



City of Oakland, Human Services Department
Oakland Fund for Children and Youth

2025-2026

OFCY Grantee Agreement Checklist

| Contract | Instructions | Completed |
|--|--|------------------|
| Third Amendment: | 1. Fiscal Year 2025-2026 3 rd amendment can be download from Cityspan under the “Agency Documents” tab. 2. Review, sign and uploaded the amendment. | |
| Scope of Work | Instructions | Completed |
| Activities: Budget: Submission: | 1. FY 2024-2025 Service Projections have been automatically entered into the FY 2024-2025 page. Review carefully. 2. Budget: The FY 2024-2025 budget has been automatically entered into FY 2024-2025 Cityspan page. Please review carefully. Will any line item allocations change this year? 3. Sign and Submit: Until this step is completed, the OFCY Grant Manager will not know that the SOW is ready for review and approval! | |
| City Schedules | Instructions | Completed |
| Schedule N: | Schedule N - Living Wage Compliance All programs, even those receiving under \$100,000, must complete this form. | |
| Schedule N-1: | Schedule N-1 – Equal Benefits Ordinance Certificate of Compliance. If organization does not have an EBO certificate or letter, please request one. Send a completed Schedule N-1 form to Ernestine Nettles at ENettles@oaklandca.gov | |
| Business Forms | Instructions | Completed |
| Attorney General Charitable Trust: | Attorney General Charitable Trust Status must be Current. <ul style="list-style-type: none"> • If status is anything other than “Current”, please provide OFCY GM with verification that the organization is in the process of updating this status. The Annual Renewal process can be found here. | |
| Secretary of State Business Status: | The organization’s Business Status must be Active. Check status at the California Secretary of State’s Business directory, linked here . | |
| 2025 Business Tax Certificates: | Upload 2025 Business Tax Certificate to Cityspan. Please submit 2026 Business Tax Certificate to OFCY grant manager when available. | |



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| Insurance | Instructions | Completed |
|---|---|-----------|
| <p>Insurance: Schedule Q</p> | <ol style="list-style-type: none"> 1. General Liability Certificate (\$2,000,000 each occurrence) 2. Sexual/Abuse insurance (\$1,000,000 EACH OCCURENCE required for all contractors who will have contact with persons under 18 years) 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 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”) | |