

Table of Contents

Agenda	3
Approval of the May 26, 2020, City Commission Meeting minutes.	
Minutes - May 26th, 2020.	6
Approval of staff request to submit an application to the Kansas Housing Resources Corporation's (KHRC) Tenant Based Rental Assistance (TBRA) program for a grant in the amount of \$100,000 to be used to provide security deposit assistance to income eligible households and authorization for the Mayor to sign the appropriate documents on behalf of the City.	
TBRA Grant Application.	8
Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to forgive the \$16,000 loan to Dr. Chad Stewart, as Dr. Stewart has fully complied with the City's requirement for loan forgiveness and authorize the Mayor to sign the necessary documents on behalf of the City.	
Dr. Chad Stewart Memo	35
Approval of the Appropriation Ordinance for the period ending June 9, 2020, subject to the release of HUD expenditures when funds are received.	
Check list	36
2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) - Stacey Hammond of BT&Co. P.A., the City's auditing firm, will be present to review the City's 2019 audit and CAFR.	
agenda item.	42
GRANT REQUEST - COMMUNITY HEALTH CENTER OF SOUTHEAST KANSAS - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to provide a non-repayable grant to the Community Health Center of Southeast Kansas (CHCSEK), for 10% of the project value of expanding to create the new Family Medicine Rural Residency Program in Pittsburg, with the grant amount not to exceed \$600,000.	
CHCSEK Memo.	43
CHCSEK Application	45
GRANT REQUEST - THF, LLC - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to provide a non-repayable grant to Colby Terlip, owner of THF, LLC, dba Sunflower Hemp Company, located at 3002 North Rotary Terrace, for 10% of the Sunflower Hemp Company project value, with the grant amount not to exceed \$100,000.	
Sunflower Hemp Company Memo	52
Sunflower Hemp Company Application	54
Sunflower Hemp Company Business Plan	60

GRANT REQUEST - ARCK CONSTRUCTION, CONSULTING AND MANAGEMENT - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to provide a non-repayable grant to Dane Arck, on behalf of Arck Construction, Consulting and Management, for 10% of the redevelopment cost for the property located at 812 North Broadway, with the grant amount not to exceed \$7,000.

Arck Memo	66
Arck Application.	67

SPLASH PAD PROJECT AWARD – Consider staff recommendation to award the Schlanger Park Splash Pad project to Sunscape Pool & Backyard, a Division of Home Center Construction, Inc., of Pittsburg, Kansas, in the amount of \$270,412.10.

Award Memo	73
Final Bid Acknowledgement	74
Sample Rendering Waterplay Solutions	75

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, June 09, 2020
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Flag Salute Led by the Mayor
- b. Public Input

CONSENT AGENDA:

- a. Approval of the May 26, 2020, City Commission Meeting minutes.
- b. Approval of staff request to submit an application to the Kansas Housing Resources Corporation's (KHRC) Tenant Based Rental Assistance (TBRA) program for a grant in the amount of \$100,000 to be used to provide security deposit assistance to income eligible households and authorization for the Mayor to sign the appropriate documents on behalf of the City.
- c. Approval of the recommendation of the Economic Development Advisory Committee (EDAC) to forgive the \$16,000 loan to Dr. Chad Stewart, as Dr. Stewart has fully complied with the City's requirement for loan forgiveness and authorize the Mayor to sign the necessary documents on behalf of the City.
- d. Approval of the Appropriation Ordinance for the period ending June 9, 2020, subject to the release of HUD expenditures when funds are received. **ROLL CALL VOTE.**

SPECIAL PRESENTATIONS:

- a. 2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) - Stacey Hammond of BT&Co. P.A., the City's auditing firm, will be present to review the City's 2019 audit and CAFR. **Receive for file.**
- b. ECONOMIC DEVELOPMENT QUARTERLY REPORT - Director of Economic Development Blake Benson and Pittsburg State University Executive Director, Operations, Business Development, & Economic Engagement Darrell Pulliam, will present the quarterly Economic Development Report. **Receive for file.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, June 09, 2020
5:30 PM

CONSIDER THE FOLLOWING:

- a. GRANT REQUEST - COMMUNITY HEALTH CENTER OF SOUTHEAST KANSAS - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to provide a non-repayable grant to the Community Health Center of Southeast Kansas (CHCSEK), for 10% of the project value of expanding to create the new Family Medicine Rural Residency Program in Pittsburg, with the grant amount not to exceed \$600,000. **Approve or disapprove the recommendation of the Economic Development Advisory Committee and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**

- b. GRANT REQUEST - THF, LLC - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to provide a non-repayable grant to Colby Terlip, owner of THF, LLC, dba Sunflower Hemp Company, located at 3002 North Rotary Terrace, for 10% of the Sunflower Hemp Company project value, with the grant amount not to exceed \$100,000. **Approve or disapprove the recommendation of the Economic Development Advisory Committee and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**

- c. GRANT REQUEST - ARCK CONSTRUCTION, CONSULTING AND MANAGEMENT - Consider the recommendation of the Economic Development Advisory Committee (EDAC) to provide a non-repayable grant to Dane Arck, on behalf of Arck Construction, Consulting and Management, for 10% of the redevelopment cost for the property located at 812 North Broadway, with the grant amount not to exceed \$7,000. **Approve or disapprove the recommendation of the Economic Development Advisory Committee and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**

- d. SPLASH PAD PROJECT AWARD – Consider staff recommendation to award the Schlanger Park Splash Pad project to Sunscape Pool & Backyard, a Division of Home Center Construction, Inc., of Pittsburg, Kansas, in the amount of \$270,412.10. **Approve or disapprove the award and, if approved, authorize the Mayor to sign the necessary documents on behalf of the City.**

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, June 09, 2020
5:30 PM

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
May 26th, 2020

A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, May 26th, 2020, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Dawn McNay presiding and the following members present: Cheryl Brooks, Larry Fields, Chuck Munsell and Patrick O'Bryan.

Mayor McNay led the flag salute.

PROCLAMATION – CLASS OF 2020 DAY – Mayor McNay proclaimed Tuesday, May 26th, 2020, as the Class of 2020 Day in Pittsburg.

APPROVAL OF MINUTES – On motion of O'Bryan, seconded by Fields, the Governing Body approved the May 12th, 2020, City Commission Meeting minutes as presented. Motion carried.

APPROVAL OF MINUTES – On motion of O'Bryan, seconded by Fields, the Governing Body approved the May 19th, 2020, Special City Commission Meeting minutes as presented. Motion carried.

DANCE HALL LICENSE APPLICATION – THE PITT – On motion of O'Bryan, seconded by Fields, the Governing Body approved the application submitted by Kyle Michael to renew the Dance Hall License for The Pitt, located at 516 North Broadway and authorized the City Clerk to issue the license. Motion carried.

APPROPRIATION ORDINANCE – On motion of O'Bryan, seconded by Fields, the Governing Body approved the Appropriation Ordinance for the period ending May 26th, 2020, subject to the release of HUD expenditures when funds are received with the following roll call vote: Yea: Brooks, Fields, McNay, Munsell and O'Bryan. Motion carried.

RESOLUTION NO. 1235 – On motion of Munsell, seconded by Fields, the Governing Body approved Resolution No. 1235, authorizing and directing the issuance, sale and delivery of General Obligation Temporary Notes, Series 2020-1, of The City of Pittsburg, Kansas; providing for the levy and collection of an annual tax, if necessary, for the purpose of paying the principal of and interest on said notes as they become due; making certain covenants and agreements to provide for the payment and security thereof; and authorizing certain other documents and actions connected therewith, and authorized the Mayor to sign the Resolution and other necessary documents on behalf of the City. Motion carried.

NOTE PURCHASE AGREEMENT - CLAYTON HOLDINGS, LLC – On motion of Fields, seconded by O'Bryan, the Governing Body approved staff recommendation to enter into a Note Purchase Agreement with Clayton Holdings, LLC, of St. Louis, Missouri, for the purchase of General Obligation Temporary Notes, Series 2020-1, in the amount of \$819,000 at 1.3% for a one-year period, and authorized the Mayor to sign the Note Purchase Agreement, Federal Tax Certificate and other necessary documents on behalf of the City. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
May 26th, 2020

DISPOSITION OF BIDS - 2020 SURFACE PRESERVATION PROJECT – On motion of Munsell, seconded by O'Bryan, the Governing Body awarded the bid for 2020 Surface Preservation Project including the milling and surfacing of Mt. Carmel Place, Cedar Crest Drive, Cedar Lane, Mill Road, Oakview Drive, Woodgate Terrace, Amber Drive and Abby Lane, to Heckert Construction, of Pittsburg, Kansas, based on their bid in the amount of \$179,308.37, and authorized the Mayor and City Clerk to execute the contract documents once prepared. Motion carried.

NON-AGENDA REPORTS AND REQUESTS:

PANDEMIC RESPONSE – Mayor McNay announced that on May 27th, 2020, the Governor's Executive Orders regarding the reopening of the State of Kansas due to the coronavirus pandemic, will become guidelines. Mayor McNay indicated that individual county commissions and health officials will determine any restrictions on the citizens in their counties.

ADJOURNMENT: On motion of O'Bryan, seconded by Fields, the Governing Body adjourned the meeting at 5:46 p.m. Motion carried.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk

INTEROFFICE MEMORANDUM

To: Daron Hall, Tammy Nagel
From: Megan Keener, Community Development & Housing Manager
CC: Quentin Holmes, Community Development & Housing Director
Date: June 01, 2020
Subject: ***Agenda Item - June 9th, 2020***
Grant Application: Tenant Based Rental Assistance (TBRA to provide security deposit assistance to income eligible households)

The City of Pittsburg is requesting approval to submit a grant application for the 2020 Tenant Based Rental Assistance (TBRA) program, made available through the Kansas Housing Resource Corporation (KHRC) in the amount of \$100,000. The program funds will provide an estimated 260 extremely low-low income households with security deposit assistance. Our office will help with security deposit equal to for one month of rent, with a maximum grant amount of \$700 to each household. The grant funds will be available to income qualifying applicant within the city limits of Pittsburg and are paid directly to the property owners.

The administration funding to administer the TBRA program is 7% of the grant award. The grant award amount of \$100,000 would provide administration funding in the amount of \$7,000 distributed over the three-year grant period.

The City of Pittsburg Public Housing Agency under the department of Community Development & Housing has been an administrator of the TBRA program a total of ten grant periods, with the most recent award of \$100,000 in 2019. We are currently working with the funds from the 2018 TBRA grant and we have assisted 160 families so far with security deposit assistance.

Please place this item on the Commission agenda for approval to submit the grant application to the Kansas Housing Resource Corporation, and to sign all required certifications.

Respectfully Submitted,



Megan Keener

Community Development & Housing Manager

KANSAS HOUSING

Tenant Based Rental Assistance 2020 Application

2020 TBRA Applicants:

For the 2020 TBRA application round, the amount of funding that a grantee may apply for is \$400,000. The administration will be awarded as 7% above the granted amount; however, 2020 contracts will not pay administration funds that are not drawn during the grant period. Unexpended admin funds may be converted to subsidy, at KHRC's discretion.

Additionally, the maximum number of months for a set up/tenant will be 12 months. As usual, tenants are eligible for recertification at the 12-month mark.

Eligible Applicants

HOME Program funds for the Tenant Based Rental Assistance program will be made available through a competitive application process. Eligible entities are local units of government, public housing authorities, and non-profit agencies. Applicants must have demonstrated experience managing a tenant based rental assistance program.

