




# Expanded Access to Arts and Culture

PRAC Cycle 2 Grantee Contract Execution and Onboarding Process

PARKS | AFTER SCHOOL | RECREATION | COMMUNITY SERVICES

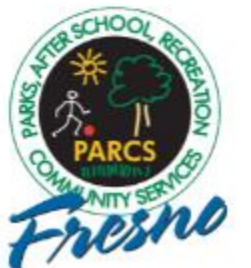
 (559) 621-7529

 [fresno.gov/parks](https://fresno.gov/parks)



# Agenda

- Purpose
- Update Contracts
- SharePoint Access
- Vendor Requirements
- Grant Agreement Review
- Grant Agreement Signatures
- Requisition and Contract



# Purpose

- Outline the required steps to execute a **grant agreement** with the City of Fresno for the Expanded Access to Arts and Culture Grant Program (Cycle Two).
- Knowing what to expect and what to prepare ahead of time will help ensure a smooth process.
- Many of the items can be completed at the same time.



**Contact Sheet**

Changes to contact information: If you make any changes to key project staff at any time during grant/contract program, please notify the Program Manager and re-submit this form.

Organization Name:  
Fiscal Sponsor Name (if applicable):

Grant Term:  
Contract Number:

**President, Vice President, or Board Chair**

Name: Title:  
Phone: Email address:  
Mailing Address:

**Secretary or Treasurer, Assistant Secretary or Treasurer, or Chief Financial Officer**  
(will be responsible for certifying signature on grant agreement)

Name: Title:  
Phone: Email address:  
Mailing Address:

**Day to Day Programmatic Contact**

Name: Title:  
Phone: Email address:  
Mailing Address:

**Finance Contact**  
(Responsible for invoicing):

Name: Title:  
Phone: Email address:  
Mailing Address:

**Progress Reporting Contact**

Name: Title:  
Phone: Email address:  
Mailing Address:

**Signatory Authority for Grant Agreement**

If the party is a non-profit corporation or limited liability company (LLC), the Grant Agreement must be signed by either:

(i) the President or Vice President (or a member in the case of an LLC) **AND** by the Secretary or Treasurer, Assistant Secretary or Treasurer, or Chief Financial Officer;

**-OR-**

(ii) by an officer, member or employee authorized to sign contracts on behalf of the respective corporation or LLC.

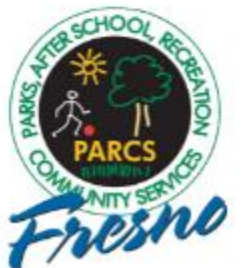
Name of Authorized Signatory #1:  
Title of Authorized Signatory #1:  
Email of Authorized Signatory #1:

Name of Authorized Signatory #2:  
Title of Authorized Signatory #2:  
Email of Authorized Signatory #2:

# I. Update Contacts

## EAAC Grantee

- Update contacts using:
  - [Contact Sheet](#) form



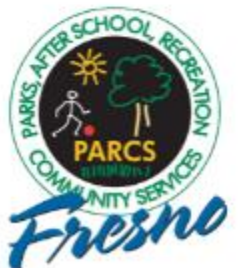
# II. SharePoint Access

## City of Fresno – PARCS

- Establishes a SharePoint folder for Grantee document submittals.
- Sends the SharePoint folder link by email to the contacts identified by the Grantee.

## EAAC Grantee

- Logs into SharePoint using the invitation email sent by PARCS.
- Helpful resources: [Guest Account SharePoint Setup](#)



# III. Vendor Requirements (New Grantee)

## EAAC Grantee

- Submit completed forms to Purchasing Division **via email:**  
VendorManagement@fresno.gov
  1. [Vendor Update Authorization Form](#)
  2. Completed [W-9 Form](#).
- Optional: For ACH setups/updates, physical voided check required (no photocopies of a check, no bank letters).
  - If ACH payment is desired route, mail physical voided check **and** both forms to:
    - City of Fresno  
Attn: Purchasing Division  
2101 G Street, Bldg. A  
Fresno, CA. 93706

## City of Fresno - Purchasing

- Purchasing Division will verbally verify Grantee information and add the Grantee to the City of Fresno financial system, post verification.



