



# Commission for Arts and Culture



Photo: Chris Rov Costa

## Arts & Culture Funding Program *Contract Renewal Handbook* *Fiscal Year 2020*

## Welcome!

On behalf of the City of San Diego, Mayor Kevin Faulconer, and the Commission for Arts & Culture, *congratulations* on your fiscal year 2020 funding award from the City of San Diego!

Please consider this a very warm welcome to you, whether you are a returning contractor or are receiving a contract for the first time.

It is highly competitive to receive an award through the City of San Diego's Commission for Arts & Culture funding program. This funding award is in recognition of the high quality of work your organization does to integrate arts and culture into the lives of residents throughout the city, as well as our visitors from throughout Southern California and the world. We applaud all of you!

Staff at the Commission for Arts and Culture is excited to support you throughout the coming year. We are always available by email or phone, for technical assistance or if you have any questions. Please feel free to reach out to us at any time.

We look forward to working with you, our partners, as we continue to build vibrant arts and culture activities throughout San Diego.

Warmly,



Jonathon Glus,  
Executive Director  
Commission for Arts and Culture

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# How to Complete a Contract Renewal

## For Organizations Awarded Arts and Culture Funding in Fiscal Year 2020

These instructions are for each organization that has been approved for a funding award in fiscal year 2020 after submitting a request for an option to renew its prior contract through the City of San Diego (City) Commission for Arts and Culture's Organizational Support Program or Creative Communities San Diego. ***This is not for those organizations receiving a new contract for fiscal year 2020.***

### INSTRUCTIONS:

#### **What should my organization do when it gets the contract renewal kit?**

Read everything in the contract renewal kit.

Review the contract renewal letter and confirm that the following details in the contract renewal letter are accurate:

- Total amount of TOT Funding Awarded

- Matching requirement amount (See the FY20 Funding Guidelines for match income requirements).

Sign the letter and the duplicate copy.

Compile the necessary insurance documents, and sign any applicable "Declaration in Lieu".

Verify that your organization's status with state and federal agencies is "active"/"current".

#### **When is the contract renewal kit due back to the City of San Diego?**

Complete and accurate contract renewal kits are due back to the City by **Friday, August 16, 2019, no later than 5:00 p.m.**

#### **Still Need Help?**

If you have read everything in the contract renewal kit and followed the instructions, but want more information, contact Gail Wingfield, Senior Arts and Culture Funding Manager at [gwingfield@sandiego.gov](mailto:gwingfield@sandiego.gov).

#### **What is included in the contract renewal kit?**

- One contract renewal handbook

- One contract renewal completion checklist

- One complete letter stating the renewal and one duplicate copy of the letter, unsigned

- One "Declaration in Lieu" of required commercial auto liability insurance, unsigned

- One "Declaration in Lieu" of required workers' compensation insurance, unsigned

#### **Where do I send a complete and accurate contract renewal kit?**

City of San Diego Commission for Arts and Culture

Attn: Arts and Culture Funding Program



1200 Third Avenue, Suite 924  
San Diego, CA 92101

**How long after submitting my organization's contract renewal kit can I ask for reimbursement?**

To request reimbursement, an organization needs two things: a fully executed contract renewal kit signed by all parties and a purchase order number. On average it takes 90 days from the date that an organization submits their contract kit to receive those two documents. Turnaround times are largely dependent on the accuracy and completeness of each organization's submission and the organization's response time when staff makes follow-up requests.

Want to sign up for electronic payments? Ask staff for an electronic funds transfer form.

**TIPS:**

**Getting it right**

- Choose one person to be the lead contact at your organization.
- Keep your contact information up to date with your program manager!
- We are here to help. If you do have questions, call or email.
- Please read all instructions and provided documents before calling City staff with questions.
- Be patient. Internal City processes often take longer than you think.
- Keep detailed records; it makes reporting easier.
- Take advantage of opportunities for help, such as technical assistance workshops and office hours.
- Start the contract renewal execution early and allow enough time to review the quality and accuracy of the required contract renewal documents before submittal.

**Getting the Insurance Right**

- Carefully read Article VII of your prior contract.
- Review the visuals from the contract technical assistance workshop.
- Share the insurance requirements found in Article VII of your prior contract and visuals from the contract technical assistance workshop with your organization's insurance broker.
- Verify that your organization's insurance policies will not expire in the next 90 days.
- If your organization's insurance policies are scheduled to expire, obtain current policies as soon as possible. Set reminders on your calendar.
- If your organization meets both of the following two conditions, then sign and return a "Declaration in Lieu" of commercial automobile liability insurance:
  - Your organization does not currently own any vehicles, and

Your organization carries commercial general liability automobile insurance for “hired” and “non-owned” autos.

If your organization meets both of the following two conditions, then sign and return a “Declaration in Lieu” of workers’ compensation insurance:

Your organization has no paid employees, and

All work to be performed under the contract will be done solely by volunteers.

### **Getting the State and Federal Registrations Right**

Ensure your organization’s status is “active” on **California Secretary of State - Business Listing**: <http://kepler.sos.ca.gov/>.

Ensure your organization’s status is “current” on **California Department of Justice - Charity Registration**: <http://rct.doj.ca.gov>

Confirm that your organization is not included on the **Federal Department of Industrial Relations- Federal Debarment List**: [www.dir.ca.gov/dlse/debar.html](http://www.dir.ca.gov/dlse/debar.html)

Keep these registrations current by updating them annually. Set reminders on your calendar

### **Getting Questions Answered Quickly**

**Questions about what the “legalese” in the contract means?** Consult your organization’s attorney. City staff is prohibited from interpreting the meaning of the contract contents.

