

**STATE OF GEORGIA
COUNTY OF FULTON**

CONTRACT

BETWEEN FULTON COUNTY, GEORGIA

AND

HAMMONDS HOUSE MUSEUM, INC.

THIS CONTRACT, entered into this ____day of_____, 2024, between FULTON COUNTY, a political subdivision of the state of Georgia (hereinafter referred to as the “County”), and HAMMONDS HOUSE MUSEUM, INC., located at 503 Peeples Street, SW Atlanta, Georgia 30310 (hereinafter referred to as “HHM”).

WITNESSETH THAT:

WHEREAS, Fulton County, through its Department of Arts and Culture (“FCDAC”) has determined a need for arts and related services in Fulton County; and

WHEREAS, Fulton County, through its FCDAC, has determined that these services can best be performed by a non-profit, tax exempt 501(c)(3) entity under a contract (“Contract”); and

WHEREAS, HHM, formerly known as Hammonds House Galleries, was established as a 501(c)(3) not for profit corporation in 1988 and indicates that it can provide the arts and related services being funded under this Contract; and

WHEREAS, the Board of Commissioners, through the approval of the County’s budget for 2024 authorized and designated \$200,000.00 to the HHM to provide arts and related services for the citizens of Fulton County; and

WHEREAS, HHM guarantees, by and through this contract, that the funds expended under this Contract will be expended for arts and cultural program delivery purposes consistent with the HHM's non-profit status, deriving no profit to the organization and that the activities funded are consistent with the Contract provisions outlined in Section 1.0 and Attachment “A” hereunder and shall take place within Fulton County, Georgia.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the parties hereunto agree as follows:

1.0 STATEMENT OF WORK

The County shall provide financial assistance in the not to exceed amount of **\$200,000.00** to HHM for the operation and management of the current arts and culture programs based at 503 Peoples Street, SW Atlanta, Georgia 30310. HHM will perform the services in accordance with Attachment “A” of this Contract, “Scope of Work”, attached hereto and made a part hereof.

2.0 COMPENSATION FOR SERVICES AND WORK

Funding for the services and work described in Section 1.0 herein, and in Attachment “A” shall be as follows: The total amount payable to HHM per the terms and execution of this Contract is not to exceed Two Hundred Thousand Dollars (**\$200,000.00**).

Such payments shall be made upon execution of this Contract in one lump sum.

HHM shall submit all necessary documentation to FCDAC as required in Attachment “A,” Scope of Work. This documentation shall be submitted to the Division Manager-Arts & Culture within the Department of Arts & Culture through the WebGrants awards portal. Two copies of the documentation shall be included with the submission, one copy of which shall be accompanied by documentation supporting the services performed for the monies expended.

3.0 TERM OF CONTRACT

Unless terminated by mutual agreement, or in accordance with other terms and provisions contained herein, the term of this Contract shall be upon execution through December 31, 2024, unless otherwise extended in writing or terminated by the County. HHM shall be eligible for reimbursement costs which are included within the scope of Sections 1.0 and 2.0 and Attachment “A” of this Contract. However, unless good cause is shown, should HHM not have displayed significant action toward this Contract and its Scope of Work prior to the sixth (6th) month anniversary of the signing of this Contract, then said Contract shall be deemed void and any and all funds not expended or obligated toward said Contract shall be immediately returned to the County.

HHM further agrees to maintain for the life of this Contract such insurance as shall fully protect the County. Such requirements are attached hereto and made a part hereof as Attachment “B.”

4.0 TERMINATION/SUSPENSION OF CONTRACT

4.1 TERMINATION OF CONTRACT FOR CAUSE

Either County or HHM may terminate this Contract in the event the other party fails to perform in a timely and proper manner its obligations in accordance with the provisions of the Contract. Any party seeking to terminate this Contract is

required to give thirty (30) days prior written notice to the other party specifying the reasons for such intention to terminate or suspend the Contract. The party receiving such notice under this provision shall have ten (10) days after receipt of service of the notice to correct the violation or cease the delay to the satisfaction of the aggrieved party. If such arrangements are not made, the Contract shall, upon expiration of said ten (10) days, be suspended or terminated without further notice. Upon such suspension or termination, HHM will be compensated by the County for expenses deemed by the County to be due and reasonable.

