



Commission for Arts and Culture

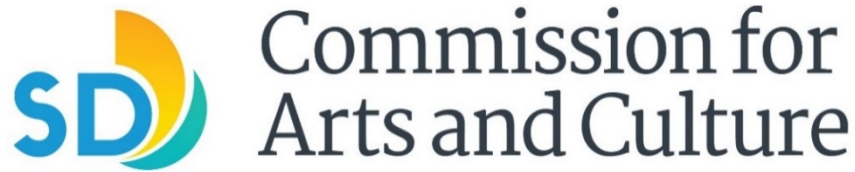


Photo: Chris Rov Costa

Arts & Culture Funding Programs

Creative Communities San Diego

Fiscal Year 2020 Applicant Guidelines



Fiscal Year 2020 Application Guidelines

CCSD: Creative Communities San Diego

Funding for Projects

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Questions?

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A translation of these guidelines is available in Spanish upon request; however, only applications in English will be accepted.

Una traducción de esta aplicación está disponible en español a petición; sin embargo, solo se aceptarán solicitudes en inglés.

Section 1: About the Commission for Arts and Culture

The City of San Diego Commission for Arts and Culture (Commission) was established by ordinance in 1988 to serve in an advisory capacity to the Mayor and City Council of the City of San Diego (City) on promoting, encouraging, and increasing support for San Diego's diverse artistic and cultural assets, integrating arts and culture into community life and showcasing San Diego as an international cultural destination. The Commission is composed of 15 volunteers (Commissioners) appointed by the Mayor and confirmed by City Council to serve terms up to eight years. A staff of eight (Commission staff), headed by an Executive Director, administers the programs and services of the Commission under the oversight and direction of the Mayor and the Office of Boards and Commissions. The duties and functions of the Commissioners and Commission staff are set forth in the San Diego Municipal Code section 26.07.

The City's fiscal year (FY) runs from July 1 to June 30. Annually, the Commission recommends to the Mayor and City Council the award of funding for general operating support and project-specific support for San Diego's nonprofit arts and culture organizations. These funds are awarded through two competitive processes: Organizational Support Program (OSP) and Creative Communities San Diego (CCSD). The source of this funding is Transient Occupancy Tax (TOT), a tax levied on individuals who stay overnight in hotels, motels, and other lodging establishments. Council Policy 100-03 governs the use of TOT money and, in accordance with the policy, a portion of the City's TOT revenue is intended to be used to: enhance the economy; contribute to San Diego's national and international reputation as a cultural destination; provide access to excellence in culture and the arts for residents and visitors; enrich the lives of the people of San Diego; and build healthy, vital neighborhoods.

Section 2: About Creative Communities San Diego (CCSD)

Creative Communities San Diego (CCSD) is the annual, Commission-administered process of accepting and evaluating applications from nonprofit, tax-exempt organizations requesting TOT funding to sponsor community-based festivals, parades and celebrations with an emphasis on projects that promote neighborhood pride and community reinvestment, and on sponsoring projects that make arts and culture activities more accessible in all San Diego neighborhoods and encourage people of diverse backgrounds to share their heritage and culture. In Fiscal Year 2019, 50 nonprofit organizations received \$1.4 million in TOT funding through CCSD.

Section 3: Who is Eligible to Apply?

Your organization is eligible to apply for a contract award if:

- **NONPROFIT STATUS:** Your organization holds tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code; AND
- **HISTORY OF OPERATIONS:** Your organization has a three-year history of operating with its own independent governing board (not under a fiscal sponsor); AND

- SERVICE AREA: Your organization's project will take place within the limits of the city of San Diego and/or benefit San Diego residents; AND
- MISSION ALIGNMENT: Your project aligns with the purpose of TOT funding which is:
 1. To enhance the economy;
 2. To contribute to San Diego's national and international reputation as a cultural destination;
 3. To provide access to excellence in culture and the arts for residents and visitors;
 4. To enrich the lives of the people of San Diego; and
 5. To build healthy, vital neighborhoods.
- FISCAL SPONSORS: Fiscal sponsors can apply on behalf of a project producer. The fiscal sponsor will be the primary applicant and contract holder, accountable for meeting contractual requirements and receiving payment on behalf of the project.

Your organization is NOT eligible for a CCSD contract award if:

- GENERAL OPERATING SUPPORT: Your organization is seeking funding for general operating support. (The Commission offers a different funding program called Organizational Support Program [OSP] for general operating support. Guidelines for OSP can be found at www.sandiego.gov/arts-culture)
- SCHOOLS: Your organization is a university, community college, school district, or private educational enterprise.
- REGRANTING: Your organization's primary purpose is grantmaking.
- MULTIPLE APPLICATIONS: Your organization has applied or will apply for Fiscal Year 2020 funds through another TOT category as defined in Council Policy 100-03.

Section 4: How Much Funding is Available?

The amount of money an applicant can be awarded is calculated with an algorithm and is dependent on several factors including the project budget, the rank given to the organization's proposal, the total amount of funds available for distribution and the number of organization's receiving awards. CCSD applicants are typically awarded between 15%-28% of their project budgets. The minimum award amount an applicant can receive is \$5,000.

In Fiscal Years 2014 - 2019:

- Projects with budgets between \$15,000 and \$29,999 were awarded approximately 25% of the total project budget.

- Projects with budgets between \$30,000 and \$49,999 were awarded approximately 16% of the total project budget.
- Projects with budgets between \$50,000 and \$1,000,000 were awarded approximately 15% of the total project budget.

Matching Income Requirement: This information is not a guarantee of an award amount. It is offered to assist applicants in deciding whether to apply for funding and in estimating the cash match, which is required for all applicants that receive a CCSD contract from the City. All matching income must be received during the contract period.

- An applicant awarded CCSD funding for a project with expenses exceeding \$30,000 is required to provide a 3:1 cash match.
- An applicant awarded CCSD funding for a project with expenses below \$30,000 is required to provide a 2:1 cash match and up to 50% of the match can come from in-kind donations.