**Questions about the insurance requirements?** Consult your organization’s insurance broker, who is the expert on insurance.

**Questions about invoicing and reimbursement?** Ready to invoice? First, check whether your organization is in possession of both a contract, signed by all the necessary parties, and a purchase order number issued by the City. Refer to Appendix A for the Invoice for Reimbursement form.

**Need the visuals shown at the contract technical assistance workshop?**

**Find them here:** [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding)

# How to Submit an Invoice for Reimbursement

## For Nonprofit Organizations Awarded Arts and Culture Funding

These instructions are for each nonprofit organization that has received a fully executed signed contract and contract renewal letter and a purchase order number related to the funding from the City of San Diego (City) Commission for Arts and Culture's Organizational Support Program or Creative Communities San Diego.

### QUICK START SUMMARY:

Read these instructions and review your organization's contract.  
Compile the necessary information regarding expenses and matching income sources.  
Verify that all expenses are eligible for reimbursement.  
Complete the invoice form and print it on your organization's letterhead.  
If applicable, supply any required documentation for expenses.  
Using the date it is submitted, sign and date the invoice.  
Submit it to staff.  
If you have read and followed the detailed instructions but want more information, contact Karla Centeno, Arts and Culture Project Manager:  
KCentenoAgui@sandiego.gov

**Need an invoice for reimbursement template?**

**See Appendix A in this handbook or**

**Find it online: [www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding)**

## **DETAILED INSTRUCTIONS:**

### **When can an invoice for reimbursement be submitted?**

A contractor must possess two things before submitting an invoice to the City:

A contract and contract renewal letter, signed by all the necessary parties; and

A purchase order number issued by the City. The purchase order number will be sent to your organization via email.

### **What expenses are eligible for reimbursement?**

All expenses need to incur between July 1, 2019, and June 30, 2020. Aside from ineligible expenses, contractors can submit for reimbursement in any area. Staff recommends using fewer line items to make it easier to complete, such as:

Artists & Performers - Salaries & Fringe

All Other Employees - Salaries & Fringe

Advertising & Marketing

Artists & Performers - Non- Salaried

Production & Exhibition Costs

Rent

All Other Operating Expenses

### **What expenses are ineligible for reimbursement?**

Categories of ineligible expenses include capital or equipment expenditures, purchases of awards, trophies, gifts, uniforms, alcohol, or the buildup of reserves. For full details, refer to Council Policy 100-03: [http://docs.sandiego.gov/councilpolicies/cpd\\_100-03.pdf](http://docs.sandiego.gov/councilpolicies/cpd_100-03.pdf).

### **How many invoices can be submitted? And how often?**

Contractors can submit invoices between July 1, 2019, and July 31, 2020. Invoices submitted after July 31, 2020, are not guaranteed reimbursement. Refer to your contract for invoicing requirements.

### **What information about expenses is needed?**

On the expense table record the following for each expense:

Description of the expense

Amount of the expense

Vendor or employee name

Date of payment

Payment type: check, credit card or direct deposit

If paid for with a check, include the check number under payment type.



### **What additional documentation of expenses is required?**

Invoices and proofs of payment must be kept on file as stated in Section 5.2 of your contract.

#### **Expenses Paid for by check**

Organizations are not required to submit copies of invoices or canceled checks.

#### **Expenses Paid for with credit card**

Copies of the itemized receipts.

A copy of the credit card statement with the expenses highlighted.

The City is unable to reimburse these purchases without full itemization.

#### **Expenses Using direct deposit (payroll expenses only)**

A copy of the statement from the payroll company with the expenses highlighted.

### **What are the match income requirements?**

As stipulated by Council Policy 100-03, all contractors are required to match their contract award. The organization's required match amount is stated in the contract. All matching income needs to be received during the period of the contract; for FY20 this is from July 1, 2019 - June 30, 2020.

#### **Matching funds can come from:**

- Contributed income, such as, but not limited to, donations from individuals, foundations, corporations, or other government entities.
- Earned revenue, such as, but not limited to, ticket sales, gift shop income, or program fees.

#### **Matching funds cannot come from:**

- Funds received from the City of San Diego.

#### **Program Matching Requirements:**

##### **OSP:**

- All contracts require a 3:1 cash match.

##### **CCSD:**

- Project cash expenses equal to or greater than \$30,000 requires a 3:1 cash match. Project cash expenses \$29,999 or less requires a 2:1 match. Up to 50% of the match may come from in-kind donations.

### **What information about match income is needed?**

On the match income table record the following for each income source:

Description of income source

Amount of funds from the source

Date the funds were received

Match income total for this request  
Match income from previous requests, if applicable  
Total match income demonstrated to date

**What if my organization is requesting augmentation funds?**

Please reference the augmentation funds packet provided by Commission staff for information.

**How do I submit a complete and accurate invoice for reimbursement?**

**Via email to:**

Karla Centeno, Arts and Culture Project Manager: KCentenoAgui@sandiego.gov

**Via Direct Mail to:**

Commission for Arts and Culture  
Attn: Karla Centeno  
1200 Third Avenue, Suite 924  
San Diego, CA 92101

**How long does it take to receive reimbursement once an invoice is submitted?**

Contractors can expect reimbursement 30 days from the invoice date.