



Exhibit B

Administration of Production Incentive Program:

Provide overall program administration that includes, but is not limited to budgeting, budget monitoring, reporting, marketing, application review, project monitoring, expenditure review, payment processing, general communication, enforcing the Film Production Incentive Program Guidelines, and other general program management services, as needed.

Marketing, Promotion, Outreach, and Education:

Provide program marketing in print and/or digital formats and venues common to the film industry; promote the program availability to industry stakeholders and groups; provide outreach services and respond to inquiries; and provide education of program requirements and expectations.

Application Review and Evaluation:

Conduct application review for application completeness and program compliance; review required application materials and supporting documentation for accuracy; conduct application evaluation by using evaluation and scoring criteria; obtain internal organizational approvals and provide the city with a recommendation on each application, funding amount, and any special circumstances that may arise.

Application Approval:

Package each application and send to the City. When necessary meet with and make a recommendation to the City regarding each application; and set aside program funds for approved project in budget.

Certification:

Provide denial or "Certification" letter to production company based upon City approval; and provide the City with copies of final determination letters.

Production:

Assist, monitor, and provide support services to the approved production company before, during, and after production to ensure the production's success, including but not limited to: scouting services, production assistance, collaboration services, and general support services, where applicable and reasonable.

Rebate:

Collect any required electronic documentation and review to ensure requests are for eligible expenditures that have been fully paid. Confirm all expenditures were made in Duluth. Review submitted Rebate Expenditures Report (RER) for program compliance and approval. Collect all final required documentation before rebate can be submitted for City review. Package rebate request, application and supporting documentation to the City for review and payment.



If approved, the City will issue a rebate funds to the Contractor via check or electronic transfer. The Contractor will deposit the rebate funds (or electronic transfer) into the Contractor's account and subsequently transfer funds in equal amount to the Rebate funds from Contractor to the respective production company via wire transfer, electronic funds transfer, or other method of electronic payment or by check, such form of payment being at the discretion of the Contractor. The Contractor shall provide proof that the payment has been made to the production company and the production company has received the payment.

Monthly and Yearly Updates:

Provide monthly electronic updates on the Film Production Incentive Program on inquiries, applications, funded projects, and general details of each project. Provide a detailed final year-end report on the City's Film Production Incentive Program that includes details on each funded project, performance measures, and overview of the program, and the overall economic impact of the use of program funds.

RESPONSIBILITIES OF THE CITY

- To provide oversight and contract performance
- To promptly review and process rebate payments to the Contractor (UMFO).
- To be available for meetings and consultations related to the Film Production Incentive Program.

COMPENSATION

As agreed, 10% (\$20,000) of the total funds will be paid to UMFO as an administrative fee on the following schedule: \$5,000 to be paid upon execution of the contract and the paid quarterly, until December 15, 2024.