

# Commission for Arts and Culture Funding Program

## Contracting with the City of San Diego Fiscal Year 2020





# Welcome OSP and CCSD Contractors!





# Who do I contact for help?

## FY20 Contracts, Contract Renewals, Invoicing for Reimbursement, Mid-Year and Final Reports:

Gail Wingfield

Senior Arts and Culture Funding Manager

P: 619. 236. 6809

E: [gwingfield@sandiego.gov](mailto:gwingfield@sandiego.gov)

Karla Centeno

Arts & Culture Project Manager

P: 619.236.6849

E: [KCentenoAgui@sandiego.gov](mailto:KCentenoAgui@sandiego.gov)



## Organizational Support Program

- 105 Funded
- Allocated: \$10,065,625

## Creative Communities San Diego

- 54 Funded
- Allocated: \$1,388,935

**Contract Period** is from July 1, 2019 – June 30, 2020.





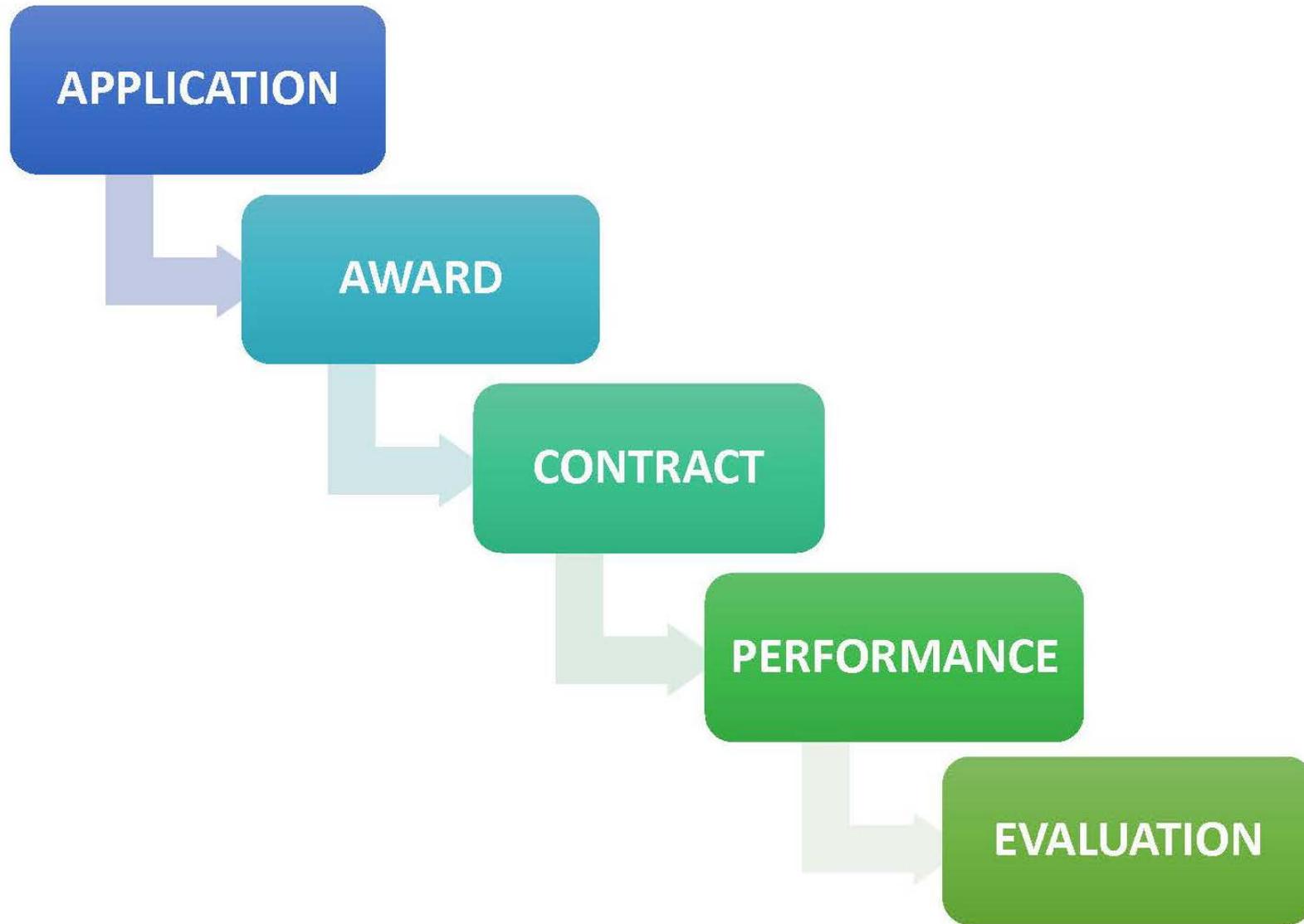
# Where can I find all this info?

