Professional Services Agreement – Grant Management

Between Kilgore Consulting, LLC and The City of Hogansville

This Professional Services Agreement ("Agreement") is entered into by and between Kilgore Consulting LLC ("Consultant") and The City of Hogansville ("Client") as of the Effective Date stated below.

1. *Purpose of Agreement*

The purpose of this Agreement is to establish the terms under which Consultant will provide comprehensive grant services, including grant research and identification, application preparation, reimbursement processing, quarterly reporting, compliance oversight, audit-ready documentation, and communication with founders.

2. *Term of Agreement*

This Agreement shall begin on November 1, 2027 and continue through June 30, 2027, unless terminated earlier in accordance with Section 11.

3. *Scope of Work*

Consultant shall provide the following grant research, application, and management services.

A. Grant Research, Identification, and Application Preparation

1. Research and identify federal, state, and private grant opportunities that align with Client's priorities, projects, and eligibility.
2. Maintain a grant opportunities list documenting prospective opportunities, funders, program, eligibility requirements, award range, match requirements, and deadline.
3. Recommend opportunities to Client and obtain Client approval before beginning an application.
4. Prepare applications, including narratives, budgets, and required attachments, in accordance with each funder's guidelines and deadlines.
5. Coordinate submission with Client's authorized official.
6. The number of grants managed by Consultant at any one time may change during the term of this Agreement and will depend upon the grants awarded to Client.

B. Financial Management and Reimbursement Processing

1. Prepare, review, and submit reimbursement requests monthly or quarterly.
2. Maintain supporting documentation for all expenditures.
3. Track budget-to-actual expenditures and monitor variances.

4. Ensure allowability of costs under 2 CFR 200 Subpart E.

C. Reporting and Compliance Oversight
   1. Prepare and submit all required quarterly performance and financial reports.
   2. Maintain a grant compliance calendar.
   3. Monitor compliance with federal, state, and local regulations.
   4. Communicate with founders to resolve issues and ensure timely submissions.

D. Documentation and Audit Readiness
   1. Maintain organized, audit-ready digital grant files.
   2. Ensure documentation meets 2 CFR 200.333 record retention standards.
   3. Prepare materials for monitoring visits, desk reviews, and audits.

E. Procurement and Contract Oversight (As applicable)
   1. Review procurement actions for compliance with 2 CFR 200.317-327.
   2. Maintain documentation of quotes, bids, and sole source justifications as applicable in the grant file.

F. Communication and Coordination
   1. Serve as primary point of contact with the funding agency.
   2. Coordinate with staff, contractors, and partners.
   3. Provide regular updates on grant status and compliance issues.

4. Deliverables

A. Monthly or quarterly reimbursement submissions
B. Quarterly performance and financial reports
C. Grant opportunities list (updated monthly)
D. Grant application files
E. Audit-ready digital grant file
F. Budget tracking reports
G. Documentation of procurement actions (if applicable)
H. Communication summaries with founders (as needed)

5. Compensation

Client agrees to compensate Consultant at a rate of $2,000 per month for the services described in this Agreement. Invoices will be submitted monthly. Payment is due within 15 days of receipt. Additional services outside the Scope of Work may be billed separately with prior written approval.

6. Client Responsibilities

A. Provide timely access to relevant documents, data, and staff.
B. Notify Consultant of expenditures or program changes affecting compliance.
C. Provide access to grant portals and reporting systems.

7. Consultant Responsibilities

A. Perform all services with professional skill, accuracy, and diligence.
B. Maintain confidentiality of all non-public Client information.
C. Provide timely communication and proactive guidance.

8. Independent Contractor Status

Consultant is an independent contractor and not an employee of the Client. Consultant is responsible for all taxes, insurance, and business obligations.

9. Confidentiality

Consultant shall maintain the confidentiality of all non-public information obtained during the performance of this Agreement.

10. Ownership of Work Products

All final deliverables produced under this Agreement shall be the property of the Client. Consultant retains ownership of proprietary tools, templates, and methodologies used to create deliverables.

11. Termination

Either party may terminate this Agreement with 30 days' written notice. Consultant shall be compensated for all work completed up to the termination date.

