



June 2, 2020

Board of County Commissioners ATTN: Sherrie L. Riebel, County Clerk 1 N. Washington Iola, KS 66749

RE: Administration Services Proposal Proposed CDBG-CV Project

Dear Commissioners:

Enclosed for your consideration is our proposal to serve Allen County, Kansas (the "City") as its CDBG grant administrator for its proposed Covid Project. Following are a few highlights regarding our proposal:

1. **Experienced Grant Administrators.** Ranson Financial Group LLC has four employees with grant writing and administration experience. Libby Kleeman, Steve Saunders, and Rose Mary Saunders have all completed CDBG projects. Also, recently, joining our staff is Crystal Hinnen who has experience with 501c3 organizations. Our most experience grant writer and administrator, Rose Mary Saunders, has almost 40 years' experience with the CDBG and supervises grant staff. Rose Mary worked on over 145 projects in Kansas, Missouri and Oklahoma and has secured over \$48,000,000 for her clients. As far as project administration, there will be one lead administrator assigned to the City's project, and the rest of the grant department will service as support personnel.

Libby Kleeman, a member of Ranson's grant department, is a graduate of Bethel College with a Bachelor of Arts Degree in History and holds a master's degree in Public Administration from the University of Kansas. Libby has nearly20 years of experience working with municipalities of all sizes across the State of Kansas.

Steve Saunders, a member of Ranson's grant department, is a graduate of Wichita State University with a Bachelor and master's degree in Biology and a master's degree in Professional Accountancy. Prior to joining the firm, he was the Chief Financial Officer for a home health organization for 25 years. His primary role is to provide support services for loan and grant document processing and public finance.

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Crystal Hinnen is the newest member to Ranson's Grant department, is a graduate of Southwestern College in Winfield and received her bachelor's degree in Business Quality Management, Human Resource Development and Not for Profit Management. Prior to joining the firm, she worked at a City Clerk and as a teacher. Her primary role is to provide support for loan and grants and assists with City Code support.

Rose Mary Saunders leads Ranson's grant department and supervises other grant writers/administrator as well as other Ranson support staff. Rose Mary is a graduate of Kansas State University with a dual Business of Science Degrees in Management and Administration. Her primary role at the firm is to complete application paperwork for the KDHE State Revolving Loan Fund (both water and sewer) as well as USDA Rural Development paperwork, CDBG paperwork which includes the writing of the grant application through final close out of the project and back up support service for bond work.

Enclosed is a copy of our Proposal which includes a list of the successful CDBG applications that we have been involved with.

2. Past Record of performance of the firm. Besides being experts in the field of grant writing and administration, Ranson has years of experience in the field of public finance and delivers a menu of diverse services that can be utilized by the City. In addition to grant writing ad administration, these services include capital improvement programs ("CIP's"), budget preparation, utility rate reviews, writing and administering community development block grants ("CDBG"), KDHE and USDA loan administration, compliance with continuing disclosure requirements, structing investment programs, arbitrage rebate services, analyzing and implementing economic development alternatives, maintaining and updating municipal codes online, and developing and maintaining municipal websites to serve citizens and market municipalities to the world.

We strive to meet deadlines for the CDBG program with a significant degree of success. Most projects are completed within the 24-month time frame or shorter. Those that extend beyond the 24-month time frame are usually due to circumstances outside of everyone's control such as the weather.

3. Proximity. With our office location in Wichita, we are approximately two hours away from the County Courthouse. We do travel extensively throughout the State and would be available to attend your Commission meetings on a regular or as needed basis including special meetings, if needed, in preparation of the application's submission to CDBG.

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- **4.** Capability to Carry out Activities. With the staff that is available to work on your project, we feel we have the capability to complete all activities in a timely manner.
- **5. Proposed Fee.** Our contract with the County will include all required provisions such as the Title VI of the Civil Rights Act of 1964 and all Federal and State Regulations governing the project.

Our fee for administration fee for the proposed project is \$15,000 based on applying for the full amount. If the County applies for less, we can reduce our fee accordingly. The cost of grant administration services will include the completion of all documents from the execution of the State contract through closeout.

