



ARTS AND CULTURE ADVISORY COMMISSION MEETING AGENDA

Thursday, May 21, 2020
4:30 p.m.
Dallas City Hall
1500 Marilla Street
Dallas, Texas 75201

THIS WILL BE A VIDEOCONFERENCE

This meeting will be conducted by videoconference. Members of the public who wish to speak must sign up online at DallasCulture.org/publicspeakers, or call (214) 670-3687 extension 4 by noon on the day of the meeting. The public may listen in on the meeting via the Public Affairs and Outreach stream of the Arts and Culture Advisory Commission meeting on Spectrum Cable Channel 95 and bit.ly/cityofdallastv.

Call to Order

VOTING AGENDA ITEMS

1. Approval of minutes of the February 20, 2020, Arts and Culture Advisory Commission special-called meeting
2. Approval of minutes of the February 20, 2020, Arts and Culture Advisory Commission meeting

PUBLIC ART COMMITTEE

3. Recommendation in support of artist Laura Elizabeth Walters Abrams for the commission of artwork located at 6179 Everglade Road (Council District 7) - Not to exceed \$10,000.00 - Financing: Streets and Thoroughfares Fund (1995 Bond Funds)
4. Recommendation in support of artist Terri Stone for the commission of artwork at Fire Station 46 located at 331 East Camp Wisdom Road (Council District 3) - Not to exceed \$58,000.00 - Financing: Public Safety (G) Fund (2017 Bond Funds)
5. Recommendation in support of artist Terri Stone for the commission of artwork at Fire Station 59 located at 7097 North Jim Miller Road (Council District 8) - Not to exceed \$60,000.00 - Financing: Public Safety (G) Fund (2017 Bond Funds)
6. Recommendation in support of 2020 Annual Public Art Plan

GENERAL

7. Recommendation in support of amended FY 2020-21 Cultural Organization Program (COP) Guidelines to modify the panel review and scoring process due to COVID-19 impacts on planning for cultural events in FY 2020-21

BRIEFINGS

- A. Briefing on Amended FY 2020-21 Cultural Organization Program (COP) Guidelines to modify the panel review and scoring process due to COVID-19 impacts
- B. COVID-19 Department Operations and Arts Ecosystem Update and Discussion
- C. Discussion: Arts and Culture Advisory Commission Member Organization Liaison Reports and District Updates

Adjournment

NOTE: The Arts and Culture Advisory Commission welcomes public speakers who wish to comment on matters related to agenda items or other matters concerning the Commission. Public speakers must register with the Office of Arts and Culture by 12 p.m. (noon), Thursday, May 21. Register online at DallasCulture.org/publicspeakers, or call (214) 670-3687 extension 4. Speakers generally have a maximum of 3 minutes to speak, but the allotted speaking time may be limited if there is a large number of registered speakers.

EXECUTIVE SESSION NOTICE

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex. Govt. Code §551.089]

“HANDGUN PROHIBITION NOTICE FOR MEETING OF GOVERNMENT ENTITIES”

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): N/A
SERVICE: Arts and Culture Advisory Commission
STAFF CONTACT: Anne Marie Gan, 214-671-7023

SUBJECT

Approval of minutes of the February 20, 2020, Arts and Culture Advisory Commission special-called meeting

BACKGROUND

This action is to approve the minutes of the February 20, 2020, Arts and Culture Advisory Commission special-called meeting, held at the Central Library before the regular monthly meeting.

PRIOR ACTION/REVIEW

This item has no prior action.

FISCAL INFORMATION

This item has no cost consideration to the City.



**ARTS AND CULTURE ADVISORY COMMISSION
SPECIAL-CALLED MEETING MINUTES**

Thursday, February 20, 2020

2:30 p.m.

Central Library
Stone Room, 7th Floor
1515 Young Street
Dallas, Texas 75201

PRESENT: [14]

Sam Santiago (Chair), Linda Blase, Ella Goode Johnson, Priscilla Rice, Yolanda Alameda, Phillip Collins, Brad Spellicy, Mickie Bragalone, Kathy Stewart, Jayne Suhler, Jo Trizila, Suzanne Smith, Grady McGahan, Vicki Meek

ABSENT: [4]

Meghann Bridgeman, Jesse Hornbuckle, Leland Burk, Victoria Ferrell Ortiz

CITY STAFF PRESENT:

Jennifer Scripps, David Fisher, Anne Marie Gan, Laura Morrison, Victor Obaseki

I. Call To Order

A quorum of the commission being present, the Chair called the meeting to order at 2:49 p.m.

II. Briefings

A. City of Dallas Office of Equity Briefing

Victor Obaseki (Office of Equity) briefed the Commission on this item.

B. City of Dallas Code of Ethics Briefing

Laura Morrison (City Attorney's Office) briefed the Commission on this item.

**ARTS AND CULTURE ADVISORY COMMISSION
SPECIAL-CALLED MEETING MINUTES – February 20, 2020**

C. Arts and Culture Advisory Commission – Dallas Cultural Plan Review and Planning for the Future

Jennifer Scripps updated the Commission on work to date and Commission members discussed Cultural Plan priorities in small groups.

III. Adjournment

After all business properly brought before the commission had been considered, the commission adjourned at 4:21 p.m.

Sam Santiago, Chair

ATTEST:

Anne Marie Gan, Office of Arts and Culture

Date Approved

AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): N/A
SERVICE: Arts and Culture Advisory Commission
STAFF CONTACT: Anne Marie Gan, 214-671-7023

SUBJECT

Approval of minutes of the February 20, 2020, Arts and Culture Advisory Commission meeting

BACKGROUND

This action is to approve the minutes of the February 20, 2020, Arts and Culture Advisory Commission meeting.

PRIOR ACTION/REVIEW

This item has no prior action.

FISCAL INFORMATION

This item has no cost consideration to the City.



**ARTS AND CULTURE ADVISORY COMMISSION
MEETING MINUTES**

Thursday, February 20, 2020

4:30 p.m.

Dallas City Hall, Park Board Room
1500 Marilla Street, 6FN
Dallas, Texas 75201

PRESENT: [17]

Sam Santiago (Chair), Meghann Bridgeman, Linda Blase, Ella Goode Johnson, Jesse Hornbuckle, Priscilla Rice, Yolanda Alameda, Phillip Collins, Brad Spellicy, Mickie Bragalone, Kathy Stewart, Jayne Suhler, Jo Trizila, Leland Burk, Suzanne Smith, Grady McGahan, Vicki Meek

ABSENT: [1]

Victoria Ferrell Ortiz

CITY STAFF PRESENT:

Jennifer Scripps, David Fisher, Glenn Ayars, Barbara Bernier, Nikki Christmas, Anne Marie Gan, Rhonda Ivery, Kay Kallos, Adriana Portillo, Gerardo Robles

I. Call To Order

A quorum of the commission being present, the Chair called the meeting to order at 4:36 p.m.

II. Public Speakers

The commission provides “open microphone” opportunities for the following individuals to comment on matters that were not scheduled on the commission voting agenda or to present concerns or address issues that were not matters for consideration listed on the posted meeting agenda:

No individuals requested to speak at this meeting.

III. Voting Agenda Items

**ARTS AND CULTURE ADVISORY COMMISSION
MEETING MINUTES – February 20, 2020**

1. Approval of minutes of the January 16, 2020, Arts and Culture Advisory Commission meeting [APPROVED]

Mr. Burke moved to adopt the item. Motion seconded by Mr. Collins and unanimously adopted.

2. Recommendation in support of the Cultural Organizations Program (COP) Guidelines for FY 2020-21 [APPROVED]

Ms. Johnson moved to adopt the item. Motion seconded by Ms. Trizila. Following discussion, the item was unanimously adopted.

3. Recommendation in support of additions to the Cultural Support Programs Review Panel Roster

Ms. Johnson moved to adopt the item. Motion seconded by Ms. Suhler.

Ms. Meek asked if Ms. Johnson would accept a friendly amendment to remove proposed panelists Bailey, Benavidez, Dhaliwal-Perez, Lee, Parrett, and Talaguit from the roster.

Ms. Johnson accepted Ms. Blase's friendly amendment as part of her motion.

Following discussion, Chairman Santiago called a vote on the amended motion, and the amended motion failed on a divided vote [8-9].

Chairman Santiago called a vote on the original motion, and the item was adopted on a divided vote [10-7].

IV. Briefings

- A. Spotlight: Soul Rep Theatre Company

Guinea Bennett-Price and Anyika McMillan-Herod briefed the Commission on this item.

