



**KIDS FIRST!**  
**Oakland Fund for Children & Youth**  
**2018-2019 Contract Amendment Document Checklist**

The following is the list of Forms and Schedules necessary to amend a contract with the City of Oakland. Please provide your grant manager with three (3) complete contract amendment packets on or before Friday, May 25<sup>th</sup>. Contracting with the City of Oakland takes 4 to 6 weeks from the date a City Resolution Number has been assigned.

Agency Name:			Submission Date (entered by OFCY):
DOCUMENTS & FORMS	Originals	Copies	DESCRIPTION
Contract Amendment signed in <b>blue ink</b>	3		Contains the terms and agreements between the City of Oakland and grantee agency.
Cityspan Scope of Work for each funded program		3	The SOW Summary PDF includes the Cover Page, Demographics, Budget, and Activities. To request a SOW Modification please follow the instructions on your 2018-2019 Cityspan Page.
Letter of Agreement (MOU) <i>Sub-Contractors/Consultants</i>	1	2	Please submit MOU's for each sub-contractor and consultant listed in your Budget. The MOU should include scope of work narrative and compensation.
Combined Schedules for Grants	1	2	C1 – Declaration of Compliance with ADA 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
Schedule Q Insurance Requirements		3	Insurance requirements for agencies working on City of Oakland contracts. Print and include a copy of Schedule Q in each contract packet.
SCHEDULE N- Subs	1	2	Declaration of compliance – Living Wage Ordinance for all listed sub-contractors and consultants for agencies who receive over \$100,000 in City of Oakland funding.
Insurance Certificates, Endorsements, and Waiver Letters (if applicable)		3	<u>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.</u>  <ol style="list-style-type: none"> <li>General Liability Certificate (\$2,000,000 each occurrence)</li> <li>Sexual/Abuse insurance (required for all contractors who will have contact with persons under 18 years)</li> <li>Auto Certificate or waiver request if not applicable (\$1,000,000 each accident.)</li> <li>Additional Insured Endorsement (Naming <i>"The City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insured's under the Commercial General Liability policy"</i>)</li> <li>Worker's Compensation (\$1,000,000 each accident)</li> <li>Waiver of Subrogation Certificate (Contractor waives all rights against <i>"The City of Oakland and its Councilmembers, officers, directors, employees and volunteers"</i>)</li> </ol>
Oakland Business Tax Certificate <i>(City/State grantees do not need to submit this document)</i>		3	Organizations that do not have a 2018 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.
Pre-Contract Disclosure	1		Acknowledgment that funding is contingent upon the approval by the City Council.
Most recent Audited Financial Statement		1	Lead agency's financial statements prepared and certified by a Certified Public Accountant.
Agency FY1819 Budget		1	Agency-wide operating budget.