



**KIDS FIRST!**  
**Oakland Fund for Children & Youth**  
**2017-2018 Contract Amendment Document Checklist**

The following is the list of documents necessary to amend a contract with the City of Oakland. Please provide your grant manager with three complete contract amendment packets, each containing one copy of the documents listed below. Contracting with the City of Oakland takes between 4 to 6 weeks from the date your contract amendment is submitted.

	Agency Name	Submission Date (entered by OFCY)
<input checked="" type="checkbox"/>	<b>DOUCMENTS &amp; FORMS</b>	<b>DESCRIPTION</b>
	<b>Three (3) Contract Amendments signed in blue ink</b>	Contains the terms and agreements between the City of Oakland and grantee agency.
	<b>Cityspan Scope of Work</b>	The SOW Summary PDF includes the Cover Page, Demographics, Budget, and Activities. Please print three (3) Summary PDF's and include a copy with each contract packet. To request a SOW Modification please follow the instructions on your 2017-2018 Cityspan Page.
	<b>Letter of Agreement (MOU) Sub-Contractors/Consultants</b>	Please submit MOU's for each sub-contractor and consultant listed in your Budget. The MOU should include scope of work narrative and compensation.
	<b>Combined Schedules for Grants</b>	C1 – Declaration of Compliance with Americans with Disabilities Act K – Pending Dispute Disclosure N – Declaration Of Compliance With Living Wage Ordinance N1 – Equal Benefits – Declaration of Nondiscrimination P – Nuclear Free Zone V – Affidavit of Non-disciplinary or Investigatory Action Acknowledgment of Oakland's Minimum Wage Law Certification re Oakland's Affirmative Action policy
	<b>Schedule E</b>	Project Consultants Team Form
	<b>Schedule O</b>	Acknowledgment of City of Oakland Campaign Contributions
	<b>Schedule Q</b> Insurance Requirements	Insurance requirements for agencies working on City of Oakland contracts. Print and include a copy of Schedule Q in each contract packet.
	<b>Insurance Certificates, Endorsements, and Waiver Letters (if applicable)</b>	Refer to Schedule Q for required coverages and amounts. 1. General Liability Certificate 2. Auto Certificate (or waiver request letter if applicable) 3. Additional Insured Endorsement 4. Worker's Compensation 5. Waiver of Subrogation Certificate
	<b>Oakland Business Tax Certificate</b> <i>(City/State grantees do not need to submit this document)</i>	Organizations that do not have a 2017 Oakland Business Tax Certificate 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.
	<b>Pre-Contract Disclosure</b>	Funding is contingent upon the final approval of the City Council.
	<b>Most recent Audited Financial Statement</b>	Lead agency's financial statements prepared and certified by a Certified Public Accountant
	<b>Agency FY1718 Budget</b>	Agency-wide operating budget