The screenshot shows a web browser window displaying the City of San Diego website. The address bar shows <https://www.sandiego.gov/arts-culture>. The page header includes the City of San Diego logo, a weather widget showing 70° SAN DIEGO WEATHER, and a search bar. A navigation menu lists categories: LEISURE (Explore, Play + Events), RESIDENT RESOURCES (Pay Now, Parking + Help), DOING BUSINESS (Fix, Plan + Build), LIBRARY (Learn, Connect + Discover), PUBLIC SAFETY (Police, Fire + Lifeguards), and CITY HALL (City Officials + Departments). The main content area features a banner image of the San Diego skyline with the text "Image by Cindy Devin". Below the banner is a navigation bar with links: Arts and Culture Home, About Us, Funding, Public Art, News & Resources, and Meetings. The central focus is the "Commission for Arts and Culture" section, which includes the SD logo, contact information (1200 Third Ave., Suite 924, San Diego, CA 92101-4106, Phone: 619-236-6800, [arts@sandiego.gov](mailto:arts@sandiego.gov)), and a photograph of a public art installation titled "And Then..." by Ingram Ober, Marisol Rendón-Ober and Chuck Moffit. The photo credit is "Photo: ©2018 Philipp Scholz Ritterman". A "Feedback" button is visible on the right side of the page. The Windows taskbar at the bottom shows the time as 3:29 PM on 7/19/2019.

[www.sandiego.gov/arts-culture/funding](http://www.sandiego.gov/arts-culture/funding)



# What is the funding process?





# What is included in the contract kit?

- One handbook for completing a contract or contract renewal kit
- One contract or contract renewal kit completion checklist
- For new contractors: Two complete contracts, unsigned
  - One Exhibit A: Scope of Services
- For renewing contractors: Two copies of the contract renewal letter, unsigned
- One “Declaration in Lieu” of Required Auto Insurance
- One “Declaration in Lieu” of Required Workers’ Compensation Insurance



# I received my contract kit, now what?

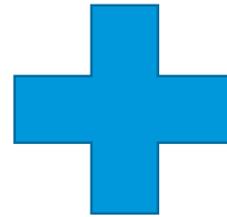
1. Read the instructions, the contract and Exhibit A, or renewal letter,  
Sign both contracts or letters and Declaration in Lieu (*if applicable*)
2. Return the following to the Commission for Arts and Culture:
  - One complete contract or contract renewal letter, signed
  - One duplicate contract or contract renewal letter, signed
  - One Exhibit A: Scope of Services (for new contractors)
  - Required Insurance Documents
  - One “Declaration in Lieu” of Required Auto Insurance, *signed if applicable*
  - One “Declaration in Lieu” of Required Workers’ Compensation Insurance, *signed if applicable*

