

## CONTRACT AGREEMENT



### between Florida Humanities & City of New Port Richey—Public Library (Affiliate)

This non-negotiable Agreement including the award letter and all attachments set forth the terms and conditions upon which Florida Humanities has provided funding to the Affiliate for the purposes specified in their approved Summer Reading Program Grant application.

**Agreement Number:** GR\_0325\_5519\_2913  
**Affiliate:** City of New Port Richey—Public Library  
**Project Title:** Summer Reading Program Grant 2025  
**Project Director:** Andrea Figart, Library Director  
**Agreement Period:** March 15- September 15, 2025  
**Agreement Amount:** \$3,000  
**Minimum Cost Share:** \$3,000  
**Approved Expenses:** Books for circulation (\$3,000)

Affiliate agrees to administer the approved project in compliance with the **General Provisions and Certifications of Compliance** which follow.

#### GENERAL PROVISIONS

**Payee / Unique Entity ID:** All funds will be made payable to the Affiliate identified above. Any changes to payee must be approved by Florida Humanities upon submittal of a Grant Change Request form. Affiliate and assigned Project Director are responsible for the fiscal and programmatic management of all project activities. Due to federal reporting requirements, Affiliate must also maintain a verifiable Unique Entity ID created in SAM.gov in order to receive payment of any contracted funds. Organizations are not required to have a full SAM.gov registration to be eligible to receive funding.

**Release of Contracted Funds / Reporting Schedule:** Contracted funds may only be spent in accordance with the proposed project budget as approved by Florida Humanities. Any funds provided in advance and not expended according to the approved budget must be returned to Florida Humanities.

Upon return to Florida Humanities of **ONE** signed original Contract Agreement and Cash Request form, 100% of the approved funds will be sent to Affiliate.

**Event Listing Forms:** Affiliate is required to submit an online Florida Humanities Event Listing Form no later than 6 weeks prior to each public program funded by this contract. <https://floridahumanities.org/grantee-resources/forms-and-resources/event-listing-form/>

**Changes:** The application submitted by the Affiliate is part of this contract and Affiliate agrees to carry out the project within the specified contract period and as set forth in the approved application and budget. Any significant changes to the scope or objectives of the project, the duration of the project, or the project budget must be approved in writing by Florida Humanities. Florida Humanities must also be notified if a change in project director will occur. Unapproved changes may result in loss of some or all funds covered by this Agreement. Affiliate must submit a Grant Change Request Form to Florida Humanities for any expected changes.

**Final Financial Report / Cost Share:** Affiliate must provide a final financial report detailing expenditure of all Florida Humanities funds as well as a minimum 1:1 cost share. All receipts and other financial records, including documentation of all in-kind contributions, must be kept by Affiliate for potential audit for a period of at least three years after the Agreement closes. **Cost share.** Florida Humanities requires that all funds be matched (cost share) with at least an equal amount of cash and/or in-kind goods and services. Cost share includes any cash

expenditures for project implementation that are not covered by Florida Humanities funds as well as any in-kind goods and/or services received in support of the project. Any program income earned as a result of these contracted funds may also be used to meet the cost share requirement.

**Indirect costs:** Florida Humanities allows organizations to include indirect costs of up to 15% of the total requested funds as part of your grant request or to help meet the cost share requirement. Applicants with a federally negotiated indirect cost rate agreement (NICRA), may elect to request their approved NICRA rate from Florida Humanities funds or include as cost share. All applicants using a NICRA rate are required to provide a copy of their NICRA agreement showing that the proper rate is being used. If you elect to use the rate of 15%, no additional documentation is needed.

**Limitations on the Use of Funds:** Affiliate must comply with all allowable cost principles outlined in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards*.

**Fees or Charges:** No admission or other fees may be charged to any participant in any activities conducted under this contract unless specifically approved by Florida Humanities.

**Collection and Use of Information:** Where information is collected from the public in connection with this contract (as by interview, questionnaire, or evaluation), it may not, without prior approval from Florida Humanities and NEH, be represented as being collected for Florida Humanities or other federal or state agency.

**Right to Reproduce:** The federal government and Florida Humanities reserve a non-exclusive license to use and reproduce, without payment, any produced materials, including copyrighted material, arising out of contract activities.

**Acknowledgement of Support and Disclaimer:** Awarded funds are provided by Florida Humanities through a grant from the National Endowment for the Humanities (NEH). All materials publicizing or resulting from award activities must contain an acknowledgement of Florida Humanities and NEH support and carry the appropriate Florida Humanities and National Endowment for the Humanities logos to be obtained directly from Florida Humanities. Type in the logos must be legible and no smaller than 5 points. Acknowledgement of NEH support must also include the following statement:

*"Funding for this program was provided through a grant from Florida Humanities with funds from the National Endowment for the Humanities. Any views, findings, conclusions or recommendations expressed in this program do not necessarily represent those of Florida Humanities or the National Endowment for the Humanities."*

This statement does not need to be in the same size font as that of the Florida Humanities and NEH logos, nor must it be located immediately adjacent to the logos.

