



ENGAGEMENT LETTER AND AGREEMENT

On behalf of Brooks & Dun Grant Consulting (“Brooks & Dun”), I thank you for your confidence. We take pride in our work and will do our best to assist you. This agreement is intended to set forth in detail our business and contractual relationship through which we will assist you.

Please be advised that our opinions, writings and conclusions are based solely upon the information provided to us and not upon any desired result, and that our work for you is only as good as the information and sources provided to us. It is very important that you provide us with all the information you can obtain and that you identify all potential sources of information or assistance. Call us immediately if you are unsure whether or not something is relevant to our work.

This agreement contains the entire agreement of the parties and supersedes all prior oral or written representations and statements between the parties. In order to prevent any misunderstandings, any requests by you for changes in the work requested shall be made in a writing signed by both parties. To the maximum extent permitted by law, we disclaim all warranties relating to the work we do for you, whether expressed or implied.

Brooks & Dun will perform work as outlined below:

1. Communicate with the County of Volusia ECHO staff along with the City of DeBary staff to determine eligibility, requirements and feasibility from ECHO staff on a 2016 – 2017 Standard Grant Application for Rob Sullivan Community Park, Phase IV. The City of DeBary staff has developed a plan for a project for the grant application. The City of DeBary is authorizing Theresa E. Brooks as the primary contact for the City of DeBary.

ENGAGEMENT LETTER AND AGREEMENT, continued

Compile, from information provided to us, a County of Volusia 2016 – 2017 ECHO standard grant application. The scope of the project is to be provided to Brooks & Dun by continued meetings and working in tandem with the City of DeBary staff. The fee for preparation of this ECHO application, including review and revisions and submittal of a technical completeness review and final application, will be billed at a reduced rate of \$75 per hour, and set at a not-to-exceed amount of \$7,500.

The undersigned acknowledge that they have read this agreement, that they understand its contents, that this document is a binding contract, and that they have the authority to execute this agreement.

AGREED BY:

Print Name: RON McLEMORE
Title: CITY MANAGER, duly authorized
Company: CITY OF DEBARY
Address: 16 COLOMBIA RD
DEBARY, FL 32713

Signature: _____

Date: _____

Grant Professionals, Inc.
d/b/a Brooks & Dun Grant Consulting

By: Theresa E Brooks

Name/Title: Theresa E. Brooks, President

Date: 10/17/16