Notice of termination shall be delivered by hand delivery or certified mail with receipt for delivery returned to the sender.

4.2 TERMINATION FOR CONVENIENCE OF THE COUNTY

Notwithstanding any other provisions, the County may terminate this Contract for its convenience at any time by giving at least thirty (30) days prior notice in writing (hand delivery or certified mail with receipt) to HHM.

4.3 SUSPENSION

The County may by written notice to HHM, suspend the use of County funds where it is determined that any portion of work or services for which County funds are utilized does not match the services and work described in Section 1.0 herein, and in Attachment "A". Upon receipt of a suspension notice, HHM must:

- 1) Immediately take correct measures and provide proof to the County that the activity giving rise to the suspension has ceased or has been corrected;
- 2) Place no further orders or subcontracts for material, services or facilities with respect to the suspended services, other than to the extent required in the notice; and
- 3) Take any other reasonable steps to minimize costs associated with the suspension.

Notice to Resume: Upon receipt of a notice to resume suspended services, the Subrecipient will immediately resume performance under this Contract as required in the notice.

5.0 RECORDS, REPORTS AND AUDITS

HHM shall maintain accounts and records, including personal property and financial records, adequate to identify and account for all costs pertaining to this Contract and such other records as may be requested by the County to assure proper accounting for all funds, both public and private. Said records shall be made available for audit purposes to the County or its representative(s), and shall be retained for at least three (3) years after

expiration of this Contract or completion of the program unless permission to destroy them is granted by the County. HHM's records and accounts shall at all times meet or exceed the applicable requirements of Federal, State and County laws, rules and regulations. Further, HHM shall submit detailed reports on the progress made and services provided during the course of this program. At a minimum, these reports shall be submitted on a monthly basis.

Said reports shall be submitted to the attention of the Director of FCDAC. Two copies of the report shall be included in each submission.

6.0 INSPECTION OF FILES AND RECORDS

FCDAC shall at all reasonable times have access to the pertinent offices and books and records of HHM for inspection of the activities performed and expenses incurred under this Contract.

7.0 REVERSION OF ASSETS & EQUIPMENT

Upon expiration or termination of this Contract, HHM shall transfer to the County any County funds on hand at the time of expiration or termination and any accounts receivable attributable to the use of County funds.

Further, in the event that HHM should sell or otherwise dispose of any property acquired with Fulton County funds, the manner of said disposition shall result in the County being reimbursed in an amount of the current fair market value of the property at that time less any portion of the value attributable to expenditures of non-Fulton County funds. In the event that such sale or disposition occurs more than ten (10) years after expiration or termination of this Contract, such reimbursement shall not be required.

8.0 COPYRIGHT AND PUBLICITY

No report or other document produced in whole or in part under this Contract shall be the subject of an application for copyright or considered to be trade secret by or on behalf of HHM without the prior written consent of the County. All such reports or other documents shall become and be deemed the property of the County and title therein shall vest in the County. The document shall also be subject to the Georgia Open Records Act, unless exempt.

Further, any favorable publicity given to the services provided in Attachment "A" must identify Fulton County prominently as a sponsoring agency. Specifically, at all places of, and in all publications concerning the services funded under this Contract, HHM agrees to display and make known that the services were assisted under the auspices of Fulton County.

9.0 ASSIGNMENT OF CONTRACT

HHM shall not make any purported assignment of this Contract, any part thereof, or the

funds, or delegate the duties herewith without prior written consent of the County.

