



Oakland Fund for Children and Youth (OFCY)

2019-2020 Grant Checklist

The following describes the documents necessary to complete a contract with the City of Oakland. If there are any questions that cannot be answered by the listed resources, please contact Terry Hill at thill@oaklandca.gov, Janice Edwards at jedwards@oaklandca.gov or Scott Kim at sskim@oaklandca.gov.

☑ DOCUMENTS	DESCRIPTION
Signed Contract 3 original copies, signed in blue ink	Contains the terms and agreements between the City of Oakland and grantee programs. Please submit 3 original copies, signed in blue-ink to ensure originality.
Submit three (3) copies of all documents listed below.	
Scope of Work	The Activities for which the award was granted.
Budget	The Budget for which the award was granted.
Combined Grant Schedules <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, 2019.
Schedule E Project Consultant	Consultant Team Listing
Schedule N-Subconsultants	Declaration of Compliance with Living wage ordinance
Schedule O Campaign Contribution Form	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. (510) 238-3970
Insurance Requirements (Schedule Q - Revised 01/13/2017)	Insurance requirements for agencies working on City of Oakland contracts. For any questions regarding this document, please contact the Risk Management Office. 510.238.7165
Schedule W	Border Wall Prohibition Form
Insurance Certificates, Endorsements, Waiver & Subrogation and Waiver Request Letters (if applicable)	The language required on insurance forms is very specific. Please refer to Schedule Q found on the OFCY website and include the coverages, wording and amounts below. Contracts without the necessary coverage levels and language will not be approved by Risk Management. <ol style="list-style-type: none"> 1. General Liability Certificate (\$2,000,000 each occurrence) 2. Sexual/Abuse insurance (required for all contractors who



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		<p>will have contact with persons under 18 years)</p> <ol style="list-style-type: none"> 3. Auto Certificate or waiver request if not applicable (\$1,000,000 each accident.) 4. Additional Insured Endorsement (Naming "The City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insured's under the Commercial General Liability policy") 5. Worker's Compensation (\$1,000,000 each accident) 6. Waiver of Subrogation Certificate (Contractor waives all rights against "The City of Oakland and its Councilmembers, officers, directors, employees and volunteers")
	<p>EBO Certificate Equal Benefits, Declaration of Nondiscrimination <i>(City/State grantees do not need to submit this document)</i></p>	<p>Include a copy of your certificate with other contracting documents. If you do not have an EBO certificate, please include the section of your personnel policy that describes the benefits package made available to employees.</p>
	<p>2019 Oakland Business Tax Certificate <i>(City/State grantees do not need to submit this document)</i></p>	<ol style="list-style-type: none"> 7. Organizations that do not have a 2019 Oakland Business Tax License must submit the Business Tax License Application (www.oaklandnet.com/bustax.html) along with the IRS letter of non-profit status to the Business Tax License Office. For any questions regarding this document, please contact the Business Tax License Office at 510.238.3704.
	<p>IRS Letter of Non-Profit Status <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>Pre-Contract Disclosure</p>	<p>Letter acknowledging funding is not guaranteed until the City Council approves the programs recommended by the OFCY Policy and Oversight Committee.</p>
	<p>Notice to All Businesses iSupplier registrations</p>	<p>To receive payments from the City of Oakland all grantees are required to register at the City's iSupplier Portal.</p>