

Contracting with the City of San Diego

FY18 OSP and CCSD Contracts



Welcome





Who do I contact for help?

FY18 Contracts, Requests for Payment & Final Reports:

Whitney Roux,
Arts and Culture Funding Programs
Coordinator

P: 619. 236. 6798

E: wroux@sandiego.gov





FY 2018 Fast Facts

Organizational Support Program

- 88 Funded
- Allocated: \$10,632,147

Creative Communities San Diego

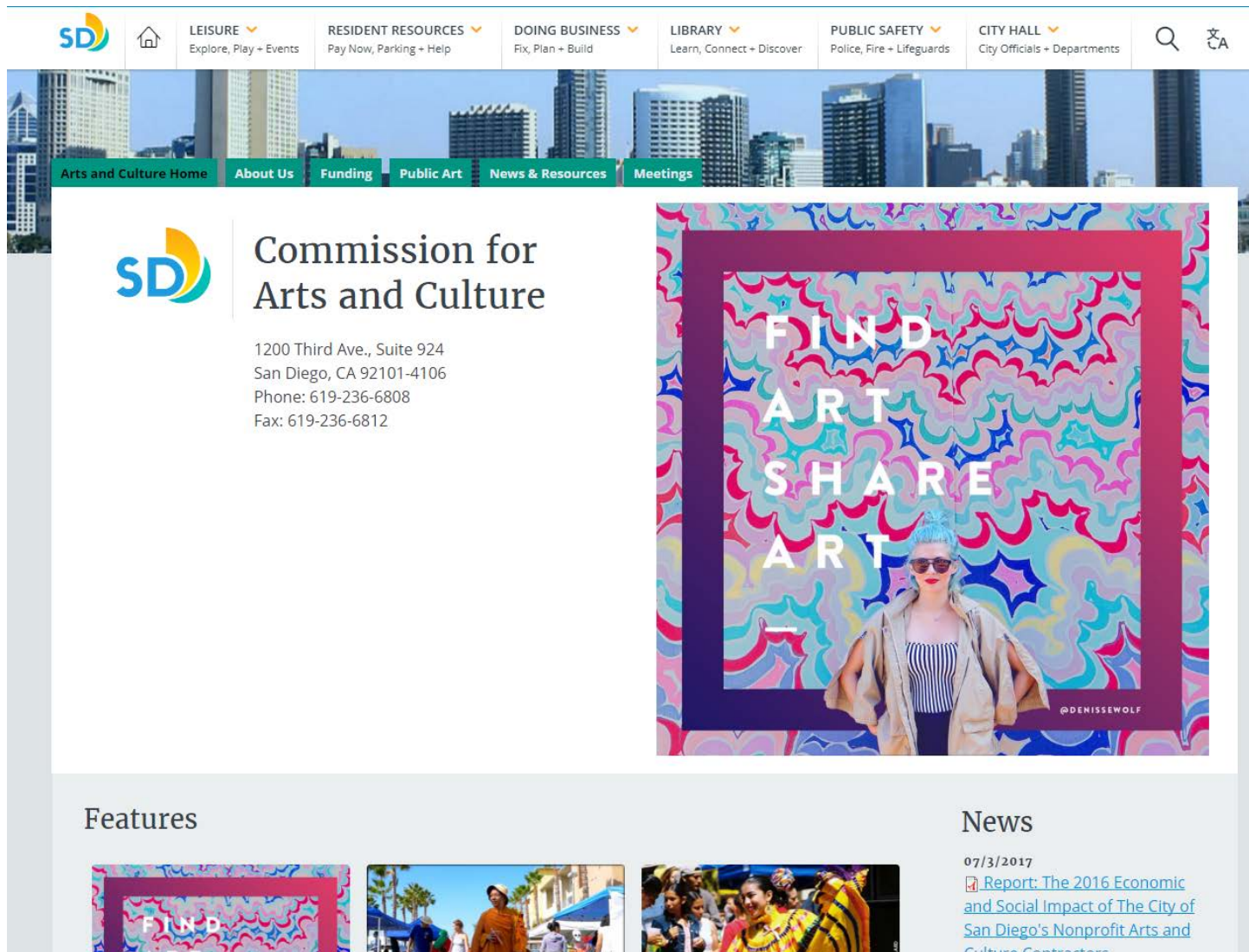
- 45 Funded
- Allocated: \$1,168,789

Contract Period is from July 1, 2017 – June 30, 2018.