TENANT BASED RENTAL ASSISTANCE (TBRA)
2020 APPLICATION
AVAILABLE FUNDING: \$1,400,000 (APPROX.)

Applicant/Agency: City of Pittsburg, Kansas

A. Application Process

1. Submittal Requirements

The Kansas Housing Resources Corporation (KHRC) must receive **one original** of the application before 4:00 p.m. on Tuesday June 30, 2020. An acknowledgment (receipt) will be provided upon request. Applications submitted via mail or other delivery system should be sent using that company's return receipt process, as this will be your notice that the application has been received. Submit the application package to:

Kansas Housing Resources Corporation
Attn: TBRA Program Manager
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

2. Eligible Applicants

HOME Program funds for the Tenant Based Rental Assistance program will be made available to local units of government, public housing authorities, and non-profit agencies on a competitive basis. Applicants must have demonstrated experience managing a tenant based rental assistance program.

3. Standard Application Forms

In an effort to provide the required information to the review team, to reduce required paperwork, and to encourage all eligible applicants to participate, only applications on standard forms will be considered. A complete set of forms must be submitted.

B. Application Instructions

1. Applications must include the following:

- Funding Summary (form provided in Application)
- Statement of Assurances and Certifications (form provided in Application)
- Narratives – Project Need and Project Impact
- Budget Worksheet
- Administrative Plan, **must include Violence Against Women Act (VAWA) procedures if applying for a subsidy program**

2. The applicants should review the entire application form and instructions before beginning to prepare the application. Applicants must submit one original of the application.

3. Only information received by the Kansas Housing Resources Corporation prior to the application deadline will be considered in the selection process. Failure to submit required information will be grounds for rejection of the application.

C. Ratings Criteria (750 Points Maximum)

1. Project Need (300 points maximum)

Applicants will receive up to 300 points based on comparison with other TBRA Project Need descriptions according to the following criteria: The application should provide identification and documentation of how the level of need for the TBRA request was determined by the applicant. Information should include the number of families on the current waiting list, the number of families currently receiving assistance, the total population and per capita income of the community, the proposed program tenants who fall at or below 30% of the median income, the proposed number of homeless, disabled, elderly, or single parent households, and those paying over 50% of their income for rent.

2. Project Impact (300 points maximum)

Applicants will receive up to 300 points based on comparison with other TBRA Project Impact descriptions according to the following criteria: The applicant must describe how the program design addresses the identified need, how this program will enhance the community, and how this program will further the intent of providing housing to very-low income persons. The number of Section 8 or TBRA tenants from the/a previous year who moved to a Section 8 program or to self-sufficiency should be indicated. Other measures of success for previous tenants who received rental subsidies but later moved to self-sufficiency may be indicated. If services are offered in conjunction with rental assistance (e.g., homeless case management, disability support services, etc.) those services and the populations receiving them should be described. Note that participation in offered services *cannot* be a requirement for receiving TBRA.

3. Capacity (100) Points

Administrative Plans will be evaluated. Areas reviewed will include the minimum requirements for the Administrative Plan indicated in the KHRC TBRA Policy. Points will be awarded for rental housing experience, administrative support for previous TBRA grant awards (if applicable), proposed marketing efforts to the proposed geographical area, and accuracy of reports if previous TBRA grant awards have been made. Compliance review issues for existing TBRA grantees will be considered.

4. Non-Local HOME Areas (50) Points

Applicants in non- Local HOME Participating Jurisdictions (local PJs) will receive a funding preference. Within the HOME Program, the cities of Topeka, Lawrence, Wichita, Kansas City and Johnson County are considered local PJs. Local PJs receive HUD HOME funding directly. Applicants outside of these jurisdictions will receive 50 points. (NOTE: Applications serving local HOME PJs are restricted to serving special populations as identified in the Kansas Consolidated Plan.)

TENANT BASED RENTAL ASSISTANCE

FUNDING SUMMARY

APPLICANT DATA

Name of Applicant : City of Pittsburg, Kansas

Contact Person: Megan Keener, Community Development and Housing Manager

Telephone/Email: Area Code (620) Telephone 230-5572 E-mail: megan.keener@pittks.org

Contact Address: 216 N Broadway, Suite G

City/Zip Code: Pittsburg, KS 66762

☒	Local government	U.S. Congressional District(s)*	<u>2</u>
☒	Public Housing Authority (PHA)	State Senate District*	<u>13</u>
☐	Non-Profit	State Representative District*	<u>3</u>
☐	For-profit	*Districts for agency city/county location only	

TBRA Proposed Activities	Total Proposed Households	(UNITS)
☐ Rental Subsidies	Rental Subsidy	<u> </u>
☒ Security Deposits	Security Deposit Subsidy	<u>260</u>
☐ Utility Deposits*	Utility Deposit Subsidy*	<u> </u>

**Utility Deposit cannot be used as a stand-alone activity. Must be utilized with rental subsidy, security deposit subsidy, or both.*

Total funding requested \$ 100,000

Has applicant previously been awarded a HOME Grant?						Yes ☒ No ☐		
Year	2019	\$ 100,000	Year	2018	\$100,000	Year	2017	\$100,000
Year	2015	\$ 100,000	Year	2014	\$120,000	Year	2007	\$150,000
FUNDING HISTORY-MOST RECENT TBRA GRANT (IF APPLICABLE)* Check if not APPLICABLE ☐ data for grant award <u>2018</u> (Provide Grant Year)* January 1-December 31 <u>2018</u> (List Year)* (DATA BELOW FOR ONE CALENDAR YEAR JANUARY –DECEMBER AND ONE GRANT AWARD ONLY)*								
Total Tenant Households (UNITS) Served to Date from ONE Grant Award FOR ONE Calendar Year (Only) <u>158</u>								
Average TBRA Rental Subsidy Paid Per Unit			\$ <u> </u>		Total Household UNITS Receiving Rental Subsidies		(Total Number) <u> </u>	
Average TBRA Security Deposit Paid Per Unit			\$ <u>500</u>		TOTAL HOUSEHOLD UNITS Receiving Security Deposit Subsidies		(Total Number) <u>158</u>	
Average TBRA Utility Deposit PAID PER UNIT (Provided with Rental Subsidy and/or Security deposit)			\$ <u> </u>		TOTAL Household UNITS Receiving Utility Deposit Subsidies		(Total Number) <u> </u>	

Project Summary

Please provide a brief description of the project. Describe how the proposed project is consistent with the Consolidated Plan. (See “Certification of Consistency” or “How to Use the Plan.”)

Please see TBRA Attachments

Please provide your TBRA Tenant Selection Policy (24 CFR 92.209 (c) that is included in your Administrative Plan.

Please see TBRA Attachments

Estimated number of tenant **households** (total families/units) who will benefit from the proposed 2020 TBRA Program: 260

Estimated number of **persons** (including children in households) who will benefit from the proposed 2020 Program: 595

2020

Proposed TBRA Targeted Populations

Please indicate the proposed number of participants who you think will fall within the following categories

Category	Number	Percent to be Served (Percentages may involve a duplicate count).
Homeless	137	28%
Single Parent Households	171	35%
Special Populations to be served, if applicable (Elderly, People with Mental Illness, SPMI, other specific disabilities.)	Specific Special Populations to be Served: <u>Elderly – 59</u> <u>Disabled - 127</u> Numbers of each proposed Specific Special Population: _____ _____	12% 26%
Paying more than 30% for rent	58	11.9%
Paying more than 50% for rent	296	60.5%

Number of households currently on your waiting list for rental housing subsidy (Section 8)
#277

How many months does your waiting list average? # 3-5

List proposed number of tenant households to be served with 2020 grant funding:

Median income to be served: 51%-60%	<u>5</u>	(# of households total)
31%-50%	<u>35</u>	(# of households total)
0%-30%	<u>220</u>	(# of households total)

Census Per Capita Income for proposed county(ies) (refer to www.census.gov/quickfacts/):

County <u>Crawford</u>	Per Capita Income <u>\$22,461</u>	Median Income <u>\$40,174</u>
County _____	Per Capita Income _____	Median Income _____
County _____	Per Capita Income _____	Median Income _____

*If the applicant serves more than three counties list the three most representative counties within the area served.

Agency administering the grant. Give the experience level of the administrator. _____

Please see TBRA Attachments _____

PROJECT SUMMARY

TBRA HOME Program funds requested (do not include 7% Administrative Fee): \$100,000

Maximum amount requested cannot exceed \$400,000.

FURTHERING FAIR HOUSING

All applicants who receive a grant award must affirmatively further fair housing. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services. ***MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN.*** Such steps must be documented and will be monitored by the Kansas Housing Resources Corporation.

Marketing Procedures

Describe your Marketing Plan for the proposed geographical area served. Please list all area newspapers, television stations, and radio stations in your area where you plan to advertise the availability of the TBRA program. Marketing efforts must take place in all geographical service areas. Marketing via referrals only, local presentations, or exclusive use of a waiting list are not considered effective marketing techniques. Press releases must be provided (possibly e-mailed) to all media within the jurisdiction of the grantee.

	Name	City
Newspapers	The Morning Sun The Joplin Globe	Pittsburg, KS Joplin, Missouri/Region
Television Stations	KOAM/FOX 14 KODE KSN City Cable, Channel 6	Joplin/ The Four State Region
Radio Stations	KKOW KSEK	Pittsburg, KS The Four State Region
Other	City of Pittsburg Facebook City of Pittsburg Website Social Service/Community Providers	Pittsburg Area

OTHER ATTACHMENTS

- ☒ A detailed project location map must be attached to each application.
- ☒ Letters of commitment indicating support for the proposed TBRA Program and/or all proposed sources of non-federal matching/leveraging funds.
- ☒ TBRA Project Budget Form.
- ☒ Housing Administrative Plan
- ☒ Uniform Grant Guidance, 2 CFR 200, Subpart F, may require nonfederal entities to have a single or program-specific audit conducted for any year in which the nonfederal entity expends \$750,000 or more combined from all federal sources. Medicare and Medicaid are not considered federal awards. A copy of the applicant agency's latest fiscal year's audit including findings must be included with the TBRA application.
- ☐ Check here if audit report is not required due to applicant agency expending less than \$750,000 annually in federal funding.

City of Pittsburg, Kansas

Applicant: _____

CERTIFICATIONS

The applicant certifies that the information contained in the Application Summary is true and correct and the appropriate governing body has duly authorized the document. The applicant agrees that, if approved, this, with the attached Certifications, will become a part of the agreement for activities and services authorized under the HOME Investment Partnerships Program.

Name: Dawn McNay

Title: City of Pittsburg, Mayor

Date: June 09, 2020

Name: Quentin Holmes

Title: Director of CD & Housing

Date: June 09, 2020

Signature: _____

Signature: _____

Signature of Chief Elected Official

Date

If the applicant is a non-profit entity and not a local unit of government, the Executive Director and a Board member must sign the application.