# III. Vendor Requirements (Existing Grantee)

## EAAC Grantee

- If you've received payments from City of Fresno in the past, and have any changes, submit the completed forms to Purchasing Division via email.
  - [VendorManagement@fresno.gov](mailto:VendorManagement@fresno.gov)
- **Note:** For ACH updates, physical voided check required.

## City of Fresno - Purchasing

- Purchasing Division processes the forms and updates the Grantee information in the City of Fresno financial system (post verification).



# IV. GRANT AGREEMENT REVIEW



# IV. Grant Agreement Review

## City of Fresno - PARCS

- Provides a copy of the grant agreement via SharePoint folder.
- Identifies unresolved reporting from prior cycles (if applicable).

## EAAC Grantee

- Reviews Grant Agreement to ensure accuracy.
- Provides reporting from prior cycles (if applicable).



# IV. (a) Scope of Work

## EAAC Grantee

- Review the Scope of Work (Exhibit A) in the Grant Agreement, outlining all project deliverables.
- Any changes should be done using track changes.
- Email [ExpandedArts@fresno.gov](mailto:ExpandedArts@fresno.gov) once changes are completed.

## City of Fresno - PARCS

- Reviews the completed Scope of Work (Exhibit A) and requests additional information or documentation as applicable.



# IV. (b) Risk Assessment

## EAAC Grantee

- Fills out the [Risk Assessment Template](#).
- Upload any required attachments to SharePoint folder.
- Email [ExpandedArts@Fresno.gov](mailto:ExpandedArts@Fresno.gov) once completed.

## City of Fresno – PARCS & Finance Department

- PARCS reviews risk assessment responses and documents.
- PARCS consults Finance Department, if applicable.
- PARCS requests additional information or documentation of controls as applicable.



# IV. (c) Insurance Requirements

## EAAC Grantee

- Reviews the **Insurance Requirements** (Exhibit C) in the Grant Agreement.
- Contact insurance broker to obtain insurance documentation based on the requirements in the grant agreement. Provide a copy of the requirements to broker.
- Submit insurance documentation to [ExpandedArts@Fresno.gov](mailto:ExpandedArts@Fresno.gov).
- If applicable, update insurance coverage and resubmit as requested by Risk Division.

## City of Fresno – PARCS & Risk Division

- PARCS submits to Risk Division:
  - **Insurance documentation**
  - **Request for Insurance Review Form**
  - **Contract (Grant Agreement)**
- Risk Division reviews the insurance documentation and verifies whether it meets the requirements.
- Insurance must clear before proceeding to signing the grant agreement.



# IV. (d) Signature Resolution

## EAAC Grantee

- Uploads to SharePoint folder:
  - [Statement of Information](#)
  - [Signature Resolution](#), or
  - [Organizational Bylaws](#)
- The documents must demonstrate the two (2) authorized signatories for the organization.
- The two (2) authorized signatories will sign the Grant Agreement.
- Email [ExpandedArts@Fresno.gov](mailto:ExpandedArts@Fresno.gov) once completed.

## City of Fresno – PARCS & City Attorney Office

- PARCS submits the Request for Legal Services Form (RLS) to the City Attorney's Office (CAO) for review of:
  - **Statement of Information**
  - **Signature Resolution**, or
  - **Organizational Bylaws**
- CAO approves signatory authority documents or requests more information as applicable.



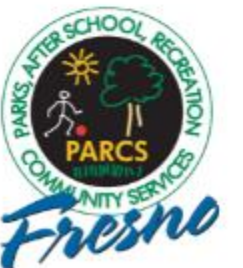
# V. Grant Agreement Signatures

## City of Fresno – PARCS

- PARCS routes the Grant Agreement via DocuSign to the two individuals identified in the Signature Resolution for signatures.
- PARCS routes the Grant Agreement via DocuSign to the City Attorney's Office, City Manager, and the City Clerk to sign.

## EAAC Grantee

- Signs the Grant Agreement via DocuSign (may need to create a DocuSign account).
- Receives a copy of the fully executed (signed) agreement once all parties have signed.



# VI. Requisition & Contract

## City of Fresno – PARCS & Purchasing Division

- Creates a Requisition using the fully executed (signed) Grant Agreement.
- Purchasing Division converts the Requisition into a Contract in the City's procurement system, creating a contract number.
- PARCS sends the contract number to the Grantee along with an invitation for a follow-up Grantee Orientation meeting.



# QUESTIONS?