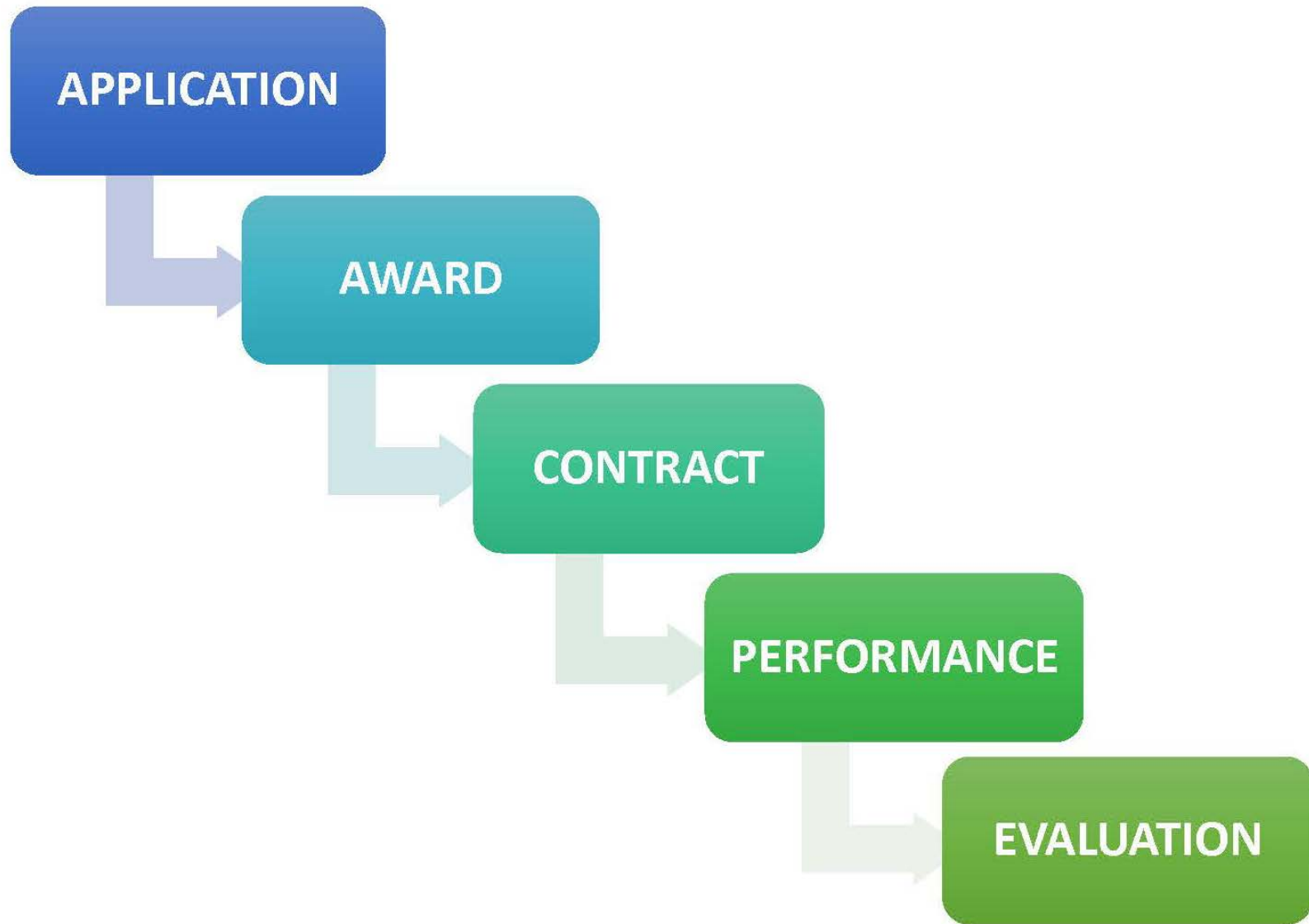
Where can I find all this info?



www.sandiego.gov/arts-culture/funding



What is the funding process?