Name: _____

Title: _____

Date: _____

Name: _____

Title: _____

Date: _____

Signature of Executive Director

Date

Signature of Board Member

Date

Applicant: City of Pittsburg, Kansas

TENANT BASED RENTAL ASSISTANCE BUDGET WORKSHEET

2020 PROPOSED BUDGET FOR <u>ESTIMATED</u> PROGRAM HOUSEHOLDS					
	Number of Bedrooms				
	1	2	3	4	5+
(1) Estimated Housing Cost (equals HUD FMR payment standard for county served. If more than one county is served use the FMR for one county in your jurisdiction)					
(2) Average Monthly Adjusted Income x 0.30					
(3) Est. Monthly Subsidy Cost [(1) minus (2)]					
(4) Enter number of months (24 months)					
(5) Total Per Household Cost [(3) x (4)]					
(6) Enter estimated number of families (households) to be assisted					
(7) Basic Cost by BR Size [(5) x (6)]					
(8) Per Household Security Deposit Cost	\$548	\$722	\$1,018	\$1,055	N/A
(9) Estimated Number of Security Deposit Households	95	60	55	5	N/A
(10) Total Estimated Per Household Security Deposit cost [(8) x (9)]	\$52,060	\$43,320	\$55,990	\$5,275	N/A
(11) Per Household Utility Deposit Cost					
(12) Estimated Number of Utility Deposit Households (utility deposits must be provided with either rental subsidies or security deposits. They are not a “stand alone” activity)					
(13) Total Utility Deposit Costs [(11) x (12)]					
(14) Total Security and Utility Deposit Costs [(10) + (12)]	\$52,060	\$43,320	\$55,990	\$5,275	N/A
(15) Total Cost by BR Size [(7) + (13)]					
(16) Total Estimated Cost (Add all costs in Row (14) Do not include 7% Administrative Fee Provided by KHRC					\$156,645

TENANT BASED RENTAL ASSISTANCE
PROJECT NARRATIVES

The following describes the criteria and information for an applicant to apply for 2020 HOME TBRA funds. All applicants shall complete the HOME Funding Summary. The remainder of the application shall consist of four sections: (1) Project Need, (2) Project Impact, (3) Capacity, (4) Map/description of geographical jurisdiction served. Narratives for these sections shall be typed on standard letter-sized paper with appropriate headings and subcategories.

1. Project Need – Applicants must identify and document the need in the community or jurisdiction for TBRA. Information in the narrative should include the following:
 - a. Per capita income from the U.S. census for the city/county jurisdiction served. Reference: www.quickfacts.census.gov.
 - b. Number of families on the current waiting list for housing assistance in the community and the approximate amount of time a family waits on the list to be assisted.
 - c. Tenant data-Number of families to be served who are below 50% of the area Median Income, homeless or rent burdened (paying more than 50% of their income for rent or paying more than 30% of their income for rent).
 - d. Description of any special population needs within the geographic area (elderly, disabled, handicapped, etc.)
 - e. Number and percentage of homeless and single-parent households in applicant's service area.
 - f. Description of any other rental subsidy program(s) operating in the service area.
2. Project Impact – Applicants must describe how TBRA addresses the needs described in the Project Need narrative. Information should include:
 - a. The number of households (families) and total number of individuals including children as well as a list of specific counties that will receive the proposed assistance.
 - b. Timeline describing the initial distribution of assistance to the final commitment of funds during the proposed three-year grant award funding.
 - c. Description of the plan for continued assistance for families after the end of the program (Section 8, self-sufficiency, etc.)
 - d. List impact (self-sufficiency) in terms of tenants who have moved in a previous year from the TBRA program to Section 8 or who no longer qualify for assistance due to an increase in income level.
 - e. Description of other methods to be used to measure the success of the program.

3. Capacity

- a. Administrative Plan –The Plan must be attached and must meet minimum standards established in the KHRC TBRA Policy.
- b. Rental Housing Capacity- The agency must have administrative support for the program, a history of rental housing administration and a proposed marketing plan that covers the geographical jurisdiction and is not limited to agency referrals, local presentations, etc. If applicant is a previous TBRA grantee, compliance issues and attempts to resolve issues should be described.

4. Non-Local HOME Area

- a. A map of the jurisdiction served must be provided.
- b. Applicants serving areas outside Local HOME Participating Jurisdictions (local PJs) will receive a funding preference. The cities of Topeka, Lawrence, Wichita, and Kansas City, and Johnson County are considered local PJs. Applicants outside of these jurisdictions will receive 50 points. (NOTE: Applications serving local PJs are restricted to serving special populations, as identified in the Kansas Consolidated Plan.)

Statement of Assurances & Certifications

The grantee hereby assures and certifies with respect to the grant that:

1. It possesses legal authority to make application and to execute a housing program.
2. Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the final statement, all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the final statement, and to provide such additional information as may be required.
3. That prior to submission of its application to the Kansas Housing Resources Corporation (KHRC), the grantee has met the citizen participation requirements, prepared its application and projected use of funds, and made the application available to the public, as required by Section 104(a)(2) of the Housing and Community Development Act of 1974, as amended, and implemented at 24 CFR 570.486.
4. It has developed its final statement (application) of projected use of funds so as to give maximum feasible priority to activities that benefit low-income families.
5. Its chief executive officer or other officer of the grantee approved by the KHRC:
 - a. Consents to assume the status of a responsible federal official under the National Environmental Policy Act of 1969 and other provisions of federal law as specified in 24 CFR 58.1(a); and
 - b. Is authorized and consents on behalf of the grantee and himself/herself to accept the jurisdiction of the federal courts for the purpose of enforcement of his/her responsibilities as such an official.
6. The loan will be conducted and administered in compliance with:
 - a. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), and implementing regulations issued at 24 CFR Part I;
 - b. Fair Housing Amendments Act of 1988, as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provisions of brokerage service. Title VII and Executive Order 11063 requirements apply to all recipients, regardless of community size and/or racial/ethnic characteristics. The fair housing provisions apply to the community as a whole and pertain to the sale or rent of housing, the financing of housing, and the provision of brokerage services. *MEANINGFUL STEPS TO FURTHER FAIR HOUSING MUST BE TAKEN.* Such steps must be documented and will be monitored by the Kansas Housing Resources Corporation;
 - c. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto (24 CFR Section 570.602);
 - d. Section 3 of the Housing and Urban Development Act of 1968, as amended, and implementing regulations at 24 CFR Part 135;
 - e. Executive Order 11246, as amended by Executive Orders 11375 and 12086, and implementing regulations issued at 41 CFR Chapter 60;
 - f. Executive Order 11063, as amended by Executive Order 12259, and implementing regulations at 24 CFR Part 107;

- g. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112), as amended and implementing regulations when published for effect;
 - h. The Age Discrimination Act of 1975, as amended, (Pub. L. 94-135), and implementing regulations when published for effect;
 - i. The relocation requirements of Title II and the acquisition requirements of Title III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended and the implementing regulations at 24 CFR 570.488;
 - j. Anti-displacement and relocations plan requirement of Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended;
 - k. Relocation payment requirements of Section 105(a)(11) of Title I, Housing and Community Development Act of 1974, as amended;
 - l. The labor standards requirements as set forth in 24 CFR 92.354 and HUD regulations issued to implement such requirements;
 - m. Executive Order 11988 relating to the evaluation of flood hazards and Executive Order 11288 relating to the prevention, control, and abatement of water pollution;
 - n. The regulations, policies, guidelines, and requirements of 2 CFR 200 as it relates to the acceptance and use of federal funds under this federally assisted program; and
 - o. The American Disabilities Act (ADA) (P.L. 101-336: 42 U.S.C. 12101) provides disabled people access to employment, public accommodations, public services, transportation and telecommunications.
7. The conflict of interest provisions of 24 CFR 92.356 apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving funds. None of these persons may obtain a financial interest or benefit from the activity, or have an interest or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter, and that it shall incorporate or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purpose of this certification.
 8. It will comply with the provisions of the Hatch Act that limits the political activity of employees.
 9. It will give the state, HUD, and the Comptroller General or any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.
 10. It will comply with the lead paint requirements of 24 CFR Part 35.
 11. The local government will not attempt to recover any capital costs of public improvements assisted in whole or in part with HOME funds by assessing properties owned and occupied by low and moderate income persons unless:
 - a. HOME funds are used to pay the proportion of such assessment that related to non-HOME funding, or
 - b. The local government certifies to the state that for the purposes of assessing properties owned and occupied by low and moderate income persons who are not very low income that the local government does not have sufficient HOME funds to comply with the provision of a. above.

12. It accepts the terms, conditions, selection criteria, and procedures established by this program description and that it waives any right it may have to challenge the legitimacy and the propriety of these terms, conditions, criteria, and procedures in the event that its application is not selected for HOME funding.
13. It will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of federal funds for this federally assisted program.
14. It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously, as well as with other applicable laws.

The grantee hereby certifies it will comply with the above stated assurances.

Signature,

(Authorized local elected official if grantee is a governmental entity, or authorized Executive Director if grantee is a non-profit agency)

Dawn McNay

Name (typed or printed)

City of Pittsburg, Mayor

Title

City of Pittsburg/Pittsburg Public Housing Authority

Applicant Agency/Housing Authority

June 09, 2020

Date

TBRA Attachments

Project Need

Pittsburg, Kansas was home to CHOICES Homeless Shelter for Families with Children since 2006, serving over 320 individuals every year. During 2014, the entity that supported the shelter lost their funding and the doors closed. Since then, other social service entities within the community and the City's Housing and Community Development department have been working to fill the need for homeless services that was caused by the closure of the CHOICES shelter, including attempting to open a Code Blue Shelter during the extreme winter months. The City will be utilizing Tenant Based Rental Assistance (TBRA) funds to alleviate an all too common barrier to housing, by providing low income people access to security deposit assistance. Through community partnerships and services, our agency will provide security deposit assistance to those with the greatest need in obtaining safe, affordable, decent, and sanitary housing to all income qualifying households renting within the City of Pittsburg.

Identification of Need: Within the community of Pittsburg and the surrounding areas, service entities providing homeless services work very closely together as the Southeast Kansas Regional Homeless Provider Network. This Network meets regularly, sharing information on homeless resources and designing their programs to ensure people experiencing homelessness have access to all of the resources they need without any resources being duplicated. Information for this grant application comes from empirical information gleaned through this network.

Moreover, lack of affordable housing is documented through many national research publications. For instance, the National Low Income Housing Coalition publishes a report each year called Out of Reach, which documents the wages renters need to earn in order to afford housing at market rate. According to their report, in Crawford County and Pittsburg, a renter would need to work 59 hours a week at minimum wage to afford a one-bedroom rental at market rate. If they were earning the mean renter wage, they would need to work at least 44 hours per week.

Documentation of Need: The data table on the following page, from the US Census Bureau's most recent American Community Survey results, documents the level of need for housing first support and subsidies within the community.

Total non-institutionalized population:	20,237
Per capita income:	\$19,066
Total number of Households :	8,142
Living on less than \$25,000 per year:	40.0% or 3,124
Families:	50.2% or 4,087
Married families:	33.3% or 2,709
Single Parent Households:	17.0% or 1,378
Non-family households	49.8% or 4,055
Number of people considered:	
Homeless:	105 ¹
Disabled:	26.8% or 5,132
Elderly:	20.5% or 1,670
Occupied units paying rent:	4,389
Number of rental households paying more than 35% ¹ of their income for rent (extremely rent-burdened):	542.2% or 2,054 households ²
Number of rental households paying between 30% to 34.9% of their income for rent (rent-burdened):	8.6% or 325 households
Paying more than 30% of gross income as rent :	62.8% or 2,379 households
Number of families on current waiting lists:	Section 8 = 277 TBRA = 0
Number of families currently receiving assistance:	324 ³
Proposed tenants falling below 30% AMI:	50%
Falling below 50% AMI	100%

¹ U.S. Census Bureau, 2010 Census. NOTE: The last time institutionalized population counts for the City of Pittsburg were conducted by the census bureau was 2010; this data includes the number of people in hospitals and homeless shelters who have no other home. This data does not include the number of people who were living in places not meant for human habitation.

