



OKLAHOMA HUMANITIES

424 Colcord Drive, Suite E, Oklahoma City, OK 73102 | 405.235.0280 | okhumanities.org

PARTNERSHIP MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) stipulates conditions applying to the following agreement made by Oklahoma Humanities from its funding initiative *United We Stand: Connecting through Culture* from the National Endowment for the Humanities. OKC Office of Arts & Cultural Affairs hereinafter referred to as “Partner”, shall agree to the following terms and conditions:

OH Partnership Number	Y23.205
Partner	OKC Office of Arts & Cultural Affairs
Title of Project	<i>United We Stand: Connecting through Culture</i>
OH Funds Awarded	\$7,500.00
Period of Performance	July 1, 2023 to August 31, 2024
Date of this Agreement	September 7, 2023
Interim Report Due Date	December 31, 2023
Final Report Due Date	November 30, 2024
Federal Assistance Listings Number	45.129

ABOUT NEH’S UNITED WE STAND: CONNECTING THROUGH CULTURE INITIATIVE

The *United We Stand: Connecting Through Culture Initiative* is a national programming initiative funded by the National Endowment for the Humanities to combat hate through humanities resources and programs that foster cross-cultural understanding, empathy, and community resilience. Funded projects may include developing and implementing humanities-based programming that educates the public on the history of domestic extremism and hate-based violence and promotes civic engagement, information literacy, and social cohesion through strategic partnerships, community-building, and ongoing public engagement; or developing and sharing humanities resources that deepen public understanding of and contextualize community, state, and national history.

THE OKLAHOMA STATE AFFILIATE FOR THE



NATIONAL ENDOWMENT FOR THE HUMANITIES

United We Stand recognizes that the humanities help us develop the skills needed to find connection, common purpose, and recognition of our shared humanity. They build empathy, strengthen mutual understanding, and remind us of the norms and agreements that we rely on to care for one another. Shared humanities experiences develop connectivity and build infrastructure of vital importance to communities before, during, and after a crisis.

United We Stand-funded programs, activities, and materials must:

- Be informed by humanities materials and scholarship,
- Reflect a diversity of experiences and perspectives,
- Make use of cultural and historical resources, and
- Explore the history of prejudice and efforts to create a more just society in the United States.

United We Stand projects must not promote a particular political, religious, or ideological point of view, or advocate for a particular program of social or political action.

LIMITATIONS ON THE USE OF FUNDS

Acceptance of this MOU creates a legal duty on the part of Partner to use the funds exclusively for the purpose of carrying out the specifically identified humanities project. Partner agrees to fully comply with the terms and provisions of this partnership MOU during the period of performance.

RELATIONSHIP OF PARTNER TO OH

Partner is not an agent of OH. Partner shall have no authority to bind OH to any agreement. Partner shall indemnify and hold OH harmless from any and all claims by third persons arising from the acts or omissions of Partner. Partner may not, without prior approval, represent any project activity as being carried out by or for OH, the NEH, or the federal government.

Partner will invite OH Executive Director to all public-facing events associated with this initiative.

Partner will submit all documentation required by this MOU through OH's online grant management system. This includes the return of signed MOU, enrollment in OH's electronic payment system, a detailed notification of any public-facing events, an interim report, and a final report due 90 days after the period of performance ends.

ACKNOWLEDGEMENT AND CREDITS

Partner agrees to be featured in OH media and communications. Partner will recognize OH and the National Endowment for the Humanities (NEH) in all publicity, including print material. The following statement must be included in all publicity and either announced or appear in print form at public programs:

"This program is funded, in part, by the National Endowment for the Humanities' *United We Stand* initiative, and funding was made possible by Oklahoma Humanities. Any views, findings, conclusions, or recommendations expressed in this program do not necessarily represent those of the National Endowment for the Humanities or Oklahoma Humanities."

PAYMENT PROCESS

OH uses an electronic payment system to disburse federal funds. OH will pay Partner on an advanced basis upon receipt of the signed partnership MOU. Payments will be electronically distributed within 30 days of the approval of the signed partnership MOU. Notifications of the electronic transfers are directed to the project's Fiscal Agent.

UNALLOWABLE COSTS

Food, beverages, and snacks at meetings, conferences, workshops, and outreach events are unallowable.

AUTHORIZATION OF DEPOSIT

By signing this agreement, the Authorizing Official certifies that they are an authorized representative of this organization and authorizes Oklahoma Humanities to automatically deposit federal funds into the identified business checking account and, if necessary, to adjust or reverse a deposit for any payment entry made to the account in error. This authorization will remain in effect until the deposit has been cleared by both financial institutions and no errors are found.

NOTIFYING ELECTED OFFICIALS

This award is federal funding made available by the National Endowment for the Humanities (a federal agency). It is essential to inform the U.S. Senators and Congresspersons elected to represent Partner about this award in writing. A copy of the written notification is required in the Final report. The written notification should include a project description, the award amount, and should identify Oklahoma Humanities (via the National Endowment for the Humanities) as the award source. A list of current elected representatives is included with this MOU.

