



AGENDA REPORT


TO: Jestin Johnson
City Administrator

FROM: Ashleigh Kanat
Director, Economic and
Workforce Development
Department

SUBJECT: SUPPLEMENTAL – FY 2023-24
Informational Report on Oakland
Cultural Affairs Division’s Operations

DATE: June 5, 2024

City Administrator Approval


Jestin Johnson (Jun 7, 2024 08:12 PDT)

Date: Jun 7, 2024

RECOMMENDATION

Staff Recommends That The City Council Receive An Informational Report From The Oakland Cultural Affairs Division On The Status Of Its FY 2023-24 Operations.

REASON FOR SUPPLEMENTAL

At the May 14, 2024 Life Enrichment Committee meeting, the Committee requested additional details regarding payment status of Fiscal Year (FY) 2023-24 Cultural Funding Grants, including Cultural Organization Assistance (General Operating), Neighborhood Voices for Festivals and Networks of Care: Teaching Artist Support Grants. The additional details requested include the names of the organizations and the status of each delayed contract (e.g., pending, executed, and paid). If the contract is pending, a note indicating why it is still pending is to be included. If the contract has been executed but is not yet paid, an estimate of the date of payment is provided, and if the contract is paid, the date is provided.

Attachment A provides an update on all of delayed Cultural Funding Grants, including the status of the contract execution; the name of the organizations awarded contracts; and the time for executing said contracts, what date it was executed and paid.

BACKGROUND

The Cultural Funding Program was established by the City Council in 1985 as the City’s mechanism to support Oakland-based nonprofit arts and cultural organizations through an annual competitive application process. These grants infuse Oakland’s neighborhoods with arts and cultural activities that increase exposure to, understanding of, and respect for diverse cultural heritages, support arts activities that engage the community, and support hands-on arts

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instruction in Oakland's public schools. In the past five years, the Cultural Funding Program has awarded an average of \$1.4M each year to Oakland artists and arts organizations.

For FY 2023-24, the Cultural Funding Program provided grants in three categories:

Cultural Organizational Assistance (Two Year Grant) provides general operating support to established, primary arts organizations. To be eligible, an organization must have received Cultural Funding Program funding in two of the past four consecutive funding cycles.

Neighborhood Voices for Festivals builds belonging within the dynamic neighborhoods of the City by supporting culturally engaging efforts to bring our community members together through festival culture. Festivals to be supported may include, but are not limited to: block parties, parades, performances in poetry, dance, music or theater, visual art, and literary presentations, that are rooted in a sense of place.

Networks of Care: Teaching Artist Support Grants provides organizations funding for Teaching Artists conducting arts instruction for Oakland youth. The program awards grants of \$10,000 to Oakland-based non-profit organizations to supplement current teaching artist salaries, and/or provide them with professional development opportunities to advance how we care for ourselves, and one another.

Cultural Funding Application Process

To ensure transparency and public trust in the distribution of public funds for the arts in Oakland, the program has established policies, review procedures, and a panel system for evaluating applications.

The Cultural Funding Program staff strive to have a diverse team of community members to serve as panelists - representing various ages, backgrounds, races, ethnicities, sexual orientations, and professions to help City staff evaluate each grant category. The grant review panelists have been selected for their expertise relevant to each grant category. Cultural Funding Staff have a panelist application accessibly year-round on the City's website for interest community members to apply.

Grant applicants receive the biographies of each panelist the day prior to the public review panels. Biographies of panelists are also posted on the City's website for the general public. As part of the review process, applicants have the opportunity to address the panel for three-minutes. Oakland's Cultural Funding Program is one of the only local grant-making agencies in the State that allows applicants to address the community peer reviewed panel. The applicant's three-minute address is used to clarify any questions or misinterpretations that the applicant may have heard during the panel discussion.

Panelists thoroughly discuss, evaluate and score each proposal based on established criteria. In broad terms, the criteria for the panel review are: (1) Programmatic Impact: soundness of applicant's curriculum for arts instruction and potential for program to build social connection; (2) Cultural & Racial Equity: the extent to which the applicant's activities includes groups and communities impacted by racial and economic disparities; (3) Finance & Management: soundness of budget and qualifications of key personnel to execute planned programming.

