

BOARD MEETING

DATE: 9-13

1983

ACTION: 13

INFO: \_\_\_\_\_

CONSULTING AGREEMENT

This Consulting Agreement made this 13th day of September, 1983, by and between LANGTON ASSOCIATES, INC., hereinafter referred to as LANGTON, and Mass au Counties, hereinafter referred to as CLIENT;

WITNESSETH:

WHEREAS, LANGTON is a corporation engaged in the business of offering consulting support of municipalities, counties, and other governmental bodies; and

WHEREAS, CLIENT is in the need of professional services of consulting for the purpose of obtaining various governmental grants and financial assistance offered by various governmental agencies and bodies; and

WHEREAS, the parties intend and desire to enter into this written contract, to establish this contractual relationship and set up the compensation to be paid to LANGTON by CLIENT for the services to be rendered and to establish the guidelines of consulting work to be performed, it is therefore, agreed as follows:

1. LANGTON shall provide professional consulting services to CLIENT for the term of one (1) year, commencing OCTOBER 1, 1983 and ending on SEPTEMBER 30, 1984. LANGTON shall exercise his best efforts to obtain governmental grants and financial benefits for CLIENT.

2. The consulting proposal of LANGTON that was previously furnished to CLIENT by LANGTON is attached hereto and all of its representations, as contained therein, are hereby made a material part of this contract. Such material representations are also a material inducement to CLIENT to enter into this agreement.

3. In exchange for LANGTON performing the services as established herein and devoting his time, CLIENT shall pay LANGTON the sum of \$12,000.00. CLIENT agrees that payment herein shall be made monthly by the 10th day of the following month after the invoice rendered by LANGTON.

4. CLIENT shall pay all the expenses (not to exceed \$600.00 annually) of LANGTON in conjunction with his services directly relating to CLIENT. This shall include, but not be limited to, telephone tolls, travel expenses, which shall be air expense on coach flights; car rental, hotel (at commercial rates); food (maximum of \$25.00 per day). LANGTON will submit itemized invoices for their expenses which shall be paid together with the salary by the next month. CLIENT shall require a prior approval for all travel expenses to be incurred by LANGTON. LANGTON shall notify CLIENT fifteen (15) days in advance of any requested travel expenses, unless said time is waived by CLIENT in a particular case.

5. LANGTON agrees to place primary emphasis on those grants which do not require matching funds from CLIENT, or those grants which will allow in-kind contributions and/or expenses to serve as matching funds.

6. LANGTON shall devote all necessary time to the performance of his duties for CLIENT. Inasmuch as the professional services rendered are of a subjective nature, subject to differences of opinion, mutual confidence and respect is necessary. This contract, and all obligations hereunder, may be terminated by either party, without cause, upon the giving of thirty (30) days written notice to the other party. Notice shall be directed as follows:

A. As to LANGTON:

1618 Talbot Avenue  
Jacksonville, Florida 32205

B. As to CLIENT:

Board of County Commissioners  
Nassau County  
Post Office Box 1010  
Fernandina Beach, Florida 32034

7. GUARANTEE: If, during the term hereof, LANGTON fails to produce or otherwise obtain grant revenues equal to or in excess of the compensation provided herein, LANGTON will promptly reimburse CLIENT for the total sum of the difference, up to and including the total amount herein provided.

8. Should litigation (including appeal) be necessary to specifically enforce any provision of this agreement, then the prevailing party shall be entitled to recover costs and a reasonable attorney's fee from the other party.

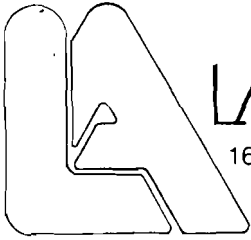
LANGTON ASSOCIATES, INC.

BY: *Michael J. Langton*  
(CORPORATE SEAL)

CLIENT *Gene R. Blackwelder*  
CHAIRMAN

BY *J. Heesom*

ATTEST *Ex-officio Clerk*  
(SEAL)



LANGTON ASSOCIATES, INC.

