

# GRANTS MANAGEMENT AGREEMENT

This Business Administration & Grants Management Agreement ("Agreement") is made effective September 1<sup>st</sup>, 2023.

**BETWEEN: Adrienne M. Augustus**

**AND: The Town of Upper Marlboro**, a municipality organized and existing under the laws of the state of Maryland with its head office located at 14211 School Lane, Upper Marlboro MD 20772.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

## 1. GRANTS MANAGEMENT SERVICES

The Town of Upper Marlboro hereby employs Adrienne M. Augustus to perform the following services in accordance with the terms and conditions set forth in this agreement: Adrienne M. Augustus will consult with the officers of The Town of Upper Marlboro concerning matters relating to grants management for the Town of Upper Marlboro under the supervision of the Town Administrator, and up to 3hrs (included in total hours worked) per week assisting with Police grants and communication under the supervision of the Chief of Police.

## 2. TERMS OF AGREEMENT

This agreement will begin September 1<sup>st</sup>, 2023, and will end August 31<sup>st</sup>, 2023. Either party may cancel this agreement with 30 days' notice to the other party in writing by certified mail or personal delivery.

## 3. TIME DEVOTED BY THE CONSULTANT

It is anticipated that Adrienne M. Augustus will spend approximately 10-15 hours weekly fulfilling the obligations under this contract. The particular amount of time may vary from day to day or week to week. However, the consultant shall devote a minimum of 40 hours per month to their duties in accordance with this agreement.

**4. PLACE WHERE SERVICES WILL BE RENDERED**

Adrienne M. Augustus will perform most services in accordance with this contract at a location of her discretion. In addition, Adrienne M. Augustus will perform services on the telephone, computer, and at times at the Town of Upper Marlboro location and such other places as necessary to perform these services in accordance with this agreement.

**5. PAYMENT TO THE COMPANY**

Adrienne M. Augustus will be paid at the rate of \$2,200 per month for 40 hours of work, and \$43 per hour for work done over 60 hours per month, for work performed in accordance with this agreement. Adrienne M. Augustus will submit a monthly invoice and itemized statement setting forth the time spent, and services rendered, and the Town of Upper Marlboro will pay the company the amounts due as indicated by statements submitted by Adrienne M. Augustus within 15-30 days of receipt.

**6. COMPANY CONSULTANT**

Adrienne M. Augustus agrees that the consultant will act as an independent contractor in the performance of her duties under this contract. Accordingly, Adrienne M. Augustus shall be responsible for payment of all taxes including Federal, State, and local taxes arising out of the consultant's activities in accordance with this contract.

**7. CONFIDENTIAL INFORMATION**

Adrienne M. Augustus agrees that any information received by The Town of Upper Marlboro during any furtherance of her obligations in accordance with this contract, which concerns the personal, financial, or other affairs of The Town of Upper Marlboro will be treated by Adrienne M. Augustus in full confidence and will not be revealed to any other persons, firms, or organizations.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

\_\_\_\_\_  
Adrienne M. Augustus

Date

\_\_\_\_\_  
Town of Upper Marlboro  
Mayor Sarah Franklin

Date