

Mary J. Gavin  
Gavin Consulting LLC  
1142 Gavin Road  
Bonifay, FL 32425  
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Email: dlgavin@outlook.com

## **CONTRACT FOR SERVICES**

This Contract is entered into this 14th day of August, 2023 between **CITY OF BONIFAY**, hereinafter referred to as the “OWNER” and **GAVIN CONSULTING, LLC**, located at **1142 GAVIN ROAD, BONIFAY, FLORIDA 32425**, hereinafter referred to as the “CONSULTANT”. This Contract shall become effective upon execution by both parties.

**WHEREAS**, the OWNER, requires professional consulting services to assist in the preparation, compiling, organizing, negotiating services associated with developing a funding package that can be considered for Federal funding by the United States Department of Agriculture (USDA), Rural Development,

**WHEREAS**, the CONSULTANT, proposes to provide financial and application packaging services for the Owner to meet the needs associated with funding provided by USDA, Rural Development (RD),

**NOW, THEREFORE**, in consideration of the foregoing and mutual covenants contained in this agreement, the parties, agree that:

The anticipated scope of services for each phase is outlined below.

## **SCOPE OF SERVICES**

### **Phase 1 - Preliminary Application:**

1. Kick-off meeting with Owner and its representatives and any other parties deemed necessary By the Owner to discuss project, objectives, and all other items associated with development of a Pre-Application for USDA, RD funding.
2. Acquire, prepare and analyze relevant documents and data along with other organizational information associated with development of a pre-application such as but not limited to:
  - a. Prepare SF-424 Application for Federal Assistance, upon final development of a clearly defined project and financial assistance needed to develop the Pre-Application.
  - b. Prepare and submit, upon finalization of the SF-424, all necessary documentation required by State and Local Clearinghouses.
  - c. Provide review of Organizational Documents and consult with USDA, RD to ensure all requirements of RD Community Facility Program are met in order to be considered for funding.
  - d. Provide assistance with preparation and development of Form RD 442-3 Balance Sheet and Form RD 442-7 Operating Budget to ensure all requirements associated with eligibility are addressed.

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- e. Work with Owner to address and provide evidence relative to availability of commercial, which establishes need for USDA, RD financing under the Community Facilities Grant Program.
  - f. Prepare for submission to RD necessary information associated with Preliminary Environmental documentation.
  - g. Provide initial review of Financial Feasibility Report to identify any potential concerns that may be questioned by RD.
  - h. Coordinate and provide assistance with developing response to questions and concerns identified by USDA, RD in their review and response to the Preliminary Application.
3. As part of the Pre-Application process the Owner agrees to execute and provide all documents associated with the Application process, items such as; Survey Ensuring Equal Opportunity, Support Letter from Local Government, Audits, and any other documents and/or documentation required by USDA, RD.

#### **Phase 2 - Full Application to Obligation of Funds:**

1. Upon notification by the Florida USDA, RD office, that Owner is Eligible for funding through USDA, Consultant will assist Owner with development of a Full Application, which tasks consist of any and all documents required for USDA to approve the funding requested of Owner, to include but not limited to:
  - a. Coordinate and develop advertisements associated with public notice and awareness requirements, and agenda items required to meet USDA guidelines.
  - b. Coordinate with Owner's Attorney to ensure legal requirements associated with a USDA grant are addressed and satisfied
  - c. Coordinate and assist with engagement of bond council to ensure USDA guidelines are met
  - d. Ensure all USDA documents, forms and other requirements have been completed to facilitate approval by USDA, RD
  - e. Once notified by USDA, RD of approval the Consultant will review Letter of Conditions prepared by USDA, for completeness and to ensure the proposed transaction, by USDA, is consistent with the proposal and Feasibility Report regarding structure and repayment.

Fees: The total fee for services provided will be \$1,000, One Thousand Dollars for the backhoe equipment purchase project.

All fees would be due and payable when Owner is approved for funding by USDA Rural Development and when Owner received Form 1940-1, Obligation of Funds executed by USDA, Rural Development.

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Termination: Either Party may terminate this Agreement for any reason by providing 30 day written notice.

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Owner-City of Bonifay  
Dr. Emily McCann, Mayor  
301 J. Harvey Etheridge Street  
Bonifay, Florida 32425

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Consultant-Gavin Consulting, LLC  
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