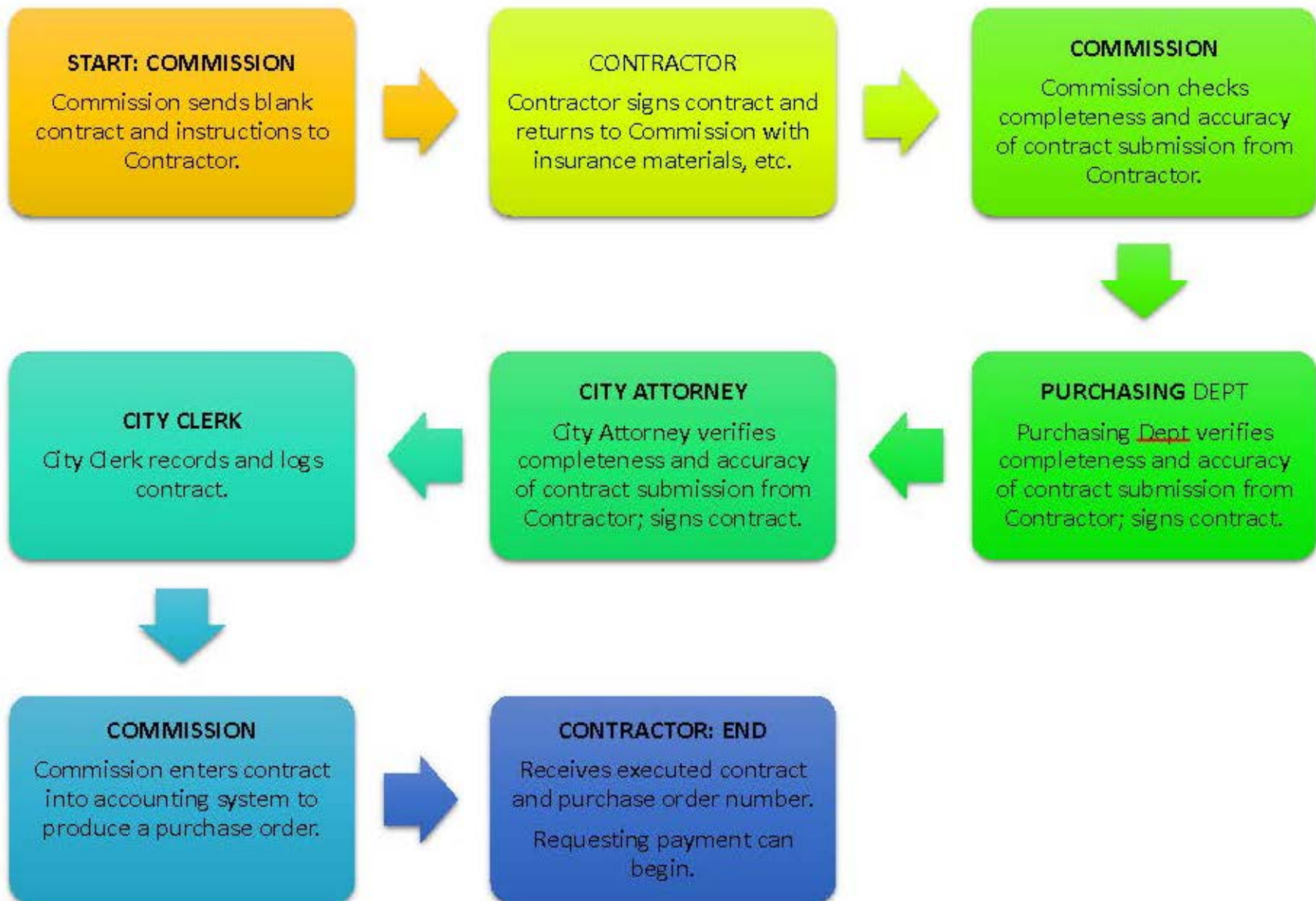




Contract's Journey Through the City



What is the contract process?





Goal!

ORIGINAL

**CONTRACT BETWEEN CITY OF SAN DIEGO
AND BALBOA PARK ONLINE COLLABORATIVE INC.
FOR FISCAL YEAR 2017**

ARTS AND CULTURE TRANSIENT OCCUPANCY TAX ALLOCATIONS

This Contract **FY17OSP-20-2105617** is made and entered into between City of San Diego, a municipal corporation (City), and **BALBOA PARK ONLINE COLLABORATIVE INC.**, a nonprofit organization (Contractor), for City to provide funding to Contractor to provide arts and culture services pursuant to Council Policy 100-03 Transient Occupancy Tax.

RECITALS

- A. Contractor has applied for and been awarded Transient Occupancy Tax (TOT) funding from the Arts, Culture and Community Festivals (ACCF) category as provided for in Council Policy 100-03. Contractor is a legally constituted private nonprofit organization operating in the field of arts and culture.
- B. This Contract is made to further the purpose of the ACCF funding category of TOT: to enhance the economy and contribute to San Diego's reputation as a cultural destination by nurturing and maintaining art and culture institutions of national and international reputation; by supporting programs and projects that provide access to excellence in culture and the arts for residents and visitors; and by funding programs and events which enrich the lives of the people of San Diego and build healthy, vital neighborhoods.
- C. ACCF funding is allocated for either the Organizational Support Program (OSP) subcategory which provides annual, ongoing, general operating support for nonprofit, tax exempt arts and culture organizations with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism; or the Creative Communities San Diego Program (CCSD) subcategory. CCSD encompasses the Festivals and Celebrations Program, which provides project support to community-based festivals, parades, and other celebrations, with an emphasis on projects which promote neighborhood pride and community reinvestment, and the Neighborhood Arts Program funds projects that make arts and culture activities more available and accessible in San Diego neighborhoods and encourage people of diverse backgrounds and ages to share their heritage and culture.
- D. The services to be performed by Contractor are of such nature that City is currently not performing and that the interests of City are better served by Contractor's activities than by the performance of such a program by City.

The Parties agree as follows:

Document No. **C-17058**
Filed **DEC 12 2016**
Office of the City Clerk
San Diego, California



**City of San Diego
PURCHASE ORDER**

PO No. **4500086961**

Date: 01/13/2017 Page 1 of 1

Ship To: COMMISSION FOR ARTS & CULTURE 1200 THIRD AVENUE, SUITE 924 SAN DIEGO CA 92101-4106	Bill To: COMMISSION FOR ARTS & CULTURE 1200 THIRD AVENUE, SUITE 924 SAN DIEGO CA 92101-4106	Billing Contact: VICTORIA SUMMERS Telephone: E-Mail: vsummers@sandiego.gov
Vendor: BALBOA PARK ONLINE COLLABORATIVE INC. For ACH Payment 2131 Pan American Plz San Diego CA 92101-1683		Terms: within 30 days Due net Delivery Terms: FOB Destination
Vendor ID: 10027529 Telephone: (619) 819-8331 E-Mail: msuposs@bpoc.org		Buyer: Christopher Moore Telephone: 619-236-7254 E-Mail: CMoore@sandiego.gov

Line #	Item ID/Description	Del.Date	Quantity/UM	Unit Price	Extended Price
1	"DEPARTMENT OPEN FOR FY17 TOT CONTRACT" Department Contact is: Whitney Roux Email: wroux@sandiego.gov Phone: 619-236-6798 "Certificate of Insurance to be updated as required" Reimbursement to Balboa Park Online Collaborative Inc. FY17 TOT Allocations Agreement for period July 1, 2016 - June 30, 2017 per Ordinance 20659	06/30/2017	91,886 EA	USD 1.00	USD 91,886.00
----	Item partially delivered				

Notes: The Terms and Conditions of this Purchase Order are available at http://sandiego.gov/purchasing/		Line Item Total	\$ 91,886.00
		Tax	\$ 0.00
IMPORTANT! To ensure prompt payments, PO # must appear on all shipments and invoices; all invoices must be directed to Billing Contact person at Bill-To address listed above		PO Total	\$ 91,886.00

Rev 04 - 16



Complete Contract Kit

**Contract with
Exhibit A, &
Declaration in
Lieu(s), Living
Wage
Exemption Form**



**Contractor's Insurance
Information**

**Contractor's
State and Federal
Charity Registrations**



What is included in the contract kit?