- B. Culture Pass Update

David Fisher briefed the Commission on this item.

- C. City of Dallas Gift Policy Briefing

Anne Marie Gan briefed the Commission on this item.

**ARTS AND CULTURE ADVISORY COMMISSION
MEETING MINUTES – February 20, 2020**

D. City of Dallas General Fund Budget Overview

Jennifer Scripps briefed the Commission on this item.

E. Arts Month 2020

Jennifer Scripps briefed the Commission on this item.

V. Adjournment

After all business properly brought before the commission had been considered, the commission adjourned at 6:32 p.m.

Sam Santiago, Chair

ATTEST:

Anne Marie Gan, Office of Arts and Culture

Date Approved

AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): 7
SERVICE: Public Art
STAFF CONTACT: Kay Kallos, 214-670-3281

SUBJECT

Recommendation in support of artist Laura Elizabeth Walters Abrams for the commission of artwork located at 6179 Everglade Road (Council District 7) - Not to exceed \$10,000.00 - Financing: Streets and Thoroughfares Fund (1995 Bond Funds)

BACKGROUND

The Buckner Terrace - Skyline target area at the corner of Everglade Road and Symphony Lane street median is located in District 7 within the boundaries of the Buckner Terrace neighborhood in Southeast Dallas. It is bounded by Jim Miller Road to the West, Military Parkway to the South, Buckner Boulevard and Big Town Boulevard to the East, and Interstate Highway 30 to the North.

The Public Art Program of the City of Dallas Office of Cultural Affairs requested the submission of qualifications from artists or artist teams for consideration to design, fabricate and install a three-dimensional artwork at the intersection of Everglade Road and Symphony Lane.

Laura Walters was recommended for this public art project by the selection panel composed of artists, community members, and representatives from the Planning and Urban Design Department.

Artist Background

Laura Walters works primarily in metal, transforming the materials into elegant sculptures that celebrate the beauty and complexities of our universe. Her early works were in bronze and recently she works in steel.

A native of Texas now based in Dallas, Walters studied sculpture at the School of Visual Arts in New York, the University of North Texas in Denton, and the Creative Arts Center of Dallas. She also studied figurative sculpture at The Studio of George Davis. Laura opened her own studio in 2000 where she began creating her Aqua Designs Collection.

Walters's sculptures can be found in public and private collections including Hometown Community, North Richland Hills, TX; Hilton Hotel, Costa Mesa, CA; City of Dallas, TX, Lake Highlands Town Center; Hurst Convention Center, TX; Baylor All Saints Fort

Worth Regional Hear Center, TX; St. Thomas Episcopal Church, Coral Gables, FL; and Neiman Marcus, Dallas, TX.

Project Description

The recommended project (image attached) represents elegant stalks of grass, made of metal, upon which two yellow butterflies perch, and is constructed of metal poles painted green with butterfly shapes painted yellow at the top. The overall height is 11 feet and the location will be eight feet from the curb on Everglade Road, across the sidewalk from Everglade Park, and near the future installation of a butterfly garden.

ESTIMATED SCHEDULE OF PROJECT

Begin final design and fabrication of artwork May 2020

Complete installation of artwork September 2020

PRIOR ACTION/REVIEW

On March 6, 2018, the Public Art Committee recommended initiation of the Neighborhood Plus Project for the Buckner Terrace neighborhood and Skyline High School at Everglades Park.

On March 21, 2018, the Cultural Affairs Commission (now the Arts and Culture Advisory Commission) recommended initiation of the Neighborhood Plus Project for the Buckner Terrace neighborhood and Skyline High School at Everglades Park.

On February 3, 2020, the Public Art Committee recommended artist Laura Elizabeth Walters Abrams for the commission of artwork located at 6179 Everglade Road.

FISCAL INFORMATION

The fabrication and installation of this public art project is funded by Streets and Thoroughfares Fund (1995 General Obligation Bond Fund). All maintenance for public art is currently funded by the General Fund.

Fund	FY 2020	FY 2021	Future Years
Streets and Thoroughfares Fund (1995 General Obligation Bond Fund)	\$10,000.00	\$0.00	\$0.00

OWNER

Laura Elizabeth Walters Abrams, Artist

MAP

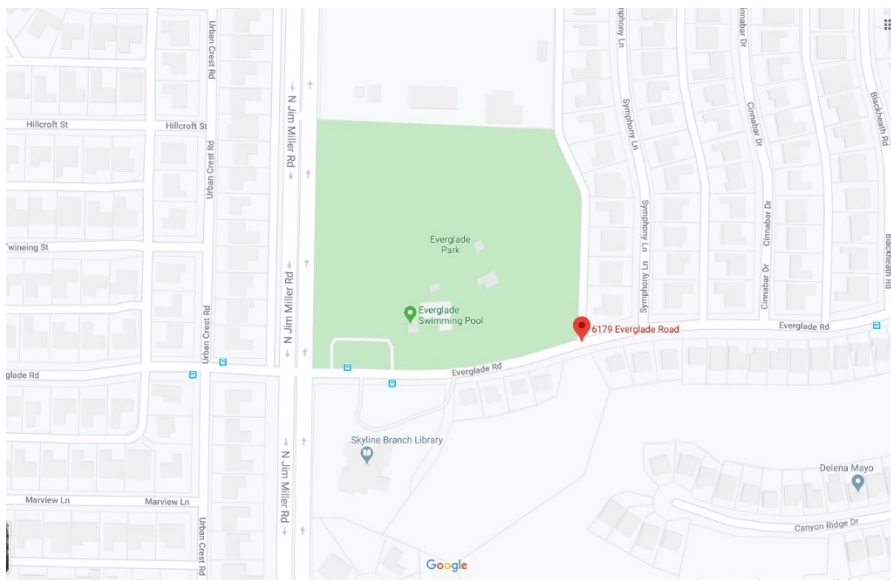
Attached

Attachments

Concept design



Map



AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): 3
SERVICE: Public Art
STAFF CONTACT: Kay Kallos, 214-670-3281

SUBJECT

Recommendation in support of artist Terri Stone for the commission of artwork at Fire Station 46 located at 331 East Camp Wisdom Road (Council District 3) - Not to exceed \$58,000.00 - Financing: Public Safety (G) Fund (2017 Bond Funds)

BACKGROUND

Fire Station 46 is a replacement station. Architects, project managers for Public Works and Fire Station staff were consulted about the optimal locations for public art and they identified two locations at the entrance to the fire station on a wall close to the entrance door. The type of artwork requested for design commissions was wall-mounted two-dimensional artwork in a durable material with references that reflect the character and mascots of the fire station as defined by the firemen and women who work at that station. Artist Terri Stone was recommended for this public art project by the Selection Panel comprised of arts professionals, representatives from the Fire Stations and Public Works.

Artist Background

Terri Stone has completed two commissions for the City of Dallas successfully in addition to public art commissions for Baylor Scott White Hospital in Dallas, the City of Mesquite and the Mesquite Arts Center and, the City of Abilene. Additionally she has numerous commercial commissions in Dallas. Terri completed a BFA degree in 1996 at Texas Christian University.

Project Description

The recommended project design (image attached) represents the mascot of Fire Station 46 and will be wall-mounted on one of two locations near the entrance to the Fire Station. The materials are durable and weather-resistant, brushed and painted aluminum. The overall dimensions are 10 feet square.

ESTIMATED SCHEDULE OF PROJECT

Begin final design and fabrication of artwork	June 2020
Complete installation of artwork	March 2021

PRIOR ACTION/REVIEW

On January 7, 2019, the Public Art Committee recommended initiation of a short-list selection process for the Fire Station 46 Project.

On January 19, 2019, the Arts and Culture Advisory Commission recommended initiation of a short-list selection process for the Fire Station 46 Project.

On March 3, 2020, the Public Art Committee recommended artist Terri Stone for the commission of artwork at Fire Station 46 located at 331 East Camp Wisdom Road.

FISCAL INFORMATION

The fabrication and installation of this public art project is funded by Public Safety (G) Fund (2017 General Obligation Bond Fund). All maintenance for public art is currently funded by the General Fund.