- **6. References**. The following communities are given as references for your use and to show the types of projects we are involved in:
 - 1. City of Goessel, Kansas David Schrag, Mayor or Jennifer Bliss, City Clerk, 105 S. Cedar, P.O. Box 347, Goessel, KS 67053 Telephone No. (620) 367-8111 Type of CDBG Project: Sanitary Sewer Improvements (2018).
 - 2. City of Burden, Kansas Duane Wingert Jr., Mayor or Julia Loving, City Clerk, 401 N. Main Street, P.O. Box 37, Burton, KS 67019 Telephone No. (620) 438-2360 Type of CDBG Project: Wastewater System Improvements (2018)
 - 3. City of Marion, Kanas Roger Holter, City Administrator, or Tiffany Jeffrey, City Clerk, 208 E. Santa Fe, Marion, KS 66861 Telephone No. (620) 382-3703. Types of CDBG Projects: Street Improvements (2008 and 2013), Water System Improvements (2010), Sewer System Improvements (2012), Sidewalks, Playground Equipment & Basketball & Tennis Court Rehabilitation, and construction of Racquetball Courts for East City Park (2015).
 - 4. City of Norwich, Kansas Jerry (Jake) Power, Mayor or Carol Poe, City Clerk, 226 S. Main Street, P.O. Box 100, Norwich, KS 67118 Telephone No. (620) 478-2280 Type of CDBG Project: Water Treatment Plant
 - 5. City of Anthony, Kansas Cyndra Kastens, City Administrator 124 S. Bluff, P.O. Box 504, Anthony, KS 67003 Telephone No. 620-842-5434 Type of CDBG Project: Fire Truck

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- 6. City of Augusta, Kansas Josh Shaw, City Manager, or Erica Jones, City Clerk, 113 E. 6th Avenue, P. O. Box 489, Augusta, KS 67010 Telephone No. (316)775-4510. Type of CDBG Project: Phase I Sewer Rehabilitation for Basin A (2017).
- 7. City of Udall, Kansas -Stephen Brown, Mayor or Lulita Hopkins, City Clerk, 100 S. Main P.O. Box 410, Udall, KS 67146 Telephone No. (620) 782-3512. Types of CDBG Projects: Water System Improvements Phase I (2008), KanStep Community Building (2011), Water System Improvements Phase II (2014) and City Library/Wellness Center (2020).
- 8. City of Strong City, Kansas Shari DeWitt, City Clerk, 204 W. Topeka Avenue, P.O. Box 208, Strong City, KS 66869 Telephone No. (620) 273-6110. Types of CDBG Projects: Water Line Replacement (2013), Sewer (Urgent Need 2018), and Sanitary Sewer Improvements (2019).
- 9. City of Maize, Kansas Richard LaMunyon, City Administrator or Jocelyn Reid, City Clerk, 10100 Grady Avenue, P. O. Box 245, 67101, Maize, KS 67101 Telephone No. (316)722-7561 Type of CDBG project: Economic Development (2003)

Please feel free to contact any of the cities that are mentioned above or any of the applicants on the list regarding our relationship with the communities, our ability to complete the work and our relationships with State staff.

5. Interviews. If the Commission and/or Economic Development wishes to meet with us, we would be willing to attend a meeting to answer any questions regarding our proposal. Please feel free to contact our office at (316) 264-3400 or my cell phone number is (316) 613-1774. Also, please feel free to contact me via my email address at <u>reaunders@ransonfinancial.com</u>.

We look forward to working with you on this project and hope to hear from you soon.

Respectfully submitted,
Ranson Financial Group, L.L.C.
Rose Mary Saunders
Municipal Consultant

Enc.