- One set of instructions for completing a contract kit
- One contract kit completion checklist
- One complete contract, unsigned
- One duplicate of the contract signature page
- One Exhibit A: Scope of Services
- One “Declaration in Lieu” of Required Auto Insurance
- One “Declaration in Lieu” of Required Workers’ Compensation Insurance
- Living Wage Application for Exemption



Exhibit A – Scope of Services

Exhibit A is:

The scope of services that the Contractor is required to provide under this contract.

All contractors should review Exhibit A and are expected to measure then report on the outcomes at the end of the contract period.



What are the insurance requirements?

- Commercial General Liability (CGL)
- Commercial Auto Liability (Auto)
- Workers Compensation (WC)

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 12/2/2015	
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
PRODUCER Alliant Insurance Services, Inc. 916-643-2700 2180 Harvard Street, Suite 460 Sacramento CA 95815			CONTACT NAME: PHONE: FAX: 916-643-2750 E-MAIL: ADDRESS:		
INSURED ABC Corporation 123 B Street Sacramento, CA 95816			INSURER(S) AFFORDING COVERAGE INSURER A: Indemnity Insurance Company of N A 43575 INSURER B: Everest National Insurance Company 10120 INSURER C: ACE Fire Underwriters Insurance Com 20702 INSURER D: INSURER E: INSURER F:		
COVERAGES CERTIFICATE NUMBER: 239115308 REVISION NUMBER:					
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		SAMPLE	1/1/2015	1/1/2016
					LIMITS EACH OCCURRENCE \$1,000,000 PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPROP AGG \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SAMPLE	1/1/2015	1/1/2016
					COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		SAMPLE	1/1/2015	1/1/2016
					<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)					
CERTIFICATE HOLDER The City of San Diego Purchasing and Contracting 1200 Third Avenue, 2 nd Floor San Diego, CA 92101			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE		
ACORD 25 (2014/01) The ACORD name and logo are registered marks of ACORD © 1988-2014 ACORD CORPORATION. All rights reserved.					



Insurance Documents Required

- Certificate of Insurance
- CGL: Additional Insured Endorsement
- CGL: Primary and Non-Contributory Coverage
- WC: Waiver of Subrogation
- Any required Declaration in Lieu

ACORD [®] CERTIFICATE OF LIABILITY INSURANCE										DATE (MM/DD/YYYY) 12/2/2015	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.											
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PRODUCER Alliant Insurance Services, Inc. 916-643-2700 2180 Harvard Street, Suite 460 Sacramento CA 95815						CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): 916-643-2750 E-MAIL: ADDRESS:					
INSURED ABC Corporation 123 B Street Sacramento, CA 95816						INSURER(S) AFFORDING COVERAGE INSURER A: Indemnity Insurance Company of N A 43575 INSURER B: Everest National Insurance Company 10120 INSURER C: ACE Fire Underwriters Insurance Com 20702 INSURER D: INSURER E: INSURER F:					
COVERAGES CERTIFICATE NUMBER: 239115308 REVISION NUMBER:											
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INSR LTR	TYPE OF INSURANCE	ADOL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		SAMPLE	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> EACH OCCURRENCE \$1,000,000 <input checked="" type="checkbox"/> PRODUCTS - COMPROP AGG \$2,000,000 PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000					
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		SAMPLE	1/1/2015	1/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$					
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$					
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	SAMPLE	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000					
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)											
CERTIFICATE HOLDER The City of San Diego Purchasing and Contracting 1200 Third Avenue, 2 nd Floor San Diego, CA 92101						CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE					
© 1988-2014 ACORD CORPORATION. All rights reserved.											
ACORD 25 (2014/01)				The ACORD name and logo are registered marks of ACORD							



Additional Insured Endorsement

Required for:

- Commercial General Liability

Required to have:

- "City of San Diego, its respective elected officials, officers, employees, agents and representatives."
- The Policy Number needs to be on top.

POLICY NUMBER: 2018CC201	COMMERCIAL GENERAL LIABILITY
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – (FORM B)	
This endorsement modifies insurance provided under the following: COMMERCIAL GENERAL LIABILITY COVERAGE PART.	
SCHEDULE	
Name of Person or Organization: <u>City of San Diego, its respective elected officials, officers, employees, agents and representatives</u>	
(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)	
WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.	



Additional Insured Endorsement

POLICY NUMBER: 2018CC201

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
<u>City of San Diego, its respective elected officials, officers, employees, agents and representatives</u>	

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Primary/Non-Contributory

Required for:

- Commercial General Liability

Can be an endorsement or a page from insurance policy document.

Required to have:

- Policy number on top

Policy #: 2018CC201	COMMERCIAL GENERAL LIABILITY CG 20 01 04 13
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.	
PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION	
This endorsement modifies insurance provided under the following:	
COMMERCIAL GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART	
The following is added to the Other Insurance Condition and supersedes any provision to the contrary:	(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.
Primary And Noncontributory Insurance This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:	
(1) The additional insured is a Named Insured under such other insurance; and	



Insurance Samples – Policy Provisions

BUSINESS LIABILITY COVERAGE FORM

Policy #: 2017CC201

This Paragraph f. applies separately to you and any additional insured.

3. Financial Responsibility Laws

a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.

b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or

b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

a. As if each Named Insured were the only Named Insured; and

b. Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations

a. **When You Accept This Policy**

By accepting this policy, you agree:

(1) The statements in the Declarations are accurate and complete;

(2) Those statements are based upon representations you made to us; and

(3) We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. **Primary Insurance**

This insurance is primary except when b. below applies. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.

b. **Excess Insurance**

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) **Your Work**

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) **Premises Rented To You**

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) **Tenant Liability**

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) **Aircraft, Auto Or Watercraft**

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section A. – Coverages.

