

## **Pathfinders RC&D Agreement for Services**

This agreement is between the following parties:

- Pathfinders Resource Conservation and Development, Inc.  
304 South Maple  
Fairfield, IA 52556  
641/472-6177
- City of Bloomfield  
111 W. Franklin Street  
Bloomfield, IA 52537-1696

### **Roles and responsibilities:**

1. **Purpose:** The purpose of this agreement is to define the terms and conditions for assistance in applying for the WQI – Urban Conservation Grant through the Iowa Department of Agriculture & Land Stewardship. The parties involved in this agreement include Pathfinders Resource Conservation and Development, Inc. (PATHFINDERS) and the City of Bloomfield (CITY).
2. **Grant Pre-Application Preparation:** PATHFINDERS will assist with the preparation and submission of the WQI – Urban Conservation Pre-Application process as requested by the CITY and agreed to by PATHFINDERS. Discussion and determination of this application shall be discussed and decided via email, telephone or in person.
3. **Grant Full-Application Submission:** PATHFINDERS will assist with the preparation and submission of the WQI – Urban Conservation Full-Application process as requested by the CITY and agreed to by PATHFINDERS. Discussion and determination of this application shall be discussed and decided via email, telephone or in person.
4. **Grant Administration:** PATHFINDERS will administer the awarded Water Quality Initiative Urban Conservation Project Grant on behalf of the CITY, which will include quarterly reports, expense payments and tracking progress

### **Payment and Terms**

1. **Contracted Rates:** PATHFINDERS shall be paid at the rate of \$50 per hour for work completed as outlined in items #2, #3 and #4 above. Mileage shall be paid to PATHFINDERS at the rate of 55.5 cents per mile for all incurred travel related to items #2 and #3 above. Additional expenses will be compensated at the rates listed in the attached Reimbursable Fee Schedule.

Compensation will be no more than \$500.00 for the pre-application and \$500.00 for the full application unless otherwise approved prior by the CITY. If awarded, PATHFINDERS will charge \$2,500.00 for grant administration as listed above.

2. **Documentation for payment:** PATHFINDERS shall provide an itemized invoice for expenses related to contract activities.
3. **Timeline for payment:** PATHFINDERS may request payment from CITY no more than every 30 days. CITY shall provide payment to PATHFINDERS within 30 days of receipt of each invoice.

### **Agreement Period**

1. Upon signature by both parties, this Agreement shall go into effect.
2. This Agreement shall remain in effect until the work is complete and final payment disbursed unless mutually modified by both parties or terminated by either party.

### **Modification of Agreement**

Agreement may be modified by concurrence of both parties in writing. Any subsequent agreements entered into by both parties shall make current Agreement void.

**Termination of Agreement**

Agreement may be terminated by either party with 10 days prior written notice. Upon termination, billable work activities shall cease. An invoice for any unpaid work completed up to the termination date shall be submitted to CITY within 30 days of termination and payment made to PATHFINDERS.

This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written.

**Signatures**

For City of Bloomfield

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

For Pathfinders RC&D

Signature: \_\_\_\_\_

Title: Executive Director

Printed Name: Ashley Utt

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

**PATHFINDERS RC&D  
REIMBURSABLE EXPENSE FEE SCHEDULE**

<b>EXPENSE</b>	<b>FEE</b>
Printing	\$.25 per 8.5 x 11 sheet
Envelopes – letter size	\$.25 each
Envelopes – large flat	\$.50 each
Laminating – letter size	\$.75 each
Laminating – 11 x 13	\$1.25 each
Hourly service rate - nonprofit	\$50/hour
Hourly service rate – for profit	\$75/hour
Mileage	\$.555/mile
Name badges	\$.10 each
Other consumable supplies	Cost + 10%
CDs	\$1.00 each
Postcards ¼ page (with postage)	\$.50 each
Postcards ¼ page (no postage)	\$.20 each
Postage	Cost + 10%