		CDBG FUNDED PROJECTS			1	00 of 2	3-1-2020	T	
*Note: Could not perform Admi	inistrat	ion at that time due the firm being the project	engineer.			as or 3	-1-2020		
Trete: Gedia net perioni riani		Type of	CDBG	Partnering					
Applicant	Year	Project	Funding Amount	Agency	D2D Survey	Wrote	Administer	Assisted*	
Marion Co. Imp. Dist. #2		Sanitary Collection System	\$300,000			х		х	
Cheney, KS		Water System	\$300,000	THE RESIDENCE OF THE PARTY OF T		Х		Х	
Florence, KS Garden Plain, KS	THE RESIDENCE OF STREET	Wastewater Lagoon Imp	\$80,000			Х		Х	
Cardin, OK		Water System Sanitary Sewer System	\$300,000 \$128,800			X		X	
Bluejacket, OK		Sanitary Sewer System	\$125,000			^		X	
Pawnee Rock, KS		Water Storage & Wells Improvements	\$91,000			X		X	
Burns, KS		Water System Improvements	\$161,250			X		X	
Gaylord, KS		Water System Improvements	\$66,500					х	
Oronogo, MO		Water Extension	\$47,260	USDA		х		Х	
Peabody, KS		Water Storage & Wells Improvements	\$300,000			х		Х	
Morland, KS		Natural Gas System	\$223,000					Х	
Winona, KS St. George, KS		Natural Gas System Water System Improvements	\$250,000 \$35,500					X	
Bentley, KS		Water System	\$300,000			X		X	
Brownell, KS		Water System	\$62,715			X	X		
Burden, KS		Wastewater Lagoon Imp	\$150,000			X		X	
Peoria, OK		Water System Improvements	\$62,500	USDA		х		х	
Belpre, KS		Water System Improvements	\$116,000			x		х	
Florence, KS		Water System Improvements	\$400,000			X		X	
Leon, KS		Wastewater Lagoon Imp	\$190,000			Х		X	
Lenora, KS		Wastewater Lagoon Imp	\$149,177 \$124,500			-		X	-
Milan, MO Marion Co. Imp. Dist. #2		Natural Gas System Water Distribution System	\$124,500 \$400,000			X		X	
Hillsboro, KS		Water Line Replacement	\$216,000			X	х	^	
Cullison, KS		Water Wells & Line Imp	\$120,000			X	X	x	
Oronogo, MO		Sewer Collection System	\$497,000					X	
Asbury, MO		Sanitary Sewer System	\$318,000					X	
Andale, KS	1994	Water System	\$397,500	Bonds		х	х		
Caldwell, KS		Storm Drainage	\$400,000			х			
Hillsboro, KS		Storm Drainage	\$81,000			Х	х	-	
Stotts City, MO		Sanitary Sewer System	\$340,000		-			X	-
Florence, KS Sawyer, KS		Urgent Need-Flood Water Line Replacement	\$20,000 \$183,000			X	X	Х	
Tampa, KS		Housing Rehabilitation	\$96,000			X	^	-	
Commerce, OK	1995	Sewer Collection System	\$330,000			X		х	
Picher, OK		Water System Improvements	\$350,000					X	
Quapaw, OK		Water System Improvements	\$350,000					х	
Neck City, MO	1996	Water System Improvements	\$141,000	USDA		х	х		
Lancaster, MO		Water System Improvements	\$406,000			х			
Flemington, MO		Sanitary Sewer System	\$300,000			Х		Х	
Sedgwick Co-Sunview I.D.		Urgent Need-Sewer	\$75,000			Х	Х		
Peabody, KS		Water System Improvements	\$400,000			X		X	
