

# Agreement Management Guide for Renewals

*For Organizations Awarded Arts and Culture Funding in Fiscal Year 2024*

These instructions are for organizations that have been approved for a funding award in FY24 after submitting a request for, and being granted, the option to renew their prior agreement through the City of San Diego's (City) Organizational Support Program (OSP) or Creative Communities San Diego (CCSD). *This is not for those organizations receiving a new agreement for Fiscal Year 2024 or for projects with a fiscal sponsor.*

## **All renewals are now processed in Adobe Sign!**

All OSP and CCSD funding agreements and renewals with the City are now processed exclusively using Adobe Sign for digital signing and document upload. A renewal letter will be sent to the e-mail address of your organization's director that was specified in the FY24 Part 1 funding application. Access your contract in Adobe Sign in order to sign the renewal letter. Please be sure to fill in all mandatory fields such as your title with the funded organization, signature and required attachments.

## **How to complete your renewal:**

Review your renewal letter:

Confirm that these unique details in the renewal agreement are accurate:

Contact Information

Total TOT Funding Awarded

Pay special attention to agreement requirements such as:

Matching Requirement Amount

Mandatory Reporting (including Financial Disclosures) that differ from original agreement

Prepare to attach the required documents

- 1) California Department of Justice Charity Registration (see instructions)
- 2) California Secretary of State Business Listing (see instructions)
- 3) U.S. Government System for Award Management (SAM) Debarment Search (see instructions)

Prepare to attach optional documents

- 1) Optional memo for FY24 scope of activities update (mandatory if there have been significant changes impacting your organization or project since the submission of your application.)

Sign the document in Adobe Sign per instructions in your e-mail and include name/title.

If your organization agrees to the terms and conditions of the agreement and can perform the general scope of activities (Exhibit A of the agreement) then sign the agreement in Adobe Sign and insert your name and title in the specified fields on the last page of the contract.

## **Required Attachments**

In order to complete and sign your renewal in Adobe Sign you must attach required documentation to your renewal as part of the signing process:

1. California Department of Justice Charity Registration (mandatory)
  - a. See Appendix A for instructions
2. California Secretary of State Business Listing (mandatory)
  - a. See Appendix B for instructions
3. U.S. Government System for Award Management (SAM) Debarment Search (mandatory)
  - a. See Appendix C for instructions
4. FY24 Scope of Activities update (optional\*)

Items 1-3 above must be uploaded in EXACTLY the same format as shown in Appendices A-C. Do not upload any other documentation or registrations in a format other than what is shown. Doing so may delay your contract and ability to receive timely funding.

\*If your organization is unable to fulfill general delivery of scope of activities or meet other obligations such as the required match, financial disclosures, etc., you are able to decline your award with no negative impact to future funding opportunities by sending a formal notification of decline via email to Kip Eischen at [JEischen@sandiego.gov](mailto:JEischen@sandiego.gov).

## **When must the renewal be completed in Adobe Sign?**

The City must receive renewal letters that are signed and executed with all required attachments uploaded into Adobe Sign by **6:00 pm on Friday, September 8, 2023**. The receipt of a signed renewal letter with all required attachments is considered a formal acceptance of award. **Signed agreements not received by the September 8, 2023 deadline will be considered declined.**

Organizations that don't meet the deadline will receive a deficiency in "Performance on Past City Agreements" of the FY25 Part 1 Application and may be deemed non-qualified for future funding.

## **Still need help?**

If you have read everything in the handbook and instructions and followed specified steps and still require more information contact Kip Eischen at [JEischen@sandiego.gov](mailto:JEischen@sandiego.gov).

**What is the process for receiving award payments after the renewal letter is signed and completed?**

Awards are distributed in two separate payments. Organizations are NO LONGER REQUIRED to request reimbursement through invoices to the City. The payment process is in three steps as follows:

- 1) First payment: 85% of award
  - a. The first payment is an 85% advance of the total allocated award. This first 85% payment is intended to serve as an advance early payment. The issuance of the first payment does not require any invoice or reporting beforehand. The first payment will be sent during Fall 2023 after your agreement is fully executed.
- 2) Second/ Final payment: 15% of award
  - a. The final payment is 15% of the total allocated award. Organizations are eligible to receive the final payment upon completion of the Final Report and associated surveys. The Final Report will include multiple components including the Final Report made available during Spring 2024. In order to become eligible for the final payment/ total award organizations must demonstrate 100% of the match requirement as well as eligible expenses for 100% of the total award on the Final Report. Look out for additional updates.

