# FY 2021-22 COP Orientation

Glenn Ayars, Cultural Programs Manager
Office of Arts and Culture
City of Dallas

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- Introductions
- Contracting
- Compliance
- Monthly Events & Attendance Reports
- Timeline & Payment Schedule
- Commissioner Liaisons

# Contracting

- Contract Materials
  - Contract (name, address, funding amount, contact, payment schedule)
  - Exhibit A: Scope of Services
  - Exhibit B: Insurance Requirements

- Contract Execution
  - City Council Approval
  - City Attorney Assignments
  - Signatures (via Adobe Sign)
    - Director
    - Board Chair
    - City Manager
    - City Attorney
  - City Secretary
  - Process for Payment

# Compliance

- Insurance
  - Organizations must maintain insurance compliance for the duration of the contract
  - Office of Risk Management automatically sends notifications when insurance is scheduled to expire
  - Respond to notifications with updated certificate of insurance

- Financial Reports
  - Organizations are required to submit a financial report 6 months after the close of the organization's fiscal year
  - The type of financial report required is based on the organization's most recently completed fiscal year's budget size
  - Please email Glenn Ayars (glenn.ayars@dallascityhall.com) with the attached report

| Budget Size | Financial Report Type |
|---|---|
| $100,000 - $199,999 | Form 990-EZ, Form 990, or Financial Audit |
| $200,000 - $499,999 | Form 990 or Financial Audit |
| $500,000 or more | Financial Audit |
| Exception: Orgs w/ multi-year facility agreement | Financial Audit |

# Compliance

- Logo & Credit Line
  - Orgs must include the following reasonably visible and legible credit line and logo in all publication materials and all modes of public communication
  - "(Name of your organization/program) is supported in part by the City of Dallas Office of Arts and Culture."
  - OAC Logo: www.dallasculture.org/our-logo

- Complimentary Tickets
  - Orgs must make available four tickets per event, program, production, exhibit, etc. to City staff and City officials
  - Applies to regular programming, NOT special fundraising events
  - City staff or officials will email orgs with requests copying OAC staff to maintain records or requests
    - If OAC staff is not notified in original request, please let us know

# Compliance

- Monthly Events & Attendance Reports
  - Monthly reports must be submitted by the 15$^{th}$ of every month for the prior month's activities

- Final Report
  - Final reports are required at the end of the contract to capture:
    - Summary of annual programming
    - Demographic reach
    - Cultural Plan priority alignment
    - M/WBE Report
    - Other information as requested

# Monthly Events & Attendance Reports

- Monthly reports must be submitted by the 15th of every month for the prior month's activities (October 2021 report is due November 15, 2021)
- Access the monthly report template through the COP webpage at dallasculture.org
- Submit reports through the FY 2021-22 COP web portal (https://webportalapp.com/sp/2021-22-cop)
  - Monthly report upload & monthly org expenditures
- Monthly reports will capture both in person and virtual events
  - If a hybrid event, submit two line-items, one for in person and one for virtual

Virtual Events Reporting

- Total # of Services
  - If the service is a one-time service or a service provided at a scheduled date and time, enter the number of times the service was provided
    - livestream of play w/ 2 different performances during the weekend = 2 services
  - If the service is provided continually and available at any time, enter one service per day the service is available
    - self-guided museum tour from March 1-31 available online at any time = 31 services

# Monthly Events & Attendance Reports

- Number of paying participants
  - Number of participants who access your services through a subscription or fee
  - Count as one per charge of subscription or fee
    - monthly charge for access to educational materials online = 1 participant per month
    - charge per performance viewing = 1 participant per viewing

- Number of free or comp participants
  - Number of participants who access your services without charge but counting them only once per service provided
    - someone downloading "Educational Material A" that is free of charge = 1 participant
    - someone viewing two live stream performances taking place as two different events = 2 participants

- Virtual events reporting is meant to reflect events and services provided as a part of the org's programming

- Virtual events reporting should not include promotional materials or advertising

# Timeline & Payment Schedule

| Date | Event |
|---|---|
| October 27, 2021 | COP funding recommendations approved by City Council |
| November 2021 | COP contract execution |
| Upon contract execution | COP orgs eligible to receive first payment (50% of award)* |
| April 15, 2022 | COP orgs eligible to receive second payment (40% of award)* |
| October 15, 2022 | FY 2021-22 COP Final Monthly Report Due |
| October 31, 2022 | FY 2021-22 COP Final Reports Due |
| Upon Completion of COP Contract | COP orgs eligible to receive final payment (10% of award)* |

*All contract compliance items must be up to date

# Commissioner Liaisons

- Funded COP organizations will be assigned a liaison from the Arts and Culture Advisory Commission

- Liaisons are meant to be a resource to COP orgs

- Orgs shall allow attendance by and share minutes with the assigned liaison for governing board proceedings (This excludes proceedings that are confidential, to the extent allowable by law and board governance)

- Liaisons will help relay information from COP orgs to full Commission and to OAC staff through regular liaison reports

- Updated liaison assignments are being finalized by our Commission Chair

# Next Steps

- Be ready for contracts to be sent your way for signatures and notify board chairs

- October 2021 monthly report is due soon (Nov 15, 2021)

- Please keep OAC staff updated on your org's programming and operations

# Questions?

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