12. Indemnification

Client and Consultant agree to mutually indemnify and hold one another harmless from and against any claims, damagers, liabilities, losses, or expenses (including reasonable attorneys' fees) arising out of the indemnifying party's negligence. Notwithstanding the forgoing, Client acknowledges and agrees that Kilgore Consulting LLC is not responsible for decisions made by Client, for outcomes outside Consultant's control, or for any delays or inaccuracies resulting from Client's failure to provide complete, accurate, or timely information. Consultant's services are advisory in nature, and Client retains full responsibility for all final decisions, submissions, and compliance obligations.

13. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior agreements or understandings.

14. Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the dates below.

Rachel Kilgore
Principal, Kilgore Consulting LLC
Date: _____

[Authorized Representative Name]
[Title]
The City of Hogansville

Date: _____

KILGORE
CONSULTING

CONFLICT OF INTEREST DISCLOSURE

Kilgore Consulting, LLC
Prepared for The City of Hogansville (Client)

This Conflict of Interest Disclosure is submitted in accordance with 2 CFR 200.112, 2 CFR 200.318(c)(1), and applicable state and local procurement policies. The purpose of this disclosure is to ensure transparency, maintain the integrity of the procurement process, and document that no prohibited conflicts exist related to the services provided by Kilgore Consulting, LLC.

1. ***Consultant Information***
   Consultant: Rachel Kilgore
   Business: Kilgore Consulting LLC
   Address: 901 East Main Street, Hogansville, Georgia 30230
   Service Provided: Grant Management

2. ***Statement of Financial Interest***
   I hereby affirm that:
   - I do not have any financial interest, direct or indirect, in the Client organization.
   - I do not receive any personal financial benefit from any contract, procurement, or grant award administered by the Client beyond the compensation outlined in the consulting agreement.
   - I do not hold any ownership, employment, or financial relationship with any vendor, contractor, or subrecipient associated with the Client's grant-funded activities.
   - I do not participate in any decision-making related to procurement, vendor selection, or contract awards that could benefit me personally or financially.

3. ***Statement Regarding Family or Household Relationships***
   I further affirm that:
   - No immediate family member (spouse, parent, child, sibling, or household member) is employed by the Client organization.
   - No immediate family member has a financial interest in any contract, procurement, or grant activity associated with the Client.
   - No immediate family member stands to benefit from the services I provide or from any decisions made by the Client.

4. ***Statement Regarding Residency and Public Improvements***
   I acknowledge that I may reside within the jurisdiction served by the Client. However:

KILGORE
CONSULTING

- General public benefits—such as sidewalks, parks, infrastructure, or community programs—do not constitute a financial interest under federal or state rules.
- I do not receive any unique, disproportionate, or preferential benefit from any grant-funded project.
- My residence within the community does not create a conflict of interest under 2 CFR 200.112 or Georgia procurement standards.

5. ***Statement of Independence and Impartiality***

I certify that:
- I will perform all services impartially, free from bias, and in the best interest of the Client.
- I will not use my position to secure unwarranted privileges, advantages, or benefits for myself or others.
- I will immediately disclose any potential conflict of interest that arises during the term of the agreement.

6. ***Disclosure of Potential Conflicts (If Any)***

☑ No known or potential conflicts exist.
☐ The following potential conflict(s) exist: None

7. ***Certification***

I certify that the information provided in this disclosure is true, complete, and accurate to the best of my knowledge. I understand that failure to disclose a conflict of interest may result in corrective action, contract termination, or other remedies as permitted by law.

8. ***Signature***

Rachel Kilgore

Rachel Kilgore
Principal, Kilgore Consulting LLC
Date: April 10, 2026

KILGORE
CONSULTING

GRANT COMPLIANCE APPROACH

Kilgore Consulting LLC
Prepared for: the City of Hogansville

---

1. ***Compliance Framework & Internal Controls***
   Kilgore Consulting uses a standardized compliance framework built on:
   A. 2 CFR 200.302 – Financial Management
   B. 2 CFR 200.303 – Internal Controls
   C. 2 CFR 200.318–327 – Procurement Standards
   D. 2 CFR 200.328 – Performance Reporting
   E. 2 CFR 200.333 – Record Retention
   Our internal controls emphasize documentation integrity and traceability of every financial and programmatic action.

2. ***Documentation & Audit-Ready Record Keeping***
   Kilgore Consulting maintains a digital, audit-ready grant file that includes:
   A. Award documents and amendments
   B. Approved budgets and revisions
   C. Procurement documentation (quotes, bids, sole source, cost reasonableness)
   D. Invoices, payroll records, and proof of payment
   E. Reimbursement submissions and supporting documentation
   F. Performance and financial reports
   G. Communication with funders
   H. Monitoring and audit correspondence
   Every file is organized to withstand federal, state, or independent audit review.