**Acknowledgement**

Publicly acknowledging your award from the City helps people understand the impact of public arts funding and the broad range of activities transient occupancy tax dollars support.

- Credit: Recipients are required to acknowledge the award in advertisements relating to activities funded, including print, online, and broadcast; by using the City's Commission for Arts and Culture logo and the following credit line: *"Financial support is provided by the City of San Diego through the Commission for Arts and Culture."* City's Commission logo can be found [here](#) under Agreement Management Materials.

- Social Media: Recipients who have active social media accounts, are encouraged to acknowledge the City in posts related to the work in which awarded funds are used and to tag the Commission for Arts and Culture's Instagram @SDArtsCulture and use the SDArtsandCulture hashtag in relevant social media posts.

City's social media:

Instagram: tag @SDArtsCulture

LinkedIn: tag @City of San Diego followed by #SDArtsAndCulture

Facebook: tag @City of San Diego followed by #SDArtsAndCulture

### **Getting it right**

- Choose one person to be the lead contact at your organization.
- Keep your contact information up to date with your agreement manager.
- Read all instructions and provided documents.
- Still have questions? We are here to help. Email us for assistance.
- 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, office hours and online resources.
- Start the agreement process early and allow enough time to review the accuracy of the required agreement documents before submittal.

### **What expenses are eligible?**

Funding allocations are disbursements for eligible expenses, which means expenses in the amount of your award must be documented. Organizations are only eligible for the full award amount upon submitting reports and demonstrating required documentation of expenses. Eligible expenses are those made to assist an organization in its annual operating program (OSP) or related to the specific project proposed (for funding through CCSD scope of activities) in support of your organization's mission that is focused on the development, production, service or presentation of arts and cultural activities in the city of San Diego.

### **What expenses are ineligible?**

Please refer to pages 8-9 of the FY24 OSP and FY 24 CCSD guidelines for expenses ineligible for reimbursement. Categories of ineligible expenses include religious activities, lobbying or voter-related activities, re-granting, tuition, capital outlays for equipment or improvement of facilities, contests and competitions including prizes, travel costs such as transportation or lodging, donation to individuals or entities, cash reserves/endowments, fines/deficit or debt payments, food, alcohol or beverages for hospitality and expenses to support activities primarily aimed at fundraising.

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

The Final Report will request documentation of eligible expenses for 100% of the total award. The reports will have tables for expenses in which organizations must 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 Article 5.2 of your agreement.

**Expenses Paid for by check**

Check number to be included in itemized expenses table. 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?**

Pursuant to funding guidelines, all recipients are required to match their funding award. The organization's required match amount is stated in the renewal letter. All matching income must be received during the funding activity period; for FY24 this is from July 1, 2023 - June 30, 2024. Information on matching requirement calculations can be found in Section 4 of the FY24 funding guidelines.

**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.

**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

# APPENDIX A

## California Department of Justice Charity Registration Check

### [Registry Verification](#)

### Search the Files of the Registry of Charitable Trusts

The Registry Verification Search tool allows you to query the Registry's database and verify whether a charitable organization or fundraiser has complied with the Attorney General's registration and reporting requirements. You may also review and download records and public filings that a charitable organization or fundraiser has submitted to the Attorney General's Registry of Charitable Trusts. This includes copies of annual registration renewal forms (Form RRF-1), IRS Forms 990, raffle reports and fundraising reports that are in the Registry's database. Information is retrieved from the database in real-time but data and statuses may change intraday as filings are processed.

**Potential donors are encouraged to research organizations using this query tool and those available from the [Secretary of State](#), [Franchise Tax Board](#) and [IRS](#) to determine an organization's tax-exempt status and compliance status with all appropriate state and federal agencies. Each agency maintains their own database and independently determines the disposition of organizations relative to their statutory oversight. Each should be considered carefully and collectively to gain the most complete assessment possible. Donors may also benefit from reviewing our [Resources](#) and [Donation Tips](#).**

State Charity Registration Number:

SOS/FTB Corporate/Organization Number (numbers only):

FEIN (numbers only):

Organization Name:

DBA:

Program Type:

Record Type:

Registry Status:

County:

City:

State:

ZIP Code:

#### STEP 1:

- Search by one of the following:
  - Organization Name
  - FEIN (no dashes)
  - State Charity Number
  - SOS/FTB Number (no dashes)
  - Click "Search"

#### STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Current"



[HOME](#) [ABOUT](#) [MEDIA](#) [CAREERS](#) [REGULATIONS](#) [RESOURCES](#) [PROGRAMS](#) [CONTACT](#)

Click on the Organization Name for details about the registration or report record. The maximum number of records shown per page is 50. If there are multiple pages of the search results, the clickable page numbers will be displayed at the bottom. If you get too many results or do not find the organization for which you are searching, click the "Search Again" button and change the search criteria. It is best to search by something that is as unique to the organization as possible such as State Charity Registration Number, FEIN, SOS Corporate Number, or an unusual portion of their name. To see all registration and report records associated with an organization, avoid searching by State Charity Registration Number as that is record-specific.