Preston, KS Cardin, OK		Water System Improvements Water System	\$177,000 \$320,000			X	х	х	-
St. George, KS		Water System Improvements	\$122,500			X	^	X	
Tampa, KS		Senior Center	\$138,300			X	Х		
Florence, KS	1999	Sewer Extension	\$268,000	Bonds		х		х	
East Lynne, MO	1999	Streets	\$375,000	Cash		х	х		
Cullison, KS		Water Tower	\$40,000			Х		Х	
Brookville, KS		Sanitary Sewer System	\$400,000			Х		Х	
Lost Springs, KS Ramona, KS		Sanitary Sewer System Streets	\$170,000 \$189,600			X		X	
Highlandville, MO		Sewer System - Phase I	\$500,000			X		X	
Humansville, MO		Wastewater Lagoon Imp	\$500,000			X		X	
Wentworth, MO		Sanitary Sewer System	\$325,000			X		X	
Beverly, KS		Water System Replacement	\$135,000			Х		X	
Dexter, KS	2001	Sewer Lines & New Lagoon	\$180,000	KDHE		х		х	
Potwin, KS		Community Center		Cash/Voluntee Labor		Х	х		
Hillsboro, KS		Housing Rehabilitation & Demolition	\$297,500			Х	х		
Tampa, KS		Demolition	\$96,200		Market and a property of the second	X	X		
Humansville, MO Maize, KS		Water System Improvements Water System Improvements	\$500,000 \$270,000			Х	X	X	
Goodman, MO		Water System Improvements Water System Improvements	\$270,000 \$500,000			х	X	x	
Peabody, KS		Wastewater Lagoon Improvements	\$400,000	A A SECURE OF THE OWNER OWNER OF THE OWNER OW		X		X	
Caldwell, KS		Wastewater Lagoon Improvements	\$400,000			X		X	
Coats, KS	2004	Wastewater Lagoon Improvements	\$44,300	Bonds				х	
Beverly, KS	2004	Wastewater Lagoon Improvements	\$232,000	KDHE		х		х	
Maize, KS		Economic Development		Subgrantee Cash			X		
Quapaw, OK		Sanitary Sewer System Improvements	\$250,000			X			-
Brookville, KS Canton, KS		Water System Replacement Wastewater Lagoon Improvements	\$400,000 \$390,000			X		X	
Hillsboro, KS		Water Line Replacement	\$390,000 \$155,500			X	X	x	
Raymond, KS		Wastewater Lagoon Improvements	\$60,000			X		X	
St. George, KS		Street/Storm Drainage	\$350,000			X		X	
Highlandville, MO		Sanitary Sewer - Phase II	\$500,000			Х		х	
Sumner Co., KS (Peck)	2006	Sanitary Sewer System	\$348,000	USDA		Х			
Geneseo, KS		Wastewater Lagoon Improvements	\$336,650			Х	Х		
Bentley, KS		KanStep-Senior Center		Cash/Voluntee Labor		Х	Х		
South Haven, KS		Water System Improvements	\$400,000		-	X		-	-
Canton, KS		Community Center	\$200,000		-	Х	X		
Partridge, KS Reno County Fire Dist. No. 9		Wastewater Lagoon Improvements KanStep - Fire Station	\$210,000 \$284 971	Cash/Voluntee Labor		X	X X		-
Caldwell, KS		Community Facility-Library		USDA RDLG		X	X		
Marion, KS		Street Improvements	\$400,000			X	X		
Severy, KS		Wastewater Plant Improvements	\$171,222			Х	X		
Udall, KS	2008	Water System Improvements-Phase I	\$400,000	KDHE		Х	Х		
Burrton, KS	2009	Wastewater System Improvements	\$400,000	KDHE		х	Х		