Section 5: How to Apply for a Contract Award

1. **TWO-STEP APPLICATION PROCESS:** The application process includes two steps: Request for Qualifications (RFQ), then Request for Proposals (RFP).
2. **REQUEST FOR QUALIFICATIONS:** Complete and submit the online Request for Qualifications (RFQ) form by the deadline.
3. **RFQ EVALUATION:** A team comprised of members (including Commission staff) who are trained in City contracting processes and nonprofit management practices evaluates the strength of each applicant's ability to manage a City contract using the information provided in the RFQ. This team uses a standard scoring system to evaluate Eligibility, Administrative Capacity; Financial Management; Governance Practices; and Past Performance on City Contracts (if applicable). Each applicant is assigned one of two grades: 1) Qualified, or 2) Not Qualified.
4. **RFQ CURE PERIOD:** Applicants deemed "Not Qualified" will be given five (5) working days (does not include Saturday, Sunday, or City Holidays) to cure any incorrect or missing relevant RFQ components. The RFQ will then be reevaluated. Applicants deemed "Not Qualified" after the reevaluation will not advance but will be provided technical assistance to prepare them for future funding cycles.
5. **REQUEST FOR PROPOSALS (RFP):** Applicants deemed "Qualified" will be given access to the online Request for Proposals (RFP) form, and the form must be completed and submitted by the deadline. Some applicants may be eligible to request the "Option to Renew" in lieu of submitting an RFP. Learn more about the Option to Renew in Section 7 of these guidelines.
6. **RFP EVALUATION PANELS:** Commission advisory panels composed of Commissioners and additional diverse members of the San Diego community evaluate the RFPs and the

degree to which each applicant's proposed project aligns with the City's goals for the use of TOT funds. The advisory panels use a standard scoring system to evaluate Proposed Project; Community Engagement; Production Capacity; Project Budget & Spending Plan; Achievement in Emphasis Areas and assign each proposal one of three grades: Very Aligned with City Goals (Ranks of 4); Aligned with City Goals (Ranks of 3); or Not Aligned with City Goals (Ranks of 2). The meetings where proposals are reviewed and ranked are open to the public and will be advertised in advance.

During the panel deliberation, applicants will be given an opportunity to give a brief, in-person, introduction to their application and an opportunity to respond to the panel's questions and comments. Details, including dates, times and specific conditions will be provided to applicants during the RFP phase.

7. **RANKS:** Proposals receiving ranks of 2+, 2, or 2- will be deemed "Not Aligned with City Goals" and will not be recommended to receive a contract award.
8. **APPEALS:** Any applicant not recommended to receive a contract award may submit a written appeal to Commission staff no later than 5:00 p.m. on the tenth calendar day following notification from Commission staff to the applicant that no award is being recommended. Commission staff will consider the appeal and make the final ruling. Upon request from an appellant, Commission staff will provide comments submitted by the Commission advisory panels.
9. **CALCULATING AWARD AMOUNTS:** Ranks are converted into a monetary award amount using an algorithm. During this time, applicants and returning applicants who requested the option to renew will have an optional opportunity to submit an updated annual operating income (AOI) to ensure the most accurate award calculation. This optional update will be submitted online. It is the sole decision and responsibility of the applicant to respond to the optional update.
10. **AUTHORIZING AWARDS:** The Commission receives the ranks and tentative award amounts for recommendation. The meeting where the Commission receives this information is open to the public and will be advertised in advance. The monetary award amount for each applicant that results from the application evaluation process is forwarded to the Mayor and City Council. Only the Mayor and City Council can authorize awards. Therefore, award amounts are not final until authorized by the Mayor and City Council during the annual budget process. Tentative award amounts have historically been available in May, and final award amounts in June.

Section 6: Conditions for Submission

1. The City reserves the right to reject, in whole or in part, any responses to this RFQ/RFP, to not accept a proposal recommended by any of the Commission advisory panels or the Commission, to initiate an alternate process, to reissue the RFQ/RFP and/or cancel this

RFQ/RFP, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applicant. Additionally, the City expressly reserves the right to postpone opening responses to this RFQ/RFP for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

2. The City reserves the right to revise this RFQ/RFP by addendum. The City is bound only by what is expressly stated in this RFQ/RFP and any authorized written addenda thereto. Addenda will be posted on the City's website at www.sandiego.gov/arts-culture. It shall be the applicant's responsibility to check the website up to the final submission date for any possible addenda.
3. The City accepts no financial responsibility for any costs incurred by applicants. The City is not responsible for the loss or damage of any materials submitted.
4. The submission of a response to this RFQ/RFP does not guarantee funding.
5. The applicant is solely responsible for responding to any required or optional updates related to this RFQ/RFP.
6. Funds awarded to an applicant are paid on a reimbursement basis only. Expenses must be incurred by the applicant during the FY20 contract period (July 1, 2019 and June 30, 2020) before the City will reimburse.
7. Any applicant awarded CCSD funding is required to provide the required cash match based on their submitted project budget. The minimum award amount is \$5,000; therefore, the minimum required cash match amount is \$10,000-15,000, based on the match income guidelines. Match income must be received by the applicant during the FY20 contract period between (July 1, 2019 and June 30, 2020).
8. Each applicant awarded funding must receive an executed contract from the City before submitting invoices for reimbursement, and it can take a minimum of 6 months from July 1 for the City to provide an executed contract.
9. Each applicant awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)
10. Each applicant awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the contract period.
11. An applicant receiving funding of \$10,000 or more must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year within 90 days of the end of that fiscal year.

12. An applicant receiving funding in the amount of \$75,000 or more must submit true, accurate and complete financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year within 150 days of the end of that fiscal year prepared in accordance with generally accepted accounting principles and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards.
13. An applicant receiving funding in the amount of \$500,000 or more, when that funding represents more than 10% of the applicant's annual budget, must provide salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.
14. Each applicant awarded funding is required to deliver a mid-year report and a final performance report in a format requested by Commission staff.
15. The applicant acknowledges that information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.
16. City funds may not be used for alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, or the purchase of awards, trophies, gifts or uniforms.
17. City funds may not be used for lobbying, religious activities or political activities.
18. City funds will not be provided to any applicant found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical disabilities, age or sexual orientation.
19. The applicant applying to this program is solely responsible for the accuracy and truth of the information they submit to the City. Any applicant found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in a single fiscal year may, at any point, be immediately disqualified from receiving funding.

