

SEKRPC

Southeast Kansas Regional Planning Commission

Serving the Counties of:

**Allen
Anderson**

**Bourbon
Cherokee**

**Coffey
Crawford**

**Labette
Linn**

**Montgomery
Neosho**

**Wilson
Woodson**

June 16, 2020

Commission of Allen County
Via email to coclerk@allencounty.org

RE: RFP for Administrators

Dear Commissioners:

In response to your Request for Proposals for a CDBG Grant Administrator for your newly funded CDBG-CV project, I am pleased to provide a proposal from the Southeast Kansas Regional Planning Commission.

Our office, located in Chanute, has two very experienced grant administrators ready to assist you with your project. Details are provided in the attached proposal.

Due to the nature of the CDBG-CV program (providing much needed economic relief to businesses impacted by COVID-19) and the substantial decrease of funding amounts, our organization made a policy decision to lower our administrative fees proportionately to the decreased grant awards for all our awarded CDBG-CV projects. We feel strongly that the majority of the funds should be delivered directly to the businesses in need. As such, you will see the adjusted price reflected on the attached proposal, which is \$6,600.

It is our understanding that you are currently working with Thrive Allen County as the contact for the businesses to make application. We would be happy to work in conjunction with Thrive by providing the required CDBG specific oversight to ensure regulatory compliance while they provide the local business contact services.

Thank you for the opportunity to provide a proposal for this very important project. Please don't hesitate to contact me, or Carey and Susan, with any questions.

Sincerely,



Matt Godinez
Executive Director

Enclosure

Proposal for Administration Services
CDBG-CV Project
ALLEN COUNTY

June 16, 2020

SOUTHEAST KANSAS
REGIONAL PLANNING
COMMISSION

*Serving Southeast Kansas
Since 1969*

FIRM BACKGROUND

The Southeast Kansas Regional Planning Commission (SEKRPC), located in Chanute, KS, was established in 1969 and recognized by the State of Kansas in 1971 to provide technical and professional assistance to the 12-county region. We work closely with KDOC, EDA, USDA Rural Development, KDHE, Kansas Historic Preservation, SBDC and SEK, Inc. in developing projects in our member communities.

SEKRPC works with the twelve counties in the district and with the Kansas Department of Commerce to facilitate the use of the Comprehensive Economic Development Strategy (CEDs) as a tool for establishing, promoting Economic Development activities for the region.

OUR SERVICES

Grant Applications & Administration

We provide assistance in many areas including grant applications and administration. SEKRPC has a membership of 12 counties and 88 incorporated communities. The SEKRPC has successfully written and administered grants since its inception and is proficient in the areas of project financial management, labor standards compliance, procurement, monitoring, preparation of quarterly progress reports, requests for funds, grant close-out, and other activities deemed necessary for successful community improvement grant administration.

Business & Economic Development Activities

We also offer assistance with Business and Economic Development activities, such as: providing assistance in obtaining available funding, working with a network of economic development specialists, develop industrial and economic development proposal, working with development organizations in preparing communities for future economic development.

SEKRPC offers a revolving loan program to small businesses in our region to assist in the effort of attracting new businesses and the expansion of existing businesses. A business may request up to \$100,000 for the purchase of land and building, working capital or to purchase machinery and equipment. **The program has been in existence since 1988 and has loaned out over \$4 million to more than 50 businesses.**

PERSONNEL EXPERIENCE

SEKRPC staff have a diverse educational background and a variety of vocational experiences. All staff regularly attend continuing education workshops and economic development workshops. The agency works with counties, cities, and businesses daily and is very familiar with their activities.

Carey Spoon and Susan Galemore offer a **combined 25-year experience** working with the CDBG program. Both experienced grant administrators are available to assist you with your CDBG-CV project.

Our Staff

Matt Godinez
Executive Director

Carey Spoon
Planning & Development
Consultant

Susan Galemore
Planning & Development
Consultant

LaTanya Jacobs
Executive Assistant

Both Carey and Susan have extensive experience with each of the specific administration services listed in the RFP. Additionally, the proposed CDBG-CV projects will require expertise with the current CDBG program to successfully execute the project and meet the expected quick turnaround times. CDBG compliance will involve a three-tier approach:



We can also help guide the process of developing a local plan of how to fairly disperse the grant funds to the local businesses. Templates of forms will also be provided along with specific direction on what to do and when. This will be critical for successful implementation. We are here to assist with every step of the process.