² US Census only reports on 35% and above.

³ This number only counts those receiving services through the City's Community Development and housing Department; it does not include those receiving assistance through other community resources.

Project Impact

The funding from this Tenant Based Rental Assistance (TBRA) grant will address the following need: assisting income qualifying individuals and families with a security deposit assistance if they are unable to do so on their own, and transition them into housing as quickly as possible in order to stabilize their situation and link them with other community resources. Currently, within the City of Pittsburg, there are no services to provide shelter to people experiencing homelessness; therefore, some unsheltered people who live in overcrowded homes, doubling up with family or friends, some resort to trespassing in vacant properties to seek shelter, and some remain unsheltered, camping out in wooded and other overgrown areas. Thus, this TBRA funding will enhance the community by providing shelter in appropriate housing while individuals and families navigate the process of applying for HUD Section 8 housing or other subsidized housing programs, alleviating criminal trespass activities, and ensure safety of citizens. Additionally, it will eliminate the barrier to housing that a large amount of household's experience with security deposits.

As designed, this grant funding will further the City's intent of providing housing to very low-income people, and will alleviate a barrier to housing by providing security deposits for those who are income eligible.

In conjunction with the TBRA security deposit assistance, the City of Pittsburg's Housing and Community Development office will work with the client to apply for the HUD Section Eight (S8) Housing Choice Voucher (HCV) program as well as ensure the participant is linked with other community resources. Other resources who have participated in the design of this program, and who are prepared for the influx of clients, include, but are not limited to, the following: Wesley House, Catholic Charities, SKIL, Kansas Department for Children and Families, Community Mental Health Center of Crawford County, and the Pittsburg Police Department's Family Resource Advocates.

We believe that five hundred and ninety-five individuals, including children, will benefit from this program.

Within a week of executing grant award documents, the Community Development and Housing office will provide notice to all of the social services resource providers within the community about the availability of the funds. After an applicant successfully completes their application paperwork and is approved for the program, assistance will be issued. The participant will also complete the appropriate paperwork to get them on the S8 HCV waiting list, if determined appropriate.

By linking participants with the other resources within our community, case management plans for self-sufficiency will be in place. Due to inadequate capacity, the City's Community Development and Housing department cannot take on the role of case management and short-term housing subsidy assistance, and therefore will rely on the Regional Homeless Provider Network and coordinated services with partner agencies, for these activities.

Capacity

The City of Pittsburg's Housing and Community Development department operates under an Administrative Plan, which is reviewed annually and meets the criteria indicated in the Kansas Housing Resources Corporation's TBRA Policy.

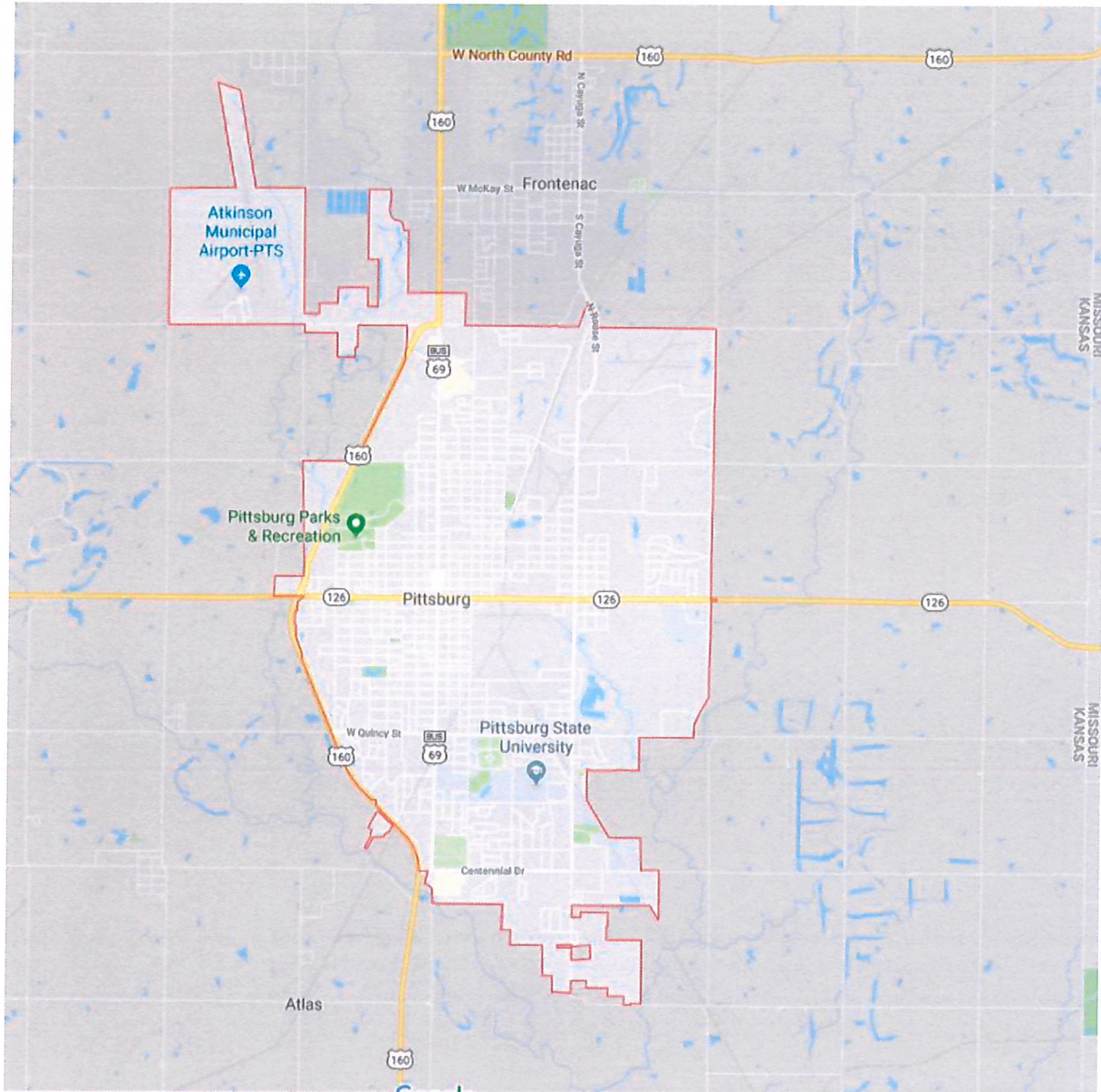
The non-financial functions of this project will be managed by the Department of Housing and Community Development, a four-member team with a combined tenure at the City of twenty-four years. Not only does the staff manage a HUD Section 8 HCV program and TBRA, they also manage Emergency Solutions Grant (ESG) funding, Moderate Income Housing (MIH) funds, and locally funded programs which will be leveraged with these HOME program funds to significantly impact housing in our community. The local programs include an emergency repair grant program, a rehabilitation loan program, both of which have been in place for nearly ten years. The Department of Housing and Community Development is in the process of applying for a grant to help fund a Family Self Sufficiency Coordinator.

All of our programs are designed to serve low- and very low- income households. The Director of this department is charged with increasing access and affordability of all housing markets within the City, and therefore has extensive access to other programs and resources available in the community; there are very little resources for home preservation. The majority of this department's budget comes from Federal, State, and local grant programs, and we currently have no outstanding or unresolved audit or investigative findings.

Our department posts informational and marketing details on the City of Pittsburg's Facebook page as well as publishes press releases in our local paper, The Morning Sun. The City Manager announces the availability of program funding on a local radio station, and the city has a dedicated cable channel to provide information about local programs. Perhaps even more impactful, the Regional Homeless Provider Network will be notified both in person and through emails; this network will begin referring potential participants immediately.

Non-Local HOME Area

The City of Pittsburg is a non-local HOME participating jurisdiction. The following map illustrates the location of the City of Pittsburg, whose political boundaries will also be the boundaries of the TBRA grant funding:



Within the City of Pittsburg, the US Census Bureau identifies the following demographic characteristics:

Single parent Households	17.0%
Special populations:	
Elderly:	49.6%
Cognitive Difficulty:	34.9%
Disabilities:	
Total:	85.1% of total population
Under 18:	20.7%
18-64:	67.6%
65 and over:	11.7%
Persons in poverty	29.5%
County per capita	\$19,066
County Median	\$35,525

53.9% of the structures are renter occupied

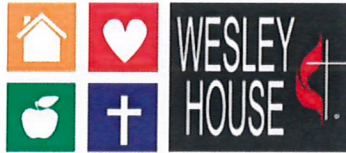
65.8% of the housing structures in city limits are greater than 55 years old.

Administrator

TBRA funds will flow through the City of Pittsburg's finance department, who operates an annual budget of approximately \$48 million per year. The City's financial management, review, and oversight is of such quality that our bond rating was recently raised to AA-. Furthermore, we have received the Comprehensive Annual Financial Report (CAFR) for eighteen years in a row. Our management and forecasting practices include a five-year financial plan and a five-year capital improvement plan, both of which are updated annually, as well as several adopted financial policies.

The non-financial functions of this project will be managed by the Department of Housing and Community Development, a five-member team with a combined tenure at the City of twenty-two years. Not only does the staff manage a HUD S8 HCV program and TBRA, they also manage ESG funding, MIH funds, and locally funded programs.

All of our programs are designed to serve low- and very low- income households. The majority of this department's budget comes from Federal, State, and local grant programs, and we currently have no outstanding or unresolved audit or investigative findings.



James Chiselom
Kansas Housing Resources Corporation
611 South Kansas, Suite 300
Topeka, KS 66603-3803

May 12, 2020

Mr. Chiselom:

This letter is to provide enthusiastic support for the City of Pittsburg's application for Tenant Based Rental Assistance funding. The City's Department of Housing and Community Development has been working very closely with other providers of housing and homeless services throughout the community. Wesley House is confident that these funds will help us reach our collective goal of housing families and individuals who are experiencing homelessness.

The success of this program is instrumental to the work Wesley House does with our homeless clients in Pittsburg. This program allows for people to become stable, reintegrate into society and become part of the Pittsburg community. Wesley House is thrilled to imagine the opportunity this grant would provide for the next year. Rental deposit assistance is much needed in our community. This funding is an essential aspect of the work that we do.

Thank you for your consideration.

Peace,

Marcee Binder

Rev. Marcee Binder
Wesley House

411 East 12th Street, Pittsburg, Kansas 66762
Phone: (620) 232-3760 Fax: (620) 232-6602 Email: wesleyhouseumc@yahoo.com
wesleyhouseumc.org



May 13, 2020

To Whom It May Concern:

Safehouse is a non-profit agency serving the needs of victims of domestic violence, sexual assault, and stalking in seven counties of Southeast Kansas through emergency shelter and advocacy. Services include safety planning, crisis intervention, peer and therapeutic counseling, personal advocacy, and child exchange and visitation services.

Many of the victims we serve in Sek are living in rural areas, are low-income, living in areas with high crime rates, and they lack resources necessary to access adequate housing, employment, childcare, transportation, and healthcare. TBRA funds available through the City of Pittsburg Community Development and Housing are a vital resource for these vulnerable families.