**Contract or Renewal Kit due: August 16, 2019, 5:00 p.m.**



# Complete Contract Kit

**Contract with  
Exhibit A or  
Contract  
Renewal Letter,  
& Declaration in  
Lieu(s)**



**Organization's  
Insurance Information**

**Organization's  
State and Federal  
Charity Registrations**



# What are the insurance requirements?

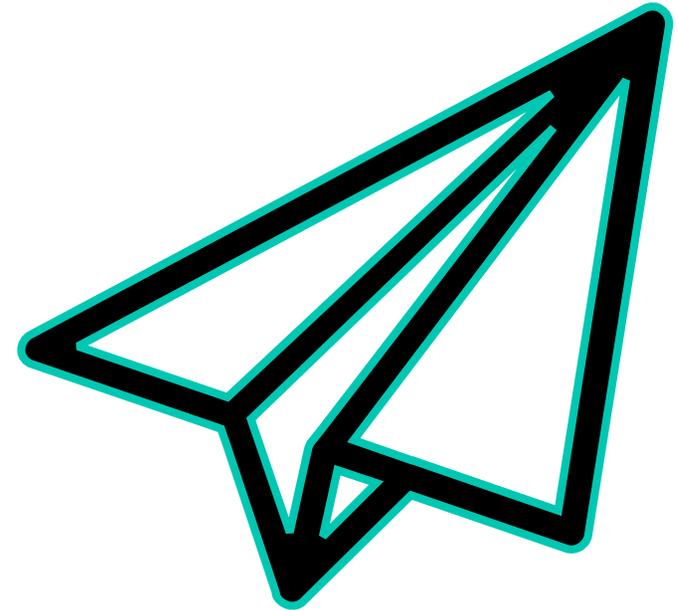
- Commercial General Liability (CGL)
- Commercial Auto Liability (Auto)
- Workers Compensation (WC)

ACORD®		CERTIFICATE OF LIABILITY INSURANCE				DATE (MMDDYYYY) 12/2/2015	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>							
<b>PRODUCER</b> Alliant Insurance Services, Inc. 916-643-2700 2180 Harvard Street, Suite 460 Sacramento CA 95815				<b>CONTACT NAME:</b> PHONE: (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC # INSURER A: Indemnity Insurance Company of N A 43575 INSURER B: Everest National Insurance Company 10120 INSURER C: ACE Fire Underwriters Insurance Com 20702 INSURER D: INSURER E: INSURER F:			
<b>COVERAGES</b> <b>CERTIFICATE NUMBER:</b> 239115308 <b>REVISION NUMBER:</b>							
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>							
INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (INS/D, WVD)	POLICY NUMBER	POLICY EFF. DATE (MMDDYYYY)	POLICY EXP. DATE (MMDDYYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		SAMPLE	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> EACH OCCURRENCE \$1,000,000 <input checked="" type="checkbox"/> GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$	
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS  <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED:      RETENTION \$		SAMPLE	1/1/2015	1/1/2016	<input type="checkbox"/> COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 <input type="checkbox"/> BODILY INJURY (Per person) \$ <input type="checkbox"/> BODILY INJURY (Per accident) \$ <input type="checkbox"/> PROPERTY DAMAGE (Per accident) \$ <input type="checkbox"/> EACH OCCURRENCE \$ <input type="checkbox"/> AGGREGATE \$	
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	SAMPLE	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 <input type="checkbox"/> E.L. DISEASE - EA EMPLOYEE \$1,000,000 <input type="checkbox"/> E.L. DISEASE - POLICY LIMIT \$1,000,000	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)							
<b>CERTIFICATE HOLDER</b> The City of San Diego Purchasing and Contracting 1200 Third Avenue, 2 <sup>nd</sup> Floor San Diego, CA 92101				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE			
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# Required Insurance Documents

- Certificate of Insurance (COI)
- Additional Insured Endorsement for CGL
- Primary and Non-Contributory Coverage for CGL
- Waiver of Subrogation for WC
- Declaration in Lieu, if applicable





# Certificate of Insurance

Required for all organizations

Shows:

- Insurance coverage types
- Policy numbers
- Expirations dates
- Policy limits

Certificate holder should be listed as *The City of San Diego*

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
				12/2/2015		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Alliant Insurance Services, Inc. 916-643-2700 2180 Harvard Street, Suite 460 Sacramento CA 95815			CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC # INSURER A: Indemnity Insurance Company of N A 43575 INSURER B: Everest National Insurance Company 10120 INSURER C: ACE Fire Underwriters Insurance Com 20702 INSURER D: INSURER E: INSURER F:			
INSURED ABC Corporation 123 B Street Sacramento, CA 95816						
COVERAGES		CERTIFICATE NUMBER: 239115308		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR: INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC OTHER:		SAMPLE	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> EACH OCCURRENCE \$1,000,000 <input checked="" type="checkbox"/> GENERAL AGGREGATE \$2,000,000 <input type="checkbox"/> PRODUCTS - COMP/OP AGG \$2,000,000 <input type="checkbox"/> \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SAMPLE	1/1/2015	1/1/2016	<input type="checkbox"/> COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 <input type="checkbox"/> BODILY INJURY (Per person) \$ <input type="checkbox"/> BODILY INJURY (Per accident) \$ <input type="checkbox"/> PROPERTY DAMAGE (Per accident) \$ <input type="checkbox"/> \$ <input type="checkbox"/> \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$					<input type="checkbox"/> EACH OCCURRENCE \$ <input type="checkbox"/> AGGREGATE \$ <input type="checkbox"/> \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	SAMPLE	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$1,000,000 <input type="checkbox"/> E.L. DISEASE - EA EMPLOYEE \$1,000,000 <input type="checkbox"/> E.L. DISEASE - POLICY LIMIT \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER The City of San Diego Purchasing and Contracting 1200 Third Avenue, 2nd Floor San Diego, CA 92101			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE			
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# Additional Insured Endorsement

