

Issued December 30, 2016

Addendum 2 – Fiscal Year 2018 Application Guidelines

OSP: Organizational Support Program

The City of San Diego Commission for Arts and Culture

1. The new cut off for questions from applicants for Commission staff has been changed to January 5, 2017, at 5:00 p.m. Appendix 2 has been updated to reflect this new date.
2. In the online RFQ form, Section 4 – Governance Practices, questions 1 and 5, *Bi Monthly* has been added as a response. The RFQ scoring tool has been updated to reflect this option.
3. Commission Advisory Panels for the Request for Proposals (RFP), step two in the funding process, are scheduled to take place from March 13 – March 24, 2017. Appendix 2 has been updated to reflect new dates.

Appendix 2

FY18 Funding Process Schedule

December 15, 2016

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

December 20, 2016

Technical assistance workshops re: How to Submit an Application (RFQ)

December 30, 2016

RFQ addenda published, if necessary

January 5, 2017, 5:00 p.m.

Last day for questions re: RFQ

January 5, 2017, 11:59 p.m.

Responses to RFQ due

January 17, 2017

- Announce results of RFQ evaluation
- Start of 3-day "cure" period for applicants deemed "Not Ready to Contract" due to missing or incomplete materials in RFQ
- Online Request for Proposals (RFP) form published

January 18, 2016 – February 7, 2017

Technical assistance workshops re: How to Submit a Proposal (RFP)

February 8, 2017

Last day for questions re: RFP

February 9, 2017

RFP addenda published, if necessary

February 13, 2017, 11:59 p.m.

Responses to RFP due

March 13 – March 24, 2017

Panels convene to discuss and recommend scores/ranks for RFPs

March 27, 2017

Results of RFP evaluation announced to applicants

March 28 – April 11, 2017

Appeals process (10 working days)

April 14, 2017

Results of appeals announced

City's FY18 proposed budget announced

April 21, 2017

Policy & Funding Committee of Commission ratifies rank recommendations from panels
Policy & Funding Committee of Commission confirms tentative award amounts
Tentative award amounts calculated and announced

April 28, 2017

Commission ratifies RFP rank recommendations from Policy & Funding Committee
Commission confirms tentative award amounts and departmental budget memo for City Council

May 1 - May 5, 2017

City budget hearings

May 26, 2017

Commission confirms adjusted tentative award amounts, if applicable

June 30, 2017

Final award amounts confirmed

July 1, 2017

Contracting process begins

FISCAL YEAR 2018 OSP
RFQ SCORING SHEET

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
Section 1: APPLICANT PROFILE			
	1. Is the entire section complete?	Yes = Ready to Contract (RTC) No = Not Ready to Contract (NRTC)	
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	Yes = RTC No = NRTC	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)? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
<i>(This question varies from CCSD.)</i>	3. Can your organization produce proof that the majority of your organization's activities take place within the limits of the City of San Diego and/or benefit San Diego residents? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
<i>(This question varies from CCSD.)</i>	4. Does your organization produce programs or services that create, preserve, and/or present arts and culture experiences? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by Council Policy 100-03
<i>(This question varies from CCSD.)</i>	5. Is your organization a service organization whose primary mission is to provide professional development and support to artists and/or arts and culture organizations? CHECKBOXES: YES, NO	This question must be answered but is not scored	
<i>(This question varies from CCSD.)</i>	6. Do your organization's activities 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	Yes = RTC No = NRTC	Required by Council Policy 100-03
<i>(This question varies from CCSD.)</i>	7. Has/will your organization applied/apply for Fiscal Year 2018 TOT funding through Creative Communities San Diego (CCSD), or Economic Development and Tourism Support (EDTS), or Citywide Economic Development Support (CEDS)? CHECKBOXES: YES-CCSD, YES-EDTS, YES-CEDS, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	8. Is your organization seeking funding for lobbying, religious or political activities? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	9. Is your organization seeking funding for a project that would not be open to the public? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	10. Is your organization a university, community college, school district, or private educational enterprise? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03
	11. Is your organization seeking funding to give out as grants? CHECKBOXES: YES, NO	Yes = NRTC No = RTC	Required by Council Policy 100-03

FISCAL YEAR 2018 OSP
RFQ SCORING SHEET

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
Section 3: ADMINISTRATIVE CAPACITY			
	1. Provide an organizational chart showing names and titles of your organization's staff. ATTACH PDF	Attached = RTC Not Attached = NRTC	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. Indicate whether this person is an employee, a contractor or a volunteer. NARRATIVE: 500 CHARACTERS	Strong Quals = RTC Basic Quals = RTC Weak Quals = NRTC	[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? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	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? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	Required by City procurement authorities
	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	Yes = RTC N/A = RTC No = NRTC	Required by City procurement authorities

