

# Oakland Fund for Children and Youth (OFCY)

## 2021-2022 2<sup>nd</sup> Amendment Checklist

The following are the documents needed to execute a contract with the City of Oakland. For additional information on any item please contact your grant manager.

X	Document	Description
<b>Complete and sign the following using Adobe E-Sign</b>		
	<b>FY2122 OFCY 2<sup>nd</sup> Amendment</b>	Contains the terms and agreements between the City of Oakland and grantee program.
	<b>Combined Grant Schedules</b> <b>1.Schedule C-1</b>  <b>2.Schedule K</b>  <b>3.Schedule N</b>  <b>4.Schedule N-1</b>  <b>5.Schedule P</b>  <b>6.Schedule V</b>  <b>7.Oakland Minimum Wage Law</b>	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, 2021.
	<b>Schedule E Project Consultant</b>	Consultant Team Listing
	<b>Schedule O Campaign Contribution Form</b>	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.
	<b>Schedule W</b>	Border Wall Prohibition Form
<b>Email the following PDF's to your Grant Manager</b>		

	<p><b>Schedule Q Insurance Requirements:</b> The language required on insurance forms is very specific. Please refer to Schedule Q and include the minimum required coverages and wording and amounts below. Contracts without the necessary coverage levels and language will not be approved by Risk Management.</p>	<ol style="list-style-type: none"> <li>1. 1.General Liability Certificate (\$2,000,000 each occurrence)</li> <li>2. 2.Sexual/Abuse insurance (required for all contractors who will have contact with persons under 18 years)</li> <li>3. 3.Auto Certificate or waiver request if not applicable (\$1,000,000 each accident.)</li> <li>4. 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”)</li> <li>5. 5.Worker’s Compensation (\$1,000,000 each accident)</li> <li>6. 6.Waiver of Subrogation Certificate (Contractor waives all rights against “The City of Oakland and its Councilmembers, officers, directors, employees and volunteers”)</li> </ol>
	<p><b>EBO Certificate</b></p>	<p>Email a copy of your certificate. 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><b>2122 Oakland Business Tax Certificate</b></p>	<p>Organizations that do not have a 2122 Oakland Business Tax License must submit the online receipt as proof of payment.</p>
	<p><b>Pre-Contract Disclosure</b></p>	<p>Letter acknowledging funding is not guaranteed until the City Council approves the programs recommended by the OFCY Policy and Oversight Committee.</p>