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|-------------------|---------|
| File ID Number | 18-1660 |
| Introduction Date | 8/22/18 |
| Enactment Number | 18-1418 |
| Enactment Date | 8/22/18 |
| By | 0s |



OAKLAND UNIFIED SCHOOL DISTRICT
Community Schools, Thriving Students

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the Board of Education

August 8, 2018

To: Board of Education

From: Kyla Johnson-Trammell, Superintendent

Subject: **District Submitting Amendment No. 2 to the Grant Agreement - City of Oakland - Juvenile Justice Center - Violence Intervention Services**

ACTION REQUESTED:

Approval and support by the Board of Education of Amendment No. 2 to the Grant Agreement from the City of Oakland, for OUSD schools for fiscal year 2018-2019, to support the salary and benefits for the position of the Coordinator, Juvenile Justice Center, pursuant to the terms and conditions thereof, for the grant year, if any.

BACKGROUND:

Grant Agreement for OUSD schools for the 2018-2019 fiscal year was submitted for funding as indicated in the chart below. The Grant Face Sheet and grant agreement packets are attached.

| File I.D # | Backup Document Included | Type | Recipient | Grant's Purpose | Time Period | Funding Source | Grant Amount |
|------------|--------------------------|-------|---------------------------------|--|------------------------------|--|--------------|
| 18-1660 | Yes | Grant | Oakland Unified School District | To support the salary and benefits for the position of the Coordinator, Juvenile Justice Center, to facilitate the return of students exiting the Juvenile Justice Center into an Oakland Unified School District education site and refer eligible youth to Case Management Services for a positive connection to school and positive community adjustment. | July 1, 2018 - June 30, 2019 | City of Oakland, Measure Z: The Oakland Public Safety and Services Violence Prevention Act | \$85,600.00 |

DISCUSSION:

The District created a Grant Face sheet process to:

- Review proposed grant projects at OUSD sites and assess their contribution to sustained student
- Identify OUSD resources required for program success

OUSD received a Grant Face Sheet and a completed grant agreement for the program listed in the chart by the school.

FISCAL IMPACT:

The total amount of grants will be provided to OUSD schools from the funders.

- Grants valued \$85,600.00

RECOMMENDATION:

Approval and support by the Board of Education of a Amendment No. 1 to the Grant Agreement for OUSD schools for fiscal year 2018-2019, pursuant to the terms and conditions thereof and to submit amendments thereto, for the grant year, if any.

ATTACHMENTS:

Grant Face Sheet

Grant Agreement Amendment

Schedule A: Oakland Unite Grantee Services Scope of Work

Certificate of Insurance

Budget Narrative

Combined Schedules

Amendment No. 1, Grant Agreement #17-1471

Original Grant Agreement, #16-0849



CONTRACT JUSTIFICATION FORM

This Form Shall Be Submitted to the Board Office With *Every* Consent Agenda Contract.

Legislative File ID No. 18-1660

Department: Community Schools and Student Services Department

Vendor Name: City of Oakland

Contract Term: Start Date: January 1, 2016 End Date: June 30, 2019

Annual Cost: \$ 85,600.00

Approved by: Hattie Tate

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

City of Oakland has a vested interest in supporting the transition for high needs students of Oakland.

Summarize the services this Vendor will be providing.

A process to ensure a warm transition will be well defined to support students exiting from the Juvenile Justice Center (JJC). Before exiting the JJC, students will meet with personnel to develop an educational plan that are aligned to academic standards. Students will be assigned an appropriate case manager to support the social emotional needs of the student and the academic plans.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

This amendment to the grant agreement will continue the services and support provided for the Juvenile Justice Center.

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$86,000 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$86,000 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

OUSD Grants Management Face Sheet

| | |
|--|---|
| Title of Grant: Measure Z: Oakland Public Safety and Services Violence Prevention Act | Funding Cycle Dates: July 1, 2018 – June 30, 2019 |
| Grant's Fiscal Agent: (contact's name, address, phone number, email address) Hattie Tate Oakland Unified School District Community Schools and Student Services Department 1000 Broadway, Suite 150 Oakland, CA 94607 | Grant Amount for Full Funding Cycle: \$85,600.00 |
| Funding Agency: Peter Kim, Project Manager Oakland Unite Violence Prevention Programs City of Oakland Department of Human Services 150 Frank Ogawa Plaza, Suite 4340 Oakland, CA 94612 (510) 893-4374 Email: Pkim@oaklandnet.com www.oaklandunite.org | Grant Focus: To provide support for the transition for high needs students. |
| List all School(s) or Department(s) to be Served: All Schools within the Oakland Unified School District | |

| Information Needed | School or Department Response |
|---|--|
| How will this grant contribute to sustained student achievement or academic standards? | A process to ensure a warm transition will be well defined to support students exiting from the Juvenile Justice Center (JJC). Before or after exiting the JJC, students will meet with personnel to develop an educational plan that will be aligned to personal academic achievement and OUSD graduation standards. Students will be assigned an appropriate Life Coach/Case Manager to support social emotional needs and implementation of the academic plans. This grant will support the salary and benefits for the position of the Coordinator of the Juvenile Justice Center. |
| How will this grant be evaluated for impact upon student achievement? (Customized data design and technical support are provided at 1% of the grant award or at a negotiated fee for a community-based fiscal agent who is not including OUSD's indirect rate of 3.98% in the budget. The 1% or negotiated data fee will be charged according to an Agreement for Grant Administration Related Services payment schedule. This fee should be included in the grant's budget for evaluation.) | City of Oakland, through the Measure Z Program, will facilitate a data collection structure for the Program Manager to input client and program data electronically on a regular bases and submit automated invoices and progress reports electronically. Measure Z will partner with an outside evaluator, including but not limited to site visits, surveys, assessments and interviews to evaluate the effectiveness of the program. |
| Does the grant require any resources from the school(s) or district? If so, describe. | Personnel in the Community Schools and Student Services Department (CSSS) to facilitate and fine tune a process to place students exiting the JJC in an Oakland Unified School District educational site and refer eligible youth to Case Management Services. |
| Are services being supported by an OUSD funded grant or by a contractor paid through an OUSD contract or MOU? (If yes, include the district's indirect rate of 3.98% for all OUSD site services in the grant's budget for administrative support, evaluation data, or indirect services.) | No |
| Will the proposed program take students out of the classroom for any portion of the school day? (OUSD reserves the right to limit service access to students during the school day to ensure academic attendance continuity.) | No |

Who is the contact managing and assuring grant compliance?
(Include contact's name, address, phone number, email.)

