



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: April 12, 2016

TO: FISCAL YEAR 2016 COMMISSION FOR ARTS AND CULTURE CONTRACTORS

FROM: ANJANETTE MARAYA-RAMEY, SENIOR MANAGER OF ARTS AND CULTURE FUNDING PROGRAMS

SUBJECT: INSTRUCTIONS FOR COMPLETING CONTRACT AMENDMENT PACKET

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Congratulations on receiving a Fiscal Year 2016 funding augmentation from the Mayor and/or City Council! In order to receive reimbursement of these funds, you must complete the contract amendment process with the Commission for Arts and Culture. Please carefully read the instructions below:

1. Review the enclosed packet which includes 2 copies of the blank contract amendment and Exhibit F.
2. Read the amendment and confirm that the pre-populated information for your organization is correct. If incorrect, contact Commission staff.
3. Sign both copies of the contract amendment and return via mail or drop off to Commission staff by Tuesday, May 10, 2016 by 5:00 p.m.

Mail to: Office of the Commission for Arts and Culture  
Attn: Whitney Roux  
1200 Third Avenue, Suite 924  
San Diego, CA 92101

4. If your organization's insurance has expired since the execution of your original contract, include current insurance documents with your packet to Commission staff. Your contract amendment will not be processed without current insurance.

5. Once you have returned both signed copies of the contract amendment and all the current insurance is in place, the amendment will be approved by several City departments. You will receive a full executed copy of the contract amendment once it is approved by the City.

6. After receiving a fully executed contract amendment, your organization can request reimbursement using the Request for Payment Form, which can be found at [www.VibrantCultureVibrantCity.com](http://www.VibrantCultureVibrantCity.com) under the Funding tab. Submit your request for payment forms via email to Whitney Roux at [wroux@san-diego.gov](mailto:wroux@san-diego.gov). **REQUESTS FOR PAYMENTS MUST BE RECEIVED NO LATER THAN AUGUST 31, 2016. Due to the timing of**

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**City's accounting procedures, invoices submitted after August 31, 2016 will not be paid.** City reserves the right to temporarily withhold or adjust the final payment, subject to City's approval of the final performance report, financial disclosures, and any audits required of Contractor under this Contract. City's approval will not be withheld unreasonably.

7. Augmentation monies do not require matching funds and are not included in the total match amount required for your initial contract.

8. Whitney Roux is the Commission's Arts and Culture Funding Programs Coordinator and is the point-of-contact for inquiries related to FY16 contracts and invoice processing. She can be contacted at WRoux@sandiego.gov or (619) 236-6798.

ANJANETTE MARAYA-RAMEY  
SENIOR MANAGER OF ARTS AND CULTURE FUNDING PROGRAMS

Attachments: 1. Contract Amendment  
2. Exhibit F

cc: Dana Springs, Executive Director, Commission for Arts and Culture  
Whitney Roux, Arts and Culture Funding Programs Coordinator, Commission for Arts and Culture