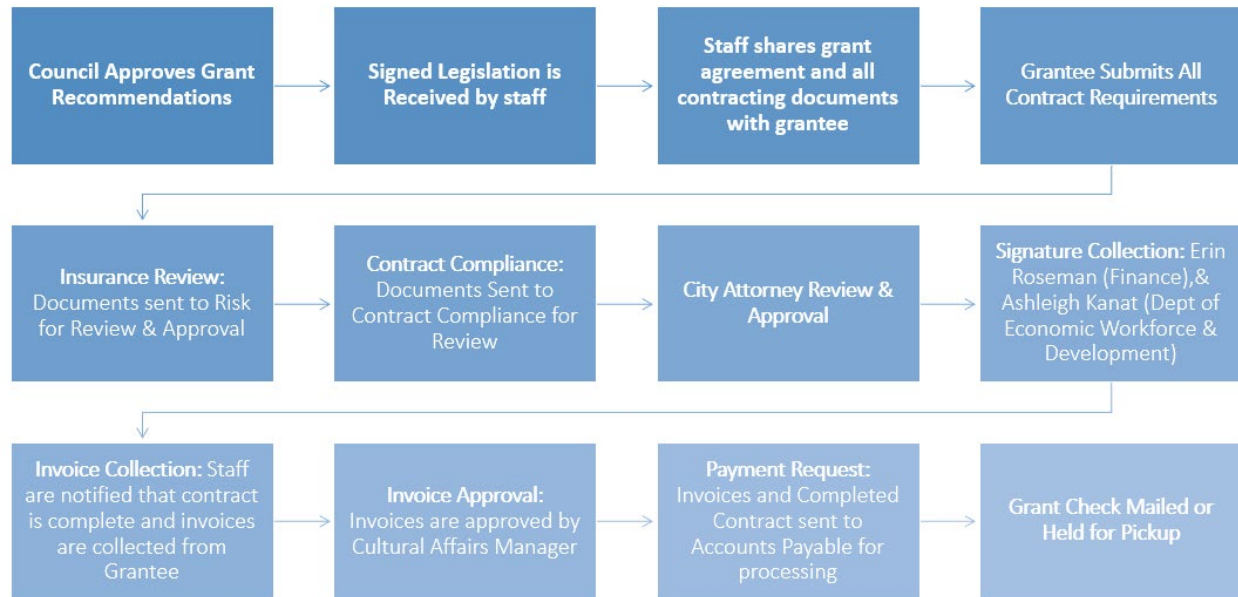
Upon completion of the review process and ranking of the applications, staff determined a cut-off for grant awards and the allocation of funds. Applicants receiving an average score lower than 70 (from a possible 100 points) were automatically disqualified from funding. These funding allocations are based on the highest overall scores, and the amount of funding we have available. Staff review scores and ranking of the applicants, creating a list of recommended awards for Council consideration and approval.

Contracting Process

During the time period in which the recommended awards are being presented to City Council for review, the recommended grantees are invited to attend contracting webinars conducted by staff. These webinars familiarize organizations with the City's contracting process, including an overview of (1) insurance requirements, (2) schedules, (3) preparing scopes of work and budget, (4) business tax certificates, and (5) the grant agreements. Staff hold one-on-one meetings with grantees to support them through the contracting process and help them understand the City's requirements.

Grantees are notified that the time for contract execution varies significantly. This timeline can be highly impacted by the need to obtain the required insurance documents. However, after insurance is approved, the time for contract execution on average takes 8-12 weeks. A summary

of the process is as follows:



Grant Period Changes

Historically, the Cultural Funding Program has funded organization's activities for an entire fiscal year, July 1st through June 30th. However, this has meant that by the time grant recommendations are presented to City Council, typically in November/December, many events such as festivals have already taken place.

In January 2024, the Risk Division informed Cultural Affairs staff that they would no longer be approving insurance for festivals or other grantee events/programs that have already passed. To ensure that Risk review and contract execution occurs prior to events taking place, Cultural Affairs is changing its grant period from the fiscal year to the calendar year, January through December. This will allow staff to conduct the application process and present grant recommendations to City Council before the grant period has begun. For FY 2024-25, this also means that festivals occurring between July 1 through December 31, 2024 will not be financially supported by Cultural Affairs while staff aligns the process with the new schedule. This realignment will not affect awards already approved by City Council.