Fund	FY 2020	FY 2021	Future Years
Public Safety (G) Fund (2017 General Obligation Bond Fund)	\$15,000.00	\$43,000.00	\$0.00

OWNER

Terri Stone, Artist

MAP

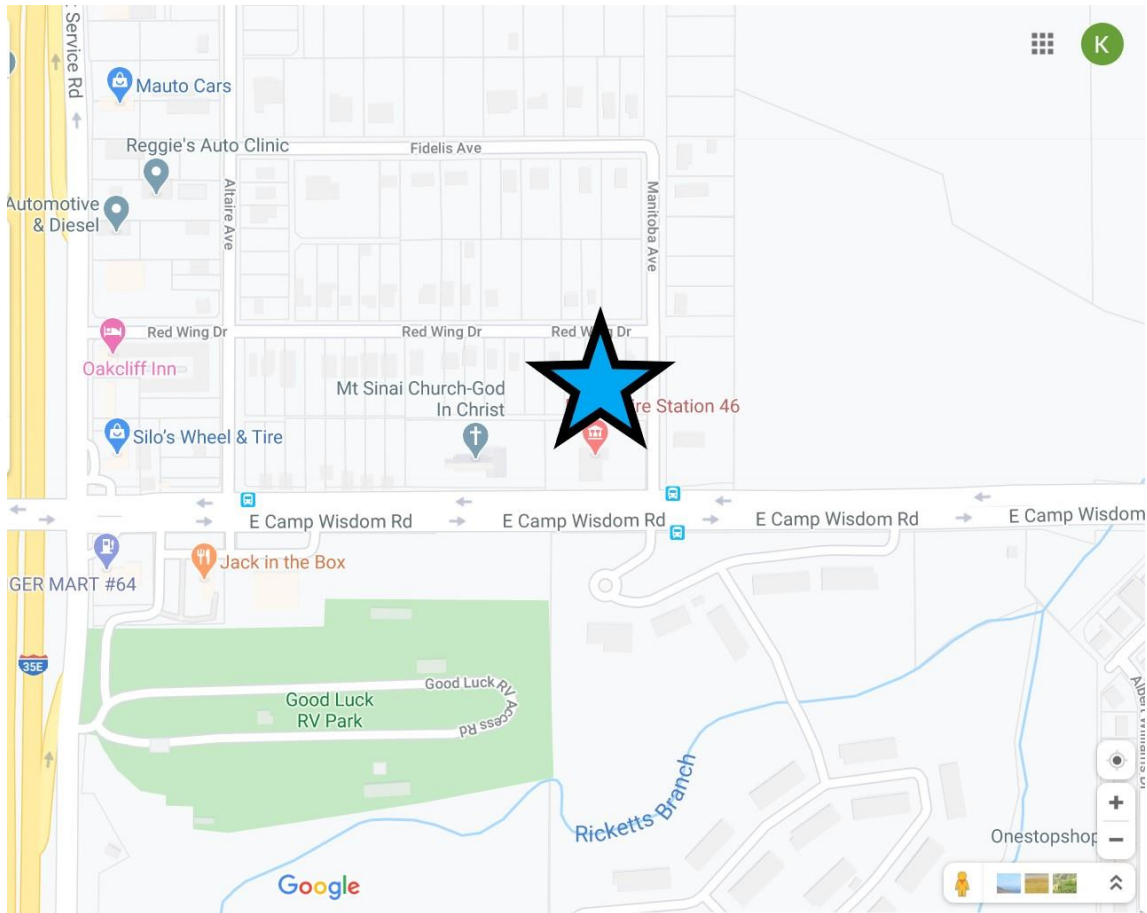
Attached

Attachments

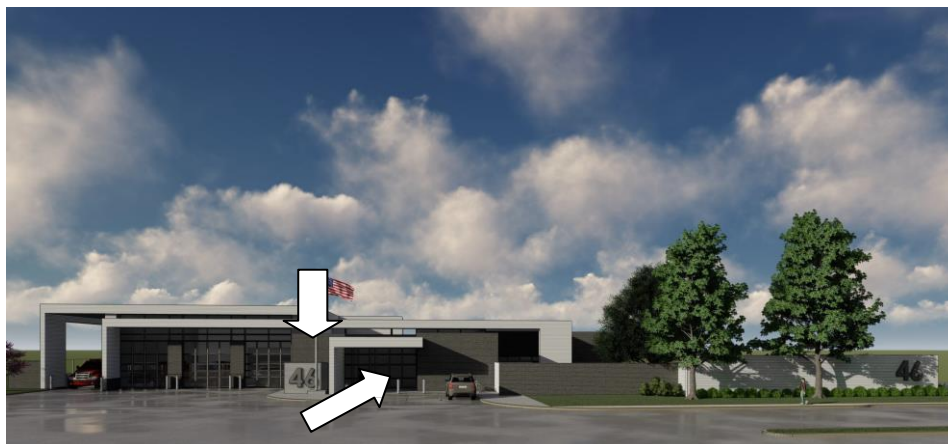
Concept design



Map



Installation location



AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): 8
SERVICE: Public Art
STAFF CONTACT: Kay Kallos, 214-670-3281

SUBJECT

Recommendation in support of artist Terri Stone for the commission of artwork at Fire Station 59 located at 7097 North Jim Miller Road (Council District 8) - Not to exceed \$60,000.00 - Financing: Public Safety (G) Fund (2017 Bond Funds)

BACKGROUND

Fire Station 59 is a new fire station. Architects, project managers for Public Works and Fire Station staff were consulted about the optimal locations for public art and they identified two locations at the entrance to the fire station on a wall close to the entrance door. The type of artwork requested for design commissions was wall-mounted two-dimensional artwork in a durable material with references that reflect the character and mascots of the fire station as defined by the firemen and women who work at that station. Artist Terri Stone was recommended for this public art project by the Selection Panel comprised of arts professionals, representatives from the Fire Stations and Public Works.

Artist Background

Terri Stone has completed two commissions for the City of Dallas successfully in addition to public art commissions for Baylor Scott White Hospital in Dallas, the City of Mesquite and the Mesquite Arts Center and, the City of Abilene. Additionally she has numerous commercial commissions in Dallas. Terri completed a BFA degree in 1996 at Texas Christian University.

Project Description

The recommended project design (image attached) represents the fact that Fire Station 59 is a water rescue station. The project will be wall-mounted near the entrance to the Fire Station. The materials are durable and weather-resistant, brushed and painted aluminum. The overall dimensions are 5 feet 4 inches by 10 feet.

ESTIMATED SCHEDULE OF PROJECT

Begin final design and fabrication of artwork	June 2020
Complete installation of artwork	March 2021

PRIOR ACTION/REVIEW

On January 7, 2019, the Public Art Committee recommended initiation of a short-list selection process for the Fire Station 59 Project.

On January 19, 2019, the Arts and Culture Advisory Commission recommended initiation of a short-list selection process for the Fire Station 59 Project.

On March 3, 2020, the Public Art Committee recommended artist Terri Stone for the commission of artwork at Fire Station 59 located at 7097 North Jim Miller Road.

FISCAL INFORMATION

The fabrication and installation of this public art project is funded by Public Safety (G) Fund (2017 General Obligation Bond Fund). All maintenance for public art is currently funded by the General Fund.

Fund	FY 2020	FY 2021	Future Years
Public Safety (G) Fund (2017 General Obligation Bond Fund)	\$15,000.00	\$45,000.00	\$0.00