Hattie Tate
Oakland Unite Coordinator, Juvenile Justice Center (JJC)
Community Schools and Student Services Department
1000 Broadway, Suite 150, Oakland, CA 94607
(510) 879-8156
Email: Hattie.Tate@ousd.org

Applicant Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|-----------------|-------------------|---|---------|
| Principal | Andrea Bustamante |  | 7/16/18 |
| Department Head | Sondra Aguilera | | |

Grant Office Obtained Approval Signatures:

| Entity | Name/s | Signature/s | Date |
|----------------|-----------------------|-------------|------|
| Fiscal Officer | Marcus Battle | | |
| Superintendent | Kyla Johnson-Trammell | | |

SECOND AMENDMENT TO THE GRANT AGREEMENT
BETWEEN THE CITY OF OAKLAND
AND OAKLAND UNIFIED SCHOOL DISTRICT

This SECOND AMENDMENT dated July 1, 2018 amends the original Grant Agreement dated January 1, 2016 (“Agreement”) and amended July 1, 2017, by and between the City of Oakland, a municipal corporation (“City“), and Oakland Unified School District (“Grantee”) (together, the “Parties”).

RECITALS

- A. The Parties entered into the Agreement for the amount of \$120,000, for eighteen months from January 1, 2016 through June 30, 2017 to fund certain community-related programs.
- B. The Parties entered into a First Amendment to amend the Agreement to increase the grant amount by an additional \$80,000, and extend the term of the Agreement for twelve months from July 1, 2017 through June 30, 2018.
- C. Pursuant to City of Oakland Resolution No. 87195, the Parties wish to enter into a Second Amendment to replace the Scope of Services, increase the grant amount, and extend the time for performance by one year, through June 30, 2019, as provided herein.

NOW THEREFORE, The Parties hereby agree to amend the Agreement as follows (text additions are indicated with underlined text and text deletions are indicated by ~~strikeout text~~):

1. Grant

Section 1 (“Grant”) is hereby amended to read

Subject to the terms and conditions of this Agreement, the City agrees to provide a grant of funds to Grantee in an amount up to One Hundred Twenty Thousand dollars (\$120,000) for January 1, 2016 through June 30, 2017, Eighty Thousand dollars (\$80,000) for July 1, 2017 through June 30, 2018, and Eighty-Five Thousand Six Hundred dollars (\$85,600) for July 1, 2018 through June 30, 2019, for a total grant amount not to exceed Two Hundred Eighty-Five Thousand Six Hundred dollars (\$285,600) (the “Grant”).

2. Scope of Work

For services provided from July 1, 2018 through June 30, 2019 Grantee agrees to provide the services in the Scope of Work attached to this Second Amendment as Schedule A and incorporated herein by reference.

3. Time of Performance

Section 4 (“Time of Performance”) is hereby amended to read:

The grant term shall begin on January 1, 2016 and shall end on June 30, 2019 ~~June 30, 2017~~.

4. **Events of Default and Remedies**

The last paragraph of Section 18 (“Events of Default and Remedies”) is hereby amended to read:

Unless otherwise terminated as provided in this Agreement, this Agreement will terminated on June 30, 2019 ~~June 30, 2017~~.

5. **Living Wage Adjustments**

As provided in Section 24 (“Living Wage Requirements”) Grantee agrees to comply with the Oakland Living Wage Ordinance and pay adjusted wage rates for employees who perform services under or related to the Agreement. Effective July 1, 2018 the hourly wage rate is \$13.75 per hour with health benefits and \$15.78 per hour without health benefits.

6. **Attachments**

Grantee affirms that it has completed and attached all of the following documents, which are incorporated into this Second Amendment by this reference, and made a part hereof.

- a. Schedule A – Scope of Work
- b. Schedule B – Budget
- c. Schedule C-1 – Compliance with the American Disabilities Act
- d. Schedule K – Pending Dispute Disclosure Form
- e. Schedule N - Living Wage Ordinance
- f. Schedule N-1 Equal Benefits Declaration of Non-discrimination
- g. Schedule P -1 Nuclear Free Zone
- h. Schedule V – Affidavit of Non-Disciplinary or Investigatory Action
- i. Schedule Q – Insurance Requirements (ACORD, Additional Insured Endorsement & Workers Compensation)
- j. Current Business Tax Certificate

All other terms and conditions of the Agreement, except for those modified by this Second Amendment, shall remain unchanged and in full force and effect.

[SIGNATURES ON NEXT PAGE]

If terms of this Second Amendment are acceptable to Grantee and City, then sign and date below.

“CITY”

CITY OF OAKLAND, a municipal corporation

By: _____
City Administrator (date)

Approved for forwarding:

By: _____
Department Head (date)

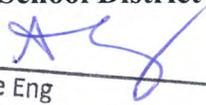
87195
Resolution Number

Approved as to form and legality:

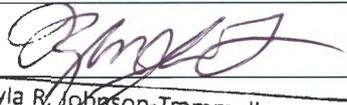
By: _____
Deputy City Attorney

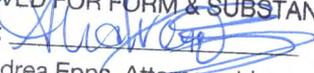
“GRANTEE”

Oakland Unified School District

By:  _____
Aimee Eng
President, Board of Education

Name: _____

Title:  _____
Kyla R. Johnson-Trammell
Secretary, Board of Education

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel
APPROVED FOR FORM & SUBSTANCE
By:  8-1-18
Andrea Epps, Attorney at Law

OUSD or the District verifies that the Contractor does not appear on the Excluded Parties List at <https://www.sam.gov/>

SCHEDULE A
Oakland Unite Grantee Services Scope of Work
July 2018- June 2019

This Scope of Work outlines services that will be provided by *Oakland Unified School District (OUSD)* (Grantee) as a condition of receiving funds from the *City of Oakland (City)* Human Services Department (HSD).