(5) **Property Damage To Borrowed Equipment Or Use Of Elevators**

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion k. of Section A. – Coverages.

Page 16 of 24

Form SS 00 08 04 05



Insurance Samples – Waiver of Subrogation

Required for:

- Workers Compensation Insurance

Required to have:

- "City of San Diego, its respective elected officials, officers, employees, agents and representatives"
- Policy number on top

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

Policy #: 2018CC201

WC 99 04 02 C
(Ed. 9-14)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 5% of the applicable manual premium otherwise due on such remuneration subject to a policy maximum charge for all such waivers of 5% of total manual premium.

The minimum premium for this endorsement is .

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Specific Waiver

Person/Organization: City of San Diego, its respective elected officials, officers, employees, agents and representatives

Job Description:

Waiver Premium:

Class **State** **Payroll Subject to Waiver**

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

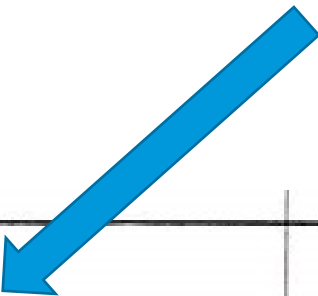
Endorsement Effective: Policy No.: Endorsement No.:
Insured: Premium \$
Insurance Company:
WC 99 04 02C
(Ed. 9-14) Countersigned by _____



Insurance Samples – In Lieu Forms

Who should sign an **Declaration in Lieu - Auto Liability?**

- Your organization does not currently own any vehicles, and
- Your organization carries auto liability insurance for *hired* & *non-owned* autos




	OTHER.		
C	AUTOMOBILE LIABILITY		
	<input type="checkbox"/>	ANY AUTO	
		ALL OWNED AUTOS	<input type="checkbox"/>
	X	HIRED AUTOS	X
			SCHEDULED AUTOS NON-OWNED AUTOS
	UMBRELLA LIAB		OCCUR
	EXCESS LIAB		CLAIMS-MADE
	DED	RETENTION \$	



Insurance Samples – In Lieu Forms

Who should sign an **Declaration in Lieu - Workers Compensation?**

	DED	RETENTION
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<div>Y / N <input type="checkbox"/></div> <div>N / A</div>



- Your organization has no paid employees, and
- All work to be performed under the contract is done solely by volunteers



Tips for getting your insurance right

- Carefully read Article VII of the contract.
- Review this presentation.
- Share the insurance requirements found in Article VII of the contract and the visuals from this workshop with your organization's insurance broker.
- Verify that your organization's insurance policies will not expire in the next 90 days.



State & Federal Registrations

CA Dept. of Justice Charity Registration

- <http://rct.doj.ca.gov>
- Status Needed: Current

CA Secretary of State

- <http://kepler.sos.ca.gov/>
- Status Needed: Active

System for Awards Management

- www.sam.gov
- Status Needed: Active or No Results

Department of Industrial Relations

- <http://www.dir.ca.gov/dlse/debar.html>
- Organization is not listed as debarred



Status Needed: Active

Secretary of State Main Website

Business Programs

Notary & Authentications

Elections

Campaign & Lobbying

Business Entities (BE)

Online Services

- E-File Statements of Information for Corporations
- Business Search
- Processing Times
- Disclosure Search

Main Page

Service Options

Name Availability

Forms, Samples & Fees

Statements of Information (annual/biennial reports)

Filing Tips

Information Requests (certificates, copies & status reports)

Service of Process

Business Search

This search provides access to domestic stock, domestic nonprofit and qualified foreign corporations, limited liability companies, and the names and addresses of the principals of the entity, order a copy of the last complete Statement of Information, ordering certificates, copies of documents and/or status reports or to request a more extensive search.

Please note: This search is not intended to serve as a name availability search. For information on checking or reserving a name, refer to [Name Availability](#).

To conduct a search:

- Select the applicable search type.
- Enter the entity name or number you wish to search. Note: If entering the entity number of a corporation, it must be the full number.
- Select the **Search** button.
- For help with searching an entity name or number, refer to [Search Tips](#).

Search Type:

- ☒ Corporation Name
- ☐ Limited Liability Company/Limited Partnership Name
- ☐ Entity Number

Entity Name: Old Globe Theatre

Search

Authentications

Elections

Campaign & Lobbying

State Archives

Business Search - Results

Data is updated to the California Business Search on Wednesday and Saturday mornings. Results reflect work processed as of the date and time the search was performed. Results provided is not a complete or certified record of an entity.

Select an entity name below to view additional information. Results are listed alphabetically in ascending order by entity name. For information on checking or reserving a name, refer to [Name Availability](#).

For information on ordering certificates, copies of documents and/or status reports or to request a more extensive search, refer to [Search Tips](#).

For descriptions of the various fields and status types, refer to [Field Descriptions and Status Definitions](#).

Results for " OLD GLOBE THEATRE " returned 1 entity record.

Entity Number	Date Filed	Status	Entity Name	Agent for Service of Process
C0170125	02/03/1937	ACTIVE	OLD GLOBE THEATRE	MICHAEL G. MURPHY

Modify Search

New Search



System for Awards Management

Status Needed: Active or No Results

SAM
SYSTEM FOR AWARD MANAGEMENT

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO

Search Records

Search Tips to Get Started:

- Looking for entity registration records or entity exclusion records in SAM? Use **Quick** CAGE Code. Use **Advanced Search** to structure your search using multiple categories.
- Are you a Federal government employee? Create a SAM user account with your government information and registrants who chose to opt out of the public search.
- Conducting small business-focused research? In addition to what is contained in SAM, (SBA) supplemental information about themselves. Use the [SBA's Dynamic Small Business](#)
- Trying to find a contractor participating in the Disaster Response Registry? Use the [Disaster Response Registry](#) to provide debris removal, distribution of supplies, reconstruction, and other disaster or

QUICK SEARCH:

Enter your specific search term
(Example of search term includes the entity's name, etc.)