3. ***Financial Oversight & Allowability Review***
   Before any cost is submitted for reimbursement, Kilgore Consulting conducts:
   A. Allowability checks under grant specifications
   B. Reasonableness and necessity review
   C. Budget-to-actual tracking
   D. Match and cost-share verification

KILGORE
CONSULTING

E. Source documentation validation

We ensure that all expenditures meet federal, state, and local requirements and are properly supported.

4. ***Procurement Compliance***

For any purchase or contract funded by the grant, we confirm:

A. Correct procurement method selection
B. Documentation of quotes or bids
C. Written Sole Source Justification when applicable
D. Cost reasonableness documentation

This protects the client from questioned costs and procurement findings.

5. ***Reporting & Communication***

Kilgore Consulting manages all required reporting, including:

A. Quarterly performance reports
B. Quarterly or monthly financial reports
C. Reimbursement submissions
D. Closeout reports

We maintain proactive communication with funders to clarify requirements, resolve issues early, and ensure timely submissions.

6. ***Risk Management & Monitoring***

We identify and mitigate risks through:

A. Regular compliance check-ins
B. Monitoring of deadlines and deliverables
C. Early identification of potential findings
D. Corrective action guidance
E. Subrecipient monitoring (if applicable)

Our goal is to prevent compliance issues before they occur.

7. ***Transparency, Integrity & Accountability***

Kilgore Consulting operates with full transparency and impartiality. We provide:

A. Clear documentation trails
B. Consistent communication with leadership
C. Ethical decision-making aligned with federal standards

KILGORE
CONSULTING

D. Immediate disclosure of any potential conflicts of interest

Our approach ensures that every grant is managed responsibly, compliantly, and in the best interest of the client.

KILGORE
CONSULTING

MEMORANDUM

Prepared for: The City of Hogansville, grant file

From: Kilgore Consulting, LLC

Subject: Determination of Reasonableness of Consultant Costs

This memorandum documents the determination that the monthly consulting fee proposed by Kilgore Consulting, LLC for grant management services is reasonable, necessary, and allowable under 2 CFR 200.495 – Professional Service Costs. This rate reflects the level of effort required to ensure full compliance with federal and state regulations, maintain accurate financial and performance documentation, and support the successful administration of the award.

Basis for Reasonableness

1. ***Alignment with 2 CFR 200.404 (Reasonable Costs)***
   Under uniform Guidance, a cost is considered reasonable if it "does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made." The proposed fee meets this standard because:
   a. It is consistent with rates charged by similarly qualified professional providing comparable grant management services.
   b. It reflects the complexity, reporting requirements, and compliance obligations associated with the award.
   c. It is necessary to ensure proper financial management, documentation, and oversight of the grant.
   d. It supports the recipient's ability to meet federal requirements under 2 CFR 200.302 (Financial Management) and 2 CFR 200.303 (Internal Controls).
2. ***Market Comparability***
   A review of industry norms shows that monthly grant management fees typically range from $1,500 to $6,000 per grant, depending on award size, reporting frequently, procurement oversight, and complexity, with federal grant awards

KILGORE
CONSULTING

ranging on the higher end. Kilgore Consulting's rates fall below the national midpoint, making them both competitive and cost-effective for rural communities.

3. ***Scope of Services Included in the Fee***
    a. Grant writing and proposal development (narrative and budget)
    b. Reimbursement preparation and submission
    c. Performance reporting, with compliance tracking and documentation
    d. Grant calendar management
    e. Communication with funders
    f. Audit-ready file management
    g. Budget tracking and variance monitoring
    h. File organization and retention guidance

    These services directly support compliance with 2 CFR 200.302, 200.303, 200.328 (Monitoring and Reporting Program Performance), and 200.333 (Record Retention).
4. ***Efficiency and Cost Savings***

    Engaging a consultant provides significant cost savings compared to hiring full-time staff. The monthly fee represents a fraction of the cost of a full-time grant manager, which still providing expert-level oversight, federal compliance knowledge, and audit-ready documentation.
5. ***Risk Mitigation and Compliance Assurance***

    Federal and state grants carry substantial compliance risk. The proposed fee reflects the level of expertise required to:
        i. Maintain accurate financial and performance records
        ii. Ensure procurement compliance
        iii. Prepare for audits and monitoring visits
        iv. Prevent questioned costs or disallowed expenses

This level of oversight is essential to protect the recipient's funding and ensure adherence to Uniform Guidance.