With the use of TBRA funds, many of our clientele have been able to move their family from shelter into their own home, have successfully become self-sufficient, and have left behind a life filled with all types of violence. Without this vital funding, these families would wait on the HUD waiting list for months or even years before being able to secure housing and self-sufficiency.

Sincerely,

Brooke Powell
Executive Director

409 N Walnut, Pittsburg, KS 66762 Fax 620-231-8693 Crisis Line: 800-794-9148
Montgomery, Wilson, & Labette County Crisis Line: 888-320-7218
A provider of shelter and advocacy services to victims of domestic violence, sexual assault, and stalking in Southeast Kansas.
safehousecrisiscenter.org





CRAWFORD COUNTY MENTAL HEALTH CENTER

911 E Centennial
Pittsburg, KS 66762
www.crawfordmentalhealth.org

620-231-5130
620-235-7101 Fax

May 15, 2020

☐ **Administrative Offices**
620-231-5130

☐ **Emergency Line**
620-232-SAVE (7283)

☐ **Intake & Admissions**
620-231-5130
620-235-7101 Fax

☐ **Outpatient Offices**
620-231-5130
620-235-7101 Fax

☐ **Community Support Services**
620-231-5130
620-231-9811 Fax

☐ **Discovery**
620-235-7151
620-235-7154 Fax

☐ **Family and Children Together**
620-232-3228
620-235-7122 Fax

☐ **Addiction Treatment Center**
620-724-8806
620-724-6170 Fax

☐ **Women's House**
620-235-7179
620-235-7171 Fax

Quentin Holmes, Director
City of Pittsburg Community Development & Housing
216 N. Broadway Ste. G
Pittsburg, KS 66762

Dear Mr. Holmes:

Please accept this letter of support for your Tenant Based Rental Assistance grant application. The deposit assistance program has continued to benefit our clients by allowing us to help with other necessities, such as utility deposits, furnishings, etc. via the KDADS Supported Housing Fund. When attempting to establish housing, most of our clients must pay housing as well as utility deposits, which most are not able to do. For the few who can, they are left with little to no money for the month. I know of instances where both of these issues discouraged people from attempting to secure housing when deposit assistance was not available. Therefore, CCMH fully supports your efforts to continue this vital program.

Sincerely,

Joe Leonard
CSS Program Coordinator

Jesse A. Ervin
Chief Executive Officer

Stephen M. Fincher
Governing Board Chair



401 N. Sinnet
P. O. Box 128
Girard, KS 66743
Phone: 620-724-8204
Fax: 620-724-4471
www.sek-cap.com

Southeast Kansas Community Action Program, Inc.

Recipient of the "Award for Excellence" in Community Action

May 13, 2020

TBRA Program Manager
Kansas Housing Resources Corporation
611 South Kansas, Suite 300
Topeka, KS 66603-3803

TBRA Program Manager:

I am writing this letter in support of the City of Pittsburg Tenant Based Rental Assistance (TBRA) Program. Southeast Kansas Community Action Program (SEK-CAP), provides Housing, Transportation, Head Start, and Community Engagement services to southeast Kansas. SEK-CAP shares part of their service area with the City of Pittsburg and works with them to provide safe and affordable housing to homeless and low-income families who are not already receiving services.

The City of Pittsburg is a key partner in the Southeast Kansas Coordinated Entry System, working to prioritize services to homeless families. They work very closely with other providers of housing and homeless services in the community to streamline services and avoid duplication. I feel that the City's proposed TBRA Deposit Assistance will compliment services provided by SEK-CAP and other southeast Kansas agencies, allowing us to help more families become housed.

Rent and utility deposits continue to be a huge barrier for families to obtain housing. Studies continue to show that when a family has a stable roof over their head, they are more likely to get a job, keep a job, and their kids are healthier and do better in school. It takes an entire community, working together, to make a difference and to fill the growing gaps in services. Please consider funding the City of Pittsburg's Tenant Based Rental Assistance Program.

Sincerely,

A handwritten signature in blue ink that reads "Timi Myers".

Timi Myers
Housing Director



Community Health Center of Southeast Kansas

May 22, 2020

Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka, KS 66603-3803

Greetings:

On behalf of Community Health Center of Southeast Kansas (CHC/SEK), please accept this letter of support for the City of Pittsburg's grant application for 2020 Tenant Based Rental Assistance (TBRA) funding.

CHC/SEK was recognized as a Federally Qualified Health Center in 2003 and currently serves more than 60,000 low-income individuals throughout the region. The majority of our patients struggle with healthcare needs as well as necessities many of us take for granted, such as housing. Our goal is to provide access to medical, dental and behavioral health care (including substance abuse treatment) for all by reducing any barriers. Additionally, we are supportive of reducing barriers to housing for our patients, especially as the number of homeless and financially fragile families continues to grow in our region. This funding is critical more than ever as we see an increasing number of residents falling below federal poverty guidelines.

Many individuals and organizations including CHC/SEK are working to develop a system to serve the homeless, and these funds continue to play a vital role in our efforts by providing security deposit assistance to approximately 200 families annually, including homeless, single parent, elderly and disabled households.

In these uncertain times, the need for safe, affordable housing will only increase. CHC/SEK is dedicated to the communities it serves and is guided daily by the words of Mother Mary Bernard Sheridan, Congregation of Saint Joseph, who said "Do all the good that you can, for all the people you can, in all the ways you can, for as long as you can." These words are one of the many reasons we support the City of Pittsburg's grant application and we look forward to working together to combat homelessness.

Please feel free to contact me directly at 620-249-9936 or kpostai@chcsek.org if you need additional information.

Sincerely,

A handwritten signature in black ink, which appears to read 'Krista Postai', is positioned above the printed name.

Krista Postai
President and CEO

U.S. DEPARTMENT OF HUD
STATE: KANSAS

PROGRAM	2019 ADJUSTED HOME INCOME LIMITS							
	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Cloud County, KS								
30% LIMITS	12950	14800	16650	18450	19950	21450	22900	24400
VERY LOW INCOME	21550	24600	27700	30750	33250	35700	38150	40600
60% LIMITS	25860	29520	33240	36900	39900	42840	45780	48720
LOW INCOME	34450	39400	44300	49200	53150	57100	61050	64950
Coffey County, KS								
30% LIMITS	15650	17900	20150	22350	24150	25950	27750	29550
VERY LOW INCOME	26100	29800	33550	37250	40250	43250	46200	49200
60% LIMITS	31320	35760	40260	44700	48300	51900	55440	59040
LOW INCOME	41750	47700	53650	59600	64400	69150	73950	78700
Comanche County, KS								
30% LIMITS	12950	14800	16650	18450	19950	21450	22900	24400
VERY LOW INCOME	21550	24600	27700	30750	33250	35700	38150	40600
60% LIMITS	25860	29520	33240	36900	39900	42840	45780	48720
LOW INCOME	34450	39400	44300	49200	53150	57100	61050	64950
Cowley County, KS								
30% LIMITS	12950	14800	16650	18450	19950	21450	22900	24400
VERY LOW INCOME	21550	24600	27700	30750	33250	35700	38150	40600
60% LIMITS	25860	29520	33240	36900	39900	42840	45780	48720
LOW INCOME	34450	39400	44300	49200	53150	57100	61050	64950
Crawford County, KS								
30% LIMITS	12950	14800	16650	18450	19950	21450	22900	24400
VERY LOW INCOME	21550	24600	27700	30750	33250	35700	38150	40600
60% LIMITS	25860	29520	33240	36900	39900	42840	45780	48720
LOW INCOME	34450	39400	44300	49200	53150	57100	61050	64950
Decatur County, KS								
30% LIMITS	12950	14800	16650	18450	19950	21450	22900	24400
VERY LOW INCOME	21550	24600	27700	30750	33250	35700	38150	40600
60% LIMITS	25860	29520	33240	36900	39900	42840	45780	48720
LOW INCOME	34450	39400	44300	49200	53150	57100	61050	64950
Dickinson County, KS								
30% LIMITS	13700	15650	17600	19550	21150	22700	24250	25850
VERY LOW INCOME	22800	26050	29300	32550	35200	37800	40400	43000
60% LIMITS	27360	31260	35160	39060	42240	45360	48480	51600
LOW INCOME	36500	41700	46900	52100	56300	60450	64650	68800

Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: June 3, 2020

SUBJECT: June 9, 2020 Agenda Item
Dr. Chad Stewart loan forgiveness recommendation

On December 8, 2015, the City Commission approved a \$16,000 forgivable loan to Dr. Chad Stewart, a Wichita physician who was in his final year of residency at that time. The request was to help Dr. Stewart establish a family practice clinic in Pittsburg, which he did the following year at 1003 West Fourth Street.

The loan was made forgivable contingent on Dr. Stewart operating the practice in Pittsburg for at least three years. Dr. Stewart has met that requirement and is eligible to have the loan forgiven.

The EDAC considered this at its June 3, 2020, meeting and recommended forgiveness of the loan for Dr. Stewart.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, June 9, 2020. Action being requested is approval or denial of the loan recommendation and, if approved, authorize the Mayor to sign the appropriate documents.

