

## FY09 OSP Electronic Form Instructions

The FY09 OSP Workbook in Excel duplicates, in sequential order, eight of the pages in FY09 OSP Application Guidelines, which can be found in PDF format on this same website. The Excel Workbook contains eight (8) spreadsheets identified as tabs along the bottom of your browser in the same order they occur in the OSP guidelines:

Application Cover, Program Reporting, Education-Access, Budget Income, Budget Expenses, Budget History, Demographics, and Board Resolution.

Several formulas are imbedded in the workbook that will cause the cells in some spreadsheets to auto-fill as they read data from other sheets. When you enter your organization's name in the Application Cover sheet, that name will appear in the name field for each sheet. The AOI and the Requested Amount on that same sheet will read from the corresponding cells in the Budget Income sheet. Within the three (3) budget summary sheets (Income, Expenses, & History), there are mathematical formulas that will calculate sums and differences over the three reporting years.

Other than intentionally leaving the AOI and Requested Amount fields blank in the first sheet (Application Cover), the process should be fairly self-explanatory, provided you start with the far left tab and then work your way right, sheet by sheet, filling out the indicated cells that remain blank. The default workbook for FY09 will be unprotected, because last year the locked fields caused frustration to people who wanted to have more control over the process.

Some additional notes on the Budget Summary spreadsheets:

- Line 3 on the Budget Income spreadsheet, "City of San Diego Alloc. & Request," is the old City Allocations from previous years; there is no additional column this year.
- The percentages column will automatically calculate each line item dollar amount as a percentage of the total; there is no need to enter numbers in these columns.
- The "Budget Details" section of application is NOT included as a spreadsheet, because it will be something you create within a blank document. Just make sure the symbols you enter into the Income or Expense sheets are replicated in the Budget Details, so there are equivalent symbols connecting each referenced line item and the corresponding explanation.

If you have any questions about the how to use the workbook, communicate with Nigel Brookes: [nbrookes@sandiego.gov](mailto:nbrookes@sandiego.gov) / 619-533-3052.