OWNER

Terri Stone, Artist

MAP

Attached

Attachments

Concept design



PRODUCTION

Materials, fabrication, installation
engineering report, architect files

\$41,000

DESIGN

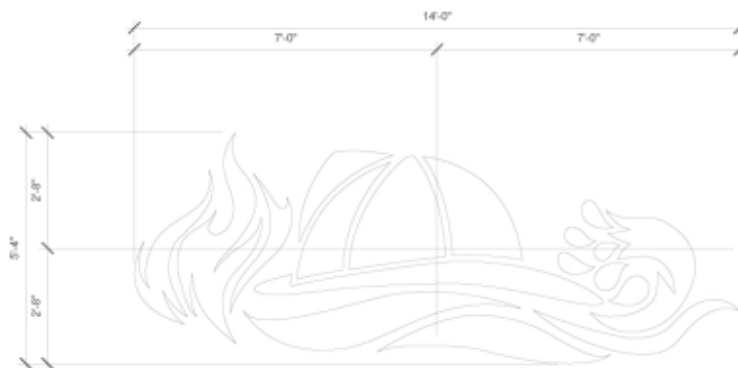
\$10,000

INSURANCE

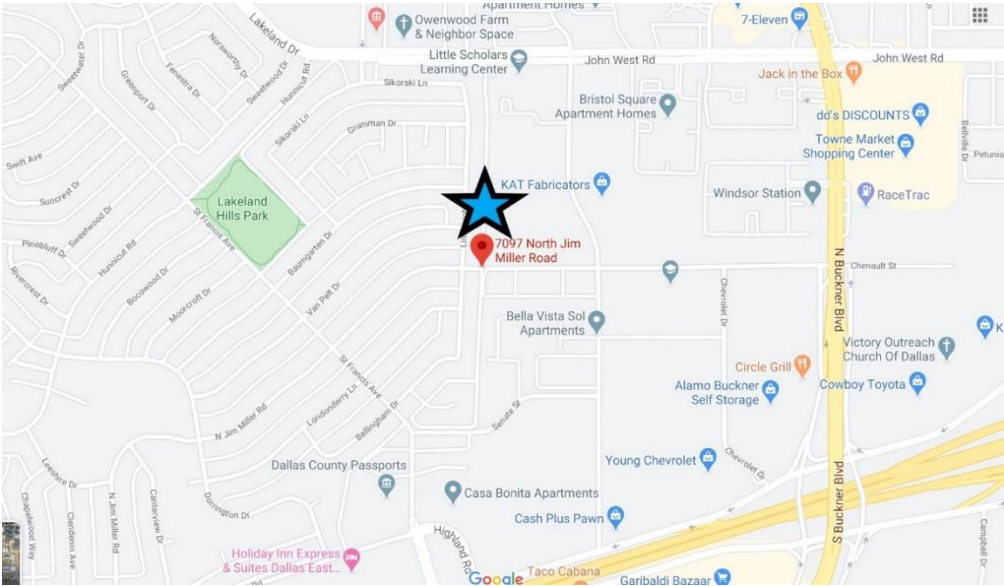
\$2,000

CONTINGENCY

\$7,000



Map



AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): N/A
SERVICE: Public Art
STAFF CONTACT: Kay Kallos, 214-670-3281

SUBJECT

Recommendation in support of 2020 Annual Public Art Plan

BACKGROUND

City of Dallas Code Section 2-102 requires the development of an annual Public Art Projects Plan to be recommended by the Arts and Culture Advisory Commission.

After consultation with funding departments, the following list of projects is proposed for planning and development in 2020, for initiation in 2021, and for planned completion in 2023-2025. The detailed list is below.

- Park and Recreation-7 projects
- Dallas Water Utilities- 1 project
- Department of Aviation- 1 project (non-bond fund, Department of Aviation funding)
- Streets/Transportation-1 project
- Convention Center Master Plan for Public Art
- Equity planning for neighborhood public art processes

Park and Recreation

The allocation of public art funding and locations are determined by the Park and Recreation Board.

Council District(s)	Project Name	Location	Commission Budget
2,5,7,9	Circuit Trail	Multiple Locations	\$240,000.00
3	Glendale Park	1515 E. Ledbetter Road, Dallas, 75216	\$25,096.00
4	Cummings Park	2976 Cummings, Dallas 75216	\$18,196.00
8	Singing Hills Recreational Center	1909 Crouch Road, Dallas 75241	\$179,565.00

VOTING AGENDA ITEM # 6

9	Harry Stone Park	2403 Millmar Road, Dallas, 75228	\$50,319.00
12	Campbell Green Recreation Center	16600 Park Hill Lane, Dallas 75248	\$61,666.00
14	Tietze Aquatics Center	61115 Llano Ave, Dallas 75214	\$60,197.00
7	Watershed Gates Project	Bexar Street at Highway 175 and Budd at Lamar	To Be Determined

Department of Aviation (non-bond funded projects)

Council District	Project Name	Location	Commission Budget
2	Latinx Heritage Murals	Love Field	To Be Determined

Streets and Transportation

Council District	Project Name	Location	Commission Budget
14	University Crossing Murals	University Crossing Trail at Mockingbird	To Be Determined

Convention Center Master Plan

The Convention Center has expressed an interest in the development of a public art plan for the Convention Center, similar to the Public Art Plan for the Department of Aviation. Initial discussions have taken place, and a timeline and scope for development will be initiated in 2020. The Convention Center will reimburse planning costs so there is no cost to the OAC or General Fund for this plan.

Equity Planning for Public Art in 2020 for implementation in 2021

New Process and Opportunities for Neighborhoods to request public art in their neighborhood. The Public Art team plans to develop and publish public art opportunities to neighborhood groups in underserved areas, and to establish a process for neighborhood groups to apply for funding and consideration of streetscape public art projects in their neighborhoods.

PRIOR ACTION/REVIEW

On March 3, 2020, the Public Art Committee recommended the 2020 Public Art Annual Plan.

FISCAL INFORMATION

This item has no cost consideration.

AGENDA DATE: May 21, 2020
COUNCIL DISTRICT(S): N/A
SERVICE: Cultural Funding Programs
STAFF CONTACT: Glenn Ayars, 214-671-0878

SUBJECT

Recommendation in support of amended FY 2020-21 Cultural Organization Program (COP) Guidelines to modify the panel review and scoring process due to COVID-19 impacts on planning for cultural events in FY 2020-21

BACKGROUND

The updated Cultural Policy of the City of Dallas, adopted on November 28, 2018, provides that guidelines for the various Cultural Funding Programs will be submitted for review and approval of the City Council including any amendments that result in material variances to the program guidelines.

The FY 2020-21 Cultural Organizations Program guidelines were approved by City Council on February 26, 2020 (Resolution No. 20-0327). Under these guidelines, cultural organizations were to apply with a proposal for a full season of cultural services in FY 2020-21 by a deadline of April 24, 2020, followed by panel presentations to a review panel in May 12-15, 2020.

COVID-19 and related government restrictions to ensure public health have negatively impacted the ability of Dallas-based arts and culture organizations to accurately plan cultural programming for the year beginning October 1, 2020. Due to these uncertainties, the Office of Arts and Culture does not believe that the current review panel process for the FY 2020-21 COP applications sets a reasonable expectation on which to judge applicants. The program guideline amendments forego the review panel process for the applicants who currently receive COP funds for FY 2019-20 (Exhibit B).

Under this amendment (Exhibit A), the Office of Arts and Culture will continue to provide objective administrative scoring as previously approved by Council and will continue to seek the recommendation of the Arts and Culture Advisory Commission as well as the approval of City Council to allocate the available funds for cultural services provided by the organizations which currently receive funding through COP in FY 2019-20. The amendment also postpones the acceptance of new applicant organizations into the FY 2020-21 Cultural Organizations Program due to anticipated budgetary constraints. The current FY 2019-20 COP organizations are listed in Exhibit B.

This action represents a temporary return to administrative-only scoring, for which there is precedent in OAC. Before 2017, OAC required community panel reviews on a biennial basis for COP. During the previously-used two-year cycle for COP, organizations would not be required to present to a community panel in alternate years, and OAC would update administrative scoring based on the respective year's program guidelines. OAC would use those updated scores to inform the Arts and Culture Advisory Commission for the allocation of funds for the upcoming fiscal year.

Attachment A, the Amended Guidelines, is currently under review by the City Attorney's Office and is subject to minor changes based on their guidance.

PRIOR ACTION/REVIEW

On February 12, 2020, the Allocations Committee of the Arts and Culture Advisory Commission voted to recommend the original FY 2020-21 COP Guidelines.

On February 20, 2020, the Arts and Culture Advisory Commission voted to recommend these the original FY 2020-21 COP Guidelines.

On February 26, 2020, City Council voted to approve the original FY 2020-21 COP Guidelines.

On April 24, 2020, the Arts and Culture Advisory Commission was notified of this proposal by the OAC Director.

FISCAL INFORMATION

This action has no cost consideration to the City. Appropriations for the Cultural Support Programs are established in the General Fund through the annual budget development process. Each award to a cultural organization through Cultural Organizations Program will be authorized by resolution of the City Council.