The violence prevention programs administered by HSD, funded by the Oakland Public Safety and Services Violence Prevention Act of 2014 (Measure Z) and other funding sources are collectively called 'Oakland Unite' and may be referred to as such throughout this scope.

SECTION I: INTENSIVE YOUTH LIFE COACHING SERVICES

A) Description of Services

1. **Oakland Unified School District (OUSD)** (Grantee), as a provision of receiving Oakland Unite funding from the City of Oakland in the Intensive Youth Life Coaching strategy, shall place students exiting the Juvenile Justice Center (JJC) in an Oakland Unified School District (OUSD) educational site or other educational institution and refer eligible youth to life coaching services. This will include staffing of one Program Coordinator and the provision of services to up to 600 youth to be re-enrolled back into an OUSD school and 175 youth to be referred for life coaching services over the contract period of July 1, 2018, through June 30, 2019.
2. **Start-up Efforts:** This is an ongoing program and no new staff will be needed.
3. **Services Summary:** The OUSD JJC Program Coordinator will enroll youth in OUSD educational sites as well as other educational institutions and refer youth to life coaching services based upon outreach to families and needs assessments of minors prior to or at the time of their release from juvenile hall. The OUSD Program Coordinator will also co-facilitate with Oakland Unite staff monthly case conference meetings with life coaches, OUSD staff, JJC Transition Center and medical staff. Alameda County Probation has placed a Deputy Probation Officer (DPO) liaison in the JJC Transition Center to collaborate with Grantee on CBO referrals and to provide informational support to life coaches. Services will consist of the following:
 - a. Eligibility requirements and participant recruitment: youth served must be ages 12 to 18, leaving the JJC and reenrolling in OUSD or other educational appropriate institution or program. The OUSD JJC program coordinator will work with probation and Transition Center staff to provide referrals to Oakland Unite funded agencies. The OUSD JJC Program Coordinator may also be asked to provide OUSD educational information to life coaches for participants referred from the alternative approved outside referrals.
 - b. Method of confirming participant eligibility for enrollment: The OUSD JJC Program Coordinator will input relevant OUSD information into CitySpan for each participant, and provide a referral through CitySpan to Oakland Unite funded agencies.
 - c. The OUSD Coordinator will be supervised by OUSD personnel. The JJC program coordinator will report to the OUSD Deputy Chief of Community Schools & Student services. The deputy chief will oversee all OUSD staff, programming and operations and work in partnership with other units from OUSD to support staff at the Transition Center located at the JJC.
 - d. As part of the OUSD team, a JJC case manager will also be assigned to the Transition Center and will work under the coordination and supervision of the JJC Program Coordinator to identify and assess students and develop educational goals and plans. Both the JJC Program Coordinator and the JJC Case Manager will evaluate and ensure all transcripts are available by providing out of district transcripts and initiating educational interventions, offering referrals to social services and other community

resources and in collaboration with law enforcement agencies regarding students as necessary. The JJC Program Coordinator and the JJC Case Manager will also support the student's transition back into school through communicating relevant and timely information to school staff and families, support prioritized strategies of a warm and welcoming transition back to sites and follow up with students and families after transition.

4. Coordination and Mandatory Meetings

- A life coach and the program coordinator must attend monthly case conference meetings held by Oakland Unite to discuss participant success, challenges, and support needs.
- The OUSD JJC program coordinator will assist with facilitation/coordination of multi-disciplinary teams (MDT) meetings to reintroduce participants back into the school environment with supports. MDT's will be conducted as needed.

5. Participant Deliverables Recap: Under Oakland Unite, the OUSD JJC program coordinator is responsible for coordinating the identification and assignment of 600 unique students to OUSD schools and 175 youth to Oakland Unite life coaches by the end of the program period. The program coordinator will meet with the Intensive Youth Life Coaching Network as needed to ensure the referral process is smooth.

B) Schedule for Reporting and Invoicing

The schedule for reporting, invoicing, and payments for this sub-strategy is as follows:

| Types of Report | Due Date | Payment Amount |
|--|--------------------------|-------------------------------|
| Advance (if requested) due upon execution of the contract | July 2018 | \$17,120.00 (20% of total) |
| Submit Progress Report documenting achievement of Quarter 1 deliverables | Friday, October 12, 2018 | \$17,120.00 (20% of total) |
| Submit Progress Report documenting achievement of Quarter 2 deliverables | Friday, January 11, 2019 | \$17,120.00 (20% of total) |
| Submit Progress Report documenting achievement of Quarter 3 deliverables <i>Proof of twenty-percent (20%) match of total Oakland Unite funds must be submitted*.</i> | Friday, April 12, 2019 | \$17,120.00 (20% of total) |
| Submit Final Progress Report documenting achievement of deliverables for entire contract | Wednesday, July 31, 2019 | \$17,120.00 (20% of total) |
| Total Amount | | \$85,600.00 TOTAL |

* See "Oakland Unite Requirements for All Grantees" for additional details regarding proof of match.