**Termination:** Florida Humanities reserves the right to terminate this Agreement if at any time, in sole discretion, it determines that the Affiliate has made any misrepresentations, has in any way misappropriated Florida Humanities funds, or has done anything inconsistent with the signed Agreement. If within one year, the project has not started or no funds have been requested, the Agreement may also be terminated.

## FEDERAL FUNDING IDENTIFICATION AND CERTIFICATIONS OF COMPLIANCE

Because funds contracted by Florida Humanities are federal dollars provided by the National Endowment for the Humanities, Florida Humanities is required to provide the following federal funding information to all Affiliates:

Subrecipient Name and Unique Entity ID:	City of New Port Richey—Public Library KWCFPENCK24
Federal Agency Identification Number:	SO-289748-23
Award date:	12/14/22
Subaward period of performance:	March 15, 2025- September 15, 2025
Amt of federal funds obligated by this action:	\$3,000
Amt of federal funds awarded to subrecipient:	\$3,000
Total amount of Florida Humanities federal award:	\$3,000
Federal award project description (FFATA):	State Humanities Program
Name of Pass Thru Entity (PTE):	Florida Humanities Council (Florida Humanities)
Contact Information for Florida Humanities:	Nashid Madyun, Executive Director 599 2 <sup>nd</sup> Street South St. Petersburg, FL 33701 727/873-2007 nmadyun@flahum.org
CFDA #:	45.129
CFDA Title:	Promotion of the Humanities Federal-State Partnership
Indirect Cost Rate for the Federal Award:	15% or approved NICRA (see page 2 of contract)

By signing this Agreement, Affiliate also certifies compliance with the following government-wide requirements:

1. **Uniform Administrative Requirements:** The uniform administrative requirements of the Office of Management and Budget Circular A-110 (2 CFR Part 215) apply to all grant recipients.
2. **Non-Profit Status:** Affiliate certifies that the sponsoring organization is not an agency of the federal government, a for-profit business, or an individual. Upon request, Affiliate will also provide official documentation (i.e. Articles of Incorporation, IRS determination letters, By-Laws, Constitutions, etc.) which demonstrate that the organization is either an unincorporated association, a non-profit or not-for-profit corporation.
3. **Nondiscrimination Statutes:** Affiliate certifies that it will comply with the following non-discrimination statutes and their implementing regulations:
  - a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 200d et seq.)
  - b. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.)
  - c. The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.)
  - d. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) \* **see additional info below**
  - e. The Americans with Disabilities Act of 1990 (42 U.S.C. 12101-12213)
4. **Lobbying Activities:** Affiliate certifies that it will comply with the Byrd Anti-Lobbying Amendment as described in (31 U.S.C. 1352) and (18 U.S.C. 1913).
5. **Drug-Free Workplace Requirements:** Affiliates are required to maintain a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.
6. **Debarment and Suspension:** Affiliates are prohibited from doing business with any organization or person if they have been debarred or suspended by any federal department or agency (2CFR Parts 180 and 3369).
7. **Labor Standards:** Affiliates are subject to the labor standards set forth in 29 CFR Part 505 and the Davis-Beacon Act as amended (40 U.S.C. 276a through 276a-5).

\* **Accessibility:** As part of this Agreement, Affiliate agrees to comply with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Resources available to ensure compliance with these regulations can be found at: <http://dos.myflorida.com/cultural/info-and-opportunities/resources-by-topic/accessibility/>  
Affiliates are encouraged to use the provided symbols to promote and publicize accessibility of your facilities, programs and other activities for people with various disabilities.

**REQUIRED SIGNATURES**

By signing this Agreement, the signatories below acknowledge that they have been authorized by Affiliate to sign on its behalf and that they have read, understood and agree to the terms and conditions of the Agreement and will conform to all applicable government-wide requirements noted within.

\_\_\_\_\_  
Project Director signature (*REQUIRED*)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Additional Authorization signature  
(*only if required by Affiliate/Sponsoring Organization*)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



\_\_\_\_\_  
Patricia Putman, Florida Humanities Associate Director

March 15, 2025

\_\_\_\_\_  
Date





### Florida Humanities Cash Request Form

For Office Use Only:

<b>Contract Number:</b>	GR_0325_5519_2913
<b>Unique Entity ID (SAM) Number:</b>	KWCYFPENCK24
<b>Project Title:</b>	Summer Reading Program Grant 2025
<b>Check Payable to:</b>	
<b>Mail Check to:</b>	

<b>Approved By:</b>
<b>Date:</b>
<b>Copy:</b>

**Total Contract Award:** \$3,000.00

**Cash Request Type:**

Please consult your contract for information on payment installments.

Initial    Amount: \$3,000.00

Final    Amount: \$0.00

**Project Director Name:**

**Electronic Signature:**

By checking this box and typing your name below, you certify that the information contained in this Cash Request Form is true to the best of your knowledge and that any funds disbursed as a result of this request will only be used for the purposes set forth within the contract as specified above.

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Project Director Name

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Date