Section 7: Option to Renew for Returning Applicants

An applicant that has been awarded a Fiscal Year 2019 contract or contract renewal, is seeking a FY20 contract is considered a "returning applicant." All applicants, returning and new, must submit a response to the FY20 RFQ. A returning applicant whose RFQ is deemed qualified may indicate one of the following preferences:

1. Request the option to renew; or
2. Submit a response to the RFP.

Requesting the Option to Renew: Returning applicants may request the City execute the option to renew their current contract. If the request is accepted by the City the returning applicant will

not have to submit a response to the FY20 RFP for panel evaluation, and their prior rank will carry over to calculate the FY20 award amount.

The City will only exercise the option to renew for two consecutive years; for example, if an applicant held a contract for FY18 funding cycle, and that was renewed in FY19, the applicant could request a second option to renew for FY20 funding cycle. If that option was granted the applicant would not be eligible for a contract renewal for the FY21 funding cycle.

Only those returning applicants that meet the following conditions are eligible to request the option to renew:

- The returning applicant's response to the FY20 RFQ is deemed qualified.
- The returning applicant must not have ended the past three fiscal years in a deficit.
- The returning applicant was recommended for funding and successfully executed a contract in FY19 (July 1, 2018 - June 30, 2019). If the returning applicant's FY19 contract is not executed, the returning applicant will become ineligible to receive a contract award for FY20.
- The returning applicant has had no significant changes in operations since July 1, 2018, including but not limited to: A) changes in the applicant's mission; B) changes in the majority of the membership of the board of directors; C) changes in financial status such that fulfilling the terms of the FY19 contract, including the matching funds requirement, are at risk of not being met.
- The returning applicant acknowledges, understands and accepts that any FY20 contract award amount will be calculated using the project budget submitted in response to the FY20 RFQ or during the optional project budget update period.
- The returning applicant acknowledges, understands and accepts that the FY20 contract award amount may not be the same as the FY19 contract award amount due to the variable factors in the award calculating algorithm.

Submitting a Response to the RFP: Returning applicants that indicate a preference for submitting a response to the FY20 RFP for panel evaluation. The rank given to the returning applicant's FY20 RFP will be used to calculate the FY20 award amount.

Only those returning applicants that meet the following conditions are eligible to submit a response to the FY20 RFP:

- The returning applicant's response to the FY20 RFQ is deemed qualified.
- The returning applicant acknowledges, understands and accepts that any FY20 contract award amount will be calculated using the project budget submitted by the returning applicant in response to the FY20 RFQ or during the optional update period. Returning applicants that elect to submit a response to the FY20 RFP are not guaranteed to receive a higher rank than their prior-year rank.
- The returning applicant acknowledges, understands and accepts that the FY20 contract award amount may not be the same as the FY19 contract award amount due to the variable factors in the award calculating algorithm.

Appendix 1

Request for Qualifications (RFQ) Tear Sheet

Fiscal Year 2020 Creative Communities San Diego (CCSD)

SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization
2. DBA Name of Organization, if applicable
3. Provide your organization's mission statement. **NARRATIVE: 500 CHARACTERS**
4. I am a new applicant to the Commission for Arts and Culture? **CHECKBOXES: YES, NO**
5. Briefly describe the project for which your organization seeks funding. **NARRATIVE: 500 CHARACTERS**
6. Indicate the history of the project. **CHECKBOXES: THE PROJECT IS NEW, THE PROJECT HAS BEEN PRODUCED BEFORE**
7. Provide the date(s) of the project. **NARRATIVE: 75 CHARACTERS**
8. Provide the total estimated budget for the project. **NARRATIVE: 10 CHARACTERS**
9. Is your organization acting as a fiscal sponsor for the purposes of seeking funding for a project? **CHECKBOXES: YES, NO**
10. If applicable, can your organization provide proof of a formalized fiscal sponsorship agreement? **CHECKBOXES: YES, NO, NOT APPLICABLE**
11. If applicable, what is the name of the group responsible for producing the project? **NARRATIVE: 75 CHARACTERS**
12. Which month and day does your organization's fiscal year end? **NARRATIVE: 10 CHARACTERS**
13. Contact Information
 - Director of Organization First and Last Name
 - Director of Organization Title
 - Director of Organization Email
 - Director of Organization Phone
 - Primary Contact First and Last Name
 - Primary Contact Title
 - Primary Contact Email
 - Primary Contact Phone

SECTION 2: ELIGIBILITY SURVEY

1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code? **CHECKBOXES: YES, NO**
2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)? **CHECKBOXES: YES, NO**
3. Can your organization produce proof that the project for which your organization is seeking funding will take place within [the limits of the City of San Diego](#) and/or benefit San Diego residents? **CHECKBOXES: YES, NO**
4. Does the project obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods? **CHECKBOXES: YES, NO**
5. Has/will your organization applied/apply for Fiscal Year 2020 TOT funding through Organizational Support Program (OSP), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDTS)? **CHECKBOXES: YES-OSP, YES-EDTS, YES-CEDS, NO**
6. Is your organization seeking funding for lobbying, religious or political activities? **CHECKBOXES: YES, NO**
7. Is your organization seeking funding for a project that would not be open to the public? **CHECKBOXES: YES, NO**
8. Is your organization a university, community college, school district, or private educational enterprise? **CHECKBOXES: YES, NO**
9. Is your organization seeking funding to give out as grants? **CHECKBOXES: YES, NO**

SECTION 3: ADMINISTRATIVE CAPACITY

1. Provide an organizational chart showing names and titles of your organization's staff. **ATTACH PDF**
2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Describe the experience this person has with managing contracts. Indicate whether this person is an employee, a contractor or a volunteer. **NARRATIVE: 1000 CHARACTERS**
3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued? **CHECKBOXES: YES, NO**
4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-

Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued? [CHECKBOXES: YES, NO](#)

5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization be able to provide this proof at the time the contract is issued? [CHECKBOXES: YES, NO, NOT APPLICABLE – OUR ORGANIZATION HAS NO PAID EMPLOYEES](#)