EXHIBIT A



COVID-19 Amended Guidelines: FY 2020-21 Cultural Organizations Program (COP)

As recommended by the
Arts and Culture Advisory Commission of the City of Dallas

Approved by the
City Council of the City of Dallas
by Council Resolution No.
on

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COVID-19 Amended Guidelines: FY 2020-21 Cultural Organizations Program

COVID-19 and related government restrictions to ensure public health have negatively impacted the ability of Dallas-based arts and culture organizations to accurately plan cultural programming for the year beginning October 1, 2020. Due to these uncertainties, the Office of Arts and Culture does not believe that the current review panel process for the FY 2020-21 COP applications is fair or equitable. The Office of Arts and Culture amends the following sections of these guidelines:

- First-Time Applicants
- Review Panel & Selection Process
 - Panel Presentations
 - Selection
- Scoring
 - Review Panel Scoring
 - OAC Administrative Scoring for New Applicants

Foregoing the panel review of proposed FY 2020-21 services, initially planned for mid-May 2020, will enable the Allocations Committee of the Arts and Culture Advisory Commission to begin working with OAC staff in June 2020, restrictions permitting, to determine funding based on administrative scoring. Discussions and recommendations regarding funding allocation will continue over the summer months leading into FY 2020-21. Importantly, this maintains the integrity of the COP funding timeline and will allow OAC to execute contracts and remit payment to organizations as quickly as possible in the next fiscal year.

There is precedent for administrative-only scoring for COP. Until 2017, OAC did not require annual community panel reviews and instead did these reviews on a biennial basis. During the previous two-year cycle, organizations would not be required to present to a community panel in alternate years, and OAC would update administrative scoring based on the respective year's program guidelines. OAC would use those updated scores to inform the Arts and Culture Advisory Commission for the allocation of funds for the upcoming fiscal year. This is the general model OAC will be following with these amendments.

Office of Arts and Culture

Vision

The Office of Arts and Culture aims to create an equitable, diverse and connected community, whose residents and visitors thrive through meaningful arts and cultural experiences in every neighborhood across Dallas.

Mission

The Office of Arts and Culture works to enhance the vitality of the city and the quality of life for all Dallas residents by creating an equitable environment wherein artists as well as arts and cultural organizations thrive; people of all ages enjoy opportunities for creative expression; and all celebrate our multicultural heritage.

Our mission is to support and grow a sustainable cultural ecosystem that ensures all residents and visitors have opportunities to experience arts and culture throughout the city.

Statement on Cultural Equity

In Dallas, we envision a city of people whose success and well-being are not pre-determined by their race, age, disability, sexual orientation, gender, social status, zip code, or citizenship status. We recognize that artistic and cultural expression are fundamental to the development of our identity, as individuals and as a community at large. We assert the right for all people to have access to arts and cultural experiences throughout Dallas.

We recognize the historic legacies of racism, overt bias and injustice that shape our present reality. In fact, the City of Dallas' arts funding originated to support organizations of the Western European canon, collectively referred to as "The Big Six." Going forward, we will strive to support the broadest range of art forms and creative producers, considering inclusivity, diversity and neighborhood impact to direct resources equitably to artists and organizations. We will work to build a robust arts ecosystem that continually evolves to better reflect the diverse composition of Dallas. Towards this end, we recognize and affirm the potential of new and emerging artists and organizations.

The Office of Arts and Culture will serve as convener and connector to catalyze equity in the policies and practices of its partners across the Dallas arts ecosystem. Core to this is leading other organizations and private resource providers to advance diversity, equity and inclusion in concrete, measurable ways. Annually, the Office of Arts and Culture will summarize its own support for artists and arts organizations, highlighting measures of equity and diversity.

As we work together to create a more vibrant Dallas, the Office of Arts and Culture is committed to nurturing the wide diversity of creative culture and experiences that make up this great city.

Contact OAC

For general inquiries or assistance, please contact the Office of Arts and Culture, Cultural Programs Division at 214-670-3687, extension 2. Specific staff telephone numbers and email addresses may be found online at dallasculture.org/contact.

FY 2020-21 Cultural Organizations Program

The Cultural Organizations Program (COP) is the program through which the City of Dallas Office of Arts and Culture (OAC) provide organizational support as described by the Dallas Cultural Policy, approved by City Council on November 28, 2018 [Section 5(D)(i)]. Per the Dallas Cultural Policy, the Office of Arts and Culture contracts for cultural services with established non-profit organizations for a variety of cultural programs that include concerts, plays, exhibitions, performances, workshops and other cultural programming for the benefit of Dallas residents and visitors. These cultural service contracts are awarded annually using a review panel approach to evaluate applications. Program eligibility and review criteria are published annually. An organization receiving COP funding is eligible to apply for and be funded a maximum of one time through the project-based funding program, ArtsActivate. A COP organization may also be eligible to apply for the Community Artist Program (CAP) with the condition that they meet the requirements of the Council-approved program guidelines. Any funding for services provided through ArtsActivate or CAP must not be part of the scope of services to be provided in the COP contract.

This document contains guidelines, deadlines and application instructions for the COP managed by the OAC for fiscal year 2020-21. Please refer to the appropriate sections of this guide for more detailed information about the different parts of this program. The FY 2020-21 City of Dallas fiscal year begins October 1, 2020 and ends September 30, 2021.

All applicants are required to read the guidelines and application instructions for details of program eligibility and requirements prior to beginning the application process. Guidelines are updated every funding cycle.

The organization is responsible for the quality, completeness and timely submission of the proposal and supplemental materials. Application steps and deadlines are included in this document and online at dallasculture.org. OAC staff are available to answer additional questions. See [Contact OAC](#).

FY 2020-21 COP Timeline

March 16, 2020	FY 2020-21 COP Online Application Opens			
April 27, 2020	FY 2020-21 COP Application Closes at 11:59 PM			
May 12-15, 2020	COP Panel Presentations (Tier date assignments may be subject to change. To confirm, visit the COP page at dallasculture.org)			
	Tier 1 – May 12	Tier 2 – May 13	Tier 3 – May 14	Tier 4 – May 15
June 2020 – September 2020	COP Application Review/Funding Levels – Allocations Committee; COP funding recommendations made by the Arts & Culture Advisory Commission			
October 2020	COP funding recommendations approved by City Council; initiation of COP Contract execution			
January 2021	COP organizations eligible to receive first payment (if compliance and insurance requirements are met)			
April 15, 2021	COP organizations eligible to receive second payment (if compliance and insurance requirements are met)			

October 15, 2021	COP Final Reports due for FY 2020-21
November 15, 2021	COP Final Monthly Report due for FY 2020-21
COP organizations are eligible to receive final payment after FY 2020-21 Final Report and Final Monthly Report are submitted (if compliance and insurance requirements are met)	

FY 2020-21 COP Application

All organizations, new and previously funded, are required to complete an application and review process to be considered for funding through the FY 2020-21 Cultural Organizations Program (COP)

The FY 2020-21 COP Application can be found on the COP page of the OAC website at: <https://dallasculture.org/cultural-programs/cultural-organizations-program/>

Applications must be submitted via the online funding system by April 27, 2020 at 11:59 PM. Hard copies of funding applications will not be accepted.

NOTE: An organization that submits a substantially incomplete application at the time of the deadline, as deemed by the Office of Arts and Culture, will receive notification via e-mail as to the incomplete status of the application from OAC staff. This could result in the application being rejected.

COP Eligibility Requirements

Organizations must meet the following criteria to qualify for COP funding:

- Must be a 501(c)(3) tax-exempt entity as provided by the U.S. Internal Revenue Code, as amended, in good standing for at least 3 years.
- Must be an established City of Dallas arts or cultural organization with an operation history of at least 3 years.
- Organizations must have administrative offices permanently located in the City of Dallas. **This does not include P.O. Boxes – organization must have a physical office and Dallas address.**
- Must have an annual operating budget of at least \$100,000, based on the organization's prior year's actual audited expenses. If not available at the time of application, an audited financial statement must be provided to the City before the organization may enter into a contract for organizational support.
- Obtain and maintain during the contract term all necessary licenses, permits, insurance and other approvals required by law for the provision of services.
- An audit that has been conducted by an outside certified accountant for the most recently completed fiscal year must be submitted by all COP funded organizations every year that they are funded.
- Must have at least one paid part-time Director/Manager staff person hired upon award of City contract and employed throughout the 12-month contract period.
- Must produce a season of programs, exhibitions, and/or performances in the City of Dallas for the public.
- Must work to have a diverse community representation on the Board of Directors.
- Must be in compliance with local, state, and federal laws prohibiting discrimination.
- Must be in good standing IRS regulations related to 501(c)(3) tax-exemption status.
- Must be authorized to transact business in the State of Texas.

- Must demonstrate community outreach programs.
- Must work to demonstrate commitment to cultural equity, diversity, and inclusion in all aspects of the organization's operations and programming.
- The primary focus of the organization's operation must be to provide services to residents and visitors in the city limits of Dallas and at least 50% of activities must take place within the city limits of Dallas. City funding may only be used for services provided within the City of Dallas.
- Comply with regulations pertaining to federal grant recipients including Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Education Amendments of 1972, the Americans with Disabilities Act of 1990, and the Drug Free Workplace Act of 1988.