1618 TALBOT AVE. □ JACKSONVILLE, FLORIDA 32205 □ (904) 387-3342

PROPOSAL TO PROVIDE  
GRANTSMANSHIP SERVICES TO  
NASSAU COUNTY, FLORIDA

## LANGTON ASSOCIATES, INC.

Langton Associates, Inc. is a consulting firm of respected professionals in the field of intergovernmental grant development for local governmental entities such as cities, counties, schools, and hospitals and for various not-for-profit enterprises. Our expressed objective is the stimulation of direct income from grantor sources to assist our clients in meeting the ever-increasing financial demands placed upon them.

### THE CONCEPT IS "COMPREHENSIVE"

Langton Associates, Inc., provides its clients with a full range of grantsmanship services including:

- In-depth Needs Assessment
- Extensive Research of Grantor Sources
- Development of a Plan of Action for Grant Program
- Preparation of all Grant Proposals the client wishes to submit
- Follow-up and Contact with Grantor Agencies
- Intergovernmental Relations with Federal and State Governments
- Grant Management when required  
(under separate contract and with separate compensation)

### THE SERVICE IS "PERSONALIZED"

Langton Associates, Inc., is a small, Northeast Florida, firm which limits the number of clients it serves in order to insure personalized, on-site attention to its client's needs. This personalized service guarantees that you will benefit from all available grant resources.

### THE SERVICE IS "TAILORED"

Langton Associates, Inc., develops a grant program tailored specifically to the needs of your agency. Once an individual needs assessment of your agency is complete, grant sources are investigated to satisfy those needs.

Langton Associates, Inc., believes that only those grant dollars that respond to a client's specific needs warrant the submission of a grant application. All applications are individually prepared in behalf of our clients. No packaged or boiler-plate grants are ever submitted.

THE PROGRAM IS "PRODUCTIVE"

Langton Associates, Inc., has had extensive experience in the direction of grant support programs. The firm is oriented toward the rapid production of tangible results, while implementing a comprehensive grant program tailored to both the short and long term objectives of your agency. Through total involvement in your program, Langton Associates, Inc., assures you of steady productivity, even if changes in your personnel structure occur.

THE RESOURCES ARE "EXTENSIVE"

Langton Associates, Inc., utilizes the talents of experts in the fields of health, social services, housing and community development, transportation, planning, law enforcement, and grants management, to serve the needs of its clients. Langton Associates, Inc., maintains an extensive library of publications, journals, reference books, manuals and brochures on Federal, State, and privately sponsored programs. Associates also have access to computers listing all grant programs available from the Federal Government.

Langton Associates, Inc., maintains numerous personal contacts in Washington, D.C. and Tallahassee, Florida to provide its clients with a "competitive edge" in grants procurement.

THE CONSULTANTS ARE "EXPERIENCED"

Langton Associates, Inc., is a young firm with a bright future. The combined experience of the seven (7) Associates total over 47 years. During this time many millions of dollars in grants have been acquired from numerous Federal and State agencies.

A few examples of the Consultants experience include:

- U. S. Department of Health and Human Services

Medicaid Demonstration Program - Grant funded a three-year study on a new health care delivery system. Provided reimbursment for medical care to indigent. \$ 6.2 Million

- U. S. Department of Commerce

Senior Citizens Center - Grant funded construction of a major new activity center for senior citizens. \$ 2.1 Million

- Coastal Plains Regional Commission

Radiology Technology Training Program - Grant funded salaries, materials and supplies for establishment of training program. \$ 16,000

- Economic Development Administration

Road and Drainage Improvement - Grant funded road improvements, including widening, paving, curb and gutter and new drainage for area.

\$ 1.2 Million

- U. S. Public Health Service

Hospital Affiliated Primary Care Center - Grant funded the establishment and operation of a Primary Care Center in a major urban hospital.

\$ 500,000

- U.S. Department of Housing and Urban Development

Community Development Program - Grant funded public improvement such as streets, sewers, drainage, parks and recreation, facility construction, etc., in blighted neighborhoods.

\$10.1 Million

- COMPREHENSIVE
- PERSONALIZED
- TAILORED
- PRODUCTIVE
- EXTENSIVE
- EXPERIENCED

These key words exemplify the talents of...

LANGTON ASSOCIATES, INC.

