

## ExCEL After School Programs Contracts Checklist

CBO: \_\_\_\_\_

School Site: \_\_\_\_\_

Contract Term: \_\_\_\_\_

Amount: \_\_\_\_\_

Contract:     Original         Amendment\*\*        Contract Type:     Base     Supplemental

Grant(s):     ASES         21<sup>st</sup> CCLC         ASSETS         DCYF         SFUSD Backfill

PLEASE RETURN THIS CHECKLIST WITH YOUR COMPLETED CONTRACT PACKAGE.

\*\*Steps same for amended contracts

PROCEDURE	Reviewed	Date	ExCEL Review
Agency contact information is completed and <b>correct**</b>			
All signature lines have printed names below signatures**			
Contract Authorization page is signed by Agency Director** AND principal in blue ink. Print name and title is below signature. <b>** Principal signature not needed for fiscal change contracts.</b>			
The pagination is correct- X of Y			
W-9 Form is completed and signed in blue ink			
CBC/TB clearance form is completed and signed in blue ink			
Contractor disclosure form regarding SFUSD Officials is completed and signed in blue ink			
<b>Attachments- include after each contract</b>			
Attachment 1: School Site ExCEL Program Summary is completed on the EMS, printed out landscape and signed by the agency director AND principal in blue ink.			
Attachment 2: Weekly Program Plan. If you do not use the program plan we sent to you, be sure the header is correct.			
Attachment 3: Program Budget Detail is completed and printed with correct headers and page breaks and signed. The total budget amount matches the matched the amount on the first page of the contract**			
Insurance documentation			
TB/CBC Clearance list with valid dates			
Subcontractor Verification form include if applicable			
<b>Additional checks( CBO agency)</b>			
Contract is scanned and save before sending to the ExCEL**			
Fully executed contract is reviewed and saved**			

ExCEL Only:

K-Reso# \_\_\_\_\_

Date sent to SFUSD Contracts Department: \_\_\_\_\_