Required for Commercial General Liability insurance

Required Language:  
"The City of San Diego, its respective elected officials, officers, employees, and volunteers"

The Policy Number needs to be printed on the top and needs to match the COI

POLICY NUMBER: 2018CC201 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – (FORM B)**

This endorsement modifies insurance provided under the following:  
COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:  
The City of San Diego, its respective elected officials, officers, employees, and volunteers.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.



# Additional Insured Endorsement

POLICY NUMBER: 2018CC201

COMMERCIAL GENERAL LIABILITY  
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
<i>The City of San Diego, its respective elected officials, officers, employees, and volunteers.</i>	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



# Primary/Non-Contributory Coverage

Required for Commercial General Liability insurance

Can be an endorsement or a page from insurance policy document

The Policy Number needs to be printed on the top and needs to match the COI

Policy #: 2018CC201

COMMERCIAL GENERAL LIABILITY  
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**  
This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.



# Primary/Non-Contributory Coverage

Policy #: 2017CC201

## BUSINESS LIABILITY COVERAGE FORM

This Paragraph f. applies separately to you and any additional insured.

### 3. Financial Responsibility Laws

- a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.
- b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

### 4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

- a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or
- b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

### 5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom a claim is made or "suit" is brought.

### 6. Representations

#### a. When You Accept This Policy

By accepting this policy, you agree:

- (1) The statements in the Declarations are accurate and complete;
- (2) Those statements are based upon representations you made to us; and

- (3) We have issued this policy in reliance upon your representations.

### b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

### 7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

#### a. Primary Insurance

This insurance is primary except when b. below applies. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

#### b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

##### (1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

##### (2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

##### (3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

##### (4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section A. - Coverages.

##### (5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion k. of Section A. - Coverages.



# Waiver of Subrogation for Workers Comp.

Required for Workers Compensation insurance

Required Language:

Please check **Article VII, Section 7.2.5.1 Additional Insured Status** in your original contract

The Policy Number needs to be printed on the top and needs to match the COI

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY WC 99 04 02 C  
(Ed. 9-14)

Policy #: 2018CC201

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is \_\_\_\_\_

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

**Specific Waiver**  
**Person/Organization:** The City of San Diego, its respective elected officials...(see your original contract for full sentence).  
**Job Description:** \_\_\_\_\_  
**Waiver Premium:** \_\_\_\_\_

Class	State	Payroll Subject to Waiver

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.  
**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective: \_\_\_\_\_ Policy No.: \_\_\_\_\_ Endorsement No.: \_\_\_\_\_  
 Insured: \_\_\_\_\_ Premium \$ \_\_\_\_\_  
 Insurance Company: \_\_\_\_\_  
 WC 99 04 02C \_\_\_\_\_  
 (Ed. 9-14) Countersigned by \_\_\_\_\_



# Declaration in Lieu Forms

## Declaration in Lieu, if applicable:

Automobile Liability

Worker's Compensation Insurance

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YYYY)  
12/2/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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<b>PRODUCER</b> Alliant Insurance Services, Inc. 916-643-2700 2180 Harvard Street, Suite 460 Sacramento CA 95815	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE: NAIC # INSURER A: Indemnity Insurance Company of N A 43575 INSURER B: Everest National Insurance Company 10120 INSURER C: ACE Fire Underwriters Insurance Com 20702 INSURER D: INSURER E: INSURER F:
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**INSURED**  
 ABC Corporation  
 123 B Street  
 Sacramento, CA 95816

**COVERAGES** CERTIFICATE NUMBER: 239115308 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY 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 INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	INSR WVD	SAMPLE	1/1/2015	1/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
C	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		SAMPLE	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 \$ \$ PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	SAMPLE	1/1/2015	1/1/2016	PER STATUTE <input checked="" type="checkbox"/> OTHER <input type="checkbox"/> EACH ACCIDENT \$1,000,000 - EA EMPLOYEE \$1,000,000 - POLICY LIMIT \$1,000,000