1618 Talbot Avenue  
Jacksonville, Florida 32205  
(904) 387-3342



## GRANT MANAGEMENT SYSTEM

Langton Associates, Inc., will provide to our clients, upon request, a comprehensive Grant Management System. This system will be offered under a separate contract and with separate compensation. Langton Associates, Inc., will provide to its clients the services of a highly qualified accountant with extensive experience in the field of Grant Management. His talents include the management of numerous grant programs totaling millions of dollars during the last eight years.

Langton Associates, Inc., will design a Grant Management System which will serve the specific needs of your agency. The major components or services which comprise our Grant Management System are as follows:

1. On-site implementation of total Grant Management System tailored to agency's needs.
2. Education of designated agency employee on utilization of Grants Management System (clerk in Finance Department is sufficient to perform tasks).
3. Instruct and assist in preparation of all quarterly and annual reports to grantor agency.
4. Perform periodic review of all records and files to insure compliance with regulations.
5. Provide all necessary manuals and circulars on Federal and State regulations.
6. Serve as constant resource for up-to-date information and advice.
7. Perform (non-legal) negotiations between agency and grantor agency in areas of dispute.
8. Conduct periodic monitoring and evaluation of grant programs.

GRANT MANAGEMENT SYSTEM FEE SCHEDULE

Since Grant Management is an allowable expenditure in most all Federal and State Grant Programs, this fee may be paid from grant revenues.

<u>GRANT PROGRAMS TOTALING</u>	<u>ANNUAL FEE</u>	<u>APPROXIMATE % OF GRANTS BUDGET</u>
\$ 1 - \$ 50,000	\$ 2,500	5.0%
\$ 50,001 - \$ 100,000	\$ 3,500	3.5%
\$ 100,001 - \$ 250,000	\$ 5,000	2.0%
\$ 250,001 - \$ 500,000	\$ 6,500	1.2%
\$ 500,001 - \$ 1,000,000	\$ 8,000	.8%
\$ 1,000,001 - \$ ABOVE	\$10,000	.5%

Michael E. Langton  
1618 Talbot Avenue  
Jacksonville, Florida 32205  
Tel: (904) 387-3342

#### PERSONAL DATA

Age: 32; Married; Two Children; Height 5'8"; Weight 140 lbs.;  
Excellent Health; Born June 10, 1949; S.S. # 264-90-6714.

#### EDUCATION BACKGROUND

A.A. in Pre-Law: 1970, Palm Beach Junior College, Lake Worth, Fl.  
Primary emphasis on American, State, and Local Government.

B.A. in Political Science: 1972, Florida Atlantic University,  
Boca Raton, Fl. Primary emphasis on Federal, State, and Local Govern-  
ment with considerable work in History and Sociology.

#### GRANTSMANSHIP EXPERIENCE

Office of the Mayor, City of Jacksonville, Fl. Feb. 1974 - Jan. 1979.  
Senior Administrative Assistant in the Mayor's Office of Intergovernmental  
Affairs. Duties included: intergovernmental coordination with both  
Federal and State Governments and programs in the City; plan, develop  
and evaluate programs receiving state or federal assistance in the areas  
of health, housing, transportation, social services and public works;  
responsible for coordination of local activities with the State and  
Federal Governments and Agencies.

University Hospital of Jacksonville, Fl. Jan. 1979 - Present. Grants  
Coordinator and Resource Developer. Duties include: intergovernmental  
coordination with Federal, State and City Governments; represent  
institution before Florida Legislature on Grant funding affairs; seek  
outside funding in Federal, State and Private sectors; and assist  
Staff Physicians in preparing grant requests.

Langton Associates, Inc. Active since July 1978 in Private Consulting.  
President of Corporation. Duties include: Assisting clients in locating  
grant funding sources; preparing grant applications and representing  
clients in Tallahassee, Fl. and Washington, D.C.; management and planning  
for activities of seven (7) Associates.

PROFESSIONAL ACCOMPLISHMENTS

Prepared grants that have been funded by the following agencies:

- U.S. Department of Health and Human Services
- U.S. Department of Energy
- U.S. Department of Commerce, Economic Development Administration
- U.S. Public Health Service
- Coastal Plains Regional Commission
- U.S. Department of Labor
- U.S. Office of Revenue Sharing
- Florida Department of Health and Rehabilitative Services
- U.S. Department of Housing and Urban Development
- U.S. Department of Transportation

Key contacts in numerous Federal and State Agencies.

Specialize in grants for local governments.