



# KIDS FIRST!

## Oakland Fund for Children & Youth



### 2010-2011 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, to verify compliance with the regulations. If there are any questions that cannot be answered by the listed resources, please contact Terry Hill at 510.238.6380 or Jason Jong at 510.238.7496.

<input checked="" type="checkbox"/>	DOCUMENTS	DESCRIPTION
	Signed Contract 3 original copies, signed in <a href="#">blue ink</a>	Contains the terms and agreements between the City of Oakland and grantee programs. There must be 3 original copies, <i>signed in <a href="#">blue-ink</a></i> to ensure originality.
	Contact Information Sheet <i>Please email an electronic copy to <a href="mailto:1011OFCY@gmail.com">1011OFCY@gmail.com</a> prior to contract negotiations.</i>	Identifies the people that represent the organization and that need to be notified of OFCY updates. This document must be re-submitted with any staff changes in your organization.
	Scope of Work and SOW Narrative (SOW) During TA sessions OFCY and Cityspan staff will lead grantees through a process of loading data into SOW and SOW Narrative fields—activities/services and deliverables/benchmarks.	OFCY is introducing Cityspan, a web-based reporting and invoicing database to ease the contracting and reporting process. The Excel-based SOW and SOW Narrative forms we used last year will no longer be used, <i>however you may want to input program projections (schedule, number of participants, duration, and time of activity, etc.) in that same document and bring it with you to the TA Session.</i> Instead the Cityspan database, once program data has been loaded, will generate SOW and SOW Narratives that detail the activities/services and deliverables/benchmarks. This document will be reviewed at the contract negotiation meeting with your Program Analyst.
	Budget and Budget Narrative During TA sessions OFCY and Cityspan staff will lead grantees through a process of uploading data into Budget and Budget Narrative fields.	Similar to the SOW and SOW Narratives, the Budget and Budget Narratives will be generated by Cityspan. The Excel-based Budget and Budget Narrative forms we used last year will no longer be used, <i>however you may want to input the program's budget information in that same document and bring it with you to the TA Session.</i>
	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.
	Ownership, Ethnicity, and Gender Questionnaire (formerly Schedule D) <i>(City/State grantees do not need to submit this document).</i>	This form <u>is required</u> of all non-City/State grantees. For any questions regarding this document, please contact the Contract Compliance office.



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<p>Living Wage Ordinance (formerly Schedule N)          * Fiscal/Lead agencies <u>AND</u> 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 the Contract Compliance office.</p>
<p>Schedule N-1 or EBO Certificate Equal Benefits, Declaration of Nondiscrimination  <i>(City/State grantees do not need to submit this document)</i></p>	<p>Declares equal access of benefits for spouses and domestic partners of employees. Programs must provide support documentation to show compliance. For organizations already EBO certified 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>EBO Certificate or Equal Benefits, Declaration of Nondiscrimination  <i>(City/State grantees do not need to submit this document)</i></p>	<p>Declares equal access of benefits for spouses and domestic partners of employees. Programs must provide support documentation to show compliance. For organizations already EBO certified include a copy of your certificate with other contracting documents. If you are a returning grantee and have not received your EBO Certificate, contact Contract Compliance.</p>
<p>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 the Contract Compliance office.</p>
<p>Insurance Requirements</p>	<p>Insurance requirements for agencies working on City of Oakland contracts. For any questions regarding this document, please contact the Contract Compliance Office.</p>
<p>IRS Letter of Non-Profit Status (formerly Exhibit C)  <i>(City/State grantees do not need to submit this document)</i></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 at 877.829.5500.</p>
<p>Oakland Business Tax Certificate (formerly Exhibit D)  <i>(City/State grantees do not need to submit this document)</i></p>	<p>Organizations that do not have an Oakland Business Tax License must complete Form 2 to the Business Tax License Office along with the IRS letter of non-profit status. For any questions regarding this document, please contact the Business Tax License Office at 510.238.3704.</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 refer to Business Form Q.</p>