

**PREPARED FOR:**

**ORD-0017-2016  
EXHIBIT A**



**Proposal Contact:**

Kris Pohlman  
krpohlman@yahoo.com

**Proposal Date:**

2/10/2016

# Focus

This proposal is to complete two grant proposals for **The City Of Gahanna, Ohio, Department of Parks and Recreation.**

## Funding Source(s)

Ohio Department of Natural Resources, Outdoor Recreation Facility Grants as outlined below:

### I. COTF & RTP Combination Grant

**This proposal will request the maximum allowable of \$850,000 (see pg. 25 of application) from the Clean Ohio Trails Fund (COTF) and the Recreational Trails Program (RTP) toward an estimated \$1.2 million dollar project for Section #4 of the Big Walnut Community Trail. Application deadline April 1st 2016.**



## II. NatureWorks

A NatureWorks Grant proposal for the maximum award available (Request for Proposals has yet to be published by ODNR)\* will be written to construct restrooms, etc. for the proposed McCutcheon Park development.



**\*Note:** The NatureWorks grant application deadline is May 1st, 2016. The 2016 grant application will be posted to the ODNR website when county allocations are known via the State Capitol Budget for FYs 17 & 18.

### Proposed McCutcheon Road Park Plan

Anticipated total cost of this park is projected to be approximately \$1.5 million dollars and the above grant is only a small portion of that amount.



# Pricing

Name	Price	QTY	Subtotal
Combined Grant: Clean Ohio Trails Fund & Recreational Trails Program	\$4,000.00	1	\$4,000.00
NatureWorks Grant	\$4,000.00	1	\$4,000.00

Quantity 2

Subtotal **\$8,000.00**

**Total \$8,000.00**

# Agreement

The information contained in this proposal document constitutes the general agreement contract terms between, Kris Pohlman, Freelance Consultant, 67 Brookwood Place Delaware, OH 43015 and The City of Gahanna, Department of Parks & Recreation, 200 S. Hamilton Rd. Gahanna, Ohio 43230

- All prices agreed upon with signatures will be honored by both parties. Services after May 1st, 2016 will require a new agreement. This pricing, quote for services, is valid for 10 days from the date listed herein, after which a new quote will be necessary.
- This quotation is subject to the attached Statement of Work and Terms and Conditions.
- Any out of scope work or travel outside central Ohio is subject to additional charges.
- Each final draft will be completed no later than 10 days prior to application deadline.
- Payment of 50% is required to start with balance to be paid upon delivery of final grant.

If the rates, statement of work, and terms acceptable, indicate your acceptance by signing below.

**Authorized Signature:** The undersigned agrees to the terms of this contract on behalf of the organization or business

Signature of Client: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor Signature:         *Kris Pohlman*         Date:         02/10/2016

## **STATEMENT OF WORK & TERMS AND CONDITIONS FOR GRANTWRITING SERVICES**

- I. These are the terms of an agreement between the City of Gahanna, Department of Parks and Recreation (Client) and Kristine R. Pohlman (Contractor).
  
- II. *Scope of Services:* Contractor agrees to provide the following services for Client:
  1. Work with client to interpret guidelines, and gather material and information necessary for a strong proposal(s).
  2. Write grant proposal(s) as requested in time to meet deadline, and prepare the proposal(s) for submission.
  3. Attend meetings in person or via teleconference (or other means, i.e. videoconference, etc.) necessary to accomplish the required work.
  4. Deliver each grant proposal to the Client no later than 10 days prior to application deadline as published by the granting agency.
  
- III. *Compensation:* The City of Gahanna, Department of Parks and Recreation agrees to compensate Contractor in the amount of \$12,000 in two payments as follows: 50% of total amount at the start of project and remaining balance upon delivery of final project proposal. Hours will include all activities mentioned in section II above, as well as, proposal preparation and editing, telephone consultations, and time to attend project meetings (in-person or via teleconference or videoconference) and to deliver proposal or materials if necessary.
  
- IV. *Independent Contractor:* Contractor acknowledges that services rendered under this agreement shall be performed by her as an independent contractor. Contractor is responsible for the payment of all federal, state and local income taxes related to her fees for service.
  
- V. *Confidentiality:* Both parties agree to adhere to generally accepted confidentiality practices and to provide each other with their best efforts in fulfillment of this contract. Contractor agrees not to disclose private information about the organization or its donors. "Private information" does not include information available in the public domain.
  
- VI. *Guarantees:*
  - A. Contractor shall perform all duties requested and agreed to by both parties and shall submit work in good faith. However, the Contractor does *not* imply or promise any guarantee that the grant proposals will be funded. Payment is due even if Client does not submit proposal or receive a grant.
  
  - B. Client guarantees they will supply all necessary information to Contractor in order to complete the grant proposal package(s). If Client fails to respond to requests or provide information/feedback to Contractor in a timely manner, the Contractor will not be held responsible; and will receive compensation regardless.
  
- VII. *Termination:* This agreement may be renegotiated or terminated by either party, without cause, without cost, or liability, with 14 days' written notice.

Contractor: **Kristine R. Pohlman**  
Address: 67 Brookwood Place  
Delaware, OH 43015  
Phone: (740) 363- 4611  
E- mail: krpohlman@yahoo.com

Tax ID# \_\_\_\_\_

Initials:

\_\_\_\_\_  
Kristine R. Pohlman, Contractor

Date: \_\_\_\_\_

Client: **Gahanna Parks & Recreation**  
Address: 200 S. Hamilton Rd.  
Gahanna, OH 43230  
Phone: (614) 342-4259  
E-mail: troy.euton@gahanna.gov

Tax ID# \_\_\_\_\_

Initials:

\_\_\_\_\_  
Troy Euton, Director

Date: \_\_\_\_\_