SECTION 4: GOVERNANCE PRACTICES

1. How often does the board of your organization formally meet to conduct the business of the organization? [CHECKBOXES: MONTHLY, BI-MONTHLY, QUARTERLY, ANNUALLY](#)
2. Does the board of your organization approve annual budgets for the organization? [CHECKBOXES: YES, NO](#)
3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board? [CHECKBOXES: YES, NO, NOT APPLICABLE– NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES](#)
4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive? [CHECKBOXES: YES, NO, NOT APPLICABLE– NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES](#)
5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses? [CHECKBOXES: MONTHLY, BI-MONTHLY, QUARTERLY, ANNUALLY](#)
6. Can your organization provide proof of having a conflict of interest policy that 1) is signed annually by officers, directors, or trustees, and key employees and 2) has specific language to prevent self-dealing? [CHECKBOXES: YES, NO](#)
7. Can your organization provide proof that officers, directors, or trustees, and key employees are required to annually disclose interests that could give rise to conflicts? [CHECKBOXES: YES, NO](#)
8. Describe any other significant measures the board takes to perform its governance responsibilities. [NARRATIVE: 1000 CHARACTERS](#)

SECTION 5: FINANCIAL MANAGEMENT

1. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year. [ATTACH PDF](#)
2. Attach your organization's balance sheet and a profit and loss statement or complete financial statements for your organization's last completed fiscal year. If available, submit the audited version of this documents. If you do not have this document, please use the template provided by the City, located at www.sandiego.gov/arts-culture/funding. Use this document to calculate your organization's Liquid Unrestricted Net Assets in the next

question. [ATTACH PDF](#)

3. Using your organization's fiscal year-end financial statements attached above, compute the Liquid Unrestricted Net Assets (LUNA) for your organization's last completed fiscal year. [INTERACTIVE CALCULATOR](#)
4. How many months of liquidity did your organization have at the beginning of its current budget year? [INTERACTIVE CALCULATOR](#)
5. If the calculations show that your organization has less than one month of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) Describe the forms of proof your organization could provide for these funding sources. [NARRATIVE: 1000 CHARACTERS](#)
6. Does your organization have a bank line of credit? [CHECKBOXES: YES, NO](#)
7. Provide the name, title, responsibilities, experience, education and other qualifications of the primary person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer. [NARRATIVE: 1000 CHARACTERS](#)
8. Provide any other relevant details to give an accurate picture of your organization's financial position. [NARRATIVE: 1000 CHARACTERS](#)

SECTION 6: PAST PERFORMANCE ON CITY CONTRACTS

Responses in this section will be provided by Commission staff using data collected from past performance on City contracts from FY17 forward.

1. Organization submitted late contract kit in FY17 and/or FY18 and/or FY19.
2. Organization did not perform the agreed upon scope of services in FY17 and/or FY18.
3. Organization withdrew from contracting after award allocation in FY17 and/or FY18 and/or FY19.
4. Organization did not claim full award amount in FY17 and/or FY18.
5. Organization submitted late final performance report in FY17 and/or FY18.
6. Organization did not submit the final performance report in FY17 and/or FY18.
7. City terminated contract with organization for cause in FY17 and/or FY18 and/or FY19.

SECTION 7: CONDITIONS FOR SUBMISSION

WITH THE SUBMISSION OF A RESPONSE TO THIS RFQ, THE ORGANIZATION I REPRESENT ACKNOWLEDGES, UNDERSTANDS, AND ACCEPTS THE FOLLOWING CONDITIONS:

1. The City reserves the right to reject, in whole or in part, any responses to this RFQ/RFP, to not accept a proposal recommended by any of the Commission advisory panels or the Commission, to initiate an alternate process, to reissue the RFQ/RFP and/or cancel this RFQ/RFP, in whole or in part, at any time without prior notice and makes no representation that any agreement will be awarded to any applicant. Additionally, the City expressly

reserves the right to postpone opening responses to this RFQ/RFP for its own convenience, and/or to waive minor informalities or irregularities in the responses received.

2. The City reserves the right to revise this RFQ/RFP by addendum. The City is bound only by what is expressly stated in this RFQ/RFP and any authorized written addenda thereto. Addenda will be posted on the City's website at www.sandiego.gov/arts-culture. It shall be the applicant's responsibility to check the website up to the final submission date for any possible addenda.
3. The City accepts no financial responsibility for any costs incurred by applicants. The City is not responsible for the loss or damage of any materials submitted.
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6. Funds awarded to an applicant are paid on a reimbursement basis only. Expenses must be incurred by the applicant during the FY20 contract period (July 1, 2019 and June 30, 2020) before the City will reimburse.
7. Any applicant awarded CCSD funding is required to provide the required cash match based on their submitted project budget. The minimum award amount is \$5,000; therefore, the minimum required cash match amount is \$10,000-15,000, based on the match income guidelines. Match income must be received by the applicant during the FY20 contract period between (July 1, 2019 and June 30, 2020).
8. Each applicant awarded funding must receive an executed contract from the City before submitting invoices for reimbursement, and it can take a minimum of 6 months from July 1 for the City to provide an executed contract.
9. Each applicant awarded funding is required to provide proof of Commercial General Liability Insurance, Automobile Liability Insurance, and Workers' Compensation Insurance. (Some exceptions may apply.)
10. Each applicant awarded funding is required to comply with all required state and federal registrations including but not limited to California Attorney General Registrar of Charitable Trusts, California Secretary of State Business Registry, System for Awards Management and Department of Industrial Relations DSLE Debarments. All registrations must be current during the contract period.
11. An applicant receiving funding of \$10,000 or more must provide true, accurate and complete financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year within 90 days of the end of that fiscal year.
12. An applicant receiving funding in the amount of \$75,000 or more must submit true, accurate and complete financial disclosure documentation evidencing the financial status of the applicant's last completed fiscal year within 150 days of the end of that fiscal year prepared in accordance with generally accepted accounting principles and audited by an independent Certified Public Accountant, in accordance with generally accepted auditing standards.

13. An applicant receiving funding in the amount of \$500,000 or more, when that funding represents more than 10% of the applicant's annual budget, must provide salary and wage ranges for each of their job classifications, including actual executive salaries and benefits packages applicable for the contract period.
14. Each applicant awarded funding is required to deliver a mid-year report and a final performance report in a format requested by Commission staff.
15. The applicant acknowledges that information submitted as part of their application for this opportunity may be disclosed to the public pursuant to a request under the California Public Records Act.
16. City funds may not be used for alcoholic beverages, travel, meals, lodging, entertainment, capital or equipment outlay, buildup of reserves, or the purchase of awards, trophies, gifts or uniforms.
17. City funds may not be used for lobbying, religious activities or political activities.
18. City funds will not be provided to any applicant found to discriminate, in the conduct of its activities and affairs, against any person because of sex, race, color, creed, national origin, physical disabilities, age or sexual orientation.
19. The applicant applying to this program is solely responsible for the accuracy and truth of the information they submit to the City. Any applicant found to have 1) provided false information to the City, or 2) submitted more than one application for TOT funds in a single fiscal year may, at any point, be immediately disqualified from receiving funding.