Staff have consulted with the City Attorney's Office, City Administrators Office, Risk Management Division and the Finance Department on these planned changes.

Art & Soul Festival

Art & Soul was approved for a \$20,000 grant on December 19, 2023 per Resolution No. [90058 C.M.S.](#) to support the festival held in September 2023. Because Art & Soul was one of the many

festivals that had already occurred by the time the contract process began, staff needed to approach the City Administrator for special approval to proceed, as Risk was no longer reviewing or approving insurance for festivals that had already occurred.

Cultural Affairs staff collected all insurance documents from impacted festivals from January - February 2024, and began the process of drafting an insurance waiver for CAO's approval on February 20, 2024. CAO provided the insurance waiver for all impacted organizations to proceed on March 29, 2024. Art & Soul's contract was forwarded to Contract Compliance for execution on April 9, 2024.

ANALYSIS

On December 19, 2023 City Council approved the 60 grant recommendations to support arts and cultural organizations and festivals per Resolution No. [90058 C.M.S.](#)

FY23-24 Grant Categories	No. of Applications Received	Total Awards	Award Rate	Total Amount Awarded	Average Award Amount*
Cultural Organization Assistance	31	27	87%	\$810,000	\$30,000
Neighborhood Voices for Festivals	58	33	57%	\$517,000	\$15,588.24
TOTALS	89	60	72%	\$1,327,000	\$22,794

As of the May 14, 2024 Life Enrichment Committee Meeting, 42 grants had not yet been paid. These grants are listed in **Attachment A**.

Contract Processing Update

On May 15, 2024, the City Administrators Office announced that all approved grants for FY 2023-24 will be processed as planned, which had an immediate impact of contract processing. Of the 42 grants that were delayed, 21 have been executed and paid (or have payment in process), and 21 are still pending.

Attachment A provides an update on all 42 of delayed Cultural Funding Grants, including the status of the contract execution; the name of the organizations awarded contracts; and the time

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for executing said contracts, what date it was executed and paid. The status of each contract is current as of June 5, 2024.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Receive An Informational Report From The Oakland Cultural Affairs Division On The Status Of Its FY 2023-24 Operations.

For questions regarding this report, please contact Roberto Bedoya, Cultural Affairs Manager, 520-236-2136.

Respectfully submitted,

Ashleigh Kanat

Ashleigh Kanat (Jun 6, 2024 10:29 PDT)

ASHLEIGH KANAT

Director, Economic & Workforce Development
Department

Reviewed by:

Roberto Bedoya, Cultural Affairs Manager
Economic & Workforce Development
Department

Prepared by:

Raquel Iglesias, Cultural Funding Coordinator
Economic & Workforce Development
Department

Attachments (1):