VENDOR SET: 99 City of Pittsburg, KS

BANK: 80144 BMO HARRIS BANK

DATE RANGE: 5/20/2020 THRU 6/02/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0026	STANDARD INSURANCE COMPANY	D	6/02/2020			000000		1,512.39
0321	KP&F	D	5/29/2020			000000		42,385.65
0728	ICMA	D	5/29/2020			000000		550.00
1050	KPERS	D	5/29/2020			000000		37,814.47
3079	COMMERCE BANK	D	5/27/2020			000000		29,592.04
4520	ETS CORPORATION	D	6/02/2020			000000		9,186.91
6415	GREAT WEST TANDEM KPERS 457	D	6/01/2020			000000		4,644.83
7290	DELTA DENTAL OF KANSAS INC	D	5/22/2020			000000		1,047.40
7290	DELTA DENTAL OF KANSAS INC	D	5/29/2020			000000		2,984.80
7877	TRUSTMARK HEALTH BENEFITS INC	D	5/21/2020			000000		15,234.48
7877	TRUSTMARK HEALTH BENEFITS INC	D	5/28/2020			000000		45,621.89
8051	AFLAC GROUP INSURANCE	D	5/22/2020			000000		2,802.12
7529	LEXIPOL, LLC	E	5/26/2020			008249		10,950.00
7567	MERIDIAN OIL & EQUIPMENT LLC	E	5/26/2020			008250		1,091.17
0046	ETTINGERS OFFICE SUPPLY	E	5/26/2020			008251		127.48
0055	JOHN'S SPORT CENTER, INC.	E	5/26/2020			008252		126.00
0105	PITTSBURG AUTOMOTIVE	E	5/26/2020			008253		583.39
0117	GATEHOUSE MEDIA KANSAS HOLDING	E	5/26/2020			008254		36.78
0142	HECKERT CONSTRUCTION CO INC	E	5/26/2020			008255		7,705.52
0577	KANSAS GAS SERVICE	E	5/26/2020			008256		31.50
0628	BERRY COMPANIES, INC.	E	5/26/2020			008257		29.47
0726	PITTSBURG STATE UNIVERSITY	E	5/26/2020			008258		300,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0746	CDL ELECTRIC COMPANY INC	E	5/26/2020			008259		321.36
1478	KANSASLAND TIRE #1828	E	5/26/2020			008260		1,036.00
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	5/26/2020			008261		114.95
2825	STATE OF KANSAS	E	5/26/2020			008262		453.28
5275	US LIME COMPANY-ST CLAIR	E	5/26/2020			008263		9,720.43
5855	STERICYCLE, INC.	E	5/26/2020			008264		102.94
6103	ED MCCULLOUGH	E	5/26/2020			008265		85.00
6524	ELLIOTT EQUIPMENT COMPANY	E	5/26/2020			008266		893.43
6595	AMAZON.COM, INC	E	5/26/2020			008267		7,188.14
7028	MATTHEW L. FRYE	E	5/26/2020			008268		400.00
7087	PITTSBURG STATE UNIVERSITY FOU	E	5/26/2020			008269		175,000.00
8132	MIKE CARPINO FORD PITTSBURG IN	E	5/26/2020			008270		118.27
8246	BETHANY ANN BROOKS	E	5/26/2020			008271		527.00
8211	UMB BANK N.A.	E	5/27/2020			008272		32,961.70
2004	AIRE-MASTER OF AMERICA, INC.	E	6/01/2020			008273		17.22
7791	C4 HOLDINGS LLC	E	6/01/2020			008274		152.00
0044	CRESTWOOD COUNTRY CLUB	E	6/01/2020			008275		609.00
0046	ETTINGERS OFFICE SUPPLY	E	6/01/2020			008276		786.32
0087	FORMS ONE, LLC	E	6/01/2020			008277		80.00
0101	BUG-A-WAY INC	E	6/01/2020			008278		120.00
0112	MARRONES INC	E	6/01/2020			008279		34.35
0116	DANIEL E BRADEN	E	6/01/2020			008280		20.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0117	GATEHOUSE MEDIA KANSAS HOLDING	E	6/01/2020			008281		1,713.21
0335	CUSTOM AWARDS, LLC	E	6/01/2020			008282		154.80
0364	CRAWFORD COUNTY SHERIFF'S DEPA	E	6/01/2020			008283		250.00
0455	LARRY BARRETT BODY * FRAME * T	E	6/01/2020			008284		6,198.25
0628	BERRY COMPANIES, INC.	E	6/01/2020			008285		850.00
0823	TOUCHTON ELECTRIC INC	E	6/01/2020			008286		99.00
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	6/01/2020			008287		506.04
2433	GATEHOUSE MEDIA KANSAS HOLDING	E	6/01/2020			008288		42.09
4354	LIFESTYLE LEASING INC	E	6/01/2020			008289		1,260.00
4452	RYAN INSURANCE, LLC	E	6/01/2020			008290		117.00
4956	YAMAHA COMMERCIAL FINANCE, U.S	E	6/01/2020			008291		2,790.00
5482	JUSTIN HART	E	6/01/2020			008292		60.00
6203	THE SOUTHWEST PAPER CO INC	E	6/01/2020			008293		33.12
7038	SIGNET COFFEE ROASTERS	E	6/01/2020			008294		87.25
7283	TRUSTMARK HEALTH BENEFITS INC	E	6/01/2020			008295		38,334.77
7655	HW ACQUISITIONS, PA	E	6/01/2020			008296		1,193.60
7733	TROY GRAHAM	E	6/01/2020			008297		125.00
8188	ADOBE INC	E	6/01/2020			008298		1,947.18
8226	HUSTLER TURF EQUIPMENT, INC.	E	6/01/2020			008299		12,384.00
8246	BETHANY ANN BROOKS	E	6/01/2020			008300		431.00
5561	AT&T MOBILITY	R	5/22/2020			186853		131.20
8245	BACK MUNICIPAL CONSULTING LLC	R	5/22/2020			186854		3,600.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	BROWN, TIANA	R	5/22/2020			186855		20.00
7279	CLAYTON HOLDINGS, LLC	R	5/22/2020			186856		114,438.43
8019	CORNERSTONE REGIONAL SURVEYING	R	5/22/2020			186857		1,851.00
4263	COX COMMUNICATIONS KANSAS LLC	R	5/22/2020			186858		28.89
0375	WICHITA WATER CONDITIONING	R	5/22/2020			186859		14.00
0867	CUMMINS SALES AND SERVICE	R	5/22/2020			186860		1,719.90
1108	EVERGY KANSAS CENTRAL INC	R	5/22/2020			186861		2,473.46
0225	KDOR	R	5/22/2020			186862		6.00
8243	ACAVATI LLC	R	5/22/2020			186863		594.99
7190	LEXISNEXIS RISK DATA MANAGEMEN	R	5/22/2020			186864		381.92
1	MCCOY, ABBY	R	5/22/2020			186865		3,288.00
1	WOODS, RETA	R	5/22/2020			186866		35.00
6154	4 STATE MAINTENANCE SUPPLY INC	R	5/29/2020			186876		180.30
2876	A-PLUS DRY CLEANERS	R	5/29/2020			186877		300.00
0523	AT&T	R	5/29/2020			186878		1,130.40
4050	CITRIX SYSTEMS INC	R	5/29/2020			186879		2,916.00
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	5/29/2020			186880		149.82
0380	KANSAS DEPARTMENT OF REVENUE	R	5/29/2020			186881		25.00
7938	ROSANO DEL PILAR MENDEZ	R	5/29/2020			186882		25.00
1	NOE, MARILYN SUE	R	5/29/2020			186883		300.00
7914	PHILADELPHIA INSURANCE COMPANI	R	5/29/2020			186884		1,005.00
7167	QUADLENT LEASING USA INC	R	5/29/2020			186885		345.93

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0175	REGISTER OF DEEDS	R	5/29/2020			186886		21.00
0188	SECRETARY OF STATE	R	5/29/2020			186887		20.00
7270	SECURITY 1ST TITLE, LLC	R	5/29/2020			186888		75.00
6041	SOUTHERN SUPPLY	R	5/29/2020			186889		37.91
5904	TASC	R	5/29/2020			186890		1,188.00
6260	TRANE	R	5/29/2020			186891		715.00
0093	US POST OFFICE	R	5/29/2020			186892		254.00
0497	CRAWFORD COUNTY DISTRICT COURT	R	6/01/2020			186893		36.00

* * T O T A L S * *		NO		INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		32		137,307.15	0.00	137,307.15
HAND CHECKS:		0		0.00	0.00	0.00
DRAFTS:		12		193,376.98	0.00	193,376.98
EFT:		52		619,999.01	0.00	619,999.01
NON CHECKS:		0		0.00	0.00	0.00
VOID CHECKS:		0	VOID DEBITS	0.00		
			VOID CREDITS	0.00	0.00	
TOTAL ERRORS:		0				

		NO		INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99	BANK: 80144 TOTALS:	96		950,683.14	0.00	950,683.14
BANK: 80144	TOTALS:	96		950,683.14	0.00	950,683.14
REPORT TOTALS:		96		950,683.14	0.00	950,683.14

Passed and approved this 9th day of June, 2020.

Dawn McNay, Mayor

ATTEST:

Tammy Nagel, City Clerk



FINANCE AND ADMINISTRATION

201 West 4th Street · Pittsburg KS 66762

(620) 231-4100

www.pittks.org

Interoffice Memorandum

TO: Daron Hall, City Manager

FROM: Jamie Clarkson, Director of Finance

DATE: May 27, 2020

SUBJECT: Fiscal year 2019 audit report and acceptance of Comprehensive Annual Financial Report (CAFR)

Stacey Hammond of BT&Co., P.A., will be attending the meeting to provide an overview and answer questions on the City's 2019 audit and CAFR.

cc: Tammy Nagel, City Clerk



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: June 3, 2020

SUBJECT: June 3, 2020 Agenda Item
Community Health Center of Southeast Kansas expansion

The Community Health Center of Southeast Kansas (CHC/SEK), headquartered in Pittsburg, has grown to become Kansas' largest community health center, providing medical, dental and behavioral health care to 70,000 individuals at 22 sites across seven counties. The CHC/SEK employs more than 500, including 100 professionals.

In July 2019, the CHC/SEK announced a collaborative effort with the University of Kansas School of Medicine and the Health Resources and Services Administration (HRSA) to establish a new Family Medicine Rural Residency Program. This is part of a larger effort by HRSA to recruit more physicians to rural areas like Pittsburg.

To accommodate this new medical residency program, the CHC/SEK has announced plans for a new, 16,000 sq. ft. clinical education facility on its Pittsburg campus. The state-of-the-art facility will feature learning laboratories, classrooms and conference rooms designed to support medical and dental residents, a rural medicine training program for physicians and physician assistants and post-graduate clinical training required for pharmacists, social workers, psychologists and more. It will also be a resource for students of all ages interested in pursuing a career in health care, including pre-dental and pre-medical university students.

The CHC/SEK has also acquired a medical office building at 1011 Mt. Carmel Place, which will serve as a continuity clinic for residency students to practice their education. The CHC/SEK plans significant improvements to this building.

The CHC/SEK expects construction to begin in May 2021, with completion anticipated in 2022.

This project is valued at \$6 million and will create approximately 30 new jobs. The CHC/SEK recently applied for \$600,000 in non-repayable funds from the Revolving Loan Fund (RLF) to support the project. The EDAC considered this request at its June 3, 2020 meeting, and felt the project would have a significant economic impact. As such, the EDAC recommended providing 10% of the total project value in non-repayable funds, with the City's portion not to exceed \$600,000. The CHC/SEK will be required to verify their investment before the funds are expended. If the request is approved by the City Commission, the funds would be paid out over three years following completion of the project.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, June 9, 2020. Action being requested is the approval or denial of the EDAC recommendation and, if approved, authorize the Mayor to sign the appropriate documents.



**APPLICATION FOR LOAN
CITY OF PITTSBURG, KANSAS
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
(SALES TAX)**

I. GENERAL INFORMATION

- | | | |
|----|--|-----------------------------------|
| 1. | Community Health Center of Southeast KS
Name of Applicant Firm | June 3, 2020
Date of Request |
| 2. | 3015 N. Michigan - Pittsburg
Firm Address | 620-231-9873
Firm Phone Number |
| 3. | Names and addresses of all persons or corporation who would be obligated as either applicant or personal guarantors of loans:
See above | |
| | Name | Address |
| | Name | Address |
| 4. | Names and addresses of the principal officers and directors of the applicant: | |
| | Krista Postai, CEO | 517 W. Forest - Pittsburg |
| | Name | Address |
| | Douglas Stuckey | 1405 Woodland Terrace - Pittsburg |
| | Name | Address |
| | Jason Wesco | 303 Winwood - Pittsburg |
| | Name | Address |
| 5. | Nature of applicant's business: Provider of medical, dental, behavioral health, pharmacy and support services. | |
| 6. | The products to be assembled or manufactured or service to be rendered:
Educational services to students in multiple disciplines, most notably a Family Practice Residency program, with the goals of increasing access to care, expanding the regional healthcare workforce, creating career pathways for our children and economic development. | |
| 7. | Daniel Creitz
Applicant's Attorney | 620-231-9873
Phone Number |
| 8. | Douglas Stuckey
Applicant's Financial Advisor | 620-231-9873
Phone Number |

9.	Douglas Stuckey	620-231-9873
	Applicant's Accountant	Phone Number
10.	Estimated amount of loan:	\$ 600,000
11.	Number of years to retire loan:	N/A
12.	List previous loans and credit references:	
	Multiple loans of amounts up to \$5M. Lenders include USDA, Community National Bank	
	Arvest, GNB	

II. USE OF LOAN PROCEEDS

1.	Amount requested for purchase of land:	\$ 0
2.	Amount requested for land improvements (bldgs):	\$ 525,000
3.	Amount requested for machinery and equipment:	\$ 75,000
4.	Capitalized debt service:	\$
5.	Loan closing costs:	\$
6.	Working capital:	\$
7.	Other (specify)	\$
	TOTAL REQUEST:	\$ 600,000

III. LOAN PROPOSAL

1.	Will the loan refinance an existing project?	No
2.	Will the loan proceeds be used to expand or replace an existing facility?	
3.	Is the applicant presently located in the City of Pittsburg?	Yes
4.	What type and size of building will be constructed?	
	16,000 sq ft health education facility, remodel of existing 5,000 sq ft clinic	
5.	Name and address of contractor and/or architect:	
	Helix Architecture + Design - Kansas City	
	CHC/SEK serves as our own General Contractor	
6.	What type of equipment will be financed? Medical equipment, meeting/conference room	
	furnishings, office furniture, network, phone and computer technology.	

