



Commission for Arts and Culture



Photo: Chris Rov Costa

Arts & Culture Funding Program

Contract 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 new Contract

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 FY20 after submitting a response to the request for proposals 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 an option to renew the prior contract.***

INSTRUCTIONS:

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

Read everything in the contract kit.

Confirm that these unique details in the contract are accurate:

- Section 1.1.1 Contractor's Mission

- Section 2.2 Contact Information

- Section 3.1 Total TOT Funding Awarded

- Section 3.1.2 Matching Requirement Amount (See the FY20 Funding Guidelines for match income requirements)

If your organization agrees to the terms and conditions of the contract, sign the two contracts.

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

Verify that your organization's status with state and federal agencies is – and stays – current.

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

Complete and accurate contract 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 kit and followed the instructions, but want more information, contact Gail Wingfield, Senior Arts and Culture Funding Manager at gwingfield@sandiego.gov.

What is included in the contract kit?

- One contract handbook

- One contract kit completion checklist

- Two complete contracts, 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 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 signed contract can I ask for reimbursement?

To request reimbursement, an organization needs two things: a fully executed contract 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.
- Read all instructions and provided documents before calling 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 execution early and allow enough time to review the quality and accuracy of the required contract documents before submittal.

Getting the Insurance Right

- Carefully read Article VII of the contract.
- Review the visuals from the contract technical assistance workshop.
- Share the insurance requirements found in Article VII of the 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

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 Request for Reimbursement form.

Need the visuals shown at the contract technical assistance workshop?

Find them here: 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 a purchase order number related to 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

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, 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.

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 must 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.

Funding Category 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@san Diego.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.