10.0 CONFLICT OF INTEREST

No member, officer, or employee of the County or its designee or agents, no member of the governing body of the County, and no other official of the County who exercises or has exercised any functions or responsibilities with respect to the County-assisted activities or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit in any contract, subcontract with respect thereto, or the proceeds thereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

11.0 EQUAL OPPORTUNITY AND NONDISCRIMINATION

11.1 CIVIL RIGHTS ACT OF 1964 (AS AMENDED)

HHM shall comply with all requirements imposed by or pursuant to Title VI and Title VII of the Civil Rights Act, as Amended, Age Discrimination in Employment Act; Rehabilitation Act of 1973, as Amended, section 504; Equal Pay Act; The American with Disabilities Act of 1990, as Amended; Fair Housing Act, as Amended; and any other applicable Acts which prohibit/discriminate on the ground of race, color, religion, sex, age, national origin, handicap, disability, or familial status. No person in the United States shall be unlawfully excluded from participation in, be denied the benefit of, or be subjected to discrimination under this Contract.

12.0 HOLD HARMLESS/ INDEMNIFICATION

HHM hereby warrants, represents, covenants and agrees to indemnify and save and hold harmless the County, its commissioners, officers, and employees, from any and all claims, losses, liabilities, damages, deficiencies or costs (including without limitation, reasonable attorney's fees and legal expenses) suffered or incurred by, or asserted against, such parties, whether arising in tort, contract, strict liability or otherwise, and including without limitation, personal injury, wrongful death or property damage, arising in any way from the actions or omissions of HHM, its agents, employees, officers and directors. HHM does further hereby agree to release, indemnify, defend and hold harmless the County, its commissioners, officers, and employees, from any injury (including death resulting therefrom), loss, claim or damage sustained by HHM's agents and employees, without regard to negligence. The language of this indemnification clause shall survive the termination of this Contract.

13.0 VARIATIONS OR MODIFICATIONS TO CONTRACT

This Contract constitutes the entire arrangement between the County and HHM, and there are no further written or oral contracts with respect thereto. No variation or modification of this Contract and no waiver of its provisions shall be valid unless in writing, approved

by the Board of Commissioners, and signed by County and HHM's duly authorized representatives.

In the event of any material change or modification in HHM's Contract or any contract with any other funding source during the course of this Contract, HHM shall immediately notify the Department of Arts & Culture of such change. Nothing herein shall preclude HHM to pursue contract extensions with the County for subsequent years, with the approval of additional funding by the Board of Commissioners.

14.0 NO THIRD-PARTY BENEFICIARY

This Contract is not intended to, and shall not be considered to, give any third-party any interest or right with respect to or in connection with any agreement or provision contained herein or contemplated hereby, except as otherwise expressly provided in this Contract. The relationship described in this Contract is intended solely for the mutual benefit of the parties, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than HHM and the County.

15.0 GOVERNING LAW

This Contract shall be governed in all respects, as to validity, construction, capacity, and performance or otherwise, by the laws of the State of Georgia.

16.0 NOTICES

For purposes of this Contract, any notices required to be sent to the Parties shall be hand-delivered or mailed to the addresses provided below:

To Fulton County:

Fulton County Department of Arts and Culture
141 Pryor Street, Suite 2030
Atlanta, Georgia 30303

Copy to:

Office of the County Attorney
141 Pryor Street, Suite 4038
Atlanta, Georgia 30303

To Hammonds House Museum, Inc.:

503 Peebles Street, SW
Atlanta, GA 30310

[SIGNATURES ON THE FOLLOWING PAGE]

IN WITNESS WHEREOF, each party attest that the individual(s) executing the Contract in its behalf has both express and apparent authority to bind the respective entity to the terms and conditions of the Contract and has hereto caused the Contract to be executed and delivered on this, the_____day of_____, 2024.

Hammonds House Museum, Inc.

Attest:

Imara Canady, Board Chairman
Hammonds House Museum, Inc.

