

# Contract Attachment Execution Instructions For Capacity Building II

## Read Carefully Before Proceeding

(Contracts are due by 12/5/08)

1. Print three (3) sets of all pages of all documents:
  - Work Statement (Attachment A)
  - Revised Narrative (Attachment A)
  - Revised Budget(Attachment B)
  - Budget Itemization (Attachment B)
  - Mandatory Publicity Statement (Attachment C)
  - Sponsorship Agreements (Attachment D – If Applicable)
2. Place a copy of the Revised Narrative for yourself or sponsored entity, behind the cover page: “Attachment A” and the document page labeled “Attachment A, Work Statement”. **Repeat this in all contract attachment sets.**
3. Place a copy of the Revised Budget for yourself or sponsored entity, behind the cover page: “Attachment B (Budget)”. **Repeat this in all contract attachment sets.**
4. “Attachment C”, Mandatory Publicity Statement, prints as a part of the contract. This follows immediately after “Attachment B” and should be **kept in that order within all contract sets.**
5. **SPONSORED PROJECTS ONLY:** Place a fully executed copy the Sponsorship Agreement, if applicable, for the sponsored entity behind the cover page: “Attachment “D”. **Repeat this in all contract attachment sets.**

You have now created three complete contract attachment sets.

6. Using a paper clip, attach each contract attachment set together. **DO NOT STAPLE.**
7. Re-check contents of each contract attachment set for completeness-- You should have a page of each of the following for yourself or your sponsored entity in all contract attachment sets:
  - Work Statement
  - Revised Narrative
  - Revised Budget
  - Itemization
  - Mandatory Publicity Statement
  - If Applicable: Copy of executed Sponsorship Agreement

8. \*Carefully read over the contract attachment set. Be sure you understand all provisions. If you find errors, omissions, or have questions, please immediately contact Jesús Pantel at 974-9315.
9. Make a copy of your executed contract attachment set for your records.
8. Please **hand-deliver** all three executed contract attachment sets to:

Economic Growth and Redevelopment Services Office  
 Cultural Arts Division  
 301 West 2<sup>nd</sup> Street, Suite 2030  
 Austin, Texas, 78701

## ***“What Happens Next?”***

1. EGRSO, Cultural Arts Division will check your contract attachment sets for completeness, including all signatures, attach your application form on file, and forward to the City Purchasing Department for processing [**estimated *maximum lead time (assuming all is correct): 3 working days***]
2. City Purchasing Department will process your contract and authorize creation of a Purchase Order from which your payments will be made during the contract term.
3. Using a newly-assigned Purchase Order Number, EGRSO, Cultural Arts Division will create your organization’s Request for Payment Form and forward it on to the City Controller for payment.
4. City Controller will mail a check directly to the address listed with their office as you had previously supplied.
5. Your first payment will be upon processing of your contract. **Future payments will be processed based on the following schedule:**

<b>Payment Date</b>	<b>% of Award</b>
Upon processing of the contract	90%
Upon processing of the final report	10%

**\*Your application form on file will now serve as your contract document. The application form will be attached to your completed packets when delivered.**

**Note: All “estimated lead times” are approximate, and will vary according to factors such as: your accuracy and response times, EGRSO’s Cultural Arts Division Staff's workload, City Purchasing Department’s workload, and the U.S. Mail Service. EGRSO Cultural Arts Division Staff is committed to expediting turnaround times for all contracts and payment requests.**