		Electrical Dist. System Improvements			Bonds	X	Х			
		Water System Improvements		400,000		X	X			
		Wastewater System Improvements		\$82,500		X	X			1
Pratt County, KS (Sawyer RFD. 2					Cash/Voluntee Labor	X	+	-	-	+
							X		-	-
		Urgent Need - Demolition	color because the color of the later	331,000		X	Х			
Little River, KS 2	2010	Water System Improvements	\$	499,779	KDHE	X	x			
		Water System Improvements	9	102,703	KDHE	х	Х			
		Water System Improvements		150,000		X	X			
		Wellness Center		400,000					-	-
						X	Х			
		Senior Center Expansion		\$92,000			X			
Riley, KS 2	2010	KanStep-City Library/Community Food Basket	\$	299,932	Cash/Voluntee Labor	X	x			
Argonia, KS 2	2011	Wastewater System Improvements	\$	500,000	KDHE	х	Х			
		Street Improvements		400.000		X	X	_	+	+
							-			-
		Community Building Improvements		400,000		X	Х			
Udall, KS 2	2011	KanStep Community Building	\$	300,000	Cash/Voluntee Labor	X	X			
Geneseo, KS 2	2011	Water System Improvements	\$	496,000	KDHE	х	x			
		Water System Improvements	9	310,436	USDA	х	х		1	
		Urgent Need - Fire Truck Repair		\$19,249		Assist			-	+
									-	
		Urgent Need - Treatment Plant		200,975		X	X			
Marion, KS 2	2012	Sewer System Improvements	\$	180,000	KDHE	×	X			
Anthony, KS 2	2012	Fire Truck	\$	161,250	Cash	X	x			
		Street Improvements		400,000		X	X		+	-
							^		-	
		Regional Water System		,000,000		X				
		Water System Improvements	\$	500,000	KDHE	X	X			
Cottonwood Falls, KS 2	2013	Water System Improvements	\$	500,000	KDHE	X				
		Water Treatment Plant		500,000		X				
		Sewer System Improvements		245,275				-	-	+
						Х	-	-	-	-
		Water System Improvements		260,000		X	Х	X		
		Street Improvements	\$	400,000	Bonds	х				
		Water System Improvements	9	500,000	USDA	Х				
		Water System Improvements-Phase II		500,000		X		X		
					****			^		+
		Downtown Commercial Rehabilitation			Subgrantee Cash	X	Х			-
		Street Improvements			Sales Tax	X	Х			
	2015	Water System Improvements	\$	500,000	USDA	х	Х			
		Storm Shelter; Playground; Sidewalks		301,400		X	X			
		Sidewalks, Playground; Courts		221,940		X	X	-	-	+
								_	-	-
		BB Court; Sidewalks		120,670		X	X			
		Sidewalks; Shelter House; Playground	\$	181,980	Cash	X	Х			
Argonia, KS	2016	Water System Improvements	\$	500,000	KDHE	X	X			
		Lagoon Improvements		500,000		X				
		Street Improvements		400,000						
						X	Х			
		Sewer System Improvements-Ph I		500,000		X	X			
Norwich, KS	2017	Water System Improvements	\$	500,000	KDHE	X	x			
Kingman 2	2017	Commercial Rehabilitation	9	250.000	Subgrantee Cash	X	х			
		Water System Improvements		390,000		X	X			-
										+
		Electrical System Improvements		341,512		X	Х			
		Wastewater System Improvements	\$	307,100	KDHE	X	X			
Goessel, KS	2018	Wastewater System Improvements	\$	600,000	USDA	X	х			
Strong City, KS 2	2018	Sanitary Sewer Line Replacement UN	9	198,390	USDA	х	Х		1	
		Natural Gas System Improvements		600,000					-	+
						X	Х			-
		Wastewater System Improvements	\$	600,000	KDHE/USDA	X	X			
Caldwell, KS	2019	Neighborhood Center	\$	892,121	Bonds/Cash	X	x			
Conway Springs, KS 2	2019	Neighborhood Center	\$	961,000	Cash	X	X			
		Neighborhood Center		,000,000		X	X			-
								-	-	-
		Neighborhood Center			Lease/Cash	X	Х			
		Wastewater System Improvements		600,000		X	X			
Conway Springs, KS 2	2020	Wastewater System Improvements	\$	600,000	KDHE	Х	Х			
		Water System Improvements		600,000		X	X			
		Wastewater System Improvements		600,000				-	-	1
						X	X	-	-	-
		Street Improvements			CO Bonds	X	Х			
		City Library/Wellness Center		494,360		х	Х			
Williamsburg, KS 2	2020	Street Improvements	\$	421,230	GO Bonds	х	Х			
		TOTALS		57,819					1	
		10.7L0	Ψ=0,0	01,018	'					-
l 										
		ough Homeland Security Department								
Tampa, KS 2	2001	Personal Protective Equipment		\$17,692	Cash	Х	х			
		Fire Operations & Firefighter Safety		\$28,953		X		x		
		Personal Protective Equipment and		\$17,214			-		-	+
Transvater Aiver Consultated 2	LUU4			Ψ11,212	Jasii	X		X	-	-
		Firefighting Equipment			-					
		TOTAL	\$	63,859						
			<u>*</u>							
KaBoom/Home Denet Creet							-	-		-
KaBoom/Home Depot Grant	0000	Discourant Facility of		A 1 ==	0 1					-
Maize, KS 2	2008	Playground Equipment			Cash	X	X			
		TOTAL		\$4,500						
				-						
Sunflower Health Foundation										1
	0000	Mallia - Tarila		04=	01-0/-1		-	-		-
		Walking Trails			Cash/Volunteer Labor	X		X		-
		Walking Trails		\$15,544	Cash/Volunteer Labor	X		x		
Mount Hope, KS 2	2014	Walking Trails-Lighting		\$25,000	Cash/Volunteer Labor	х		х		
		TOTAL	ė	57,544						
		IVIAL	- P	01,044			-	-		
KS Tire Recycling Grant										
	2042	Panahas/Tahlas	_	0.400.0			-			
	2016	Benches/Tables		3,163.36		X		X		
Mount Hope 2		TOTAL	\$3.	163.36	6					
Mount Hope 2	-		7.7					-	<u> </u>	
Mount Hope 2										1
Mount Hope 2									-	-
Mount Hope 2 KS Department of Wildlife, Park	ks & '	Tourism (LWCF)								
KS Department of Wildlife, Park				\$28.000		X		X		
KS Department of Wildlife, Park		Tourism (LWCF) Playground Equipment TOTAL	å	\$28,000 528,00 0		x		X		

	TOTAL FUNDING AWARDED	\$48,214,885		
GRANTS ASSISTED ON AND	OR WRITTEN, BUT NOT AWARDED:			
	TOTAL ADDITION FOR FUNDING			
	TOTAL APPLIED FOR FUNDING	\$0		
	TOTAL FUNDING	\$48,214,885		