KILGORE
CONSULTING

Sincerely,

Rachel Kilgore

Rachel Kilgore

Principal

678-557-7941

KILGORE
CONSULTING

SOLE SOURCE JUSTIFICATION

Kilgore Consulting, LLC – Grant Management Services for the City of Hogansville

Prepared for inclusion in procurement and grant administration files

---

This memorandum documents the justification for selecting Kilgore Consulting LLC as a sole-source provider of grant management services. This determination is made in accordance with 2 CFR 200.320©, which permits no competitive procurement under specific circumstances, including when a single provider possesses unique qualifications, when continuity of services is essential, or when competition is not feasible.

1. ***Description of Services***
   Kilgore Consulting LLC will provide comprehensive grant management services, including reimbursement preparation and submission, quarterly reporting, compliance monitoring, grant calendar management, communication with founders, audit-ready documentation, and budget tracking. Services will be delivered in alignment with 2 CFR 200.302 (Financial Management), 200.303 (Internal Controls), 200.328 (Performance Reporting), and 200.333 (Record Retention).
2. ***Justification for Noncompetitive Procurement***
   The selection of Kilgore Consulting LLC as a sole-source provider is justified based on the following criteria:
   a. Unique Expertise and Specialized Knowledge
      Kilgore Consulting LLC possesses specialized expertise in local grant management, state and federal compliance, procurement oversight, and audit-ready documentation.
      This expertise is not readily available from other providers in Hogansville. The consultant's background includes extensive experience with state-administered grants, federal Uniform Guidance, and multi-agency reporting requirements.
   b. Impracticability of Competition

KILGORE
CONSULTING

Due to the specialized nature of the services, the limited availability of qualified consultants in rural Georgia, and the need for immediate and uninterrupted grant oversight, competitive procurement is impracticable, particularly as grant notice of funding opportunities are closing with the next 8 weeks. Kilgore Consulting LLC is uniquely positioned to provide timely, compliant, and cost-effective services.

c. Alignment with Federal Procurement Standards
Under 2 CFR 200.320(c)(3), noncompetitive procurement is allowable when "the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation" or when the Federal awarding agency or pass-through entity expressly authorizes competitive proposals."
Additionally, 2 CFR 200.320(c)(2) permits sole-source procurement when only one responsible source is available and no other providers can deliver the required services with the necessary expertise and timeliness.

3. ***Reasonableness of Cost***
The proposed monthly fee is reasonable and consistent with 2 CFR 200.404, which requires that costs be necessary, ordinary, and comparable to market rates. Industry analysis shows that monthly grant management fees typically range from $1,500 to $6,000 depending on award size and complexity. Kilgore Consulting's rates fall below the national midpoint and include reimbursement processing, quarterly reporting, compliance monitoring, and audit-ready documentation-services essential for maintaining compliance and avoiding disallowed costs.

4. ***Determination***
Based on the unique qualifications of Kilgore Consulting LLC, the impracticability of competitive procurement, and the reasonableness of the proposed cost, it is determined that sole-source procurement is justified and in the best interest of the city.

The average cost for a grant writer in Georgia ranges from **$50 to $150 per hour** for freelance or contract work, or about $3,800 to $4,000 per project (with typical project ranges spanning from $1,500 to $8,000+). GrantSmarts Consulting +2

Cost Breakdown by Fee Structure

- **Hourly Rates:**
  - *Novice / Entry-Level:* $25 to $50 per hour
  - *Intermediate / Experienced:* $50 to $100 per hour
  - *Senior / Proven Track Record:* $100 to $250+ per hour Funding for Good
- **Per-Project / Flat Fees:**
  - *Foundation or Local Grants:* $1,500 to $5,000 per proposal
  - *Complex Federal or State Grants (for municipalities):* $3,500 to $25,000+ per proposal due to extensive compliance and documentation requirements. Learn Grant Writing +1
- **Monthly Retainers:**
  - $1,500 to $5,000 per month for ongoing research, strategy, and multiple submissions. GrantSmarts Consulting
- **In-House Salary:**
  - If hiring a full-time municipal staff member, the average base salary is roughly $63,000 to $64,000 per year. Foundation Group +1