CHECKBOXES: I ACCEPT THESE CONDITIONS, I DO NOT ACCEPT THESE CONDITIONS

SECTION 8: OPTION TO EXTEND FOR RETURNING APPLICANTS

In the last three fiscal years, has your organization ended the year in a deficit? If so, please indicate which years your organization ended with a deficit? Organizations who have ended 3 of the last 3 fiscal years with a deficit will not be eligible to exercise the option to renew.

ENTER RELEVANT FISCAL YEARS.

An applicant that has been awarded a Fiscal Year 2019 contract, is seeking a Fiscal Year 2020 contract, and meets certain eligibility requirements is considered a "returning applicant." A returning applicant whose RFQ is deemed qualified may be eligible to select either the option to renew or the option to submit a response to the RFP. If your organization's RFQ is deemed qualified, which one option would your organization prefer? CHECKBOXES: MY ORGANIZATION IS NOT A RETURNING APPLICANT, THE ORGANIZATION I REPRESENT PREFERS THE OPTION TO RENEW, THE ORGANIZATION I REPRESENT PREFERS TO SUBMIT A RESPONSE TO THE RFP.

**FISCAL YEAR 2020 CCSD
RFQ
SCORING SHEET**

APPENDIX 2

FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
RFQ APPLICATION QUESTION		GRADING	RATIONALE
RFQ SECTION 1: APPLICANT PROFILE			
	1. Is the entire section complete?	Yes = Qualified No = Not Qualified	
RFQ SECTION 2: ELIGIBILITY SURVEY			
	1. Can your organization produce proof of its tax-exempt nonprofit status under section 501(c)(3) or 501(c)(6) of the Internal Revenue Code?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
	2. Can your organization produce proof that it has a three-year history of operating with its own independent governing board (not under a fiscal sponsor)?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
(This question varies from OSP.)	3. Can your organization produce proof that the project for which your organization is seeking funding will take place within the limits of the City of San Diego and/or benefit San Diego residents?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
(This question varies from OSP.)	4. Does the project obviously align with the purpose of TOT funding, which is: to enhance the economy; to contribute to San Diego's national and international reputation as a cultural destination; to provide access to excellence in culture and the arts for residents and visitors; and to enrich the lives of the people of San Diego; and to build healthy, vital neighborhoods?	Yes = Qualified No = Not Qualified	Required by Council Policy 100-03
(This question varies from OSP.)	5. Has/will your organization applied/apply for Fiscal Year 2020 TOT funding through Organizational Support Program (OSP), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	6. Is your organization seeking funding for lobbying, religious or political activities?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	7. Is your organization seeking funding for a project that would not be open to the public?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	8. Is your organization a university, community college, school district, or private educational enterprise?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
	9. Is your organization seeking funding to give out as grants?	Yes = Not Qualified No = Qualified	Required by Council Policy 100-03
RFQ SECTION 3: ADMINISTRATIVE CAPACITY			
	1. Provide an organizational chart showing names and titles of your organization's staff.	Attached = Qualified Not Attached = Not Qualified	Evidence of organizational structure and management systems in place.
	2. Provide the name, title and qualifications of the primary person who will administer the contract between your organization and the City should a contract be awarded. Describe the experience this person has in managing contracts. Indicate whether this person is an employee, a contractor or a volunteer.	Strong = Qualified Basic = Qualified Weak = Not Qualified	[STRONG] = Managed more than one contract or grant in past + BASIC quals. [BASIC] = Managed at least one contract or grant in past and has qualifications such as legal expertise, decision-making authority or access to the organization's top decision-makers, access to legal expertise and/or reasonably transferable qualifications. [WEAK] = No contract or grant management experience and no reasonably transferable qualifications.
	3. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Commercial General Liability insurance policy. Will your organization be able to provide this proof at the time the contract is issued?	Yes = Qualified No = Not Qualified	Required by City procurement authorities
	4. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of an Automobile Liability insurance policy. Each organization is required to maintain a minimum of "Hired and Non-Owned" Automobile Liability insurance while under contract. Will your organization be able to provide this proof at the time the contract is issued?	Yes = Qualified No = Not Qualified	Required by City procurement authorities

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FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
RFQ APPLICATION QUESTION		GRADING	RATIONALE
	5. Each organization awarded funding will be offered a contract for services. A requirement of the contract is that your organization must provide proof of a Workers' Compensation insurance policy if your organization has at least one paid employee. Will your organization be able to provide this proof at the time the contract is issued?	Yes = Qualified N/A = Qualified No = Not Qualified	Required by City procurement authorities
RFQ SECTION 4: GOVERNANCE PRACTICES			
	1. How often does the board of your organization formally meet to conduct the business of the organization?	Monthly = Qualified Bi Monthly = Qualified Quarterly = Qualified Annually = Not Qualified	To ensure good stewardship and public confidence in City contracts and to fulfill procurement requirements, a nonprofit board must meet at least quarterly.
	2. Does the board of your organization approve annual budgets for the organization?	Yes = Qualified No = Not Qualified	Annual board approval of budgets is evidence of appropriate fiscal oversight and organizational accountability.
	3. Are compensation arrangements for officers, directors, trustees, and key employees approved by the board?	Yes = Qualified N/A = Qualified No = Not Qualified	Ongoing evaluation of compensation arrangements supports proper stewardship of funds and organizational accountability.
	4. Does the board of your organization conduct an annual performance evaluation of the organization's top executive?	Yes = Qualified N/A = Qualified No = Not Qualified	Ongoing evaluation of the organization's top executive on at least an annual basis promotes accountability.
	5. How often is the board provided with financial statements that include budgeted vs. actual revenues and expenses?	Monthly = Qualified Bi Monthly = Qualified Quarterly = Qualified Annually = Not Qualified	To ensure good stewardship and public confidence in City contracts, nonprofit boards provide ongoing oversight of finances on at least a quarterly basis.
	6. Can your organization provide proof of having a conflict of interest policy that is 1) signed annually by officers, directors, or trustees, and key employees and 2) has specific language to prevent self-dealing?	Yes = Qualified No = Not Qualified	To ensure good stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	7. Can your organization provide proof that officers, directors, or trustees, and key employees are required to annually disclose interests that could give rise to conflicts?	Yes = Qualified No = Not Qualified	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption. Proof can be provided in documents such as board minutes, conflict of interest disclosure forms, or other official documents.
	8. Describe any other significant measures the board takes to perform its governance responsibilities.	Answers to this question are not graded	
RFQ SECTION 5: FINANCIAL MANAGEMENT			
	1. Provide your organization's current board-approved annual operating budget, which shows the projected revenue and expenses for your organization's current fiscal year.	Attached = Qualified Not Attached = Not Qualified	Board-approved budgets demonstrate oversight in planning and monitoring the organization's income and expenditures.