PROJECT MANAGEMENT TEAM

OH requires a minimum of three specifically identified project management team members to carry out the lifecycle of the project. The team roles are defined below. Please review the following definitions carefully. *Any changes to the identified project management team require immediate OH notification.*

- **Project Director:** The Project Director is responsible for the programmatic aspects and day-to-day management of the proposed project and is critical to its success. A project may have only one Project Director.
- **Fiscal Agent:** The Fiscal Agent is responsible for receiving, disbursing, and accounting for all federal funds used in this project. They are also responsible for recording and accounting for all cost-share for the applying organization. The Fiscal Agent answers to the applying organization and may not also serve as the Project Director.
- **Authorizing Official:** The Authorizing Official is the designated representative of the applying organization with authority to act on the organization's behalf in matters related to the administration of federal funding awards. Responsibilities include accountability both for the appropriate use of funds and the performance of the supported project or activities. The Authorizing Official is typically the applying organization's executive director, president, board chair, or provost.

INTERIM REPORTING

Partner will provide an interim report to OH by December 31, 2023. The report will be submitted through OH's online grant management system and will include:

- a summary of the project's activities to date;
- a summary of project activities yet to be completed; and
- details of any future, public-facing programs.

FINAL REPORTING

Partner will provide a final report to OH by November 30, 2024. The report will be submitted through OH's online grant management system. The final report will contain:

- a narrative summary of the project;
- the number of individuals served;
- a description of the audience served;
- a description of how the project accomplished the goals of the *United We Stand* initiative;
- an explanation of the program's impact on the audience;
- project outcomes;
- quote(s), comment(s), or observation(s) from audience members; and
- a copy of written correspondence notifying Oklahoma's U.S. Senators and Congresspersons of this award.

TERMINATION OF MEMORANDUM OF UNDERSTANDING

If, in OH's judgment, Partner is not in full compliance with the terms and conditions of this MOU, it may at its discretion, after consultation with Partner, terminate on 30 days written notice, the MOU, in whole or in part.

Such termination may affect any commitment which, in the judgment of OH, had been obligated prior to the effective date of termination. Partner agrees to furnish OH within 60 days of the date of termination an itemized accounting of funds expended, obligated, and remaining under the MOU. Partner also agrees to remit within 30 days of the receipt of a written request any amount found due.


A Partner that has received a notice of termination may request from OH a review of the termination action. The request must be postmarked no later than thirty (30) days after the date of the termination notice and should be addressed to Caroline Lowery, Executive Director, Oklahoma Humanities, 424 Colcord Dr., Suite E, Oklahoma City, OK 73102. The request must contain a full statement of Partner's position and the pertinent facts and reasons that support such a position. The Executive Director will promptly acknowledge the request for review and will notify OH's Executive Committee to review and resolve the issue. Pending such resolution, the notice of termination will remain in effect.

OH staff will not participate in the decision of the Executive Committee. The Executive Committee will have full access to all relevant OH and program materials and may request additional information from Partner and from OH staff. The Executive Committee may meet with representatives of both groups to discuss the pertinent issues. All review activities will be documented by the Executive Committee. Based on its review, the Executive Committee will advise the parties concerned of its decision.

AUTHORIZED SIGNATURES

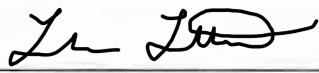
Partner stipulates that the signatures below include those of officials authorized to commit to the terms of this partnership MOU and that the officials have read and agreed to the terms of the NEH's *United We Stand: Connecting through Culture* initiative.

OKLAHOMA HUMANITIES

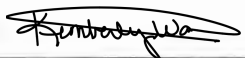
By:  Date: 09/07/2023
Caroline Lowery, Executive Director

OKC OFFICE OF ARTS & CULTURAL AFFAIRS

PROJECT DIRECTOR

Signature: 
Organization: City of Oklahoma City: Planning Dpt, Arts and Cultural Affairs
Name: Leondre Lattimore Title: Public Art Project Manager
Mailing Address: 420 W Main Street, 9th Floor
City, State, Zip: Oklahoma City, OK 73102
Work Phone: 405-297-2516 Email: leondre.lattimore@okc.gov

FISCAL AGENT

Signature: 
Organization: City of Oklahoma City: Planning Department
Name: Kimberly Watson Title: Municipal Accountant
Mailing Address: 420 W Main Street, 9th Floor
City, State, Zip: Oklahoma City, OK 73102
Work Phone: 405-297-3727 Email: kimberly.watson@okc.gov

AUTHORIZING OFFICIAL

Signature:

David Holt

Organization:

City of Oklahoma City

Name:

David Holt

Title:

Mayor

Mailing Address:

200 N Walker Ave

City, State, Zip:

Oklahoma City, OK 73102

Work Phone:

405-297-2424

Email:

david.holt@okc.gov