C) Schedule for Deliverables for July 1, 2018- June 30, 2019

Payment for this sub-strategy will be based on performance of the deliverables listed below as well as submission of invoices documenting expenditures of project funds in approved categories:

| Benchmarks to be Achieved | Quarter | | | |
|---|----------------------------|---------------------------|----------------------------|---------------------------|
| | Q1: Ends Sept. 30, 2018 | Q2: Ends Dec. 31, 2018 | Q3: Ends March 31, 2019 | Q4: Ends June 30, 2019 |
| Deliverables (on which payment is based) | | | | |
| # of students enrolled in OUSD schools | 100 | 250 | 385 | 600 |
| # of students referred to life coaching | 25 | 75 | 125 | 175 |
| # of MDT meetings at school sites planned | 3 | 6 | 9 | 12 |
| # of case conferencing meetings co-facilitated | 3 | 6 | 9 | 12 |
| # of presentations at community meetings | N/A | 1 | 2 | 3 |
| Other Reported Benchmarks (on which payment is not based) | | | | |
| # of youth referred to other educational institutions | 0 | 0 | 0 | 0 |
| # of students assessed for special education | 0 | 0 | 0 | 0 |

SECTION II: OAKLAND UNITE REQUIREMENTS FOR ALL GRANTEES

A) Oakland Unite Service Requirements

1. **Funds Must Supplement:** Grantee understands that Oakland Unite funds may not be used to supplant other funds. Oakland Unite funds may be used to expand or enhance existing programs or to initiate new services or programs.
2. **Oakland Residents:** Grantee shall provide services to Oakland residents only with Oakland Unite funds, unless given authority to provide services to non-residents by HSD staff for a specific reason (i.e. safety of participant).
3. **Mandatory Meetings:** Grantee shall appoint an appropriate staff member to attend and participate in the following meetings. Failure to attend mandatory meetings can result in the reduction of up to 5% of the scheduled payment for that fiscal quarter.
 - a. Quarterly Grantee Convening: Grantee shall appoint appropriate staff members to attend the quarterly meetings of Oakland Unite grantees held by HSD and/or the independent evaluator.
 - b. Training and Technical Assistance: Grantee may be asked to appoint appropriate staff members to attend relevant training and technical opportunities hosted by Oakland Unite.
 - c. Community-Based Meetings: Grantee shall attend at least **three (3)** community-based meetings to make presentations about the Oakland Unite Violence Prevention Programs,

and the work their agency is funded to do. Presentations must be approved by the Program Officer, and must meet the following criteria:

- i. Organized by an agency other than the grantee (exception: National Night Out)
- ii. Event must be geared towards adults
- iii. Events must have at least 5 attendees

4. The Grantee shall adhere to the instructions and procedures to be provided, and revised from time to time, by HSD in the Oakland Unite Grantee Manual.

B) Reporting, Documentation and Evaluation Requirements

The Grantee shall submit the following reports, at the time and in the number of copies specified, to the Program Officer designated by Oakland Unite. If requested to do so by the Program Officer, the Grantee shall present an oral briefing on any report submitted.

1. **Progress Reports:** Reports should address progress in terms of program implementation and completing the tasks specified in the previous section(s), plans for the resolution of any problems which may arise and, if necessary, an updated work plan for the remainder of the contract period as documented in the CitySpan database.

Grantee will provide **four (4)** quarterly Progress Reports via the Cityspan database that include the information above and also compile program data on required deliverables and other measurable benchmarks listed in the previous section(s), as well as other program data requested for the purpose of evaluation, including but not limited to, client demographics, and client service dosages. Progress Reports will be due by the following dates:

- Friday, October 12, 2018 (1st quarter)
- Friday, January 11, 2019 (2nd quarter)
- Friday, April 12, 2019 (3rd quarter)
- Wednesday, July 26, 2019 (Final Report)

2. **Data Collection:** In addition to program data described above, Grantee may be asked to participate in data collection related to measurable data outcomes. This may include any viable information on: a) criminal convictions; b) school attendance; c) school re-entry; and d) violent injury or re-injury. This information may be supplemented by data from institutional partners such as Oakland Unified School District, Alameda County Probation, and the California Department of Corrections and Rehabilitation.
3. **Evaluation:** Grantee agrees to comply with data requests from the independent evaluation provider as well as from the internal process evaluator from the City Administrator's Office. Grantee is required to input client and program data electronically on a regular basis and submit automated invoices and progress reports electronically. Grantee agrees to participate and assist in all evaluation activities prescribed by the independent evaluator, including but not limited to site visits, surveys, assessments and interviews. Grantee agrees to communicate with the independent evaluator in a timely fashion.

HSD reserves the right to withhold up to 5% of Grantee's scheduled payment if the independent evaluator indicates that the Grantee has not been responsive to the evaluator's requests.

4. **Consent Forms:** Grantee will collect signed Release of Information forms for every client for whom individual level services are provided. For minors, services that require parental permission in order for the minor to participate in the program also require a signature of consent from parent/guardian or legal designee if they are a ward of the Court.

The City reserves the right to withhold up to 5% of Grantee's scheduled payment if the Grantee

does not demonstrate a sufficient effort to collect consent forms from each participant for whom individual-level services are provided.