A. FY 2023-24 Cultural Funding Grants Payment Status

EWD - Cultural Affairs Division, Cultural Funding Program

Attachment A: FY23-24 Grant Status

GRANTEE NAMES	CURRENT STATUS	Grant Contract & Required Documents Sent to Grantee	Initial Contract Documents Received - Grantee works with staff on requirements	Went to Risk for Insurance Approval	Went to Contract Compliance for Initial Review	Went to City Attorney for Review & Final Signatures	Staff Received Signed Contract	Invoices Received by Grantee	Paid by Accounts Payable
FY23-24 Cultural Organization Assistance (General Operating)									
API Cultural Center, Inc.	PAID	1/2/2023	1/11/2024	1/12/2024	2/13/2024	3/22/2024	5/15/2024	5/15/2024	5/21/2024
Attitudinal Healing Connection, Inc.	PAID	1/2/2023	1/16/2024	2/7/2024	2/7/2024	3/21/2024	5/15/2024	5/15/2024	5/21/2024
Creative Growth Art Center, Inc.	PAID	1/2/2023	1/25/2024	1/31/2024	2/15/2024	3/22/2024	5/15/2024	5/15/2024	5/21/2024
Destiny Arts Center	PAYMENT IN PROCESS	1/2/2023	2/2/2024	2/5/2024	2/7/2024	3/20/2024	5/15/2024	5/28/2024	
Diamano Coura West African Dance Company	Contract Under Review	1/2/2023	1/11/2024	Approved via CAO waiver 3/29/2024	4/3/2024	6/4/2024			
Dimensions Dance Theater, Incorporated.	Contract Under Review	1/2/2023	1/16/2024	Approved via CAO waiver 3/29/2024	4/3/2024	5/21/2024			
East Bay Performing Arts	PAID	1/2/2023	1/11/2024	1/18/2024	2/15/2024	3/26/2024	5/15/2024	5/16/2024	5/23/2024
EastSide Arts Alliance, Inc.	PAYMENT IN PROCESS	1/2/2023	1/16/2024	1/22/2024	2/8/2024	3/19/2024	5/15/2024	5/30/2024	
Friends of Peralta Hacienda Historical Park	PAYMENT IN PROCESS	1/2/2023	2/6/2024	2/13/2024	2/13/2024	3/26/2024	5/15/2024	5/30/2024	
Kitka, Inc.	Contract Under Review	1/2/2023	2/23/2024	3/6/2024	4/3/2024	5/8/2024			
Living Jazz	PAID	1/2/2023	2/20/2024	2/22/2024	2/22/2024	4/17/2024	5/15/2024	5/15/2024	5/21/2024
Museum of Children's Art	PAID	1/2/2023	1/18/2024	1/23/2024	2/2/2024	3/14/2024	5/15/2024	5/15/2024	5/21/2024
Music Is Extraordinary, Inc.	PAYMENT IN PROCESS	1/2/2023	2/6/2024	Approved via CAO waiver 3/29/2024	4/3/2024	5/20/2024	5/22/2024		
Oakland Ballet Company	Contract Under Review	1/2/2023	1/23/2024	2/16/2024	2/23/2024	5/15/2024			
Oakland Interfaith Gospel Choir, Inc.	PAID	1/2/2023	1/16/2024	Approved via CAO waiver 3/29/2024	4/3/2024	5/20/2024	5/22/2024	5/22/2024	6/4/2024
Prescott Circus Theatre	PAID	1/2/2023	1/18/2024	1/18/2024	2/2/2024	3/19/2024	5/15/2024	5/15/2024	5/21/2024
Project Bandaloop	PAYMENT IN PROCESS	1/2/2023	1/19/2024	2/20/2024	2/27/2024	5/20/2024	5/22/2024	5/23/2024	
Purple Silk Music Education Foundation, Inc.	PAID	1/2/2023	1/16/2024	2/22/2024	2/23/2024	4/8/2024	5/15/2024	5/15/2024	5/21/2024
The Crucible	PAID	1/2/2023	1/16/2024	1/16/2024	4/3/2024	5/8/2024	5/22/2024	5/22/2024	6/4/2024
Ubuntu Theater Project, Inc.	PAID	1/2/2023	3/6/2024	Approved via CAO waiver 3/29/2024	4/3/2024	5/8/2024	5/23/2024	5/30/2024	6/4/2024
Youth Radio DBA YR Media	PAID	1/2/2023	1/17/2024	1/17/2024	1/31/2024	4/26/2024	5/15/2024	5/22/2024	6/4/2024
FY23-24 Neighborhood Voices for Festival Grants									
Oakland Parks and Recreation Foundation for AfroCentric Oakland	Grant Documents never received by staff. Followed up numerous times, with no success.	1/3/2023							
Alkebulan Fiscal Sponsors	Contract Under Review	1/2/2023	3/8/2024	3/8/2024	4/9/2024	6/4/2024			
American Indian Child Resource Center	PAID	1/2/2023	2/15/2024	2/20/2024	2/23/2024	4/16/2024	5/15/2024	5/15/2024	5/21/2024
ART & SOUL OAKLAND	PAID	1/2/2023	1/16/2024	Approved via CAO waiver 3/29/2024	4/9/2024	5/23/2024	5/30/2024	5/31/2024	6/4/2024

