



KIDS FIRST!

Oakland Fund for Children & Youth

2016-2017 Contract & Documents Checklist

I. 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 and verify compliance with the regulations. If there are any questions that cannot be answered by the listed resources, please contact Debra Chester at 510.238.7496 or Terry Hill at 510.238.6380.

OFCY Official Use Only:	Agency Name	Submission Date
This will be completed by OFCY Staff upon contract submission		

II. Please put check marks next to each item submitted and place the completed document checklist on top of your contract packet upon submission. Contracting with the City of Oakland is estimated to take 4-8 weeks from the time your file is complete with all attachments and contracts signed. However, there are many factors that can occur that may slow down the process, such as missing documents, expired or insurance coverage levels, etc. We recommend that you work with the appropriate entity within your agency to avoid further possible delays.

<input checked="" type="checkbox"/>	REQUIRED DOUCMENTS & FORMS	DESCRIPTION
	Signed Grant Agreement in blue ink	Contains the terms and agreements between the City of Oakland and grantee programs. Please submit 3 original contract signature pages. Signed in blue ink only to ensure originality.
	Cityspan Scope of Work Summary	Contains the Cover Page, Demographics, Budget, and Activities. Please print the 2016-2017 Summary PDF and include a copy in your contract packet.
	Letter of Agreement (LOA) Sub-Contractors/Consultants	Please submit LOA for each sub-contractor and consultant listed in your Budget. The LOA should include scope of work narrative and compensation. NOTE: ALL approved sub-contractors/consultants must be entered in Cityspan before <i>September 30, 2016</i>.
	Cityspan Memorandum of Understanding (MOU) to Establish a Secure Electronic Data Collection System	The City of Oakland, Grantee, and individuals served by Grantee will benefit from Cityspan’s access to personally identifiable information for conducting reporting and other data compilations in support of contract monitoring and program evaluation.
	COMBINED GRANT SCHEDULES	COMBINED GRANT SCHEDULES: C-1, K, N, N-1, P, V & OAKLAND’S MINIMUM WAGE LAW
	<ol style="list-style-type: none"> 1. Schedule C-1 2. Schedule K 3. Schedule N 4. Schedule N-1 5. Schedule P 6. Schedule V 7. Oakland Minimum Wage Law 	<ol style="list-style-type: none"> 1. Compliance With The Americans With Disabilities Act 2. Pending Dispute Disclosure Form 3. Declaration Of Compliance With Living Wage Ordinance 4. Equal Benefits Declaration Of Nondiscrimination 5. Nuclear Weapons Proliferation Ordinance 6. Affidavit Of Non-Disciplinary Or Investigatory Action 7. Contractor acknowledgment of compliance with Oakland Minimum Wage Law provisions - Effective January 1, 2016. (This is not in-lieu of July 1, 2016 Living Wage Ordinance)



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NON-COMBINED GRANT SCHEDULES & FORMS	DESCRIPTIONS
Schedule E	Project Consultants Team Form
Schedule N - Subs	Living Wage Ordinance for Sub-Consultants
Schedule O	Acknowledgement of City of Oakland Campaign Contributions
Schedule Q Insurance Requirements	Insurance requirements for agencies working on City of Oakland contracts. Include a copy of Schedule Q with your contract. For questions regarding this document, please contact your grant manager.
Insurance Certificates, Endorsements, and Waiver Letters (if applicable)	<ol style="list-style-type: none"> 1. General Liability Certificate 2. Auto Certificate 3. Auto Waiver Request Letter (if applicable) 4. Additional Insured Endorsement 5. Worker's Compensation 6. Waiver of Subrogation Certificate <p>Refer to Schedule Q for required coverage levels.</p>
Equal Benefits Ordinance Certificate (EBO) <i>(City/State grantees do not need to submit this document)</i>	Include a copy of your certificate. If you are a returning grantee and have not received your EBO Certificate, please contact Ernestine Nettles at Contract Compliance 510-238-6160 . NOTE: New OFCY Grantees must submit a copy of your agency's Benefit Policy for Contract Compliance approval to issue your agency an EBO Certificate.
Oakland Business Tax Certificate <i>(City/State grantees do not need to submit this document)</i>	Organizations that do not have a current 2016 Oakland Business Tax License must apply at the Business Tax License Office located at 250 FHOP, Oakland, CA 94612. Copy of your application receipt will suffice as proof. For any questions regarding this document, please contact the Business Tax License Office at 510.238.3704. NOTE: All subcontractors/consultants must provide a current City of Oakland Business License for 2016. Please include a copy in your contract packet submission.
Internal Revenue Services (IRS) Letter or Non-Profit Status	IRS Letter of Non-Profit Status 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.
Form W-9 Internal Revenue Services	Request for Taxpayer Identification Number and Certification (https://www.irs.gov/pub/irs-pdf/fw9.pdf)
Notice to All Businesses iSupplier registrations	All businesses (Grantees are referred to as Suppliers) who wish to do business or apply for certification/recertification with the City of Oakland are required to register with the City's iSupplier Portal, at (http://www2.oaklandnet.com)
Pre-Contract Disclosure	Funding is contingent upon the final approval of the City Council.