FISCAL YEAR 2018 OSP
RFQ SCORING SHEET

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
SECTION 4: GOVERNANCE PRACTICES			
	1. How often does the board of your organization formally meet to conduct the business of the organization? CHECKBOXES: MONTHLY, BIMONTHLY, QUARTERLY, ANNUALLY	Monthly = RTC Bi Monthly = RTC Quarterly = RTC Annually = NRTC	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? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	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? CHECKBOXES: YES, NO, NOT APPLICABLE – NO COMPENSATION PROVIDED/OUR ORGANIZATION HAS NO PAID EMPLOYEES	Yes = RTC N/A = RTC No = NRTC	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? CHECKBOXES: YES, NO	This question must be answered but is not scored	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? CHECKBOXES: MONTHLY, BIMONTHLY, QUARTERLY, ANNUALLY	Monthly = RTC Bi Monthly = RTC Quarterly = RTC Annually = NRTC	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? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure good stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	7. Do officers, directors, or trustees, and key employees sign a conflict of interest policy at least annually? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	8. Are officers, directors, or trustees, and key employees required to annually disclose interests that could give rise to conflicts? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	9. Does your organization's conflict of interest policy contain specific language to prevent self-dealing? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.
	10. Can your organization provide proof of regularly and consistently monitoring and enforcing compliance with its conflict of interest policy? CHECKBOXES: YES, NO	Yes = RTC No = NRTC	To ensure stewardship and public confidence in City contracts, conflict of interest policies are designed to prevent self-dealing and corruption.

FISCAL YEAR 2018 OSP
RFQ SCORING SHEET

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
	11. Describe any other significant measures the board takes to perform its governance responsibilities. NARRATIVE: 1000 CHARACTERS	Answers to this question are not scored	
Section 5: FINANCIAL MANAGEMENT			
	1. Using your organization's fiscal year-end financial statements, compute your Liquid Unrestricted Net Assets (LUNA) for each of your organization's last three complete fiscal years. INTERACTIVE CALCULATOR	Complete = RTC Not Complete = NRTC	
	2. How many months of liquidity did your organization have at the beginning of its current budget year? INTERACTIVE CALCULATOR	Complete = RTC Not Complete = NRTC	
	3. If the calculation shows that your organization has less than two months 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.) NARRATIVE: 1000 CHARACTERS	Strong Feasibility = RTC Basic Feasibility = NRTC Weak Feasibility = NRTC	Organizations with less than two months of liquidity provide feasible plans for covering unexpected shortfalls.
<i>(This question varies from CCSD.)</i>	4. Provide your organization's Funder Report from DataArts. ATTACH PDF	Attached = RTC Not Attached = NRTC	
	5. 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	Attached = RTC Not Attached = NRTC	
	6. Does your organization have a bank line of credit? CHECKBOXES: YES, NO	This question must be answered but is not scored	
	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. NARRATIVE: 500 CHARACTERS	Strong Quals = RTC Basic Quals = RTC Weak Quals = NRTC	[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. NARRATIVE: 1000 CHARACTERS	Answers to this question are not scored	

FISCAL YEAR 2018 OSP
RFQ SCORING SHEET

FISCAL YEAR 2018 ORGANIZATIONAL SUPPORT PROGRAM (OSP)			
CATEGORY	APPLICATION QUESTION	RUBRIC	RATIONALE
Section 6: PAST PERFORMANCE ON COMMISSION CONTRACTS			
<i>(Responses to Section 6 will be provided by Commission staff)</i>	1. FY17: Organization submitted late contract kit in FY17	YES or NO	
	2. FY16: Organization did not perform the agreed upon scope of services in FY16	YES or NO	
	3. FY16 and/or FY17: Organization withdrew from contracting after award allocation in FY16 and/or FY17	YES or NO	
	4. FY16: Organization did not claim full award amount in FY16	YES or NO	
	5. FY16: Organization submitted late final performance report in FY16	YES or NO	
	6. FY16: Organization did not submit final performance report in FY16	YES or NO	
	7. FY17: City terminated contract with organization for cause in FY17	YES or NO	
		1 or 2 deficiencies = RTC 3 or more deficiencies = NRTC	
Section 7: CONDITIONS FOR SUBMISSION			
	1. Is the entire section complete?	Yes = RTC No = NRTC	