(Signature)

Donna Watts-Nunn
Name (Typed or Printed)

Managing Director
Title

(Seal)

Fulton County

Attest:

Robert L. Pitts, Chairman
Board of Commissioner

Tonya Grier,
Clerk to the Commission (Seal)

Approved as to Content:

Approved as to Form:

David Manuel, Director
Department of Arts & Culture

Office of the County Attorney

ATTACHMENT “A”

SCOPE OF WORK HAMMONDS HOUSE MUSEUM, INC.

In consideration of the not to exceed amount of TWO HUNDRED THOUSAND DOLLARS (\$200,000.00) allocated to HHM, HHM agrees to provide scheduled arts programming, exhibitions, and arts educational services for the benefit of Fulton County citizens and visitors. HHM also agrees to provide the following program administration and evaluation information **by uploading the required documentation into the awards management portal by logging into the established account at fulton.dullestech.net:**

A. Program Administration and Evaluation

1. HHM agrees to provide arts and cultural services on a scheduled basis during regular hours for the benefit of the general public.
2. HHM agrees to direct day-to-day supervision of the management of HAMMONDS HOUSE MUSEUM and will operate at least 30 hours per week, with a responsible person to be located on site during operational hours.
3. HHM agrees to maintain its status as a non-profit organization and, with its revenue, continue to promote arts education, cultural education and activities and community arts outreach for the benefit of the public.
4. HHM agrees to provide the Department of Arts & Culture with:
 - A. Copy of HHM’s 2024 Work Plan, including program service goals and objectives;
 - B. Schedule of 2024 programs and special events and the numbers of expected participants;
 - C. Copy of Year End Financial Statement for 2022 or 2023;
 - D. Copy of Certificate of Insurance, as described in “Attachment B”; and
 - E. Copy certifying HHM 501(c) (3) status.
 - F. Copy of the most recent Board Meeting Minutes and a list of all active Board Members, indicating the registered agent to sign contracts.
5. By the tenth (10th) day of each month during the term of this Contract, HHM agrees to provide the Department of Arts & Culture with:
 - A. Monthly attendance report for each arts and culture program or event held beginning January 1 through December 31, 2024; and
 - B. Number of arts instructors, program volunteers and number of volunteer hours donated for arts and cultural programs and activities for the prior month and deliverable on a rolling basis. January through December 2024 reports are due the following month by the tenth (10th) business day
 - C. A final report will be due 30 days after the conclusion of the awards cycle (January 31, 2025)

B. Recognition of Support Requirements

1. Logo and Credit Requirements

HHM will recognize the support of the County by using the updated Fulton County Government logo and the accompanying credit line in all press releases, advertisements, website, videos, programs, playbills, brochures, reports, catalogues, and any other promotional, publicity, programmatic or advertising materials produced in printed, broadcast and electronic formats for the contracted services described above.

2. Logo and Credit Line Usage

HHM must use the Fulton County Government logo and accompanying credit line and agree to adhere to the following logo and credit line usage rules:

- I. The Fulton County logo consists of a tree enclosed by a circle, which includes the words "Fulton County" at the bottom. The image cannot be separated, distorted, or altered in any way.
- II. Adhere to the "Fulton County Logo 2024, Usage Guidelines."
- III. The placement and size shall be consistent with the level of support provided by Fulton County in comparison to the support provided by any other funders, including other private, corporate, individual or foundation sources.
- IV. The logo should be surrounded by as much clear space as possible. A minimum area of isolation is to be applied in all situations and should be at least 1/8 inches around the entire space of the logo.
- V. The logo must be accompanied by the appropriate credit line, which is determined by the level of support of this Contract:

"Major funding for this organization is provided by the Fulton County Board of Commissioners."

HHM agrees to give credit to Fulton County when there is the potential for national attention by listing Fulton County as "Fulton County, Atlanta, Georgia."

C. Fulton County Support Recognition

HHM agrees to recognize the support of the County through the FCDAC Contracts for Services Program by complying with the following requirements:

When HHM lists sponsors and supporters in printed or electronic materials, included but

not limited to annual reports, newsletters, brochures, plaques, catalogues, and website, HHM agrees to acknowledge Fulton County support among listing of sponsors appropriate to its level of support.

