields that are required but blank or otherwise aren't valid will display a red left border.' The form has three main sections: 'Type of Modification' (3) with a dropdown menu, 'Modification Details' (4) with a large text area, and 'File Upload 1' (5) with an 'UPLOAD' section. The 'File Upload 1' section includes a 'File (20mb limit):' label, a 'Browse...' button, and the text 'No file selected.' Below this is an 'Upload' button. At the bottom of the form is a yellow button labeled 'Add file upload for this modification' (6).

1. Click on the **Modifications** tab below the Progress Reports. Only users with access to Contract management will have access to this new Modifications tab.
2. Click on **Add a Modification** and then the **Modification ()** link that appears.
3. Select the **Type of Modification** from the drop down list. Note: Only one type of modification can be submitted at a time. Once you submit a request, there will be an option to add another modification request immediately.

- **Activities**
- **Budget**

OFCY Grantee Response to COVID 19
Program Plans for Quarter 4 (April, May, June 2020)

• **Demographics – Do not submit Demographics modification requests in response to the pandemic.**

4. Enter in **Modification Detail**. Please see specific instructions on what information to include in this field.
5. For Activity Modifications, do NOT upload any attachment. For Budget Modifications due to the pandemic, grantees should complete and upload the Scope of Work – Budget Modification Workbook.
6. You have the option to upload additional attachments if needed for Budget Modifications.
7. When you submit the modification request, Cityspan will email the assigned OFCY Grant Manager that you have submitted a modification request with a date/time stamp.