



**CITY OF NEW PORT RICHEY  
BUDGET AMENDMENT REQUEST**

DATE: 3/15/2022

NO: \_\_\_\_\_

**INCREASE**

enter as a positive

ORG	OBJECT	DIVISION	ACCOUNT DESCRIPTION	CURRENT BUDGET	CHANGE	PROPOSED BUDGET
001	334600	Gen Revenue	FL Humanities Grant	-	(5,000)	(5,000)
001	366930	Gen Revenue	Donations - Library	(7,790)	(200)	(7,990)
001051	45293	Library	Misc. Prog. Costs- Grants	5,000	5,000	10,000
001051	45249	Library	Library Supplies	17,790	200	17,990
						-

-

**DECREASE**

enter as a negative

ORG	OBJECT	DIVISION	DESCRIPTION	CURRENT BUDGET	CHANGE	PROPOSED BUDGET
						-
						-
						-

\$0

**EXPLANATION**

The amendment allows for the acceptance of a grant and donations, which results in an overall increase of \$5,200 to the General Fund's Operating Budget

**Approved by:**

Asst. Finance Director \_\_\_\_\_

Finance Director \_\_\_\_\_

City Manager \_\_\_\_\_

Council Approval Required:  Yes  No If Yes, Date Approved: \_\_\_\_\_

## CONTRACT AGREEMENT

between Florida Humanities and New Port Richey Public Library  
(Affiliate)



This 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 the approved **2022 English for Families** grant application.

**Agreement Number:** CC\_EF22\_NPR\_2202  
The Agreement number must be included on all communication with Florida Humanities.

**Affiliate:** New Port Richey Public Library

**Project Title:** 2022 English for Families Programming

**Agreement Period:** December 1, 2021 – December 31, 2022

**Agreement Amount:** \$5,000

**Minimum Cost Share:** \$5,000

**Approved Expenses:** Instructor honorarium (\$2,000), instructor book set (\$600), family books (\$1,000), marketing (\$700), collection materials (\$500), program supplies (\$200)

Affiliate agrees to administer the approved project in compliance with the **General Provisions, Reporting Requirements and Certifications** which follow.

### GENERAL PROVISIONS

**Payee:** 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.

**Release of Funds:** The funds to be provided may be spent only in accordance with the provisions of the English for Families application and budget as approved by Florida Humanities. Upon return to Florida Humanities of **ONE** signed original Contract Agreement and completed Cash Request Form, 90% of approved funds will be sent to the Affiliate. Any funds provided in advance and not expended according to the approved budget must be returned to Florida Humanities. Affiliate must maintain an active DUNS number in order to receive any awarded funds. Final 10% of approved funds will be paid on a reimbursement basis upon receipt and approval of all required final reports.

**Changes:** The application submitted by the Affiliate is part of this contract and Affiliate will carry out the project as set forth in the approved application, during the contract period specified and within the budget shown for the items covered in the Florida Humanities contract. 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 contract changes.

**Financial Records / Sponsor 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 five 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 good 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 to be received. Any program income earned as a result of these contracted funds may also be used to meet the cost share requirement. Cost share may include indirect costs (overhead) totaling no more than 15% of the contracted funds.

**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*. In addition, funds may only be obligated during the Agreement period and in accordance with the approved budget.

**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, be represented as being collected for Florida Humanities or any other government agency.

**Right to Reproduce:** Florida Humanities reserves 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 funds from the State of Florida, Department of State, the Division of Arts and Culture, and the Florida Council on Arts and Culture. All materials publicizing or resulting from award activities must contain an acknowledgement of Florida Humanities and Division of Arts and Culture and carry the appropriate logos found on the Florida Humanities website. The acknowledgement must also include the following statement: ***"Funding for this program was provided by Florida Humanities and sponsored in part by the State of Florida, Department of State, Division of Arts and Culture, and the Florida Council on Arts and Culture."***

**Termination:** Florida Humanities reserves the right to terminate this Agreement at any time if, 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 the contract period, the project has not started or no funds have been requested, the Agreement may also be terminated.

### CERTIFICATIONS

By signing this Agreement, Affiliate 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 and budgetary conditions noted within.

\_\_\_\_\_  
Project Director signature (required)

\_\_\_\_\_  
Additional Authorization

(only if required by sponsoring organization)

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

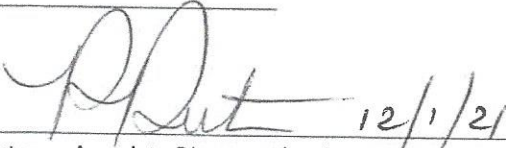
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

  
**Florida**  
HUMANITIES