HHM agrees that recognition of Fulton County and the above-mentioned logo and credit line will be larger and more prominent in printed, electronic, or broadcast material than other funders, including other public, private, corporate, individual or foundation sources, if the Fulton County support is significantly greater.

When the County is the single largest supporter of HHM's programs, HHM agrees to give special prominence to Fulton County logo and to list Fulton County in the most prominent position among listings of supporters for the organization.

HHM agrees to display the Fulton County logo, signage, or banner that acknowledges Fulton County support at the site of contracted events.

HHM agrees to develop and include a minimum of one (1) feature article in a publication for its members or patrons highlighting Fulton County's support and the impact of the funds. Publications may include, but are not limited to, electronic or print newsletters or magazines.

D. Verbal Acknowledgment

HHM agrees to give verbal acknowledgment to Fulton County by using the credit line listed in above in pre-program introductions, curtain speeches, or other forms of verbal communication with the audience in all of the contracted services.

E. Recognition Requirements for Partners Receiving \$50,000 or More

In addition to the logo and credit requirements as described above, when HHM receives an award greater than \$50,000, HHM is required to:

Recognize the County as a major supporter in all listings of supporters and sponsor recognition events as appropriate to the level of support.

In consultation with the FCDAC Director and staff, HHM must develop and implement a strategy to create a unique recognition event to acknowledge Fulton County support at least once during the contract cycle. This unique recognition opportunity must take place during the contract period, as stated in Paragraph XIV. A minimum of thirty (30) days' notice to secure the participation of FCDAC representatives is required.

Include the Fulton County logo and accompanying credit line on all materials in printed, electronic or broadcast form produced for programs and services provided under the Contract.

F. Evidence of Recognition

HHM will be required to provide evidence of compliance with the requirements herein by providing support material to be submitted with the Progress and Final Reports. Support materials will be checked for compliance with the requirements described herein. Failure to comply with these requirements may result in forfeiture of the balance of the total amount of the Contract for Services at the point that non-compliance is identified by the staff of FCDAC, and HHM may not receive funding in the next three (3) FCDAC Contracts for Services contract cycles.

G. Publications and Promotional Materials

A copy of all electronic and printed programs, catalogues, press releases, invitations, newsletters, annual reports, postcard announcements, brochures, or other material that is published in conjunction with the services outlined above shall be sent to FCDAC Director, FCDAC Deputy Director, the Contracts for Services Team, and to the members of the Arts Council immediately upon publication and at least three (3) weeks prior to Fulton County-funded performances/presentations.

Correspondence to FCDAC Director, FCDAC Deputy Director, and the Contracts for Services Team shall be mailed to them at the FCAC's main office: 141 Pryor St., SW, Suite 2030, Atlanta, GA 30303. Correspondence to Arts Council members shall be directed to their individual addresses using the mailing list provided to Contractor at the beginning of the contract cycle or any updates distributed by FCDAC during the contract period.

H. Contract funding will be paid out in one disbursement.

ATTACHMENT “B”

INSURANCE AND LIABILITY

HHM shall maintain for the life of the Contract such insurance as shall fully protect Fulton County and any subcontractors performing work covered by this Contract from any and all claims, including bodily injury, property damage or personal injury that may arise or result from HHM, Inc. under this Contract.

At a minimum, the above-described insurance must include the following elements and limits of coverage:

Comprehensive General Liability

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|----|--|-----------|
| 1. | Bodily Injury (each occurrence and annual aggregate) | \$500,000 |
| 2. | Property damage (each occurrence and annual aggregate) | \$500,000 |
| 3. | Personal injury (each occurrence and annual aggregate) | \$500,000 |

Automobile Liability

- | | | |
|----|-----------------------------------|-----------|
| 1. | Bodily injury (each occurrence) | \$500,000 |
| 2. | Property damage (each occurrence) | \$100,000 |