



KIDS FIRST!

Oakland Fund for Children & Youth

2013-2014 Contract & Documents Checklist



Please follow instructions carefully to avoid unnecessary delays in receiving grant funds. Compliance with Federal, State, and local regulations, as they apply to contractual agreements, is required. The following describes the documents necessary to complete a contract with the City of Oakland. Please contact Terry Hill at 510.238.6380 or Debra Chester at 510.238.7496 if you require additional assistance.

<input checked="" type="checkbox"/>	DOCUMENTS	DESCRIPTION
	Signed Contract One original Grant Agreement with Three Original Signature Pages. All to be sign in blue ink only please.	Contains the terms and agreements between the City of Oakland and grantee programs. NOTE: Please submit one (1) original grant agreement and three (3) original signature pages. All 3 signature pages must be signed in blue-ink.
Submit One (1) copy of all documents listed below		
	Contact Information Sheet for each program site	Identifies the staff members to receive OFCY updates. This document must be re-submitted with any staff changes in your organization.
	Pre-Contract Disclosure	Funding is contingent upon the final approval of the City Council.
	Scope of Work and SOW Narrative	Activities listed in your proposal have been uploaded into your 2013-2014 Cityspan Scope of Work.
	Budget and Budget Narrative	Your proposal Budget line items have been uploaded into your 2013-2014 Cityspan Scope of Work. Please make line item modifications to reflect the approved award amount prior to printing the budget in Cityspan.
	Schedule B2	Arizona Resolution
	Schedule C-1, P, U, V Combined Form ADA Compliance Declaration Nuclear Free Zone Disclosure Form Affidavit of Non-Disciplinary or Investigatory Action	Declaration that programs serving the public make their goods, services, and facilities accessible to people with disabilities. For any questions regarding this document, please contact the ADA Programs Division at 510.238.4754 or Contract Compliance at 510.238.6261. Declaration that programs working on City of Oakland contracts are not doing business with professional and consulting service providers, which would be considered nuclear weapons makers. For any questions regarding this document, please contact the Contract Compliance office. Certifies that the Equal Employment Opportunity Commission (EEOC), Department of Fair Employment & Housing (DFEH) or the Office of Federal Contract Compliance Programs (OFCCP) has not taken disciplinary or investigatory action against the Firm.
	Schedule D Ownership, Ethnicity, and Gender Questionnaire <i>(City/State grantees do not need to submit this document).</i>	This form is required of all non-City/State grantees. For any questions regarding this document, please contact the Contract Compliance office.
	Schedule E - Project Consultant	Consultant Team Listing



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<p>Schedule K</p>	<p>Pending Dispute Disclosure Form</p>
<p>Schedule N Living Wage Ordinance * Fiscal/Lead agencies AND all subcontractors must complete this form</p>	<p>Declaring compliance with the ordinance that programs shall pay a prescribed minimum level of compensation to their employees for the time, they are working on City of Oakland contracts. For any questions regarding this document please contact Vivian Inman at Contract Compliance 510.238.6261.</p>
<p>Schedule N-1 EBO Certificate Equal Benefits, Declaration of Nondiscrimination (City/State grantees do not need to submit this document)</p>	<p>Include a copy of your certificate with other contracting documents. If you are a returning grantee and have not received your EBO Certificate, contact Vivian Inman at Contract Compliance 510.238.6261.</p>
<p>Schedule O Campaign Contribution Form</p>	<p>Declaration that Oakland Campaign Reform Act has been read by grantees and programs will not knowingly make contributions prohibited by the Act. Programs must fill out the form completely. For any questions regarding this document, please contact Vivian Inman at Contract Compliance 510.238.6261.</p>
<p>Schedule Q Insurance Requirements</p>	<p>INSURANCE COVERAGE: Refer to Schedule Q for the City of Oakland's insurance requirements to help guide your organization to meeting all of the insurance requirements. Check to make sure that none of your policies will expire during the time period when the contracting process is taking place. For any questions regarding this document, please contact the Risk Management Office. 510.238.7165</p>
<p>Insurance Certificates, Endorsements, and Waiver Letters (if applicable)</p>	<p>General Liability, Auto, Worker's Compensation Endorsements, Additional Insurance Endorsement, and waiver letters. For any questions regarding these documents, (please pay attention to the amount of insurance coverage and terms and conditions outlined in Schedule Q). For any questions regarding this document, please contact the Risk Management Office. 510.238.7165</p>
<p>IRS W-9 FORM</p>	<p>Notice to New grantees The City of Oakland requires your business to submit agency's Taxpayer Identification Number and Certification.</p>
<p>IRS Letter of Non-Profit Status (City/State grantees do not need to submit this document)</p>	<p>Letter from the Internal Revenue Service documenting non-profit status. It must be a letter issued within the last 2 years. To obtain a current letter, contact the IRS</p>
<p>Oakland Business Tax Certificate (City/State grantees do not need to submit this document)</p>	<p>Organizations that do not have a 2013 Oakland Business Tax License must submit a new business application at the Business Tax License Office and your IRS letter of non-profit status. For questions regarding this document, please contact the Business Tax License Office at 510.238.3704.</p>
<p>City of Oakland's Oracle iSupplier Portal: Oaklandnet.com</p>	<p>Notice to New grantees - The City of Oakland requires your business to register with the City of Oakland's Oracle iSupplier Portal. For questions regarding registration please contact the Purchasing Department at (510) 238-3203.</p>