7. If the applicant will be in direct competition with local firms,
(a) Name of firms: Education/training proposed is not currently available in Pittsburg.

(b) Describe nature of the competition: _____

IV. LOAN ANALYSIS

1. Has a financial advisor submitted an analysis indicating the need for the loan, the advisability of the loan or benefit to the applicant of the loan?
No
(If yes, attach a copy to this application.) _____
2. Has additional financing, whether internally generated or through other loans, been arranged? (If yes, explain on an attached sheet) Yes

3. Has the applicant investigated conventional financing?
Yes. It is likely that any amount not obtained through fundraising will be secured through
either conventional financing or through a USDA Rural Development Loan.

V. PROPOSED LOCATION

1. Location of the proposed facility: 601 E. 30th Street / 1011 Mt. Carmel Place

2. If the facility is a proposed expansion or replacement of another plant, state size and location of current operations:
N/A

3. What percentage of the facility will be occupied by the applicant? 100%

4. Is the prospective location properly zoned? Mt. Carmel Place - Yes. 30th Street - No.

5. If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application:

The zoning application will be submitted by June 15th. We waited so that we would have site plans and renderings from the architects to include with the application and in neighbor letters. The 2.5 acre lot is currently RP-3 and we will request a change to CP-0.

6. If unusual demands for water or sewer services or police or fire protection will be made, specify the demands:

N/A

VI. OWNERSHIP AND MANAGEMENT

1. Describe the organizational structure of applicant (proprietorship, partnership, subsidiary, corporation, etc.):

Not-for-profit corporation

Note relationship to a parent company: _____

2. What portion of the project is being financed from other company funds (in addition to this loan)?

\$ See below

Please explain We will finance any balance remaining after fundraising. Currently, we have secured \$1.75M and are beginning fundraising in earnest.

3. Describe all threatened or outstanding litigation

N/A

4. Attach proforma statements for the first three (3) years of operation after issuance of the loan, including revenue projections, operating expense projections and a debt amortization schedule.

VII. MEASURE OF ECONOMIC GROWTH AND BENEFIT

1. What dollar amount of sales is contemplated? N/A/ - \$1.8M in salaries and benefits

2. What percentage of sales will be sold locally? N/A

3. What is the estimated amount of merchandise and services purchased locally, per year?
\$450,000 (rate of ~\$15,000 per FTE per year)

4. How many people will the project employ:

Type:	Professional	26
	Technical	
	Clerical	4
	General Labor	

5. Number of current full-time employees at applicant's present location: 575 system-wide/221 in Pitt

6. What is ratio of loan fund dollars to jobs created? \$20,000:1

VIII. In order to facilitate the timely processing of the application, please attach as part of the proposal the following items:

1. Copies of applicant's financial statements for the past three years certified as correct by the owner or an authorized officer.
2. Applicant's most recent annual or quarterly financial report.
3. Interim financial statements, to date, for the current fiscal year.
4. Financial statements, current to date, for each personal guarantor, on forms, certified by a Certified Public Accountant or the guarantor.
5. Copies of both federal and state income tax returns filed by applicant and each personal guarantor during the past three years.
6. In certain cases, due to the size of the loan, audited financials may be required.
7. Completed business plan with three year financial projections.
8. Loan (if approved) must be personally guaranteed.

IX. Applicant should be aware that additional financial data shall be required if requested by the City Manager, City Attorney or any other persons authorized by the City of Pittsburg, Kansas, including the Economic Development Revolving Loan Fund (Sales Tax) Committee (EDAC).

X. Attached hereto is a copy of the Collateral Requirements for the Economic Development Revolving Loan Fund (Sales Tax) for informational purposes. HOWEVER, APPLICANT ACKNOWLEDGES AND AGREES THAT SAID REQUIREMENTS AS WELL AS THIS APPLICATION ARE A SET OF GUIDELINES AND ANY OF THE PROVISIONS STATED THEREIN MAY BE WAIVED OR ADDED TO AT THE DISCRETION OF THE PITTSBURG CITY COMMISSION.

- XI. EACH APPLICANT ALSO EXPRESSLY AGREES AND UNDERSTANDS THAT THE CITY'S MONETARY PLEDGE OF MONIES FROM THE FUND AND COMMITMENTS MADE IN ANY AGREEMENT SHALL BE CONTINGENT UPON THE CITY CONTINUING TO COLLECT THE ONE-HALF CENT CITY RETAILERS' SALES TAX; AND APPLICANT ACKNOWLEDGES THAT SAID SALES TAX MAY BE DISCONTINUED AS PROVIDED BY THE PROVISIONS OF K.S.A. 12-187 et. seq. AND AMENDMENTS THERETO, AT ANY TIME.

06/04/2020

Signature

Date

Executive Vice-President

Title

**COLLATERAL REQUIREMENTS – CITY OF PITTSBURG, KANSAS
ECONOMIC DEVELOPMENT REVOLVING FUND
(SALES TAX)**

The following documents will be required:

1. A fully completed and signed application, with documents required therein attached.
2. A fully completed and signed financial statement by each personal guarantor.
3. The federal income tax returns of each personal guarantor for the last three (3) years, whether calendar or fiscal years.
4. Documents confirming compliance with the Kansas Bulk Transfer Act, if the Act is applicable.
5. A personal guaranty agreement to be signed by each personal guarantor and spouse.
6. Key persons term life insurance on the principal personal guarantor.
7. If the applicant is a corporation, a resolution of the Board of Directors authorizing the appropriate offices of the Corporation to sign the various loan documents on behalf of the Corporation.
8. Loan Agreement and Security Agreement, with Use of Loan Proceeds form attached.
9. Promissory Notes and Mortgage.
10. UCC financial statements for filing with the Secretary of State and the Crawford County Register of Deeds.
11. Other relevant financial information or loan security documents requested by the City Manager, the City Attorney or any authorized representative of the City of Pittsburg, Kansas.



Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: June 3, 2020

SUBJECT: June 9, 2020 Agenda Item
THF, LLC request

As presented at the May 12, 2020, City Commission meeting, Colby Terlip, owner of THF, LLC, dba Sunflower Hemp Company, has announced plans to own and operate a 20,000 square foot GMP (Good Manufacturing Practice) certified biomass extraction/processing facility in Pittsburgh's northeast industrial park. The business would be located in a long vacant building at 3002 North Rotary Terrace.

Sunflower Hemp Company would provide wholesale hemp CBD oil extracts to service the rapidly growing CBD industry. Sunflower Hemp will initially refine crude oil into purified extracts but plans to expand into extraction and cultivation in the near future. Mr. Terlip will invest over \$1 million in private funds and estimates job creation of ten new positions in the first year, with an additional five positions expected by year three.

In addition to the equipment and building improvements, Mr. Terlip also plans fire suppression measures to include a sprinkler system, fire monitoring system, laboratory fume hoods and flammable storage cabinets.

On June 3, 2020, the Economic Development Advisory Committee (EDAC) considered a request from Mr. Terlip to provide \$110,000 in non-repayable loans to support the THF project. Following considerable discussion related to the emerging hemp industry and the precautions required to comply with state and federal regulations, the EDAC recommended providing 10% of the total project value in non-repayable funds with the City's portion not to exceed \$100,000. These funds would

be expended upon completion of the project and Mr. Terlip would be required to verify his investment.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, June 9, 2020. Action being requested is the approval or denial of the EDAC recommendation and, if approved, authorize the Mayor to sign the appropriate documents.



**APPLICATION FOR LOAN
CITY OF PITTSBURG, KANSAS
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
(SALES TAX)**

I. GENERAL INFORMATION

- THF LLC, dba Sunflower Hemp Co. 03/26/2020
1. Name of Applicant Firm Date of Request
- 3002 N Rotary Terrace, Pittsburg, KS 620-249-5141
2. Firm Address Firm Phone Number
3. Names and addresses of all persons or corporation who would be obligated as either applicant or personal guarantors of loans:
- Colby Terlip 4101 W Huntington Dr, Apt 6203, Rogers, AR
- Name Address
- Name Address
4. Names and addresses of the principal officers and directors of the applicant:
- Colby Terlip Same as above
- Name Address
- Name Address
- Name Address
5. Nature of applicant's business: CBD post-processing as a bulk ingredient supplier
6. The products to be assembled or manufactured or service to be rendered:
CBD post-processing, CBD crude oil will be further refined into distillate (full spectrum oil),
isolate, and THC remediated distillate (broad spectrum oil) to be sold as bulk ingredients
7. Jake Knight, Reynolds Law Firm 620-223-1818
- Applicant's Attorney Phone Number
8. Applicant's Financial Advisor Phone Number

9. Jess Myers, BKD 417-624-1065
Applicant's Accountant Phone Number
10. Estimated amount of loan: \$ 110,000
11. Number of years to retire loan: _____
12. List previous loans and credit references:

II. USE OF LOAN PROCEEDS

- | | |
|--|-------------------|
| 1. Amount requested for purchase of land: | \$ _____ |
| 2. Amount requested for land improvements (bldgs): | \$ <u>70,000</u> |
| 3. Amount requested for machinery and equipment: | \$ <u>40,000</u> |
| 4. Capitalized debt service: | \$ _____ |
| 5. Loan closing costs: | \$ _____ |
| 6. Working capital: | \$ _____ |
| 7. Other (specify) | \$ _____ |
| TOTAL REQUEST: | \$ <u>110,000</u> |

III. LOAN PROPOSAL

1. Will the loan refinance an existing project? _____
2. Will the loan proceeds be used to expand or replace an existing facility? _____
3. Is the applicant presently located in the City of Pittsburg? _____
4. What type and size of building will be constructed? _____

5. Name and address of contractor and/or architect:
Dwight Brennefoerder, Brennefoerder Architectural Services, 417-623-0244

6. What type of equipment will be financed? A fire suppression and monitoring system,
safety equipment for operation of the processing facility such as (6) laboratory fume hoods and
(8-10) flammable storage cabinets of varying sizes.

7. If the applicant will be in direct competition with local firms,

(a) Name of firms: none

(b) Describe nature of the competition: none

IV. LOAN ANALYSIS

1. Has a financial advisor submitted an analysis indicating the need for the loan, the advisability of the loan or benefit to the applicant of the loan?

(If yes, attach a copy to this application.)