COP funds allocated cannot be used to pay direct costs for:

- Activities which do not have a cultural or artistic focus or whose primary focus is religious in nature
- Projects planned primarily for fundraising purposes
- Activities restricted to members or which do not benefit the general public
- Tuition expenses
- College/university or school projects that are part of a course or curriculum or which do not benefit the general public
- Fellowships/grants, scholarships, cash prizes or awards
- Activities that include food or alcohol
- Out-of-city travel
- Underwriting of capital expenditures (buildings, land, permanent equipment or artwork)
- Purchase of artwork
- Activities that have occurred prior to the execution of the cultural services contract
- Underwriting of past deficits
- Endowments
- Non-contract related services, lobbying, attorney's fees, fees for penalties, and fees for incorporation or obtaining tax-exempt status
- Activities of Dallas-based organizations that occur outside of the City limits
- Permanent or semi-permanent public art that is located on City property

COP Diversity Requirements

Per the Cultural Policy of the City of Dallas, organizations funded through the Cultural Organizational Program should aim to meet the following goals, as set forth in the Cultural Policy. Organizations' progress will be monitored by the OAC on an ongoing basis and OAC staff are available to answer any questions or provide guidance on achieving these goals:

- (1) Have board-approved safe workplace policies (including, but not limited to, anti-discrimination and anti-harassment policies).
- (2) Have a policy and measurable goals related to equity, diversity and inclusion that is board-approved and published on their website.

- (3) Board Diversity¹ goals (by organization budget size):
 - a. Annual operating budget of \$5 million and above: at least 30% board diversity.
 - b. Annual operating budget of \$1 million - \$5 million: at least 20% board diversity.
 - c. Annual operating budget of \$500,000 to \$1 million: at least 10% board diversity.
- (4) For organizations with operating budgets over \$1 million: offer paid internships with livable wages to increase the diversity of the pipeline for future arts leaders.

Funding Level Restrictions

A. The limit on support through the COP program is scaled to be proportional, based on an organization's most recently completed fiscal year's audited revenue, and in no case shall the amount of funding for an organization through the COP program be greater than:

- (i) 25% of most recent year's audited revenue for organizations with revenue less than \$1 million;
- (ii) 15% of most recent year's audited revenue for organizations with revenue between \$1 million and \$5 million;
- (iii) and 10% of most recent year's audited revenue for organizations with revenue greater than \$5 million.

B. Total support by the City in a fiscal year, whether cash or in-kind, regardless of the department from which the funds and support originate, shall not exceed:

- (i) 50% of an organization's most recent year's audited revenue for organizations with revenue less than \$1 million.
- (ii) 40% of an organization's most recent year's audited revenue for organizations with revenue of \$1 million or more.

C. In-kind support includes, but is not limited to, utility payments made directly by the City, payments made to a third party, including other City departments, in support of the organization, and facility use fee discounts at Cultural Centers.

Source of Cultural Support Funds

The City of Dallas invests in the arts by allocating a portion of the City's general fund (primarily property and sales tax collections) and a portion of Hotel Occupancy Tax (HOT) revenue to eligible applicants who meet the established program criteria and are recommended for funding as a result of an application and review panel process. Per state law, revenue from the municipal Hotel Occupancy Tax collection may be used only to promote tourism and the convention and hotel industry (Texas Tax Code, Chapter 351.101. Use of Tax Revenue)

¹ Diversity (as relates to board goals) means the percentage of non-majority (based on race/ethnicity) members of a board. For example, if the goal is at least 30% diversity on a board, an organization meeting that goal must have no more than 70% of any one racial/ethnic group on their board.

First-Time Applicants

COVID-19 Amendment:

Given the unknowns of programming, budgetary, and gathering restrictions, OAC will be postponing the acceptance of new applicant organizations into the FY 2020-21 Cultural Organizations Program. Reassessment of OAC's ability to open COP for new applicants will occur for FY 2021-22.

~~First time applicants must contact OAC staff before the application deadline. This is to ensure that the applicant is aware of the COP requirements and additional information that is needed.~~

~~Note: The term first time applicant refers to applicants submitting proposals to the program for the first time, as well as to applicants that have applied in the past but are not currently funded through the program.~~

~~In addition to the funding requirements, first time COP applicants should submit one copy of the following:~~

- ~~• Charter and by laws of the organization.~~
- ~~• Status as a non-profit 501(c)(3) corporation. A copy of the organization's Internal Revenue Service letter of determination must be submitted with the completed proposal form. Failure to submit this IRS letter will result in disqualification of the proposal.~~
- ~~• Prior Year Audited Financials or IRS Form 990's if audit is not completed. An audit will be required if the organization is recommended for funding in the COP program prior to contract execution.~~
- ~~• First time applicants will also be required to show the last three years of audited financial statements. This is a separate form that will be provided to you.~~

Review Panel & Selection Process

COVID-19 Amendment:

COVID-19 and related government restrictions to ensure public health have negatively impacted the ability of Dallas-based arts and culture organizations to accurately plan cultural programming for the year beginning October 1, 2020. Due to these uncertainties, the Office of Arts and Culture does not believe that the current review panel process for the FY 2020-21 COP applications is appropriate. OAC will forego the review panel process for the COP applicants who currently receive COP funds for FY 2019-20. Given the current and unknown future restrictions on large public gatherings in the interest of public health, the subjective panel scoring criteria based on future programming is not a viable solution for judging and allocating funds for our core Dallas-based arts and culture organizations.

Under this amendment, the Office of Arts and Culture will continue to provide objective administrative scoring to the Allocations Committee and will continue to seek the recommendation of the Allocations Committee and the Arts and Culture Advisory Commission as well as the approval of City Council to allocate the available funds for cultural services provided by the organizations currently receiving COP funding for FY 2019-20.

~~Applications for the Cultural Organization Program are evaluated by a review panel. The review panel should, to the greatest extent possible, reflect the diversity of the City of Dallas, without sacrificing expertise, knowledge, or demonstrated interest in arts and culture.~~

~~Nominations to review panels shall be provided by interested members of the public, the Arts & Culture Advisory Commission, and City staff. In no instance shall a City employee, Arts & Culture Advisory Commissioner, or other City official be a member of a review panel.~~

~~Review panel members shall be independent, impartial, and responsible only to the people of the city and shall comply with the Code of Ethics in Chapter 12A of the Dallas City Code including, but not limited to, recusal and disclosure provisions. Panelists should strive to avoid the appearance and risk of impropriety.~~

Tier Structure

All COP funding applicants will be reviewed in tier levels based on their adjusted operating budget from the previous year's official audited records. There will be one review panel for each tier level. The tier levels are as follows:

Tier I – \$100,000 – \$499,999

Tier II – \$500,000 – \$999,999

Tier III – \$1,000,000 – \$4,999,999

Tier IV – \$5,000,000 or more

Panel Presentations

COVID-19 Amendment:

The amended panel review process does not include panel presentations on proposed FY 2020-21 cultural programming and related scoring for the FY 2020-21 COP selection process.

~~Every organization that applies for funding is required to make a presentation to the review panel. Applicant organizations must be represented at the review panel by principal representatives, e.g. the Executive Director, Artistic Director, Board President and/or a Financial Officer or other staff as determined by the organization.~~

~~The presentation times will be allotted in the following manner:~~

~~2 minutes—Organization will be introduced to the panel members by a Commission member~~

~~10 minutes—Presentation time for the organization to the Panel~~

~~10 minutes—Q and A time for panel members with the organization~~

~~A notice about audio-visual capabilities and equipment for the presentation will be sent to groups prior to the panel dates. Failure to attend the Review Panel meeting will result in the organization being disqualified.~~

Selection

COVID-19 Amendment:

Under this amendment, the Office of Arts and Culture will continue to provide objective administrative scoring to the Allocations Committee and will continue to seek the recommendation of the Allocations Committee and the Arts and Culture Advisory Commission as well as the approval of City Council to allocate the available funds for cultural services provided by the organizations currently receiving COP funding for FY 2019-20. ~~Panel and staff scores are forwarded to the Arts & Culture Advisory Commission for review. The Commission recommends a level of funding for each organization taking into consideration the scoring, prior year funding, funding projections, contract compliance, and fiscal management of applying organizations. An organization whose normalized score is below 70% is only eligible to receive a maximum of 60% of their FY 2019-20 COP funding level.~~ All scores are normalized within their tier. Normalizing a score means each score is divided by the highest score of that tier.