DUNS Number Search: Enter DUNS number ONLY

CAGE Code Search: Enter CAGE code ONLY

SEARCH Need Help?

Save PDF Export Results Print

Sort by Modified Date Order by Descending

Your search for "Old* Globe* Theatre*" returned the following results...

Entity OLD GLOBE THEATRE **Status: Active** +

DUNS: 073575052 CAGE Code: 4BoTo View Details

Has Active Exclusion?: No DoDAAC:

Expiration Date: 01/14/2017 Delinquent Federal Debt? No

Case of Registration: Federal Assistance

Result page 0 of 0 Sort by Modified Date Order by Descending

FILTER RESULTS No records found for current search.

☒ Active ☒ Inactive

By Functional Area

☐ Entity Management ☐ Performance Information

Apply Filters

Note: Filters are case sensitive



Status Needed: CURRENT

State of California Department of Justice
Office of the Attorney General

Kamala D. Harris
Attorney General

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Search the Files of the Registry of Charitable Trusts

- Welcome to the search page of the Registry of Charitable Trusts (RCT). Here you are able to search for information on charities, charity fundraising professionals, and raffle registrants.
- This search page provides access to information about various types of entities that are registered with the Registry of Charitable Trusts. With a few exceptions, it does not currently provide access to electronic copies of documents filed with the Registry. Electronic copies of filings by certain registrants, such as the annual financial reports filed by commercial fundraisers for charitable purposes, are available elsewhere on the Charities website. Access to these reports is available at CFR search.
- Please enter search criteria below to start your search. Enter data in any field. Remember, the fewer your search criteria, the broader the range of the results that will be obtained by your search. For example, if you search using a name or federal employer identification number (FEIN) and leave the Registration Type or the Record Type fields blank, your results may return multiple registrations for the entity. It may be, for example, that the entity is registered both as a charity and as an organization conducting raffles.
- If you have partial information, you may use a wildcard search by placing an asterisk at the beginning or end of the search terms entered. For example, if you are not sure whether a name is spelled Alan or Allen, enter Al* to search.
- Searches by just Secretary of State or Franchise Tax Board Number or just FEIN can be slow. Searches using both of those numbers return results relatively quickly.
- For help using and interpreting the results from the Registry Search, please review [Registry Search Feature - Tips for use and definition of the codes.](#)

Record Type: All
Registration Type: All
Secretary of State or Franchise Tax Board Number:
State Charity Registration Number:
Organization Name: Outside the Lens
DBA:
FEIN (numbers only):
Registration Status: All
County:
City:
State: --All--
ZIP Code:
Search Clear

State of California Department of Justice
Office of the Attorney General

Kamala D. Harris
Attorney General

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For more detailed information on an organization's registration, click on the Organization Name from the alphabetical list below. If there are additional pages of the search results, there will be clickable page numbers at the bottom of the list. The maximum number of pages is 25 so if you do not find the organization for which you are searching, click the 'Search Again' button and change the search criteria.

Search Again

Organization Name	Registration Number	Record Type	Registration Status	City	State	Registration Type	Record Type
<u>OUTSIDE THE LENS</u>	CT0157511	Charity	Current	SAN DIEGO	CA	Charity Registration	Charity
1							



Living Wage Ordinance Application for Exemption

Who should fill out this form:

- Orgs where the highest paid employee's compensated is not more than 8x the lowest paid employee's compensation.
- If the highest paid employee's compensated is more than 8x the lowest paid employee's compensation, please request Living Wage Compliance form from staff.

The City of
SAN DIEGO
Purchasing & Contracting
Equal Opportunity Contracting

Complete this form and return via Email
to: ContactLWO@sandiego.gov

**LIVING WAGE ORDINANCE
APPLICATION FOR EXEMPTION**

COMPANY INFORMATION	
Company Name:	
Company Address:	
Company Contact Name:	Contact Phone:

CONTRACT INFORMATION	
Contract Number (if no number, state location):	Start Date:
Contract Title (or description):	End Date:
Purpose/Service Provided:	

EXEMPTION BASIS
Check one option and submit required supporting documentation.
<input type="checkbox"/> Business employs 12 or fewer employees , including parent and subsidiary entities, for each working day in each of 20 or more calendar weeks in current or preceding calendar year and, in the City's determination, will not need to retain more than a total of 12 employees (including subcontractors) to perform work related to the City contract. SDMC section 22.4215 (c)(1). Required documentation: Correspondence on company letterhead and signed by a legally authorized officer documenting number of employees and listing subcontractors AND copy of firm's State of California Employment Development Department Quarterly Contribution Return and Report of Wages (Continuation) [form DE9C] for prior two quarters AND list of subcontractors AND copy of Purchase Agreement or Purchase Order.
<input type="checkbox"/> Business organized under IRS section 501(c)(3) and highest officer's salary, when calculated on an hourly basis, is less than eight times the hourly wage rate of the lowest paid covered employee. SDMC section 22.4215 (c)(2). Required documentation: Copy of IRS letter recognizing status as non-profit organized under section 501(c)(3) AND statement of salary listing corporation's highest paid officer and lowest paid worker, both computed on an hourly basis AND copy of Purchase Agreement or Purchase Order.
<input type="checkbox"/> Collective Bargaining Agreement specifically (in writing) supersedes the Living Wage Ordinance. SDMC section 22.4240. Required documentation: Copy of collective bargaining agreement OR written confirmation from union representing employees working on the contract AND copy of Purchase Agreement or Purchase Order.
<input type="checkbox"/> Other – Cite LWO Municipal Code section: _____ (a) Required documentation: Correspondence with explanation of basis for exemption request AND copy of Purchase Agreement or Purchase Order.