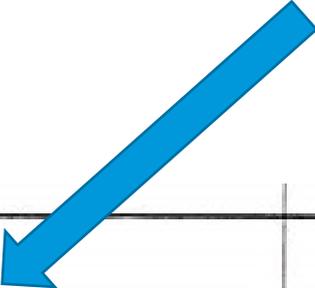
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

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## Who should sign an **Declaration in Lieu - Auto Liability?**

- Your organization does not currently own any vehicles, and
- Your organization carries auto liability insurance for *hired & non-owned* autos.



		OTHER.		
C	AUTOMOBILE LIABILITY			
	<input type="checkbox"/>	ANY AUTO		
		ALL OWNED AUTOS	<input type="checkbox"/>	SCHEDULED AUTOS NON-OWNED AUTOS
	X	HIRED AUTOS	X	
		UMBRELLA LIAB		OCCUR
		EXCESS LIAB		CLAIMS-MADE
		DED		RETENTION \$

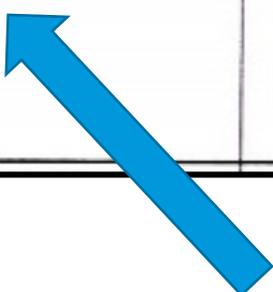


# In Lieu Forms – Workers Compensation

## Who should sign an **Declaration in Lieu - Workers Compensation**?

- Your organization has no paid employees, and
- All work to be performed under the contract is done solely by volunteers.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				





# Tips for getting your insurance right

- Carefully read Article VII of your contract.
- Review this presentation.
- Share the insurance requirements found in Article VII of the contract and this video with your insurance broker - they are an insurance expert.
- Verify that your organization's insurance policies will not expire in the next 90 days.
- Ensure that policy numbers typed on the endorsements match those numbers stated on the Certificate of Insurance.

## CA Dept. of Justice Charity Registration

- <http://rct.doj.ca.gov>
- Status Needed: Current



## CA Secretary of State

- <https://businesssearch.sos.ca.gov/>
- Status Needed: Active

## Department of Industrial Relations

- <https://www.dir.ca.gov/dlse/debar.html>
- Organization is not listed as debarred





## Status Needed: Active

Secretary of State Main Website **Business Programs** Notary & Authentications Elections Campaign & Lobbying

**Business Entities (BE)**

Online Services

- E-File Statements of Information for Corporations
- Business Search
- Processing Times
- Disclosure Search

Main Page

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

**Business Search**

This search provides access to domestic stock, domestic nonprofit and qualified foreign corporations, limited liability companies and the names and addresses of the principals of the entity, order a copy of the last complete Statement of Information, ordering certificates, copies of documents and/or status reports or to request a more extensive search.

Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- Enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, you must enter the full number.
- Select the **Search** button.
- For help with searching an entity name or number, refer to [Search Tips](#).

**Search Type:**

Corporation Name  Limited Liability Company/Limited Partnership Name  Entity Number

**Entity Name:** Old Globe Theatre

**Business Search - Results**

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work provided is not a complete or certified record of an entity.

Select an entity name below to view additional information. Results are listed alphabetically in ascending order by entity name. For information on checking or reserving a name, refer to [Name Availability](#).

For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Search Tips](#).

For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

Results for search for " OLD GLOBE THEATRE " returned 1 entity record.

Entity Number	Date Filed	Status	Entity Name	Agent for Service of Process
C0170125	02/03/1937	ACTIVE	OLD GLOBE THEATRE	MICHAEL G. MURPHY

[Modify Search](#) [New Search](#)



## Status Needed: CURRENT

State of California Department of Justice  
Office of the Attorney General

Kamala D. Harris  
Attorney General

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Search the Files of the Registry of Charitable Trusts