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FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
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	2. Attach your organization's balance sheet and a profit and loss statement or complete financial statements for your organization's last completed fiscal year. If available, submit the audited version of this documents. If you do not have this document, please use the template provided by the City, located at www.sandiego.gov/arts-culture/funding . Use this document to calculate your organization's Liquid Unrestricted Net Assets in the next question.	Attached = Qualified Not Attached = Not Qualified	Required to confirm accuracy of LUNA calculations.
	3. Using your organization's fiscal year-end financial statements attached above, compute the Liquid Unrestricted Net Assets (LUNA) for your organization's last completed fiscal year.	Complete and correct = Qualified Not complete and/or incorrect = Not Qualified	To ensure good stewardship and public confidence in City contracts, positive liquidity demonstrates that an organization is able to operate programs/services under a reimbursement-based contract.
	4. How many months of liquidity did your organization have at the beginning of its current budget year?	Complete, correct and has 1 month of liquidity or more = Qualified Not complete and/or incorrect and/or has less than 1 month of liquidity = Not Qualified	To ensure good stewardship and public confidence in City contracts, positive liquidity demonstrates that an organization is able to operate programs/services under a reimbursement-based contract.
	5. If the calculations show that your organization has less than one month of liquidity, provide relevant information for funding any cash shortfall(s) your organization may experience during the year (e.g. board designated reserves, line of credit, etc.) Can your provide proof of these funding sources?	Strong Feasibility = Qualified Basic Feasibility = Qualified Weak Feasibility = Not Qualified	The average nonprofit in California has 1.5 months of liquidity available. Organizations with less than one month of liquidity provide feasible plans for covering unexpected shortfalls. Organizations should be able to provide proof, if requested.
	6. Does your organization have a bank line of credit?	This question must be answered but is not graded	
	7. Provide the name, title, responsibilities, experience, education and other qualifications of the person responsible for your organization's financial management. Indicate whether this person is an employee, a contractor or a volunteer.	Strong = Qualified Basic = Qualified Weak = Not Qualified	[STRONG] = 10+ yrs. + BASIC quals [BASIC] = 2-10 years of experience and any combo of the following: financial management experience; formal education in accounting, finances or related field; formal credentialing (CPA); and/or reasonably transferable qualifications. [WEAK] = Less than 2 years of financial management experience or no reasonably transferable qualifications.
	8. Provide any other relevant details to give an accurate picture of your organization's financial position.	Answers to this question are not graded	
RFQ SECTION 6: PAST PERFORMANCE ON CITY CONTRACTS			
Responses in this section will be provided by Commission staff using data collected from past performance on City contracts from FY17 forward.			
	1. Organization submitted late contract kit in FY17 and/or FY18 and/or FY19.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	2. Organization did not perform the agreed upon scope of services in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	3. Organization withdrew from contracting after award allocation in FY17 and/or FY18 and/or FY19.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	4. Organization did not claim full award amount in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	5. Organization submitted late final performance report in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	6. Organization did not submit final performance report in FY17 and/or FY18.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
	7. City terminated the contract with the organization for cause in FY17 and/or FY18 and/or FY19.	YES or NO	To ensure appropriate use of City resources, organizations must demonstrate accountability.
		1 or 2 deficiencies = Qualified 3 or more deficiencies = Not Qualified	

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FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
RFQ APPLICATION QUESTION		GRADING	RATIONALE
RFQ SECTION 7: CONDITIONS FOR SUBMISSION			
	1. Is the entire section complete?	Yes = Qualified No = Not Qualified	
RFQ SECTION 8: OPTION TO EXTEND FOR RETURNING APPLICANTS			
	In the last three fiscal years, has your organization ended the year in a deficit? If so, please indicate which years your organization ended with a deficit? Organizations who have ended 3 of the last 3 fiscal years with a deficit will not be eligible to exercise the option to renew.	Organizations who have ended 3 of the last 3 fiscal years with a deficit will not be eligible to exercise the option to renew.	
	An applicant that has been awarded a Fiscal Year 2019 contract, is seeking a Fiscal Year 2020 contract, and meets certain eligibility requirements is considered a "returning applicant." A returning applicant whose RFQ is deemed qualified may be eligible to select either the option to renew or the option to submit a response to the RFP. If your organization's RFQ is deemed qualified, which one option would your organization prefer?	This question must be answered but is not graded	

Appendix 3

Request for Proposals (RFP) Tear Sheet Fiscal Year 2020 Creative Communities San Diego (CCSD)

SECTION 1: APPLICANT PROFILE

1. Legal Name of Organization
2. DBA Name of organization, if applicable
3. Provide your organization's mission statement. If using a fiscal sponsor, please provide the mission statement for both the fiscal sponsor organization and the project producer.
[NARRATIVE: 1000 CHARACTERS](#)
4. Provide a brief description of the project for publication in the City's promotional materials. Include the name of the event(s), location(s), dates(s), a summary of what will happen at the event(s) and cost to participate (if any). [NARRATIVE: 500 CHARACTERS](#)
5. Indicate whether the project is new or has been produced before. [CHECKBOXES: THE PROJECT IS NEW, THE PROJECT HAS BEEN PRODUCED BEFORE](#)
6. Provide the date(s) of the project. [NARRATIVE: 75 CHARACTERS](#)
7. Provide the total estimated budget for the project. [NARRATIVE: 10 CHARACTERS](#)
8. Is your organization acting as a fiscal sponsor for the purposes of seeking funding for the project? [CHECKBOXES: YES, NO](#)
9. If applicable, give a brief description of the relationship between the fiscal sponsor and the project. [NARRATIVE: 250 CHARACTERS](#)
10. Provide up to three documents from sources not within your organization, including but not limited to, reviews, letters of recommendation or articles that reflect the quality of your organization's project. [ATTACH PDF](#)
11. Provide up to three work samples that are representative of the projects your organization produces and provide a current calendar of scheduled activities, if available. [ATTACH MULTI-MEDIA FILES](#)

