

Income Survey Professional Service Contract

This agreement, made as of March 18th, 2020 by and between the City of Greenfield, hereinafter referred to as the Owner, and Kleinpeter Consulting Group LLC, P.O. Box 37 Whiteland, IN 46184, hereinafter referred to as the Administrator.

Whereas, the Owner desires to contract with the Administrator for skills and knowledge necessary for the technical assistance needed in conducting/completing an income survey compliant with guidelines established by the Indiana Office of Community and Rural Affairs and the United States Department of Housing and Urban Development.

NOW, THEREFORE, the Owner and Administrator for the considerations set forth, agree as follows:

Section 1 – Relationship of Parties

The parties intend that an independent Administrator relationship be created by this contract. The Owner is interested only in the results to be achieved, and the conduct and control of the work will lie solely with the Contractor. The Administrator is not to be considered an agent or employee of the Owner for any purpose, and the employees of the Administrator are not entitled to any benefits that the Owner provides for the Owner's employees.

Section 2 – Scope of Technical Assistance Services of the Contractor

Administrator agrees to carry out the income survey as deemed appropriate by the Owner and periodically report progress on the survey to the Owner. The Administrator agrees to provide the following services:

Mike Kleinpeter, President/Grant Administrator, will be the person conducting and completing the Greenfield income survey.

The income survey will be done via mailing surveys and door to door if necessary.

- 1) Scope of Work (To Complete the Income Survey)
 - a) Obtain a complete list of residents and addresses from the City.
 - b) Develop an organized excel spreadsheet of the service area list.
 - c) Conduct a randomized sort of the "original list" to ensure compliance with state laws, rules and regulations.
 - d) Develop the income survey documents: cover letter, follow-up letter and questionnaire with the correct income limits.
 - e) Conduct door to door surveys
 - f) Survey data, paperwork, documentation and back up files on disk in accordance with the record keeping requirements of the State program at 24 CFR 570.490.
 - g) Complete all tabulating and analyzing of results.

Section 3 –Owner Responsibilities

The Owner shall provide to Administrator with all information, documentation and applicable records needed to carry out the activities described above.

Section 4 – Compensation to Contractor

The Owner shall pay to Administrator a non-refundable \$2,500.00 fee that will be billed immediately after said income survey activities conclude.

All State and federal tax withholdings will be the responsibility of the Contractor.

Section 5 - Term of the Contract

The term of this contract shall begin on March 18, 2020 and shall continue until successful survey completion and certification or abandonment of survey activities occur.

A. Execution – This contract shall be in full force and effect when dated and properly signed until terminated. The Owner and the Administrator each bind themselves, their successors, executors, and assigns to the other party of this agreement.

Kleinpeter Consulting Group LLC

Signature: 
Name: Mike Kleinpeter
Title: President/Certified Grant Administrator

Date: 3/18/2020

OWNER
City of Greenfield

Signature: _____
Name: Joanie Fitzwater
Title: Planning Director

Date: _____