

# OFCY Contract Forms and Schedules Checklist

**All documents are to be uploaded and submitted by Friday July 1st.**

## 1. Insurance and Business Forms

### Insurance Certificates

**UPLOAD the following proofs of insurance** in Cityspan no later than **Friday, July 1st**. Click on Schedule Q for more information.

- a. General Liability Certificate (\$2,000,000 each occurrence)
- b. Sexual/Abuse insurance (**\$1,000,000 EACH OCCURENCE** required for all contractors who will have contact with persons under 18 years)
- c. Auto Certificate or Waiver Request if not applicable (\$1,000,000 each accident.)
- d. Additional Insured Endorsement (**Naming “The City of Oakland, its Councilmembers, directors, officers, agents, employees and volunteers as insured under the Commercial General Liability policy”**)
- e. Worker’s Compensation (\$1,000,000 each accident)
- f. Waiver of Subrogation Certificate (**Contractor waives all rights against “The City of Oakland and its Councilmembers, officers, directors, employees and volunteers”**)

The Certificate of Liability, requires the following language:

The **“Description of Operations”** box must include the following language: The City of Oakland, its councilmembers, directors, officers, employees, agents, and volunteers are named as additional insured.

The **“Certificate Holder”** must be:

Oakland Fund for Children & Youth  
150 Frank Ogawa Plaza, Suite 4216  
Oakland Ca 94612

### Business Tax Certificate

**UPLOAD a PDF** of your 2022 City of Oakland Business Tax License or a copy of the application you submitted to the City of Oakland Business Tax License Office no later than **Friday, July 1st**.

### EBO Certificate: Equal Benefits, Declaration of Nondiscrimination

**UPLOAD a PDF** of your City of Oakland EBO Certificate no later than **Friday, July 1st**. If you do not have a EBO Certificate, please upload a copy of documentation given to your employees, making them aware of the company's benefits available to employees with spouses and employees with domestic partners. Be sure the documentation includes your company's definition of dependents/ immediate family, which explains the policies of the company regarding dependents/immediate family.

## 2. 22-23 Scope of Work

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RFP SOW data has been copied over into the FY22-23 GMS. **Please review, revise if necessary and submit your Scope of Work (SOW) forms in Cityspan no later than Friday, July 1st.** The SOW versioning will be demonstrated at the June 15<sup>th</sup> meeting to inform you on how to navigate it. Written Cityspan guidance will also be sent shortly.

## 3. Grant Agreement and City Schedule

### Grant Agreement

**DOWNLOAD your grant agreement** for signature and upload it into Cityspan under Grant Agreement. **Please upload it no later than Friday, July 1st.** The grant agreement must be signed by the Executive Director or designated agency representative.

### Combined Grants Schedule

**DOWNLOAD the Combined Grants Schedule** for signature and upload it into Cityspan under Combined Grants Schedule. **Please upload it no later than Friday, July 1st.** Please read the entire document to ensure you check the appropriate boxes and initial where needed.

### Important Notes

It will take 2-3 weeks to execute the agreement. Once executed, it will be uploaded into Cityspan under the Executed Contract tab. It will take an additional 2-3 weeks for you to receive an advance payment (if applicable). **Please note: You will not receive an advance payment if your contract is not executed by October 15<sup>th</sup>, 2022.**

Your assigned OFCY Grant Manager will email you to introduce themselves soon. If you have any questions about the contract documents, please email your assigned grant manager.