



How to Complete a Contract Kit

For Organizations Awarded Arts and Culture Funding in Fiscal Year 2019

These instructions are for each organization that has been approved for an award of funding in FY19 after submitting a response to the request for proposals through the City of San Diego Commission for Arts and Culture's Organizational Support Program (OSP) or Creative Communities San Diego (CCSD). *This is not for those organizations receiving a renewal of the prior contract.*

INSTRUCTIONS:

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

1. Read everything in the contract kit.
2. Confirm that these unique details in the contract are accurate:
 - o Section 1.1.1 Contractor's Mission
 - o Section 2.2 Contact Information
 - o Section 3.1 Total Contract Amount
 - o Section 3.1.2 Matching Requirement Amount (See the FY19 Funding Guidelines for match income requirements)
 - o Exhibit A: Scope of Services
3. If your organization agrees to the terms and conditions of the contract, sign the contract signature page and duplicate signature page.
4. Compile the necessary insurance documents, and sign any applicable "Declaration in Lieu".
5. Verify that your organization's status with state and federal agencies is – and stays current.
6. Submit materials to Commission staff by **Friday, August 17, 2018, 5:00 p.m.**

What is included in the contract kit?

- One set of instructions for completing a contract kit
- One contract kit completion checklist
- One complete contract with two signature pages, unsigned
- One Exhibit A: Scope of Services
- One "Declaration in Lieu" of required commercial auto liability insurance, unsigned
- One "Declaration in Lieu" of required workers' compensation insurance, unsigned

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

Complete and accurate contract kits are due back to the City by **Friday, August 17, 2018, 5:00 p.m.**

Where do I send a complete and accurate contract kit to?

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

How long after submitting my signed contract can I ask for reimbursement?

To request reimbursement, an organization needs two things: a fully executed contract kit signed by all parties and recorded by the City Clerk and a purchase order number. On average it takes 90 days from the date that an organization submits their contract kit to receive those two documents. **Turnaround times are largely dependent on the accuracy and completeness of each organization's submission and the organization's response time when Commission staff makes follow-up requests.**

TIPS:

Getting the Insurance Right

- Carefully read Article VII of the contract.
- Review the visuals from the contract technical assistance workshop.
- Share the insurance requirements found in Article VII of the contract and visuals from the contract technical assistance workshop with your organization's insurance broker.
- Verify that your organization's insurance policies will not expire in the next 90 days. If your organization's insurance policies are scheduled to expire, obtain current policies as soon as possible. Set reminders on your calendar.
- If your organization meets both of the following two conditions, then sign and return a "Declaration in Lieu" of commercial automobile liability insurance:
 - Your organization does not currently own any vehicles, and
 - Your organization carries commercial general liability automobile insurance for "hired" and "non-owned" autos.
- If your organization meets both of the following two conditions, then sign and return a "Declaration in Lieu" of workers' compensation insurance:
 - Your organization has no paid employees, and
 - All work to be performed under the contract will be done solely by volunteers.

Getting the State and Federal Registrations Right

- Ensure your organization's status is "active" or "results not found" on **System for Awards Management: www.sam.gov**
- Ensure your organization's status is "active" on **California Secretary of State - Business Listing: <http://kepler.sos.ca.gov/>**

- Ensure your organization’s status is “current” on **California Department of Justice – Charity Registration**: <http://rct.doj.ca.gov>
- Confirm that your organization is not included on the **Federal Department of Industrial Relations- Federal Debarment List**: www.dir.ca.gov/dlse/debar.html
- Keep these registrations current by updating them annually. Set reminders on your calendar.

Getting Questions Answered Quickly

- **Questions about what the “legalese” in the contract means?** Consult your organization’s attorney. Commission staff is prohibited from interpreting the meaning of the contract contents.
- **Questions about the insurance requirements?** Consult your organization’s insurance broker, who is the expert on insurance.
- **Questions about invoicing and payments?** Ready to invoice? First, check whether your organization is in possession of both a contract, signed by all the necessary parties and recorded by the City Clerk, and a purchase order number issued by the City. Then, download all request for payment information at www.sandiego.gov/arts-culture/funding. Want to sign up for electronic payments? Ask Commission staff for an electronic funds transfer form.

Need the visuals shown at the contract technical assistance workshop?

Find them here: www.sandiego.gov/arts-culture/funding

FY19 ARTS AND CULTURE CONTRACT KIT COMPLETION CHECKLIST

REQUIRED CONTRACT MATERIALS

- One complete contract, **signed**
- One duplicate of the contract's signature page isolated, **signed**
- Exhibit A: Scope of Services

REQUIRED INSURANCE INFORMATION

- Certificate of Insurance:
 - Commercial general liability insurance
 - Commercial automobile liability insurance
 - Workers' compensation insurance, if applicable
- Additional Insured Endorsements, with correct language:
 - Commercial general liability insurance
- Proof of Primary/Non-Contributory Coverage:
 - Commercial general liability insurance
- Waiver of Subrogation
 - Workers' Compensation Insurance, if applicable

IF APPLICABLE

- "Declaration in Lieu" of required commercial automobile liability insurance, **signed**
- "Declaration in Lieu" of required workers' compensation insurance, **signed**