

Washtenaw Coordinated Funders Program Operations Contracting Checklist – Year Two

Most requirements will be collected via the Foundant Program Operations Agreement Form for each program.

Electronic signatures will be collected via the Adobe Sign system for the contracts and partnership agreement.

This checklist is meant to be a helpful reference for you when preparing to complete your program's contracting process.



Materials Needed from Agencies for Contracting Process

STEP ONE: Submitted via Foundant Year Two Program Operations Agreement Form

Scope of Services Form

- Scope of Services form details completed in Foundant:
 - Program Components (if any changes)
 - Revised or confirmed Service Projections for each Outcome Indicator
 - Budget Changes submitted in narrative (if applicable)

Contact Information

- Program Contact Information
- Finance Contact Information

Uploads Section

- MOU(s) for Collaborative Programs (if applicable)
- All agencies must submit insurance certificates meeting the requirements stipulated in the contract(s).

(Please Note: For agencies contracting with OCED, Washtenaw County must be listed as an additional insured: Certificate Holder: Washtenaw County 415 W. Michigan Ave, Suite 2200 Ypsilanti, MI 48197)

If an agency cannot meet the insurance limits illustrated here, they will need to contact Caitlin Nagler, naglerc@washtenaw.org.

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

STEP TWO: Contract signatures collected via Adobe Sign after Funder Approval of Year Two Program Operations Agreement Form Submission

- Signed Private Funder contract (if applicable): Contract between Agency and AAACF and/or UWWC, and/or SJMHAA
- Signed Public Funder contract (if applicable): Contract between Agency and the Office of Community & Economic Development, for those receiving funds from the City, County or Urban County