CONTRACTOR CERTIFICATION	
By signing, the contractor certifies under penalty of perjury under laws of the State of California that information submitted in support of this application is true and correct to the best of the contractor's knowledge.	
Name of Signatory	Title of Signatory
Signature	Date
Approval of this application exempts only the listed contractor from the LWO during performance of this contract. A subcontractor performing work on this contract is not exempt unless separate exemption is applied for and approved.	

FOR OFFICIAL CITY USE ONLY		
<input type="checkbox"/> Not Approved – Reason:	LWO Analyst:	Date:
<input type="checkbox"/> Approved		

LWP-001 (07/10/2017)



Required Documents:

- IRS Letter of Determination
- On your organization's letterhead, a statement of the highest paid and lowest paid employee's compensation computed on an hourly basis

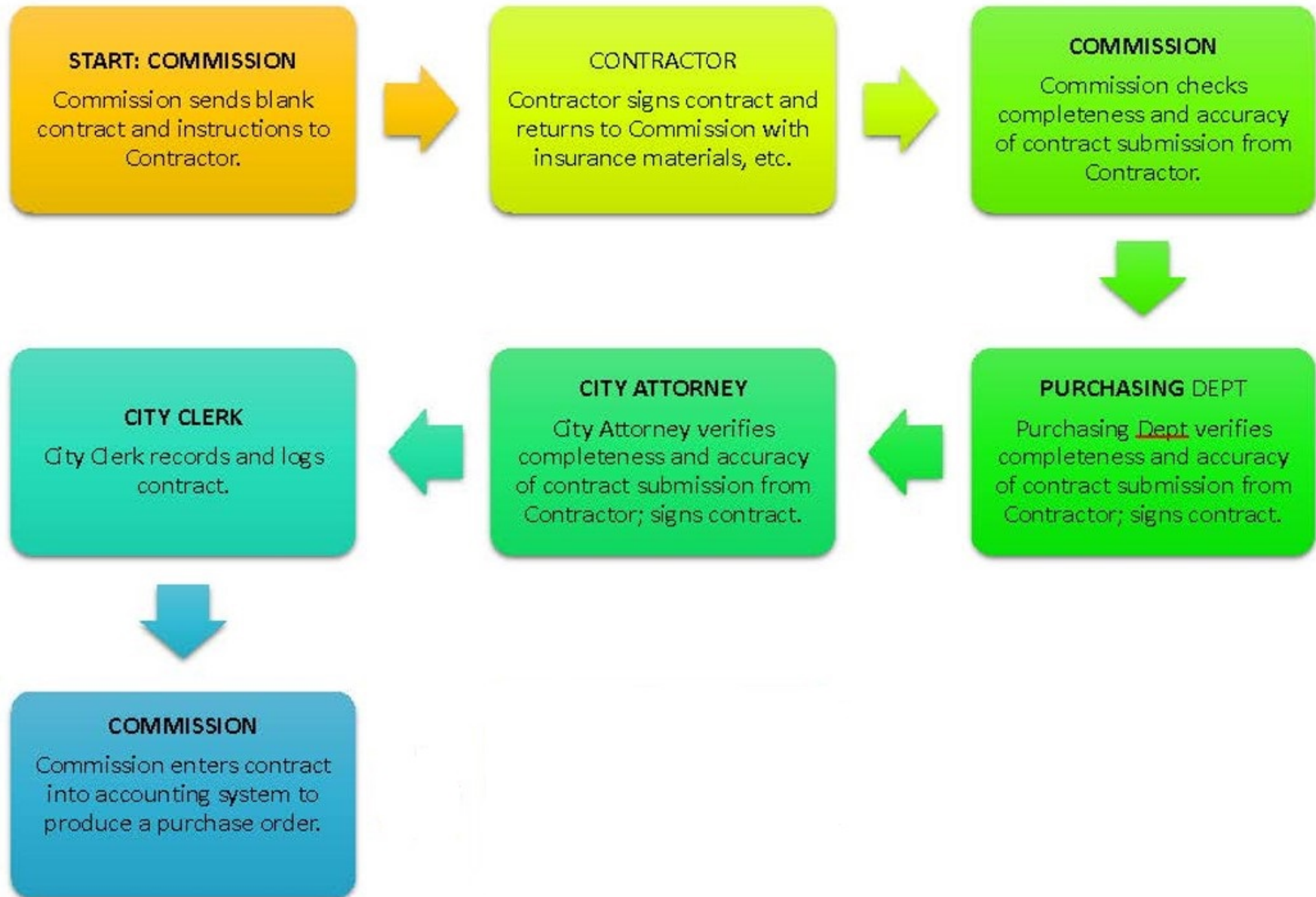


How can I expedite the process?

- Send complete and accurate insurance documents and keep the documents fresh throughout the year.
- Verify that your organization's status with state and federal agencies is – and stays – “active”/“current”.
- Designate one person in your organization to be the point of contact for Commission staff.



I turned in my kit, what happens next?