<a href="#">ORGANIZATION NAME</a>	<a href="#">RECORD TYPE</a>	<a href="#">REGISTRY STATUS</a>	<a href="#">RCT NUMBER</a>	<a href="#">FEIN</a>	<a href="#">CITY</a>
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# California Department of Justice Charity Registration Check

## [Registry Verification](#)

### STEP 3:

- Clicking on your entity name in the search results will navigate to the "Registrant Details" page seen below
- Print the entire webpage to pdf (right click then print then select pdf) to ensure that all details are included
- Save the pdf for upload into your contract in Adobe Sign



State of California Department of Justice			Office of the Attorney General	
<a href="#">HOME</a> <a href="#">ABOUT</a> <a href="#">MEDIA</a> <a href="#">CAREERS</a> <a href="#">REGULATIONS</a> <a href="#">RESOURCES</a> <a href="#">PROGRAMS</a> <a href="#">CONTACT</a>				
<h2>Registrant Details</h2>				
<b>Entity type:</b> Corporate Class as registered with the Secretary of State or based on founding & registration documents.				
<b>Organization Name:</b>	LACMA ALLIANCE	<b>IRS FEIN:</b>	861980093	
<b>Entity Type:</b>	Public Benefit	<b>SOS/FTB Corporate/Organization Number:</b>	4675116	
<b>Registry Status:</b>	Current - Awaiting Reporting	<b>Renewal Due/Exp. Date:</b>	5/15/2022	
<b>RCT Registration Number:</b>	CT0278214	<b>Issue Date:</b>	3/2/2022	
<b>Record Type:</b>	Charity Registration	<b>Effective Date:</b>	3/2/2022	
<b>Date of Last Renewal:</b>		<b>DBA:</b>		
<h2>Mailing Address</h2>				
<b>Street:</b>	801 S GRAND AVE UNIT 425			
<b>Street Line 2:</b>				
<b>City, State Zip:</b>	LOS ANGELES CA 90017			
<h2>Filings &amp; Correspondence</h2>				
<a href="#">Founding Documents</a>	Click on Document Type at the left to open PDF			
<h2>Annual Renewal Data</h2>				
<b>Status of Filing:</b>				
<b>Accounting Period Begin Date:</b>	1/1/2021			
<b>Accounting Period End Date:</b>	12/31/2021			
<b>Filing Received Date:</b>				
<b>Form RRF-1 Reject/Incomplete Reason:</b>				

# APPENDIX B

## California Secretary of State Business Listing Check

[California Secretary of State](#)



California  
Secretary of State

Home

Search

Forms

Help

Business UCC Login

### Advanced Search

- An Advanced search is required when searching for publicly traded disclosure information or a status other than active.
- An Advanced search allows for searching by specific entity types (e.g., Nonprofit Mutual Benefit Corporation) or by entity groups (e.g., All Corporations) as well as searching by ?begins with? specific search criteria.

**Disclaimer:** Search results are limited to the 500 entities closest matching the entered search criteria. If your desired search result is not found within the 500 entities provided, please refine the search criteria using the Advanced search function for additional results/entities. The California Business Search is updated as documents are approved. The data provided is not a complete or certified record.

Although every attempt has been made to ensure that the information contained in the database is accurate, the Secretary of State's office is not responsible for any loss, consequence, or damage resulting directly or indirectly from reliance on the accuracy, reliability, or timeliness of the information that is provided. All such information is provided "as is." To order certified copies or certificates of status, (1) locate an entity using the search; (2) select Request Certificate in the right-hand detail drawer; and (3) complete your request online.

