



How to Execute Your Option to Renew

For Organizations Awarded Arts and Culture Funding in Fiscal Year 2019

These instructions are for each organization that the City will be exercising the option to renew in response to the FY19 funding award through the City of San Diego Commission for Arts and Culture's Organizational Support Program (OSP) or Creative Communities San Diego (CCSD).

INSTRUCTIONS:

What should my organization do when it gets the option to renew kit?

1. Read everything in the option to renew kit.
 - a. Confirm that these unique details in the option to renew letter are accurate:
 - o Total award amount,
 - o Matching requirement amount (See the FY19 Funding Guidelines for match income requirements).
2. Review the option to renew letter, sign the letter and the duplicate copy.
3. Compile the necessary insurance documents, and sign any applicable "Declaration in Lieu".
4. Verify that your organization's status with state and federal agencies is "active"/ "current".
5. Submit materials to Commission staff by **Friday, August 17, 2018, 5:00 p.m.**
6. If you have read everything in the renewal kit and followed the instructions, but want more information, contact Whitney Roux, Civic Art Project Manager at wroux@sandiego.gov.

What is included in the option to renew kit?

1. One set of renewal instructions
2. One renewal completion checklist
3. One complete letter and one duplicate copy, stating the renewal, unsigned
4. One "Declaration in Lieu" of required commercial auto liability insurance, unsigned
5. One "Declaration in Lieu" of required workers' compensation insurance, unsigned

Where to submit a complete and accurate option to renew kit:

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 letter can I ask for reimbursement?

To request reimbursement, an organization needs two things: a fully executed renewal letter signed by all parties and a purchase order number. On average it takes 90 days from the date that an organization submits their materials 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 FY18 contract and review the visuals from the contract technical assistance workshop.
- Share the insurance requirements found in Article VII of the FY18 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 automobile liability 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.
- **Questions about invoicing and payments?** Ready to invoice? First, check whether your

organization is in possession of both a renewal letter, signed by all the necessary parties 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 OPTION TO RENEW COMPLETION CHECKLIST

REQUIRED CONTRACT MATERIALS

- One letter, **signed**
- One duplicate copy, **signed**

REQUIRED INSURANCE INFORMATION

- Certificate of Insurance:
 - Commercial general liability insurance
 - Commercial automobile liability insurance
 - Workers' compensation insurance, if applicable
- Additional Insured Endorsement, with correct language, for commercial general liability insurance
- Proof of Primary/Non-Contributory coverage for commercial general liability insurance
- Waiver of Subrogation for 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**