SECTION 2: PROPOSED PROJECT

1. What is the project that your organization proposes to produce between July 1, 2019 and June 30, 2020? Include information about where the project occurs and how many people are served. [NARRATIVE: 2500 CHARACTERS](#)
2. How does your project align with at least one of the City's goals per Council Policy 100-03? (Goal 1: Enhance the economy; Goal 2: Contribute to San Diego's national and international reputation as a cultural destination; Goal 3: Provide access to excellence in culture and the arts for residents and visitors; Goal 4: Enrich the lives of the people of San Diego; Goal 5: Build healthy, vital neighborhoods). [NARRATIVE: 2500 CHARACTERS](#)

SECTION 3: COMMUNITY ENGAGEMENT

1. Describe the core community/audience for your organization's proposed project in terms of geography, age, cultural and economic characteristics, as applicable. [NARRATIVE: 2000 CHARACTERS](#)
2. How is the core community/audience involved in the design of the project? How does your organization know that the project is relevant to this core community/audience? What is the impact of this project on the core community/audience? Provide quantitative and qualitative data to show the impact of your organization's project. [NARRATIVE: 3300 CHARACTERS](#)
3. The Commission is responsible for ensuring that the City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. How will your organization ensure that the proposed project accessible and inclusive? [NARRATIVE: 2500 CHARACTERS](#)

SECTION 4: PRODUCTION CAPACITY

1. What is your organization's experience with producing projects of similar scale and complexity? [NARRATIVE: 2500 CHARACTERS](#)
2. What are the resources, including potential partners, your organization will access to facilitate the production of the project (e.g. rehearsal space, location, community partners etc.)? [NARRATIVE: 2500 CHARACTERS](#)
3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the project. How do they contribute to the impact of your project? [NARRATIVE: 2500 CHARACTERS](#)

SECTION 5: PROJECT BUDGET & SPENDING PLAN

1. What is the proposed budget for the project? Provide the operating income and expenses for the two previous iterations of this project and the proposed project. If this is a new project, enter 0 where it asks for "Previous" and "Current". For all projects, in the table, include projected revenue, in-kind donations and expenses. Include the amount of funds your organization estimates to receive from the City as a part of the line item "Local government income". [INTERACTIVE CALCULATOR](#)
2. Describe the local government income shown in Line D in the table. Does this include any other governmental bodies' support? [NARRATIVE: 250 CHARACTERS](#)
3. Describe income and/or expenses categorized as "Other." [NARRATIVE: 1000 CHARACTERS](#)
4. Provide any details to provide clarification about line items in your projected budget from the previous page. [NARRATIVE: 500 CHARACTERS](#)

SECTION 6: ACHIEVEMENT IN EMPHASIS AREAS

Select and describe one area of emphasis where your project has made a significant achievement.

1. Option: Provide evidence that your project has received significant national or international recognition in the past three years. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
2. Option: Provide evidence that your project has made a significant investment in San Diego's professional artists. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
3. Option: Provide evidence that your organization has made significant investment in the [San Diego Promise Zone](#). [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
4. Option: Provide evidence that your project has significantly improved its impact through collaboration. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
5. Option: Provide evidence that your project has made significant connections with underserved populations in the city of San Diego. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)
6. Option: Provide evidence that your project has generated significant overnight hotel stays in the city of San Diego in the past three years. [NARRATIVE: 1500 CHARACTERS + ATTACH OPTIONAL PDF](#)

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APPENDIX 4

FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)				
RFQ APPLICATION QUESTION		EVALUATION CRITERIA FOR APPLICATION SECTION	QUALITIES OF A STRONG APPLICATION	SCORING
RFP SECTION 1: APPLICANT PROFILE				
RFP SECTION 2: PROPOSED PROJECT		<ul style="list-style-type: none"> Degree to which the organization's project achieves at least one City goal 	<ul style="list-style-type: none"> Project is clearly described Evidence is provided to show that the project has been researched and developed for optimal impact Project impacts are clearly linked to at least one City goal with quantitative and qualitative data 	Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
	1. What is the project that your organization proposes to produce between July 1, 2019 and June 30, 2020? Include information about where the project occurs and how many people are served.			
	2. How does your project align with at least one of the City's goals per Council Policy 100-03? (Goal 1: Enhance the economy; Goal 2: Contribute to San Diego's national and international reputation as a cultural destination; Goal 3: Provide access to excellence in culture and the arts for residents and visitors; Goal 4: Enrich the lives of the people of San Diego; Goal 5: Build healthy, vital neighborhoods).			
RFP SECTION 3: COMMUNITY ENGAGEMENT		<ul style="list-style-type: none"> Degree to which the organization thoughtfully and intentionally identifies its core community/audience Degree to which the organization provides evidence that the project is relevant and impactful to its core community/audience Degree to which the organization provides evidence that its project is accessible and inclusive 	<ul style="list-style-type: none"> Evidence is provided to show that the organization understands its core community/audience Evidence is provided to show how the project connects and is relevant to core community/audience Evidence is provided to show that the project has a positive impact for the core community/audience Evidence is provided to show that the organization understands accessibility and inclusivity in the context of this project Evidence is provided to show that the project is accessible and inclusive 	Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
	1. Describe the community and/or the core audience for your proposed project in terms of geography, age, cultural and economic characteristics, as applicable.			
	2. How is the core community/audience involved in the design of the project? How does your organization know that the project is relevant to this core community/audience? What is the impact of this project on the core community/audience? Provide quantitative and qualitative data to show the impact of your organization's project.			
	3. The Commission is responsible for ensuring that the City's funds benefit San Diegans of diverse cultures, ethnicities, incomes, abilities, genders, ages, orientations and neighborhoods. How will your organization ensure that the proposed project accessible and inclusive?			