Contract Process is Complete

ORIGINAL

**CONTRACT BETWEEN CITY OF SAN DIEGO
AND BALBOA PARK ONLINE COLLABORATIVE INC.
FOR FISCAL YEAR 2017**

ARTS AND CULTURE TRANSIENT OCCUPANCY TAX ALLOCATIONS

This Contract **FY17OSP-20-2105617** is made and entered into between City of San Diego, a municipal corporation (City), and **BALBOA PARK ONLINE COLLABORATIVE INC.**, a nonprofit organization (Contractor), for City to provide funding to Contractor to provide arts and culture services pursuant to Council Policy 100-03 Transient Occupancy Tax.

RECITALS

- A. Contractor has applied for and been awarded Transient Occupancy Tax (TOT) funding from the Arts, Culture and Community Festivals (ACCF) category as provided for in Council Policy 100-03. Contractor is a legally constituted private nonprofit organization operating in the field of arts and culture.
- B. This Contract is made to further the purpose of the ACCF funding category of TOT: to enhance the economy and contribute to San Diego's reputation as a cultural destination by nurturing and maintaining art and culture institutions of national and international reputation; by supporting programs and projects that provide access to excellence in culture and the arts for residents and visitors; and by funding programs and events which enrich the lives of the people of San Diego and build healthy, vital neighborhoods.
- C. ACCF funding is allocated for either the Organizational Support Program (OSP) subcategory which provides annual, ongoing, general operating support for nonprofit, tax exempt arts and culture organizations with an emphasis on the delivery of programs and services that impact San Diego's quality of life and tourism; or the Creative Communities San Diego Program (CCSD) subcategory. CCSD encompasses the Festivals and Celebrations Program, which provides project support to community-based festivals, parades, and other celebrations, with an emphasis on projects which promote neighborhood pride and community reinvestment, and the Neighborhood Arts Program funds projects that make arts and culture activities more available and accessible in San Diego neighborhoods and encourage people of diverse backgrounds and ages to share their heritage and culture.
- D. The services to be performed by Contractor are of such nature that City is currently not performing and that the interests of City are better served by Contractor's activities than by the performance of such a program by City.

The Parties agree as follows:

Document No. **C-17058**
Filed **DEC 12 2016**
Office of the City Clerk
San Diego, California



**City of San Diego
PURCHASE ORDER**

PO No. **4500086961**

Date: 01/13/2017 Page 1 of 1

Ship To: COMMISSION FOR ARTS & CULTURE 1200 THIRD AVENUE, SUITE 924 SAN DIEGO CA 92101-4106		Bill To: COMMISSION FOR ARTS & CULTURE 1200 THIRD AVENUE, SUITE 924 SAN DIEGO CA 92101-4106	Billing Contact: VICTORIA SUMMERS Telephone: E-Mail: vsummers@sandiego.gov
Vendor: BALBOA PARK ONLINE COLLABORATIVE INC. For ACH Payment 2131 Pan American Plz San Diego CA 92101-1683		Terms: within 30 days Due net Delivery Terms: FOB Destination Buyer: Christopher Moore Telephone: 619-236-7254 E-Mail: CMoore@sandiego.gov	
Vendor ID: 10027529 Telephone: (619) 819-8331 E-Mail: msuposs@bpoc.org			

Line #	Item ID/Description	Del.Date	Quantity/UM	Unit Price	Extended Price
1	"DEPARTMENT OPEN FOR FY17 TOT CONTRACT" Department Contact is: Whitney Roux Email: wroux@sandiego.gov Phone: 619-236-6798 "Certificate of Insurance to be updated as required" Reimbursement to Balboa Park Online Collaborative Inc. FY17 TOT Allocations Agreement for period July 1, 2016 - June 30, 2017 per Ordinance 20659	06/30/2017	91,886 EA	USD 1.00	USD 91,886.00
----	Item partially delivered				

Notes: The Terms and Conditions of this Purchase Order are available at <http://sandiego.gov/purchasing/>

Line Item Total	\$ 91,886.00
Tax	\$ 0.00
PO Total	\$ 91,886.00

IMPORTANT!
To ensure prompt payments, PO # must appear on all shipments and invoices; all invoices must be directed to Billing Contact person at Bill-To address listed above

Rev 04 - 16



Requests for Payment

Organizational Support Program

- Min: 1 invoice
- Max: 4 invoices
- Does not need to be every three months

Creative Communities San Diego

- Min: 1 invoice
- Max: 2 invoices
- Must be submitted within 90 days of completion of the sponsored project or the execution of the contract



Requests for Payment

OSP and CCSD:

- Cannot submit a final request for payment until two things happen:
 1. Services have been completed;
 2. Final Performance Report has been submitted.
- All requests must show line items for eligible expenses and equivalent matching income.
- Electronic Funds Transfer forms are available for download.
- Download the request for payment form with instructions on the Commission's website.



Acknowledgement

All contractors are required to acknowledge City support in printed materials for their programs or event. Include the credit: *Financial support is provided by the City of San Diego.*

If you received support from only the Commission:

- Use the Commission for Arts and Culture Department Logo

If you received support from the Commission and other City departments including Libraries, City Council, Parks and Rec.:

- Use the City of San Diego Logo

Download the City and Commission logos here: <https://www.sandiego.gov/arts-culture/funding>



Office Hours Available

When: Every Thursday from August 17-September 7, from 9:00 a.m.-12:00 p.m.

Where: Appointments take place in person at the Commission for Arts and Culture office, located at 1200 Third Avenue, Suite 924 in downtown, San Diego, or via phone.

To sign up for an appointment, go to www.sandiego.gov/arts-culture/funding, under *Managing your organization's FY18 Contract* look for the link to sign up.

Questions?