~~The Commission's recommendation is then forwarded to the City Council through the City Manager's Office. The recommended allocation and individual contracts will receive approval or modification by the City Council in October of each year.~~

Variances from these guidelines may be approved by the Director; however, material variances shall require City Council approval.

Scoring

COVID-19 Amendment:

Applicants will only be scored on the 30 points as laid out in the OAC Administrative Scoring Section, calculated by OAC staff.

~~Each applicant will be scored on a 100-point scale. Seventy points will be at the discretion of the review panel. The remaining 30 points will be an administrative and compliance score calculated by OAC staff.~~

Review Panel Scoring

COVID-19 Amendment:

No review panel scoring will be applied.

- ~~● **Quality of Services (35 points)** — The organization exhibits a commitment to high quality standards in its artistic and cultural services and programming for Dallas residents and visitors.~~
- ~~● **Impact of Community Programming and Neighborhood Outreach (20 Points)** — The organization has a broad and significant impact on the residents of Dallas by direct neighborhood/community outreach or an intentional inclusion and involvement of underserved populations and/or outlying neighborhoods/communities at a headquarter location.~~
- ~~● **Overall (15 points)** — The overall evaluation of the organization. The organization demonstrates a benefit to the residents and visitors of Dallas through a strong application and panel presentation.~~

OAC Administrative Scoring for Returning Applicants

Contract Compliance & Financial Viability (8 points) – the organization has shown the capacity to comply with COP monthly reporting and financial audit submission requirements that are required by the COP contract (measured from the prior complete fiscal year). The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization's most recent audit).

2 Points: Monthly Reports (submitted by the 15th of each month)

2 = 75%-100%

1 = 51% - 74%

0 = 50% or below

2 Points: Audit submitted by deadline (6 months after the close of the organization's fiscal year)

2 = Audit submitted on time

0 = Audit submitted after deadline

2 Points: Fundraising Expense Percentage – Percentage of sum of fundraising/development expenses to sum of fundraising/development revenues.

2 = Ratio less than 20%

1 = Ratio between 20% and 40%

0 = Ratio more than 40%

2 Points: Change in unrestricted net assets

2 = Change in unrestricted net assets greater than \$0 (surplus)

0 = Change in unrestricted net assets less than \$0 (deficit)

Organization Program Management (8 points) – Organization has performed in a reliable manner in the past in terms of contract sustainability. Special consideration will be taken for organizations going dramatically over their proposed number on an individual basis. Calculations based on proposed numbers in the FY 2017-18 COP contract Scope of Services versus actual reported FY 2017-18 numbers by the organization through the monthly reports.

4 Points: Services

4 = Has met or exceeded the proposed service numbers

2 = Has not met the proposed service numbers

0 = Is 50% or lower than the proposed service numbers

4 Points: Attendance

4 = Has met or exceeded the proposed attendance numbers

2 = Has not met the proposed attendance numbers

0 = Is 50% or lower than the proposed attendance numbers

Organization Board Governance (2 points) – Organization has “give or get” policy with board of directors. In the most recently completed fiscal year, what percentage of board members contributed either by personal donation or securing predetermined funding from a third party for the organization.

- 2 = 90% - 100% board participation in “give or get” policy
- 1 = 75% - 89% board participation in “give or get” policy
- 0 = Less than 75% board participation in “give or get” policy

Adherence to Cultural Policy Diversity Criteria (12 points)

Board Diversity (5 points) – Per the City of Dallas Cultural Policy as adopted November 28, 2018, the following goals have been put in place for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board. (Diversity numbers taken from the FY 2020-21 COP Application)

Points	Tier I	Tier II	Tier III	Tier IV
5	10% or more	10% or more	20% or more	30% or more
3	3% - 9%	3% - 9%	6% - 19%	10% - 29%
0	2% or less	2% or less	5% or less	9% or less

Staff Diversity (5 points) – While the Cultural Policy does not set specific goals for staff diversity, the OAC will mirror staff diversity goals based on those of board diversity goals and definitions for the purposes of this scoring category. Staff is considered pay-rolled staff, not contracted labor. Because organizations in Tier I generally do not have significant numbers of staff, they are exempt from staff diversity goals.

Points	Tier I	Tier II	Tier III	Tier IV
5		10% or more	20% or more	30% or more
3		3% - 9%	6% - 19%	10% - 29%
0		2% or less	5% or less	9% or less

Equity, Diversity & Inclusion Policy (2 points) - Per the City of Dallas Cultural Policy as adopted November 28, 2018, organizations receiving operational support through COP must have measurable goals related to equity, diversity and inclusion that are board-approved and published on the organization’s website.

- 2 Points = Organization has completed and published their board-approved policy
- 0 Points = Organization has not completed and published their board-approved policy

OAC Administrative Scoring for New Applicants

COVID-19 Amendment:

Given the unknowns of programming, budgetary, and gathering restrictions, OAC will be postponing the acceptance of new applicant organizations into the FY 2020-21 Cultural Organizations Program. Therefore, OAC administrative scoring for new applicants will not apply for the COVID-19 amendments.

~~Contract Compliance & Financial Viability (8 points)~~ — ~~the organization has shown the capacity to comply with IRS 501(c)(3) Status and financial audit submission requirements that are required by the COP contract (measured from the prior complete fiscal year). The organization has sound financial viability in fundraising/development and unrestricted net assets (measured from the organization's most recent audit).~~

~~2 Points:~~ IRS non-profit status letter submitted with application

~~2 = Letter submitted with application~~

~~0 = Letter not submitted with application~~

~~2 Points:~~ Financial audit or IRS Form 990 submitted with application (documentation based on most recent fiscal year of organization)²

~~2 = Audit submitted with application~~

~~0 = Audit not submitted with application~~

~~2 Points:~~ Fundraising Expense Percentage — Percentage of sum of fundraising/development expenses to sum of fundraising/development revenues (calculated from financial audit or IRS Form 990)

~~2 = Expense percentage less than 20%~~

~~1 = Expense percentage between 20% and 40%~~

~~0 = Expense percentage more than 40%~~

~~2 Points:~~ Change in unrestricted net assets (calculated from financial audit or Form 990)

~~2 = Change in unrestricted net assets greater than \$0 (surplus)~~

~~0 = Change in unrestricted net assets less than \$0 (deficit)~~

~~Organization Program Management (8 points)~~ — ~~Organization has performed in a reliable manner in the past in terms of services/public events provided and event attendance. Calculations based on three-year services and attendance reporting in 2020-21 COP Application.~~

~~4 Points:~~ Services/Public Events

~~4 = Shows an increase in both second and third year in services provided~~

~~2 = Shows an increase in either second or third year in services provided~~

~~0 = Shows decrease or no change in both second and third year in services provided~~

~~4 Points:~~ Event Attendance

² NOTE: A financial audit will be required if the organization is recommended for funding in the COP program prior to contract execution.

- 4 = Shows an increase in both second and third year in event attendance
 2 = Shows an increase in either second or third year in event attendance
 0 = Shows decrease or no change in both second and third year in event attendance

Organization Board Governance (2 points) — Organization has “give or get” policy with board of directors. In the most recently completed fiscal year, what percentage of board members contributed either by personal donation or securing predetermined funding from a third party for the organization.

- 2 = 90% – 100% board participation in “give or get” policy
 1 = 75% – 89% board participation in “give or get” policy
 0 = Less than 75% board participation in “give or get” policy

Adherence to Cultural Policy Diversity Criteria (12 points)

Board Diversity (5 points) — Per the City of Dallas Cultural Policy as adopted November 28, 2018, the following goals have been put in place for cultural organizations to demonstrate a commitment to diverse community representation of the organization’s board. (Diversity numbers taken from the FY 2020-21 COP Application)

Points	Tier I	Tier II	Tier III	Tier IV
5	10% or more	10% or more	20% or more	30% or more
3	3% – 9%	3% – 9%	6% – 19%	10% – 29%
0	2% or less	2% or less	5% or less	9% or less

Staff Diversity (5 points) — While the Cultural Policy does not set specific goals for staff diversity, the OAC will mirror staff diversity goals based on those of board diversity goals and definitions for the purposes of this scoring category. Staff is considered pay-rolled staff, not contracted labor. Because organizations in Tier I generally do not have significant numbers of staff, they are exempt from staff diversity goals.