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FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
RFQ APPLICATION QUESTION		EVALUATION CRITERIA FOR APPLICATION SECTION	QUALITIES OF A STRONG APPLICATION
RFP SECTION 4: PRODUCTION CAPACITY		<ul style="list-style-type: none"> Degree to which the organization provides evidence that its qualifications and resources match the scale and complexity of the project 	<ul style="list-style-type: none"> Evidence is provided to show that the organization has a successful track record of producing projects of similar scale and impact Evidence is provided to show that the organization understands the strengths and shortfalls of its capacity and how those shortfalls are being addressed Evidence is provided to show how the qualifications of personnel result in project impacts
	1. What is your organization's experience with producing projects of similar scale and complexity?		Strong = 5 points Good = 4 points Basic = 3 points Weak= 2 points Unresponsive = 1 point
	2. What are the resources, including potential partners, your organization will access to facilitate the production of the project (e.g. rehearsal space, location, community partners etc.)?		
	3. Provide the name, title, education, experience, and other qualifications of each key person responsible for designing and producing the project. How do they contribute to the impact of your project?		
RFP SECTION 5: PROJECT BUDGET & SPENDING PLAN		<ul style="list-style-type: none"> Degree to which the organization provides evidence that the project budget and spending plan support the scale and complexity of the project 	<ul style="list-style-type: none"> The project budget and spending plan is clearly described and easy to understand Evidence is provided to show that spending is effectively monitored Evidence is provided to demonstrate that solutions are in place to remedy financial shortfalls Evidence is provided to show that the project budget income is diversified and not reliant on a single source or a majority source of funding
	1. What is the proposed budget for the project? Provide the operating income and expenses for the two previous iterations of this project and the proposed project. If this is a new project, enter 0 where it asks for "Previous" and "Current". For all projects, in the table, include projected revenue, in-kind donations and expenses. Include the amount of funds your organization estimates to receive from the City as a part of the line item "Local government income".		Strong = 5 points Good = 4 points Basic = 3 points Weak= 2 points Unresponsive = 1 point
	2. Describe the local government income shown in Line D in the table. Does this include any other governmental bodies' support?		
	3. Describe income and/or expenses categorized as "Other."		
	4. Provide any details to provide clarification about line items in your projected budget from the previous page.		

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FISCAL YEAR 2020 CREATIVE COMMUNITIES SAN DIEGO (CCSD)			
RFQ APPLICATION QUESTION		EVALUATION CRITERIA FOR APPLICATION SECTION	QUALITIES OF A STRONG APPLICATION
RFP SECTION 6: ACHIEVEMENT IN EMPHASIS AREAS		<ul style="list-style-type: none"> • Degree to which the organization expresses a clear point of view and distinction about what is a significant achievement in the selected emphasis area • Degree to which the organization provides evidence of intentional investment in the selected emphasis area • Degree to which the organization provides evidence of sustained investment in the selected emphasis area • Degree to which the organization provides evidence of significant achievement 	<ul style="list-style-type: none"> • Clear and persuasive description of what significant achievement means in the selected emphasis area • Quantitative evidence of intentional investment, sustained investment and significant achievement is provided • Qualitative evidence of intentional investment, sustained investment and significant achievement is provided • Third-party validation of intentional investment, sustained investment and significant achievement is provided
	1. Option: Provide evidence that your project has received significant national or international recognition in the past three years.		Strong = 5 points Good = 4 points Basic = 3 points Weak = 2 points Unresponsive = 1 point
	2. Option: Provide evidence that your project has made a significant investment in San Diego's professional artists.		
	3. Option: Provide evidence that your organization has made significant investment in the San Diego Promise		
	4. Option: Provide evidence that your project has significantly improved its impact through collaboration.		
	5. Option: Provide evidence that your project has made significant connections with underserved populations in the city of San Diego.		
	6. Option: Provide evidence that your project has generated significant overnight hotel stays in the city of San Diego in the past three years.		
		RANK EQUIVALENT	POINT RANGE
		4 rank	25-23 points
		4- rank	22-20 points
		3+ rank	19-16 points
		3 rank	15-11 points
		3- rank	10-8 points
		2+ rank	7-6 points
		2 rank	5-4 points
		2- rank	3-0 points

Appendix 5

FY2020 Funding Process Schedule

September 19, 2018

Application guidelines and online Request for Qualifications (RFQ) form published

September 24 - October 12, 2018

Office Hours with staff available re: How to Submit an Application (RFQ)

October 15, 2018

RFQ addenda published, if necessary

October 19, 2018, 5:00 p.m.

Cut off for questions re: RFQ

October 19, 2018, 11:59 p.m.

Responses to RFQ due

October 22 – December 4, 2018

RFQs evaluated by one trained team, including Commission staff.

December 5, 2018 – December 11, 2018

- Announce results of RFQ evaluation
- Start of 5-day "cure" period for applicants deemed "Not Qualified" due to missing or incomplete materials in RFQ

December 17, 2018

Announce results of the "cure" period

***Staff will have limited availability for any questions from December 18, 2018 – January 2, 2019.*

January 7, 2019

Online Request for Proposals (RFP) published

January 10 – January 30, 2019

Technical assistance workshops and Office Hours re: How to Submit a Proposal (RFP) provided
(Dates: TBD)

February 8, 2019, 5:00 p.m.

Cut off for questions re: RFP

February 8, 2019, 11:59 p.m.

Responses to RFP due

March 11 – March 22, 2019

Panels convene to discuss and recommend scores/ranks for RFPs

March 25, 2019

Results of RFP evaluation announced to applicants

March 25 – April 5, 2019

Appeals process (10 working days)

April 8, 2019

Results of appeals announced

April 12, 2019

Policy & Funding Committee of Commission receives RFP rank recommendation from panels and makes recommendation to Commission

April 12, 2019

City's FY2020 proposed budget announced

April 26, 2019

Commission receives RFP rank recommendation from Policy & Funding Committee and makes recommendation to the Mayor and City Council

May 1 – May 8, 2019

City budget hearings. Tentative award amounts have historically been available in May

May 24, 2019

Commission recommends adjusted tentative award amounts, if applicable

June 30, 2019

Final award amounts confirmed by City

July 1, 2019

Performance period and contracting process begins

***Dates are subject to change**