

# Lee & Associates

Government Grant Specialists  
Michael L. Lee C.E.O.

## **RENEWAL CONTRACT FOR GRANT ASSISTANCE SERVICES**

*This Contract for Services between Lee & Associates, 7652 Sawmill Road, #323, Dublin, Ohio 43016 and the Gahanna Police Department, 200 S. Hamilton Road, Gahanna Ohio 43230 hereafter referred to as The Agency, is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2000, and shall remain in full force and effect for a period of one year. Any modifications, deletions, or additions to this agreement shall be made only at the consent of both parties and can be made at anytime during the period of this contract.*

*The responsibilities of "Lee & Associates" in conjunction with executing this contract will be as follows:*

- 1. "Lee & Associates" will review and critique any grant application prepared by, or on the behalf of, The Agency for submission to any funding source. "Lee & Associates" will provide extensive comments and recommendations for additions, deletions, or modifications to the grant application. "Lee & Associates" will review the entire grant application including budgets, administrative sections, equipment, supplies, program proposal and any other application components. "Lee & Associates" will critique the program concept to ensure all ideas included in the proposal are thoroughly developed to meet the expectation of the potential funding source.*
- 2. "Lee & Associates" will compare the grant application prepared by, or on the behalf of, The Agency with the directives and guidelines provided by the potential funding source when such directives and guidelines exist. When no directives or guidelines exist, "Lee & Associates" will utilize all available resources to determine the expectations of the potential funding source and compare the grant application to those expectations.*
- 3. "Lee & Associates" will complete the review and critique of any grant application prepared by, or on the behalf of, The Agency within 5 business days of receipt and return to The Agency with complete comments and recommendations via overnight delivery.*
- 4. "Lee & Associates" will continuously supply The Agency with the latest information available on new funding opportunities, funding sources, and funding categories.*
- 5. "Lee & Associates" will meet with and/or communicate with The Agency and its staff persons on an "as needed" basis to locate funding sources to match needs and ideas brought to the attention of "Lee & Associates" by The Agency and its staff.*
- 6. "Lee & Associates" will provide grant related technical assistance as requested by The Agency to staff persons involved with grants at any time throughout the duration of this contract.*

**EXHIBIT A**

**RENEWAL CONTRACT FOR GRANT ASSISTANCE SERVICES**

7. Confidentiality: "Lee & Associates" guarantee the confidentiality of any new, innovative or creative program ideas we may become aware of through providing government grants services. Although it is our intention to assist agencies in developing concepts and keeping abreast of the latest solutions to problems, we will not use, relay or otherwise provide information concerning new ideas and/or programs to any other person or agency.

Entering into this contract with "Lee & Associates" entitles The Agency to utilize the Grant Administrative Services of "Lee & Associates" at anytime throughout the contract period at the discretion of The Agency. Grant Administrative Services include grant writing, complete application filing, timely filing of all grant related reports, representation at grant related audits, and ensuring compliance with grant directives and guidelines. The duties, activities, and compensation rate for the Grant Administrative Services are outlined in the Contract For Grant Administrative Services.

In accordance with this agreement and in return for the services outlined herein, The Agency agrees to compensate "Lee & Associates" in the amount of \$3,000.00, payable within 10 days of the execution of this agreement by The Agency, to Lee & Associates, 7652 Sawmill Road, #323, Dublin, Ohio 43016. This compensation entitles The Agency to receive all Grant Assistance Services as described herein for the period of one year from the date of signing.

The parties to this contract do enter into this agreement willfully and with full intent to meet all obligations and assurances provided for herein. Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2000.

\_\_\_\_\_  
City of Gahanna  
Authorized Signature

Date

\_\_\_\_\_  
Michael L. Lee, C.E.O.  
Lee & Associates

Date

# Lee & Associates

Criminal Justice Consultants  
Government Grant Specialists  
Michael L. Lee C.E.O.  
7652 Sawmill Road, #323  
Dublin, Ohio 43016-9296  
Phone (614) 793-0366 Fax (614) 791-1822

## SERVICE INVOICE

**SERVICE FOR:**  
Gahanna Police Department

INVOICE NO. 1  
ORDER NO. 2  
TAX NO.  
JOB DESCRIPTION | Renewal of Grant Assistance  
Services  
DATE | May 25, 2000

**BILL TO:**  
Gahanna Police Department

<u>DATE</u>	<u>SERVICE DESCRIPTION</u>	<u>Duration</u>	<u>RATE</u>	<u>AMOUNT</u>
05/25/00	Renewal of Grant Assistance Services as described in the contract		\$3,000.00	\$3,000.00
				<b>\$3,000.00</b>
				<b>TOTAL DUE</b>

**MAKE CHECKS PAYABLE TO:**  
Lee & Associates  
7652 Sawmill Road, #323  
Dublin, Ohio 43016-9296