

# Pre-Contract Attachment Execution Instructions For Cultural Expansion Program

## Read Carefully Before Proceeding

(Pre-Contracts are due by 11/16/12)

1. Print one (1) set 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)

Instructions for filling out the above attachments can be found in the “FY 13 CEP Pre-Contract Attachment Instructions” document

2. Place a copy of the Revised Narrative for your organization behind the cover page: “Attachment A” and the document page labeled “Attachment A, Work Statement.”
3. Place a copy of the Revised Budget for yourself behind the cover page: “Attachment B (Budget).”
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 the contract set.**
5. Using a paper clip, attach the contract attachment set together. **DO NOT STAPLE.**
6. Re-check contents of the contract attachment set for completeness - You should have a page of each of the following for yourself in the contract attachment set:
  - Work Statement
  - Revised Narrative
  - Revised Budget
  - Itemization
  - Mandatory Publicity Statement
8. \*Carefully read over the contract attachment set. Be sure you understand all provisions. If you find errors, omissions, or have questions, please contact Jesús Pantel at 974-9315.
9. Make a copy of your executed contract attachment set for your records.
8. Please **hand-deliver** the executed contract attachment set to:

Cultural Arts Division/Economic Growth and Redevelopment Services Office  
201 East 2<sup>nd</sup> Street  
Austin, Texas, 78701

## ***“What Happens Next?”***

1. EGRSO/Cultural Arts Division will check your contract attachment set for completeness, including all signatures. **NOTE: If anything is missing or incorrect, you have until December 7, 2012 to correct.** Once the documents are in proper order, EGRSO/Cultural Arts Division will 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. 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	75%
Upon processing of the final report	25%

**\*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/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.**