
FREQUENTLY ASKED QUESTIONS (FAQS)

Updated: October 13, 2015

Q. What address should we include on the insurance documents?

- A. City of San Diego, 1200 Third Avenue, Suite 200, San Diego CA 92101. If your insurance broker/provider is planning to mail papers to this address, please *ALSO* have the same documents emailed to jnoland@sandiego.gov
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Q. What is Exhibit A? Where is the Exhibit A form we have used in the past?

- A. Your FY16 application for funding *IS* the Exhibit A. We have included in it your contract kit for your review. You can either mail it back to us in your contract kit or we will print another copy to add to your kit when it arrives back in our office. The old form has been disappeared.
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Q. This seems too easy. We're afraid we're doing something wrong. Are we?

- A. No, you are not doing anything wrong. It really is this easy. Just follow the directions provided in the contract kit and send back the required materials. You can also send us a note to share your opinion about our new procedures and materials.
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Q. If my organization does not own an auto and, therefore does not carry insurance for "Any Auto," then the only thing we have to submit is the optional "Declaration In Lieu of Required Commercial Automobile Liability Insurance Policy" form, correct?

- A. That is incorrect. If your organization does not own an auto and does not carry insurance for "Any Auto," you must provide insurance certificates and endorsements evidencing your organization's insurance coverage for "non-owned" and "hired" autos *IN ADDITION* to submitting the "Declaration In Lieu of Required Commercial Automobile Liability Insurance Policy" form. Link to the form: <http://www.sandiego.gov/arts-culture/pdf/waiverauto.pdf>
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Q. If my organization does not have any employees and, therefore does not have Workers' Compensation insurance coverage, then the only thing we have to submit is the optional "Optional Declaration In Lieu of Required Workers' Compensation Insurance Policy" form, correct?

- A. That is correct. If your organization does not have any employees and, therefore, does not have Workers' Compensation insurance coverage, then the only thing you have to submit is the optional "Declaration In Lieu of Required Workers' Compensation Insurance Policy" form. Link to the form: <http://www.sandiego.gov/arts-culture/pdf/waiverworkerscomp.pdf>



Q. When can I submit my first invoice (a.k.a. Request for Payment)?

A. After you have been given 1) a purchase order number and 2) a fully signed contract. Invoices submitted prematurely will not be accepted. The Commission for Arts and Culture (Commission) is responsible for meeting the City Comptroller's guidelines for paying invoices within 30 days of receipt, which we cannot do if we accept premature, incomplete or inaccurate invoices.

Q. The insurance requirements are overwhelming/confusing. Can you help?

A. Start by showing the City of San Diego's (City) insurance requirements to your insurance broker. It is reasonable to expect that your insurance broker will understand what the City is requesting. However, if your insurance broker does not understand, then proceed with contacting your insurance provider. Show the provider the City's insurance requirements. It is reasonable to expect that your insurance provider will understand what the City is requesting. If you have communicated with your insurance broker and your insurance provider and are still having problems, then contact Commission staff.

Q. On the Contract Kit Preparation Checklist for Contractors there is an asterisk after the item Exhibit A: Scope of Services* and after Electronic Funds (EFT) Enrollment Form*, but the asterisks are not connected to any notes at the bottom. What do the asterisks mean?

A. The asterisks are typos. Please disregard.

This list will be posted to the Commission's website -- www.VibrantCultureVibrantCity.com -- and it will be expanded as more questions arise. Check back.