5. **Grievance Procedures:** Grantee will provide a formal procedure for clients to express and resolve grievances, including denial of services. The grievance procedure will be made available to all clients, either through public posting in the service site or through the client intake process and documented in the client's file.
6. **Match:** The Grantee will provide documentation of the twenty percent (20%) match of the total amount of Oakland Unite funds for each sub-strategy (noted above) in which the grantee receives funds. Match documentation will be required for the entire Oakland Unite contract period of **July 1, 2018- June 30, 2019 by the third quarter: Friday, April 12, 2019.**
7. **Lead Agencies and Fiscal Sponsors:** The Grantee shall comply with the required guidelines for monitoring of sub-grantees that will be provided in the Oakland Unite Grantee Manual, including but not limited to: ensuring documentation of service provision and submission of quarterly invoices and progress reports, and conducting program observations and site visits to review service delivery and fiscal and management controls.
8. **Service Provision Documentation:** Grantee is required to keep on file all documentation related to the enrollment and services provided to each participant, and of all events held as part of the grant. All required documentation should be kept on file for at least five years after the end date of this contract. HSD staff will examine the following documentation during site and file review visits:
 - a. Street and/or General Outreach: A log that includes the time, date, location, number of staff and number of people served at each street and/or general outreach event.
 - b. Intensive Outreach: A file for each participant that includes an intake form, a log with the date and time of each contact, proof of eligibility, and an Oakland Unite consent form.
 - c. Group Services: A sign-in sheet for each group session held that includes the time, date, location and the names with signatures for each participant. Eligibility and consent forms for each group participant must also be maintained.
 - d. Employment Services: Program files must include proof of eligibility and work readiness (e.g., social security card, ID card, etc.), incentive/stipend logs, job placement/retention verification, and consent forms for each participant.
 - e. Case Management Services: A file for each participant that includes: proof of eligibility; an intake form and/or an assessment form; a separate case plan; record of any incentives/stipends received, and an Oakland Unite consent form.
 - i. Case Management Tools: Grantees will be asked to share intake, assessment, and case plan tools with HSD in Quarter 1 of the contract period in order to co-develop a shared or similar set of tools across Oakland Unite grantees providing case management.
 - ii. Contacts and Case Notes: Each contact that is entered into CitySpan database should have an associated case note. Case notes should be concise, but should contain sufficient information to justify the length and purpose of the contact, and the relation to participant's needs and goals.
 - iii. Case Notes should Include: the date of the contact, the length of the contact, items discussed, progress made in reaching the goals of their case plan, and the staff member involved. Case notes should be legible, use acceptable grammar and abbreviations should be used carefully.
 - f. Mental Health Services: A file for each participant that includes: proof of eligibility; an intake form; any assessments completed; and an Oakland Unite consent form. Contacts

that are documented in the CitySpan database must have associated case notes in CitySpan and/or in another format accessible to Program Officers for review.

- g. Trainings: A sign-in sheet that includes the time and date of the event and signatures of each training participant.

C) Payment

1. The City agrees to pay the Grantee a sum not to exceed the Grant amount for the performance of sub-strategy deliverables and project outcomes, and based on project expenditures in approved categories as outlined in the attached **Budget** and **Budget Narrative**.
2. Grant funds may only pay for the Grantee's services, materials, supplies, equipment, administration and other operating expenses of the Grantee subject and applicable to and allowable under this Agreement.
3. The Grantee shall submit invoices for services with an accompanying progress report according to the schedule(s) set forth above via the CitySpan database. The invoice will be generated and include a budget summary of expenses incurred, an update on the completion of scheduled deliverables, and any other information or documentation required by this Agreement. The City or its designee will determine whether the deliverables have been satisfactorily completed and warrant the scheduled payment to the Grantee.
4. The Grantee's failure to satisfactorily render the deliverables due as indicated on the schedule(s) above may result in a reduction in payment for that sub-strategy based, in part, on the percentage of work not completed. Failure to complete deliverables may also result in suspension of payment, termination of this Agreement, and disqualification from contracting for or receiving funds from the City during the next twelve months.
5. The Grantee shall adhere to the instructions and procedures to be provided and revised, from time to time, by the City concerning invoices and progress reports, which may include requests for additional supporting documentation of reporting expenditures at any time.
6. For state and federally funded programs, the City will require supporting documentation of all reported expenditures. Documentation may consist of copies of the following as relevant:
 - a. Personnel expenditures: payroll reports
 - b. Purchase of goods or services: itemized vendor invoices and statement showing payment to vendor
 - c. Stipends to clients/participants: recipient list, contact information, and stipend amount

Definitions:

General outreach: Efforts to contact and engage a participant about whom nothing is known. This may include outreach events, street engagement, presentations at schools, et cetera.

Intensive outreach: Efforts to contact and engage specific participants (i.e. at least their name and perhaps some other information about them is known). This can be thought of as the "engagement" work to bring a youth or young adult into a program. Time spent trying to locate, as well as meeting with, the participant, or his/her family and teachers, counts as intensive outreach.

Case Management: Activities once an enrolled youth/young adult has been assessed and assigned to a case manager who then develops and follows up on a service/case plan with the participant. Regular in-person contact with the participant is maintained by the case manager over an extended period of time and efforts are made to move the participant toward the goals set out in the service/case plan. Referrals and assistance with improving the participant's school, home and community experience are made in

accordance with the best practices in providing high risk youth with case management. Documentation is maintained regarding the progress the participant is making over time. Travel time spent to meet the participant and/or spent trying to locate the participant does not count as case management time. Time spent meeting with the participant's family and teachers (as well as time with the participant) does count as case management time.



OAKLAND UNITE
Budget Narrative
July 1, 2018- July 31, 2019



Lead Agency: OUSD Community Schools, Student Services
Sub-strategy: Juvenile Justice Center, Partnership

DIRECT COSTS

\$ 277,620.17

A. PERSONNEL

Subtotal \$ 196,312.18

Hattie Tate, OUSD Coordinator, Juvenile Justice Center Partnership. The Coordinator is responsible for planning, organizing, and directing the implementation and operations of this program. The base salary for the Coordinator is \$113,489.27. The Coordinator will be working on the program full time for 12 months for a total cost of \$ 152,011. The amount requested from Oakland Unite for this line item is **\$62,419**. The Coordinator will coordinate and manage the enrollment of 600 youth in OUSD educational sites and refer 175 youth to case management services based upon outreach to families and pre-release needs assessments of minors prior to, at or after the time of their release from Juvenile Hall. As Coordinator, she will also co-facilitate with DHS staff monthly case conference meetings with Probation, Life Coaches, OUSD staff, and JJC staff. The Coordinator will collaborate with the Probation Unit Supervisor, AC Public Health Director, ACOE Director and Director of onsite Guidance Center to make CBO referrals and to provide informational support to Life Coaches. In the interagency partnership between AC Probation, AC Public Health, AC Behavior Health and ACOE, Coordinator will collaborate to improve wraparound case management with positive outcomes for youth. The program Coordinator will collaborate with other OUSD Departments to improve educational outcomes for youth returning to schools in Oakland. The Coordinator will facilitate or co-facilitate the implementation of Welcome Circles, Circles of Support and Multi-Disciplinary Team (MDT) meetings at OUSD school sites, to assist in creating and implementing personalized or individualized academic plans for each youth through a collaborative process.