Points	Tier I	Tier II	Tier III	Tier IV
5		10% or more	20% or more	30% or more
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0		2% or less	5% or less	9% or less

Equity, Diversity & Inclusion Policy (2 points) — Per the City of Dallas Cultural Policy as adopted November 28, 2018, organizations receiving operational support through COP must have measurable goals related to equity, diversity and inclusion that are board-approved and published on the organization’s website.

- 2 Points = Organization has completed and published their board-approved policy
 0 Points = Organization has not completed and published their board-approved policy

Compliance

COP contracts require compliance for the entirety of the contract period (October 1, 2020 – September 30, 2021). Any major contract compliance issues such as current audits not being received, or other similar items will be presented to the Allocations Committee to recommend a course of action to be taken. This will then be presented to the full Arts and Culture Advisory Commission for recommendation of funding continuation.

To maintain compliance, organizations must provide the following:

Audited Financial Reports

An annual audit that has been conducted by an outside certified accountant for the most recently completed fiscal year must be submitted by all COP funded organizations to the OAC. Audits should be available and sent no later than six months after the completion of the organization's fiscal year. Failure to meet audit deadlines may result in the withholding of contract payments. First time applicants must submit an audit prior to contract execution.

Monthly COP Reports

A monthly report listing Dallas activities and programs presented by the organization, the total attendance at each activity and supporting information must be submitted by the 15th day of each month (reporting the prior month's activities) to OAC.

Final Report

A final evaluation report summarizing activities for the contract period must be submitted to OAC by October 15, 2021. Failure to submit the report in a timely manner or submission of an incomplete report may result in delayed payment or non-payment of the final contract installment as well as payment on future contracts. This online form can be found on the COP page at dallasculture.org.

Business Inclusion and Development: Minority and Women-Owned Business Enterprises

It is the policy of the City of Dallas to use qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, age or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts. The purpose of the Business Inclusion and Development Plan is to increase participation of M/WBEs in City procurement and contracting opportunities. And to develop the local business base through the award of contracts and purchases to locally owned businesses. Under the BID Plan, bidders/proposers are required to sign an affidavit agreeing to comply with the City's BID Plan.

The BID Plan shall apply to all City contracts for the procurement of construction, architectural and engineering, goods, other services and professional services, with emphasis on first tier subcontracts on City contracts over \$50,000. As a prerequisite for City Council award, the prime contractor must make a

good faith effort to meet established M/WBE subcontracting goals and if goals are not met, must demonstrate and document its good faith effort to meet the established goals.

In addition to the goal-based policy, it is the preference of the City of Dallas for the workforce of contract awardees to be reflective of the diversity of the residents of the City of Dallas.

The City reserves the right to request a company's affirmative action plan or equal opportunity plan from potential contract awardees. In addition, if the potential awardee plans to hire additional staff to complete the contract, the City reserves the right to request a local hiring plan.

Insurance Requirements

Insurance requirements are included in the contract and are determined by the City of Dallas Office of Risk Management. A Certificate of Insurance (COI) must be submitted to the City whenever a policy expires and is renewed. Funds cannot be released without a memorandum of compliance from the Office of Risk Management stating the insurance requirements have been met. Proof of insurance must meet the specific terms of the contract. During the contract term, applicants are required to obtain and maintain all necessary licenses, permits, insurance and other approvals required by law for the provision of services.

Failure to meet insurance requirements will be reported to the Arts & Culture Advisory Commission and could result in contract termination. *(For more information on insurance requirements please see 2020-21 COP Appendix)*

Logo and Credit Line

It is imperative that the residents of Dallas know that their local tax dollars make it possible for them to enjoy the caliber of arts produced in this City. All contractors must recognize the City of Dallas in the same way it recognizes other contributors at the same support level in terms of benefits, type size on publications, and frequency of acknowledgment.

The City of Dallas logo can be downloaded from our website: www.dallasculture.org/our-logo.

Arts organizations and artists awarded City of Dallas contracts for cultural services must include the following reasonably visible and legible credit line and logo in publications, programs, press releases, season brochures, lobby displays, advertising and every other mode of public communication:

“(Name of your organization/program) is supported in part by the City of Dallas Office of Arts and Culture.”

Complimentary Tickets

Cultural organizations shall make available up to four complimentary tickets per event, program, production, exhibition or other activity produced by the organization to the OAC for the purpose of allowing City staff to assess the management and operation of City-owned facilities within their jurisdiction and to oversee City sponsored events. This requirement applies to organization's regular programming only and not to special fundraising events. Additionally, the organization may provide free tickets to promotional activities to the Director for distribution to the general public at various OAC facilities.

Receipt of complimentary tickets by City staff is subject to the provisions of the City's Gift Policy For City Employees, provided in Council Resolution 17-0516 adopted on March 22, 2017.

Social Media Recognition

In social media promotions related to any service funded by COP, you can tag City of Dallas Office of Arts and Culture and utilize preferred hashtags when appropriate. See Dallas Culture handles, preferred hashtags and recommendations for social media engagement below.

Twitter

- Through professional and/or personal accounts follow Dallas OAC Twitter account <https://twitter.com/dallasculture>
- When making posts about your project tag us in your tweet by using our handle @dallasculture
- Include the hashtags: #dallasculture #liveart #oac

Facebook

- Through professional and/or personal pages, "like" the City of Dallas Office of Arts and Culture
- Facebook page <https://www.facebook.com/dallasculture>
- When making posts about your project, tag in them @City of Dallas Office of Arts and Culture
- Tag @City of Dallas Office of Arts and Culture in any photos/videos you post related to your project. Be sure to share photos on the Dallas Culture page as well
- Utilize the #dallasculture #liveart #oac hashtags on Facebook posts of your projects

Instagram

- Through professional and/or personal accounts follow Dallas OAC Instagram account https://www.instagram.com/dallas_culture/
- When making posts about your project tag us in your tweet by using our handle @dallas_culture
- Include the hashtags: #dallasculture #liveart #oac

Arts and Culture Advisory Commission Liaison

Funded COP organizations will be assigned a liaison from the Arts and Culture Advisory Commission whose duties will be outlined per organization needs. The liaison assignment will depend on the availability of the Commissioners.

Probation

Organizations that fail to provide contractual services or meet program eligibility and reporting requirements may be in default of contract and may be placed on probation. Failure of an organization to satisfactorily address the City's concerns within a period of the probation may result in a recommendation of "no funding" for the next fiscal year.

Revisions

Once the contract has been signed, any changes in the project (either programmatic or financial) must be approved in advance by the Director of the Office of Arts and Culture and may require a formal amendment. The contractor must submit a written request for approval of any changes.

EXHIBIT B

FY 2019-20 Cultural Organizations Program List

Organization	Amount
Anita N. Martinez Ballet Folklorico, Inc.	\$70,533
Big Thought	\$680,440
Cara Mia Theatre Co.	\$57,258
Children's Chorus of Greater Dallas	\$55,415
Creative Arts Center of Dallas	\$43,363
Cry Havoc Theater Company	\$22,500
Dallas Black Dance Theatre, Incorporated	\$194,711
Dallas Chamber Symphony	\$48,000
Dallas Children's Theater	\$165,222
Dallas County Heritage Society	\$102,545
Dallas Holocaust Museum/Center for Education and Tolerance	\$60,000
Dallas Museum of Art	\$1,069,896
Dallas Theater Center	\$75,007
Dallas Wind Symphony	\$47,811
Fine Arts Chamber Players	\$49,604
Greater Dallas Youth Orchestra	\$54,367
Junior Players Guild	\$65,257
Kitchen Dog Theater Company	\$44,564
Perot Museum of Nature and Science	\$740,489
Premier Lone Star Wind Orchestra	\$22,500
Sammons Center for the Arts	\$94,370
Teatro Hispano de Dallas	\$72,831
TeCo Theatrical Productions, Inc.	\$115,782
Texas International Theatrical Arts Society	\$71,314
Texas Winds Musical Outreach, Inc.	\$54,646
The Black Academy of Arts and Letters, Inc.	\$199,956
The Bruce Wood Dance Co., Inc.	\$27,000
The Dallas Opera	\$152,500
The Shakespeare Festival of Dallas	\$102,156
The Writer's Garret	\$40,292
Theatre Three, Inc.	\$87,420
Turtle Creek Chorale, Inc.	\$27,000
Undermain Theatre	\$44,594
USA Film Festival	\$52,567
TOTAL	\$4,811,910