- Welcome to the search page of the Registry of Charitable Trusts (RCT). Here you are able to search for information on charities, charity fundraising professionals, and raffle registrants.
- This search page provides access to information about various types of entities that are registered with the Registry of Charitable Trusts. With a few exceptions, it does not currently provide access to electronic copies of documents filed with the Registry. Electronic copies of filings by certain registrants, such as the annual financial reports filed by commercial fundraisers for charitable purposes, are available elsewhere on the Charities website. Access to these reports is available at CFR search.
- Please enter search criteria below to start your search. Enter data in any field. Remember, the fewer your search criteria, the broader the range of the results that will be obtained by your search. For example, if you search using a name or federal employer identification number (FEIN) and leave the Registration Type or the Record Type fields blank, your results may return multiple registrations for the entity. It may be, for example, that the entity is registered both as a charity and as an organization conducting raffles.
- If you have partial information, you may use a wildcard search by placing an asterisk at the beginning or end of the search terms entered. For example, if you are not sure whether a name is spelled Alan or Allen, enter Al\* to search.
- Searches by just Secretary of State or Franchise Tax Board Number or just FEIN can be slow. Searches using both of those numbers return results relatively quickly.
- For help using and interpreting the results from the Registry Search, please review [Registry Search Feature - Tips for use and definition of the codes.](#)

Record Type: All

Registration Type: All

Secretary of State or Franchise Tax Board Number: \_\_\_\_\_

Organization Name: **Outside the Lens**

State Charity Registration Number: \_\_\_\_\_

DBA: \_\_\_\_\_

FEIN (numbers only): \_\_\_\_\_

Registration Status: All

County: \_\_\_\_\_

City: \_\_\_\_\_

State: --All--

ZIP Code: \_\_\_\_\_

Search Clear

State of California Department of Justice  
Office of the Attorney General

Kamala D. Harris  
Attorney General

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For more detailed information on an organization's registration, click on the Organization Name from the alphabetical list below. If there are additional pages of the search results, there will be clickable page numbers at the bottom of the list. The maximum number of pages is 25 so if you do not find the organization for which you are searching, click the 'Search Again' button and change the search criteria.

Search Again

Organization Name	Registration Number	Record Type	Registration Status	City	State	Registration Type	Record Type
<a href="#">OUTSIDE THE LENS</a>	CT0157511	Charity	Current	SAN DIEGO	CA	Charity Registration	Charity
1							

- Send complete and accurate insurance documents and keep the documents current throughout the year.
- Verify that your organization's status with state and federal agencies is – and stays – current.
- Designate one person in your organization to be the point of contact for Commission staff.



# Contract's Journey Through the City







# Contract Process is Complete!

ORIGINAL

**CONTRACT BETWEEN CITY OF SAN DIEGO  
AND BALBOA PARK ONLINE COLLABORATIVE INC.  
FOR FISCAL YEAR 2017**

**ARTS AND CULTURE TRANSIENT OCCUPANCY TAX ALLOCATIONS**

This Contract **FY17OSP-20-2105617** is made and entered into between City of San Diego, a municipal corporation (City), and **BALBOA PARK ONLINE COLLABORATIVE INC.**, a nonprofit organization (Contractor), for City to provide funding to Contractor to provide arts and culture services pursuant to Council Policy 100-03 Transient Occupancy Tax.

**RECITALS**

- A. Contractor has applied for and been awarded Transient Occupancy Tax (TOT) funding from the Arts, Culture and Community Festivals (ACCF) category as provided for in Council Policy 100-03. Contractor is a legally constituted private nonprofit organization operating in the field of arts and culture.
- B. This Contract is made to further the purpose of the ACCF funding category of TOT: to enhance the economy and contribute to San Diego's reputation as a cultural destination by nurturing and maintaining art and culture institutions of national and international reputation; by supporting programs and projects that provide access to excellence in culture and the arts for residents and visitors; and by funding programs and events which enrich the lives of the people of San Diego and build healthy, vital neighborhoods.
- C. ACCF funding is allocated for either the Organizational Support Program (OSP) subcategory which provides annual, ongoing, general operating support for nonprofit, tax exempt arts and culture organizations with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism; or the Creative Communities San Diego Program (CCSD) subcategory. CCSD encompasses the Festivals and Celebrations Program, which provides project support to community-based festivals, parades, and other celebrations, with an emphasis on projects which promote neighborhood pride and community reinvestment, and the Neighborhood Arts Program funds projects that make arts and culture activities more available and accessible in San Diego neighborhoods and encourage people of diverse backgrounds and ages to share their heritage and culture.
- D. The services to be performed by Contractor are of such nature that City is currently not performing and that the interests of City are better served by Contractor's activities than by the performance of such a program by City.