Search by name or file number Advanced

Results: 1

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
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### STEP 1:

- Search by organization name or Secretary of State file number

### STEP 2:

- Upon search a table will populate under the below column headers.
- The entry under the status column should read "Active"

### STEP 3:

- Upon searching your entity name will come up under the "Entity Information" column.
- Click the blue box with the name of your organization under the "Entity Information" column to reveal additional details

LACMA Advanced

Results: 8

Entity Information	Initial Filing Date	Status	Entity Type	Formed In	Agent
LACMA ALLIANCE (4675116)	12/17/2020	Active	Nonprofit Corporation - CA - Public Benefit	CALIFORNIA	DEBORAH RICKS

# California Secretary of State Business Listing Check

[California Secretary of State](#)

**California Secretary of State**

Business UCC Login

## Business Search

The California Business Search provides access to available information for **corporations, limited liability companies and limited partnerships** of record with the California Secretary of State, with **free PDF copies** of over 17 million imaged business entity documents, including the most recent imaged Statements of Information filed for Corporations and Limited Liability Companies.

Currently, information for Limited Liability Partnerships (e.g. law firms, architecture firms, engineering firms, public accountancy firms, and land survey firms), General Partnerships, and other entity types are **not contained** in the California Business Search. If you wish to obtain information about LLPs and GPs, submit a Business Entities Order paper form to request copies of filings for these entity types. Note: This search is not intended to serve as a name reservation search. To reserve an entity name, select Forms on the left panel and select Entity Name Reservation ? Corporation, LLC, LP.

**Basic Search**

LACMA ALLIANCE (4675116)	
Initial Filing Date	12/17/2020
Status	Active
Standing - SOS	Good
Standing - FTB	Good
Standing - Agent	Good
Standing - VCFCF	Good
Formed In	CALIFORNIA
Entity Type	Nonprofit Corporation - CA - Public Benefit
Principal Address	801 SOUTH GRAND \$425 LOS ANGELES, CA 90017
Mailing Address	14996 LA CUMBRE DR. PACIFIC PALISADES, CA 90272
Statement of Info Due Date	12/31/2022

## STEP 4:

- Upon clicking your entity name in the “Entity Information Column” after the search results a gray box, as seen to the right, will pop up showing various statuses with state organizations
- Take a screenshot of this entire page, showing the box at right, or print the webpage to pdf
- Save the file or pdf for upload to your contract in Adobe Sign

# APPENDIX C

## U.S Government System for Award Management (SAM) Check

[SAM.GOV](https://sam.gov)

### Create your account

Enter your email address

#### Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)

Español

Français

I read and accept the Login.gov [Rules of Use](#)

Submit

### STEP 1:

- Create an account by entering in a valid e-mail address, selecting a language and reading/accepting Rules of Use.
- There is a two-step verification process for logging in. Follow instructions and click the links through the e-mail you provided when prompted.

### STEP 2:

- Begin the search on the "Search" tab after log-in
- Expand the "Select Domain" box by clicking +
- Select "Entity Information"

### STEP 3:

- Type in your Organization name under "Entity Name"
- Ensure ALL THREE of the following boxes are checked
  - Active
  - Inactive
  - ID Assigned

# U.S Government System for Award Management (SAM) Check

[SAM.GOV](https://sam.gov)

Entity Registration
Core Data
Business Information
Entity Types
Financial Information
Points of Contact
Assertions
Reps and Certs
Exclusions
Responsibility / Qualification

## KINGSMAN STAFFING LLC

Unique Entity ID <b>E3QLJV522BE3</b>	Registration Status <b>Active Registration</b>	Expiration Date <b>Jun 2, 2023</b>
CAGE/NCAGE <b>861U8</b>	Purpose of Registration <b>All Awards</b>	
Physical Address <b>810 Taylor ST STE 200 Elyria, Ohio 44035-6232, United States</b>	Mailing Address <b>810 Taylor ST STE 200 Elyria, Ohio 44035, United States</b>	

Version

Download Follow

### STEP 4:

- Clicking on the Entity Name from the prior search step will navigate to an Entity Information Page
- Download the page or take a screenshot of the basic data shown above
- An active registration status is not required
- The SAMS check is to ensure that your organization is not debarred

### NOTE:

- Your organization may not be registered with the SAMS system
- Registration is not required for contracting with the City
- If your organization is not registered please send a screenshot of the search dialogue box in Step 3 with your organization name typed in the Entity Name Box and the "No results found" message

### STEP 5:

- Save the screenshot or downloaded pdf of either your entity information page or the "No matches found" dialogue box with your organization's name in the "Entity Name" field for upload to your contract in Adobe Sign

The screenshot shows the SAM.GOV search interface. At the top, there are navigation links for Home, Search, Data Bank, Data Services, and Help. A search bar contains the text "e.g. 1606N020Q02". To the right of the search bar are buttons for "Search Results", "Saved Searches", and "Actions". Below the search bar, there is a sidebar with "Select Domain" and "Entity Information" options. The main content area displays a "No matches found" message with a magnifying glass icon and a "Go Back" button.