Hattie Tate, OUSD/OU Coordinator, JJC, 100% FTE on program will collaborate support and provide services for Oakland youth on probation at the 12 month salary of\$ 113,489.27 **\$62,419** will be charged to Measure Z, \$ 51,070.27 charged to matching funds.

The amount requested from Oakland Unite is **\$62,419**

Administrative Assistant\Bilingual 20% FTE on program will collaborate providing general administrative support at a salary provided by matching funds\$11,716.86

The amount requested from Oakland Unite is 0.

JJC Case Manager 100% FTE on program will collaborate, support and provide school placement services, data, research and follow-up services, at a salary provided by matching funds \$71,106.05

The amount requested from Oakland Unite is 0.



OAKLAND UNITE
Budget Narrative
July 1, 2018- July 31, 2019



Fringe and Benefits

Subtotal \$ 81,307.99

This line item represents benefits (health, dental, etc.) as well as mandatory employment costs such as FICA, Social Security, SDI, and unemployment taxes. Indicate what benefits will be provided and how the amount was calculated in the budget narrative.

FRINGE BENEFITS

(Estimated) 40 % of \$ salary amt. = Fringe Benefits (\$81,307.99)

The amount requested from Oakland Unite is \$19,744 .

B. OTHER DIRECT COSTS

Subtotal \$ 5987

List costs that are directly associated with operating the project. For each line item, describe how estimates were determined in the budget narrative, and how much is being requested from Oakland Unite.

- i. **Equipment/Computer:** Oakland Unite permits purchase of equipment and capital items for use by program participants and staff. The City retains title to capital expenditures purchased with Oakland Unite funds and reserves the right to exercise its ownership. Capital expenditures are individual items costing \$1,250 or more unless the Applicant's policy stipulates a lower amount in determining its capital expenditures.

The amount requested from Oakland Unite is 0 ."

- ii. **Facility Rental:** These are the pro-rated costs of space rental, utilities, building maintenance and other occupancy costs that are directly used to provide the services for this project.

The amount requested from Oakland Unite is \$0.

- iii. **General Office Supplies/Software:** These are the costs of office supplies, copying and software associated with the proposed project.

The supply budget is \$1237.00 This covers \$100 per month in office supplies. The amount requested from Oakland Unite is \$ 237 ."

- iv. **Program Materials & Supplies:** This category should include all items that your program requires in order to operate, such as curriculum costs, training materials, or food for participants. The Narrative should list/explain all the items included in this category.



OAKLAND UNITE

Budget Narrative

July 1, 2018- July 31, 2019

Food for trainings is calculated monthly at \$200 for 25 participants. We estimate serving 25 participants per training, and 6 trainings per year. The total cost of food is \$1200. The total program cost for program materials and supplies is \$1200.

The amount requested from Oakland Unite is ___\$1200___.

- v. **Telephone/Internet/Communications:** This category should include telephone, mobile phone, and Internet services associated with your proposed project (District's Cellphone stipend is \$_300_.

The amount requested from Oakland Unite is _0_.

- vi. **Travel/Transportation:** The projected expenditures for local and non-local travel should be described in this section. The basis for the calculation as well as the purpose for all travel should be provided. Local travel estimates should be based on your organization's current policies, for example, 57.5 cents per mile. Any out of area travel needs should be carefully itemized and justified.

A stipend in the amount of \$2,000 is being requested. The average mileage for the Coordinator for one year exceeds \$2,000 in total mileage and parking fees. The coordinator on an average will travel daily and weekly between the JJC, Main Office and school sites 3 to 4 times, with parking fees and sometimes to several school sites in one day. This does not include JJC daily parking fees, travel to Oakland Unite offices, other partnership meetings and offsite parking fees for those meetings. We have estimated travel at 50 miles/week X \$0.575 = \$28.65/week. The mileage cost per year for (50 weeks) is \$1437.00, plus daily parking fees averaging \$600 equals \$2037 annually for total travel. Stipend is paid as part of salary.

The amount requested from Oakland Unite is ___\$2,000___.

- vii. **Staff Training/Professional Development:** This category should include costs related to providing professional development opportunities for staff working on the Oakland Unite funded program, such as conference registration fees, workshop or seminar fees, or training materials.

The amount requested from Oakland Unite is ___0___.

- viii. **Consultants (not sub-grantees):** This category is for individuals who provide special services in order to help you operate your program, but who are not your employees. Consultant fees paid by Oakland Unite are not to exceed \$650/day for a full day of work. Indicate the name of the consultant and the specific services they will be providing, and basis for their fee. If you have not yet determined who your consultant will be for the needed service, you may state "Consultant TBD."

The amount requested from Oakland Unite is ___0___.



OAKLAND UNITE

Budget Narrative

July 1, 2018- July 31, 2019

C. WAGES, STIPENDS, AND FLEXIBLE FUNDS

Subtotal \$ _____

- i. **Wages (wage/hr x # hours):** If your program is going to offer wages to clients/participants, indicate the amount paid and the number of participants/clients you anticipate will receive wages. Please note that all grantees are required to comply with the City of Oakland’s new minimum wage law. Refer to the City Attorney’s FAQ Guide to the Minimum Wage Law for more information:

The amount requested from Oakland Unite is ____ 0 ____.

- ii. **Stipends:** If your program is going to offer stipends to clients/participants, these are cash stipends as part of structured program activities.

The amount requested from Oakland Unite is ____ 0 ____.

- iii. **Flexible Funds/Incentives:** If your program is going to offer incentives to participants for attendance or for completing milestones, please indicate the type of incentive (cash, gift certificate, etc.) and the number of participants you anticipate will receive incentives.

