The City of SAN DIEGO

Commission for Arts and Culture

Instructions

How to Complete an OSP FY17 Final Performance Report

For Nonprofit Organizations Awarded Arts and Culture Contracts in Fiscal Year 2017

These instructions are for each nonprofit organization (Contractor) that has completed the scope of services related to their organization's FY17 Organizational Support Program (OSP) contract.

QUICK START SUMMARY:

1. Read these instructions and review your organization's FY17 contract and Exhibit A.
2. Prepare the required financial disclosures and draft responses to the narrative questions.
3. Access the final performance report online at https://sandiego.cgweb.org/login.php.
4. Select *Edit Profile* on the left sidebar. Review and make sure your organization's contact information is accurate.
5. Select *Current Programs and Applications* on the left sidebar.
6. Locate and select *FY17 OSP Final Performance Report*. Do not click on the CCSD version.
7. Complete all required questions and upload documents.
8. Once completed select *Submit* at the end of the report.

DETAILED INSTRUCTIONS:

What financial disclosures are required?

The financial disclosures required are dependent on the total award amount received by your organization for the FY17 OSP contract. This amount is stated in Article 3.1 of the contract. If an organization has received augmented funds from the Mayor and/or City Council, the total award amount will be stated in the amendment to the contract. Once you know your organization's total award amount, review the following financial disclosure requirements.

What information does my organization need to complete the financial disclosures?

- Your organization's FY17 request for payment forms.

All contractors must provide the following financial information:

- OSP Fund Expenditures Table
- Match Income Information Table
- Upload the final report document, generated by DataArts Note: Your organization is not required to enter new financial information into DataArts at this time. The only requirement is to generate the report.
- Audited Financial Statements, if applicable based on your organization's award amount

Additional Requirement for OSP Contractors with a total amount of OSP funds received equaling $10,000 or more:

Council Policy 100-03 requires a balance sheet and income statement to be submitted. These requirements are included as a part of the final report generated by DataArts.

Additional Requirement for OSP Contractors with a total amount of OSP funds received equaling $75,000 or more:

Audited financial statements, submitted in a PDF format, are required. Audited final statements are those that have been prepared in accordance with generally accepted accounting principles (GAAP) and audited by a Certified Public Accountant, in accordance with generally accepted accounting standards (GAAS).

Contractors must submit Audited Financial Statements within 150 days of the end of your organization's last completed fiscal year. For example, if your organization's fiscal year closes on June 30, 2017, your financial statements are due November 28, 2017.

Should the closing of your organization's fiscal year prevent you from including the requisite audited financial statements by August 31, 2017, at 5:00 p.m., please provide your organization's fiscal year end date. Commission staff will calculate when your audited financial statements are due.

What information does my organization need to complete the narrative questions?

- The FY17 contract's Exhibit A, including the stated "Goals and Objectives."
    - Organizations will need to provide information on each of the goals and objectives stated in your Exhibit A, including the extent to which your organization met the goals and accomplished the objectives. See the substantive questions at the end of this document for a detailed list.

How many examples of crediting The City of San Diego should my organization upload?

Your organization is required to provide a minimum of one (1) and maximum of three (3) examples that shows the use of the City logo and language required by Article 5.7 of the FY17 contract.

What format is required to upload documents?

All documents should be submitted as a PDF.

Who can I contact with questions or for technical assistance?

Contact Whitney Roux, Arts and Culture Funding Programs Coordinator at wroux@sandiego.gov.

Substantive Questions

Financial Disclosures

1. What was your organization's FY17 OSP total award amount?
2. What percentage of your organization's total budget came from the FY17 OSP funds received?
3. How were OSP funds spent? Complete the table showing expenditures reimbursed with City funds.

4. What sources were used to provide the required match income? Complete the table showing the source and income percentage your organization was successful in procuring and/or generating in FY17 to meet the match income requirement.
5. Upload the *final report document* generated by DataArts. Note: Your organization is not required to enter new financial information into DataArts at this time. The only requirement is to generate the report.
6. If available, upload Audited Financial Statements for your organization's last completed fiscal year.
7. If audited financial statements are not available at the time of this report, when does your organization's fiscal year end?

Narrative Questions

1. For each of your organization's goals and objectives, described in Exhibit A, answer the following questions: (1000 characters per section)
    i. Did your organization achieve this goal?
    ii. If yes, describe the success in meeting the goal. Which objectives were met and which were not?
    iii. If no, what were the challenges that prevented your organization from meeting your objectives and achieving the goal?
    iv. What impact has the outcome of this goal had on your organization and its constituents?
2. Besides financial resources, what does your organization believe are the three most pressing issues facing arts and culture non-profit organizations in San Diego and what indicators lead your organization to believe this? (500 characters)

Process Improvement

1. Help us to use your time and our time wisely; share any suggestions that could make the application, contract or payment process more user-friendly for your organization. (500 characters)

Acknowledgement

1. Attach a minimum of one (1) and a maximum of three (3) examples, in PDF format, crediting The City of San Diego in your organization's promotional materials.