The Parties agree as follows:

Document No. C-17058  
 Filed DEC 19 2016  
 Office of the City Clerk  
 San Diego, California



**City of San Diego  
PURCHASE ORDER**

PO No. **4500086961**

Date: 01/13/2017 Page 1 of 1

<b>Ship To:</b> COMMISSION FOR ARTS & CULTURE 1200 THIRD AVENUE, SUITE 924 SAN DIEGO CA 92101-4106	<b>Bill To:</b> COMMISSION FOR ARTS & CULTURE 1200 THIRD AVENUE, SUITE 924 SAN DIEGO CA 92101-4106	<b>Billing Contact:</b> VICTORIA SUMMERS <b>Telephone:</b> <b>E-Mail:</b> vsommers@sandiego.gov
<b>Vendor:</b> BALBOA PARK ONLINE COLLABORATIVE IN For ACH Payment 2131 Pan American Plz San Diego CA 92101-1683	<b>Terms:</b> within 30 days Due net <b>Delivery Terms:</b> FOB Destination	<b>Buyer:</b> Christopher Moore <b>Telephone:</b> 619-236-7254 <b>E-Mail:</b> CMoore@sandiego.gov
<b>Vendor ID:</b> 10027529 <b>Telephone:</b> (619) 819-8331 <b>E-Mail:</b> msuposs@bpoc.org		

Line #	Item ID/Description	Del.Date	Quantity/UM	Unit Price	Extended Price
1	"DEPARTMENT OPEN FOR FY17 TOT CONTRACT" Department Contact is: Whitney Roux Email: wroux@sandiego.gov Phone: 619-236-6798 *Certificate of Insurance to be updated as required* Reimbursement to Balboa Park Online Collaborative Inc. FY17 TOT Allocations Agreement for period July 1, 2016 - June 30, 2017 per Ordinance 20559	06/30/2017	91,886 EA	USD 1.00	USD 91,886.00
----	Item partially delivered				

<b>Notes:</b> The Terms and Conditions of this Purchase Order are available at <a href="http://sandiego.gov/purchasing/">http://sandiego.gov/purchasing/</a>		<b>Line Item Total</b>	\$ 91,886.00
		<b>Tax</b>	\$ 0.00
		<b>PO Total</b>	\$ 91,886.00

**IMPORTANT!**  
 To ensure prompt payments, PO # must appear on all shipments and invoices; all invoices must be directed to Billing Contact person at Bill-To address listed above

## Organizational Support Program

- Refer to your contract for reimbursement criteria
- Does not need to be every three months

## Creative Communities San Diego

- Refer to your contract for reimbursement criteria





# Invoice for Reimbursement

All requests must show line items for eligible expenses and equivalent matching income.

Cannot submit a final invoice for reimbursement until two things happen:

1. Services have been completed;
2. Final Performance Report has been submitted.

Electronic Funds Transfer forms are available for download.



## Mid-Year Performance Report

- Process improvement questions
- Data collection questions
- Released early October
- Submitted online



## DataArts Funder's Report

## Final Performance Report

- Share successes and challenges
- Financial reporting
- Data collection questions
- Released early October
- Submitted Online
- Final invoice can be submitted once final report is received



*Actual content of reports is subject to change.*



# Acknowledgement

All contractors are required to acknowledge City support in printed materials for their programs or event. Include the credit: *Financial support is provided by the City of San Diego.*

## **If you received support from only the Commission:**

- Use the Commission for Arts and Culture Department Logo



## **If you received support from the Commission and other City departments including Libraries, City Council, Parks and Rec.:**

- Use the City of San Diego Logo



Download logos here: <https://www.sandiego.gov/arts-culture/funding>



# Additional Technical Assistance

## **Need additional help? Sign up for office hours!**

Organizations may sign up for one-on-one, 30-minute appointments with Commission staff.

**When:** Every Thursday from July 25 - August 8, 2019 from 9:00 a.m.-12:00 p.m.

**Where:** Appointments take place in person at the Commission for Arts and Culture office, located at 1200 Third Avenue, Suite 924 in downtown, San Diego, or via phone.

Appointments are scheduled on a first-come, first-serve basis. All appointments begin at the top of every half hour.

**Contact Gail Wingfield: [gwingfield@san Diego.gov](mailto:gwingfield@san Diego.gov)**

# Questions?

**Contract or Renewal Kit due:  
August 16, 2019, 5:00 p.m.**