The amount requested from Oakland Unite is ____ 0 ____.

D. SUB-GRANTEE

- i. For this section list the organization or individual name of each subcontractor or consultant. For each and every subcontractor, enter a line item budget using the same guidelines as the lead Applicant budget. The Narrative should include what role each sub-grantee listed will be playing in the program.

\$ _____

| TOTAL DIRECT COSTS | Oakland Unite | OUSD | Totals _____ |
|---------------------------------------|----------------------|----------------|---------------------|
| • Personnel | 62,419 | 133,893.18 | 196,312.18 |
| • Fringe & Benefits | 19,744 | 61,563.99 | 81,307.99 |
| • Other Direct Costs | 3437 | 2550.00 | 5,987.00 |
| • Wages, Stipends, and Flexible Funds | | | |
| • Sub-grantees (if any) | | | |
| Total Direct Costs | 85,600 | 198,007 | 283,607 |

INDIRECT COSTS

Indirect costs may be calculated up to 10% of the total grant request.

Ten percent of a total requested grant amount of \$85,600 is \$8,560, which will be charged as an un-itemized administrative fee.

| | |
|--|-------------------|
| Total Direct and Indirect Costs | \$ 292,167 |
| (Total Budget Requested) | \$ 283,607 |

CERTIFICATE OF COVERAGE

Issue Date

6/22/2018

ADMINISTRATOR:

Keenan & Associates
1111 Broadway, Suite 2000
Oakland, CA 94607

LICENSE # 0451271

510-986-6750
www.keenan.com

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.

ENTITIES AFFORDING COVERAGE:

- ENTITY A: Northern California ReLiEF
- ENTITY B:
- ENTITY C:
- ENTITY D:
- ENTITY E:

COVERED PARTY:

Oakland Unified School District
1000 Broadway, Suite 680
Oakland CA 94607

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

| ENT LTR | TYPE OF COVERAGE | COVERAGE DOCUMENTS | EFFECTIVE/ EXPIRATION DATE | MEMBER RETAINED LIMIT / DEDUCTIBLE | LIMITS |
|---------|--|--------------------|----------------------------|------------------------------------|---|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS <input type="checkbox"/> | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000 |
| A | PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | \$ 250,250,000 EACH OCCURRENCE |
| A | STUDENT PROFESSIONAL LIABILITY | NCR 01711-10 | 7/1/2018 7/1/2019 | \$ 250,000 | \$ Included EACH OCCURRENCE |
| | WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY | | | \$ | <input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER \$ E.L. EACH ACCIDENT |
| | EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY | | | \$ | \$ E.L. DISEASE - EACH EMPLOYEE \$ E.L. DISEASE - POLICY LIMITS |
| | OTHER | | | \$ \$ | |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS:

Oakland Unified School District/ Oakland Unite Wrap Around Services for Oakland Students through the coverage expiration date.

CERTIFICATE HOLDER:

Juvenile Justice Center, Transition Center
2500 Fairmont Drive
San Leandro CA 94578

CANCELLATION.....SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.



John Stephens

AUTHORIZED REPRESENTATIVE

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

Measure Z: Lead Agency Budget Fiscal Year-July 2018- July 2019

Lead Organization Name: Oakland Unified School District, Community Schools Student Services

Sub-Strategy Juvenile Justice Partnership

PLEASE FILL IN YELLOW CELLS ONLY

| I. DIRECT COSTS | | | Oakland Unite Request | Match - Minimum 20% of annual amount | Total Project Budget |
|--|------------------|------------------------|--------------------------|---|----------------------|
| A. PERSONNEL | | | | | |
| Lead Agency Positions | Annual Salary | % FTE on project | | | |
| OUSD Coordinator JJC | \$ 113,489 | 100% | \$ 62,419.00 | \$ 51,070.27 | \$ 113,489.27 |
| Admn Asst. Bilingual | \$ 11,717 | 20% | | \$ 11,716.86 | \$ 11,716.86 |
| JJC Case Manager | \$ 71,106 | 100% | | \$ 71,106.05 | \$ 71,106.05 |
| | | | | | \$ - |
| | | | | | \$ - |
| | | | | | \$ - |
| Subtotal | | | \$ 62,419.00 | \$ 133,893.18 | \$ 196,312.18 |
| Fringe Benefits & Rate | rate: | | \$ 19,744.00 | \$ 61,563.99 | \$ 81,307.99 |
| SUBTOTAL | | | \$ 82,163.00 | \$ 195,457.17 | \$ 277,620.17 |
| B. OTHER DIRECT COSTS | | | | | |
| Equipment/Computer Upgrades | | | | 1,250 | \$ 1,250.00 |
| Facility/Classroom Rental | | | | | \$ - |
| General Office Supplies/Software | | | 237 | 1,000 | \$ 1,237.00 |
| Program Materials and Supplies | | | | | |
| Food | | | 1,200 | - | \$ 1,200.00 |
| Telephone/Internet/Communications | | | | 300 | \$ 300.00 |
| Travel/Transportation | | | 2,000 | - | \$ 2,000.00 |
| Staff Training/Professional Development | | | | | \$ - |
| Consultants (not subgrantees) | | | | | \$ - |
| SUBTOTAL | | | \$ 3,437 | \$ 2,550 | \$ 5,987 |
| C. WAGES, STIPENDS, and FLEXIBLE FUNDS | | | | | |
| | Amount | # of clients | | | |
| Wages (wage/hr x # hours) | | | | | \$ - |
| Stipend | | | | | |
| Flexible funds/ Client Incentives | | | | | |
| SUBTOTAL | | | | | |
| D. SUBGRANTEES | | | | | |
| | | | - | - | \$ - |
| | | | - | - | \$ - |
| | | | - | - | \$ - |
| SUBTOTAL | | | \$ - | \$ - | \$ - |
| II. INDIRECT COSTS | | | | | |
| May not exceed 10% of ENTIRE Oakland Unite direct costs (including Subgrantee budgets) | Rate: | | | | |
| GRAND TOTAL | | | \$ 85,600 | \$ 198,007 | \$ 283,607 |

Combined Grants Schedules



Business Name Oakland Unified School District Phone (510) 879-8200 Email _____
 Address 1000 Broadway City Oakland State CA Zip 94607 Federal ID # _____
 City of Oakland Business License Number _____ Completed by: _____ Phone if different _____

Schedule C-1 – (Declaration of Compliance with the Americans with Disabilities Act)

I declare under penalty of perjury that my company will comply with the City Of Oakland American with Disabilities Act obligations.