SUCCESSFUL PAST PROJECT EXPERIENCE

<p>Caney Projects:</p> <ul style="list-style-type: none"> • Water Grant • Home Grant • Kan-Step Fire Station • Library <p>Chanute Projects:</p> <ul style="list-style-type: none"> • Housing Rehab • Un-Flood • Sewer Grant • Housing Rehab • Ed Hi-Lo <p>Cherokee County Projects:</p> <ul style="list-style-type: none"> • Ambulance • Bridge • Flood Buy Out <p>Coffeyville Projects:</p> <ul style="list-style-type: none"> • Street Project • NSP • Streets • Sidewalks <p>Fort Scott Projects:</p> <ul style="list-style-type: none"> • Fire Sub-Station • Housing Rehab • Ed Comm Rehab <p>Fulton Projects:</p> <ul style="list-style-type: none"> • Housing Rehab • Storm Siren 	<p>Humboldt Projects:</p> <ul style="list-style-type: none"> • Sewer Grant • Housing Rehab <p>Independence Projects:</p> <ul style="list-style-type: none"> • Un-flood • Housing Rehab • ADA Phases 1-3 <p>Laharpe Projects:</p> <ul style="list-style-type: none"> • Electrical Grant • Housing Rehab <p>Montgomery Co. Projects:</p> <ul style="list-style-type: none"> • ED KS Aviation • ED Midwest Pl. <p>Oswego Projects:</p> <ul style="list-style-type: none"> • Home Grant • Demolition • Housing Rehab <p>Ottawa Projects:</p> <ul style="list-style-type: none"> • Commercial Rehab • NSP <p>Pleasanton Projects:</p> <ul style="list-style-type: none"> • Dam Improvements • KAN-Step • Streets • Sidewalks 	<p>Wilson County Projects:</p> <ul style="list-style-type: none"> • Medical Office Building • Hospital <p>Woodson County Projects:</p> <ul style="list-style-type: none"> • Storm Shelter • Fire Station <p>Yates Center Projects:</p> <ul style="list-style-type: none"> • Fire Station • ADA <p>Additional Projects:</p> <ul style="list-style-type: none"> • Anderson County Fire Truck • Emporia NSP • Fredonia Street Improvements • Frontenac ED Sugar Creek • Galena Street Improvements • La Cygne Sidewalks • NSP 6 Grants for the Region • Parsons Home Grant • Pittsburg Home Grant • Toronto Storm Shelter • Westphalia Storm Shelter
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FEES & SERVICES

Preparation of Grant Application

SEKRPC provides grant application preparation at no cost to our member communities with the understanding that SEKRPC will also be the administrator if the grant is awarded.

CDBG Grant Administration

Our fee to administrate the CDBG-CV project is \$6,600. This fee is paid for with CDBG grant funds. Additionally, for future reference, an additional benefit of being a current member of the Regional Planning Commission (RPC) allows you to utilize the RPC for the grant administration without having to adhere to CDBG procurement requirements, as RPC's are exempt from this requirement.

REFERENCES

Below is a list of client references for current or recently completed projects:

- **City of Chanute**, Tina Bailey, City Clerk, 620-431-5217
- **City of Coffeyville**, Stephanie Richardson, Finance Director, 620-252-6100
- **City of Fredonia**, Kelley Zellner, City Administrator, 620-378-2231
- **City of Fort Scott**, Dave Martin, City Manager, 620-223-0550
- **City of Humboldt**, Cole Herder, City Administrator, 620-473-3232
- **City of Girard**, Johanna Winters, City Administrator, 620-724-8918
- **City of Baxter Springs**, Sharon Clark, City Clerk, 620-856-2114

WHY SEKRPC?

1. Local presence / Timely Communication

The proximity to Allen County and the additional office resources available to Carey and Susan will provide for timely and efficient project management. Availability is offered via office phone, email or cell phone when out of the office.

2. 25+ Years Team Experience

With a combined 25+ years of experience working on projects just like this, Carey and Susan are the qualified consultants the County needs to successfully execute this program.