Schedule K – (Pending Dispute Disclosure)

1. Are you or your firm involved in a pending dispute or claim Against the City of Oakland or its Agency? (Please check one) Yes No
2. If "Yes", please list existing and pending lawsuit(s) and claim(s) with the title, contract date, brief description of the issues, officials or staff persons involved in the matter and the City department/division administering the contract. Contract Title and Number: _____

Administering Department/Division: _____ Date: _____ Official(s). Staff person(s) involved: _____
 Issues: _____

3. (check) Additional Disputes listed on Attachment

Schedule N - (Living Wage – Declaration of Compliance) Grants accumulating over \$100K. Grants under \$100K mark N/A

Employment Questionnaire: Please respond to the following questions:

| | Responses |
|--|--------------------------|
| (1) How many permanent employees are employed with your company? (If less than 5, stop here) | 4,500 |
| (2) How many of your permanent employees are paid above the Living Wage rate? | All |
| (3) How many of your permanent employees are paid below the Living Wage rate? | None |
| (4) Number of compensated days off per employee? (Refer to item "a" above) | Based on union contracts |
| (5) Number of trainees in your company? | N/A |
| (6) Number of employees under 21 years of age, employed by a nonprofit corporation for after school or summer employment for a period not longer than 90 days. | N/A |

Schedule N-1 -- (Equal Benefits -- Declaration of Nondiscrimination) Grants accumulating over \$25K, Grants under \$25K mark N/A

Section A. Grantee Information

- (1) Are you an EBO certified firm (Please check one) Yes No (if yes, please attached certificate and skip Schedule N-1)
 (2) Approximate Number of Employees in the U.S. _____ (3) Are any of your employees covered by a collective bargaining agreement or union trust fund? (Please check one) Yes No (4) Union name(s) 8 different unions

Section B. Compliance

- (1) Does your company provide or offer access to any benefits to employees with spouses or to spouses of employees? (Please check one) Yes No
 (2) Does your company provide or offer access to any benefits to employees with domestic partners? (Please check one) Yes No

Section C. Benefits PLEASE CHECK EACH BENEFIT THAT APPLIES

| Benefits | Offered to Employees only | Offered to Employees and their spouses | Offered to Employees and their Domestic Partners | Not Offered at all | Documentation attached |
|---------------------------------------|-------------------------------------|--|--|--------------------------|--------------------------|
| Health | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dental | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Vision | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retirement (Pension, 401K, etc) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bereavement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Family Leave | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Parental Leave | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Employee Assistance Program | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relocation & Travel | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Company Discount, Facilities & Events | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Credit Union | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Child Care | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

(1) CFAR is a City Financial Recipient. (2) Domestic Partner is defined as a same sex couples or opposite sex couples registered as such with a state or local government domestic partnership registry

Schedule P – (Nuclear Free Zone - Ordinance 11474 C.M.S.)

I declare under penalty of perjury that I have read Ordinance 11478 C.M.S. titled "An Ordinance Declaring the City of Oakland a Nuclear Free Zone and Regulating Nuclear Weapons Work and City Contracts with and Investment in Nuclear Weapons Makers", as provided on the City's website, see "footnote" below I certify that my firm conforms with the conditions as defined in Ordinance 11478 C.M.S.

I declare that my company is **NOT** in compliance with Ordinance 11478 C.M.S., but my proposal/bid should be considered because: _____

Schedule V – (Affidavit of Non-Disciplinary or Investigatory Action)

I certify that the following entities: Equal Employment Opportunity Commission (EEOC), Department of Fair Employment & Housing (DFEH) or the Office of Federal Contract Compliance Programs (OFCCP) has not taken disciplinary or investigatory action against the Firm. If such action has been taken, attached hereto is a detailed explanation of the reason for such action, the party instituting such action and the status or outcome of such action. Initial: _____

Oakland's Minimum Wage Law – (Resolution 85423 C.M.S. - Oakland Municipal Code Section 5.92, et seq.) I certify that I have read Oakland's minimum wage law and I am in full compliance with all its provisions. Initial: _____

Affirmative Action - I certify that I/we shall not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, national origin, age, disability, Acquired Immune Deficiency Syndrome (AIDS) AIDS related complex, or any other arbitrary basis and shall insure compliance with all provisions of Executive Order No. 11246 (as amended by Executive Order No. 11375). I certify that I/we shall not discriminate against any employee or applicant for employment because they are disabled veteran of the Vietnam era and shall insure compliance with all provisions of 41CFR60-250.4 where applicable. Initial: _____

By signing and submitting this combined schedules form the prospective primary participant's authorized representative hereby obligates the proposer(s) to the stated conditions referenced in this document. I declare under penalty of perjury that the foregoing is true and correct.

Name of Individual: Marion McWilliams

Title: General Counsel

Signature: 

Date: 4/4/18

PLEASE NOTE: Detailed descriptions of all policies represented in this combined form may be found at Contracts and Compliance website "Policies and Legislation" address <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/policies/index.htm> For an electronic copy of this combined form and copies of standalone contract Schedules R, E, O, Q, Exit Affidavit and Schedule G please go to this web address <http://www2.oaklandnet.com/Government/o/CityAdministration/d/CP/s/FormsSchedules/index.htm>