2. Has additional financing, whether internally generated or through other loans, been arranged? (If yes, explain on an attached sheet)

3. Has the applicant investigated conventional financing?

V. PROPOSED LOCATION

1. Location of the proposed facility: 3002 N Rotary Terrace, Pittsburg, KS

2. If the facility is a proposed expansion or replacement of another plant, state size and location of current operations:

Existing Building

3. What percentage of the facility will be occupied by the applicant? 100%

4. Is the prospective location properly zoned? yes

5. If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application:

6. If unusual demands for water or sewer services or police or fire protection will be made, specify the demands:

VI. OWNERSHIP AND MANAGEMENT

1. Describe the organizational structure of applicant (proprietorship, partnership, subsidiary, corporation, etc.):

Single Member LLC

Note relationship to a parent company:

2. What portion of the project is being financed from other company funds (in addition to this loan)?

\$ 1,000,000

Please explain THF LLC will be putting \$1,000,000 of its own money into the project to get it going

3. Describe all threatened or outstanding litigation

none

4. Attach proforma statements for the first three (3) years of operation after issuance of the loan, including revenue projections, operating expense projections and a debt amortization schedule.

VII. MEASURE OF ECONOMIC GROWTH AND BENEFIT

1. What dollar amount of sales is contemplated? \$3.6 million
2. What percentage of sales will be sold locally? 1%

3. What is the estimated amount of merchandise and services purchased locally, per year?
\$50,000
-

4. How many people will the project employ:

Type: Professional	2
Technical	6
Clerical	2
General Labor	1

5. Number of current full-time employees at applicant's present location: new business
-
6. What is ratio of loan fund dollars to jobs created? _____
-

VIII. In order to facilitate the timely processing of the application, please attach as part of the proposal the following items:

1. Copies of applicant's financial statements for the past three years certified as correct by the owner or an authorized officer.
2. Applicant's most recent annual or quarterly financial report.
3. Interim financial statements, to date, for the current fiscal year.
4. Financial statements, current to date, for each personal guarantor, on forms, certified by a Certified Public Accountant or the guarantor.
5. Copies of both federal and state income tax returns filed by applicant and each personal guarantor during the past three years.
6. In certain cases, due to the size of the loan, audited financials may be required.
7. Completed business plan with three year financial projections.
8. Loan (if approved) must be personally guaranteed.

IX. Applicant should be aware that additional financial data shall be required if requested by the City Manager, City Attorney or any other persons authorized by the City of Pittsburg, Kansas, including the Economic Development Revolving Loan Fund (Sales Tax) Committee (EDAC).

X. Attached hereto is a copy of the Collateral Requirements for the Economic Development Revolving Loan Fund (Sales Tax) for informational purposes. HOWEVER, APPLICANT ACKNOWLEDGES AND AGREES THAT SAID REQUIREMENTS AS WELL AS THIS APPLICATION ARE A SET OF GUIDELINES AND ANY OF THE PROVISIONS STATED THEREIN MAY BE WAIVED OR ADDED TO AT THE DISCRETION OF THE PITTSBURG CITY COMMISSION.

- XI. EACH APPLICANT ALSO EXPRESSLY AGREES AND UNDERSTANDS THAT THE CITY'S MONETARY PLEDGE OF MONIES FROM THE FUND AND COMMITMENTS MADE IN ANY AGREEMENT SHALL BE CONTINGENT UPON THE CITY CONTINUING TO COLLECT THE ONE-HALF CENT CITY RETAILERS' SALES TAX; AND APPLICANT ACKNOWLEDGES THAT SAID SALES TAX MAY BE DISCONTINUED AS PROVIDED BY THE PROVISIONS OF K.S.A. 12-187 et. seq. AND AMENDMENTS THERETO, AT ANY TIME.

Colby Terlip

Signature

03/26/2020

Date

Owner

Title



SUNFLOWER⁶⁰ HEMP CO.

Executive Summary

Sunflower Hemp Co. will be providing wholesale hemp CBD oil extracts as ingredients to service the exploding CBD industry. Sunflower Hemp will initially refine crude oil into purified extracts but plans to expand into extraction and cultivation in the near future.

Main Goals:

Own and operate 20,000 sq.ft. GMP certified biomass extraction/processing facilities in Pittsburg, KS.

To produce high-grade CBD crude oil & distillate and build a recognizable brand in a rapidly growing industry.

To be fully compliant with all state and local municipalities and be primed and ready for expansion as federal laws adjust and evolve to the benefit of the hemp industry.

To become a regional industry-leader in the blossoming extraction industry.

Executive Summary

► Products & Services

- Initial products will be CBD extracts to include Full Spectrum Distillate, T-free Broad-Spectrum Distillate and Isolate.
- Year two plans include adding hemp extraction and cultivation capabilities and branded pet item.
- Year three plans include adding CBD and THC potency levels testing facilities.





Labor

Over the course of it's first full year in operation Sunflower Hemp plans to hire the following roles:

- ▶ Lab Manager (2)
- ▶ Lab Techs (6)
- ▶ Facility Techs (1)
- ▶ Admin/Logistics (1)
- ▶ Sales support (TBD)

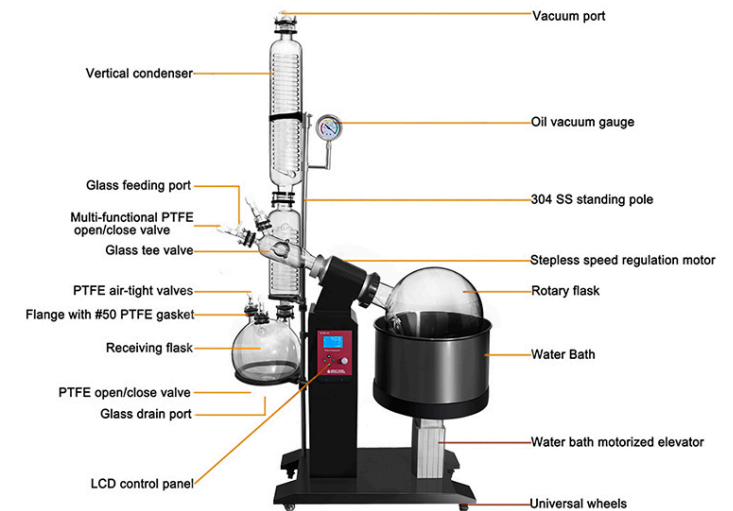
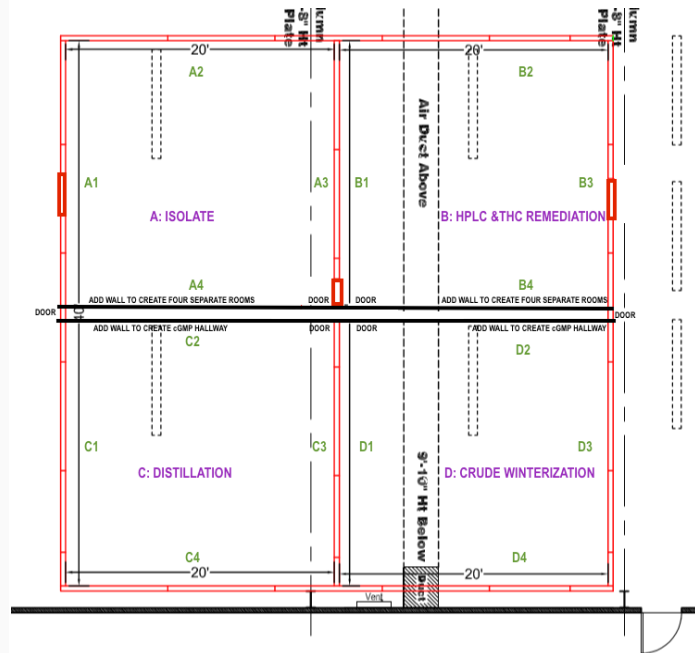
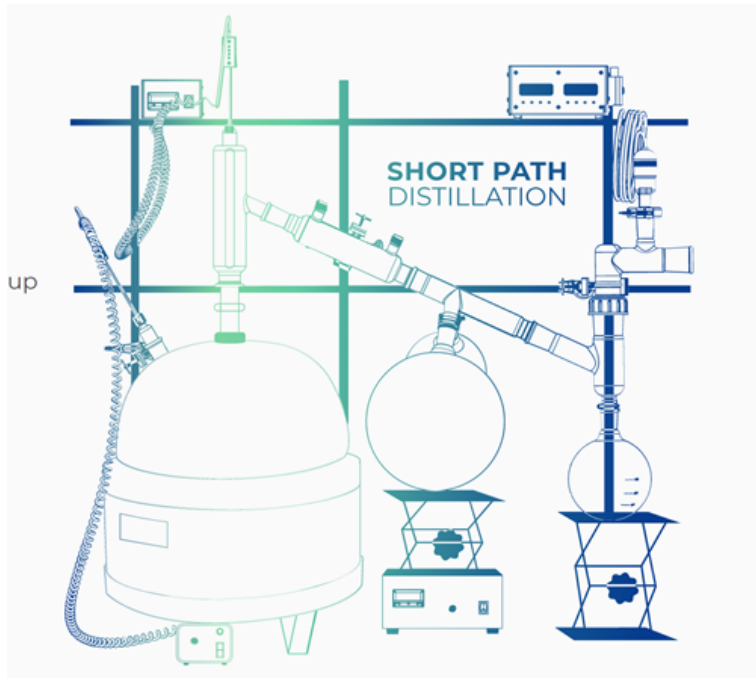
Over the next three years as capabilities are added Sunflower plans to add the following roles:

- ▶ Extraction Manager (1)
- ▶ Extraction Techs (2)
- ▶ Farm Manager (1)
- ▶ Farm Labor (TBD)
- ▶ Admin Support (TBD)
- ▶ QC Manager (1)

Capital Investment

Sunflower will initially put \$1 million of its own funds into the business to get it off the ground.

Sunflower has already purchased close to \$400,000 in equipment and has made building improvements in updating existing office space and prepping the floor for the anticipated post-processing space.



Additional Funding

Sunflower is seeking additional funds for building improvements and safety equipment. Both are vital to the standard operation of our facility and the safety of our employees.

Our location requires an automated sprinkler system and fire monitoring system to be installed due to standard fire code requirements for the size of the building and the nature of our business.

We are also seeking funds for standard safety equipment for our daily operations. This includes items such as laboratory fume hoods and flammable storage cabinets.





Memorandum

TO: Daron Hall, City Manager

FROM: Blake Benson, Economic Development Director

DATE: June 3, 2020

SUBJECT: June 9, 2020 Agenda Item
Arck Construction, Consulting and Management redevelopment project

Arck Construction, Consulting and Management recently acquired and renovated a dilapidated property at 812 North Broadway (former Asylum Anime location). The company invested approximately \$70,000 in the building, which will now serve as its corporate office.

Dane Arck applied for \$7,000 in Revolving Loan Fund assistance to help offset a portion of the project's costs. Mr. Arck presented his request to the EDAC at its June 3, 2020, meeting and showed numerous pictures of the building when he acquired it, along with the building improvements. The EDAC felt the project was a worthwhile expenditure of economic development funds, as it greatly improved the condition and appearance of the building, and recommended providing 10% of the total project value (not to exceed \$7,000) in non-repayable funds to support the project. Mr. Arck will be required to verify his investment before the City's money would be expended.

Please place this item on the agenda for the City Commission meeting scheduled for Tuesday, June 9, 2020. Action being requested is approval or denial of the EDAC recommendation to reimburse Arck Construction, Consulting and Management up 10% of the total project value (not to exceed \$7,000) and, if approved, authorize the Mayor to sign the appropriate documents.



APPLICATION FOR LOAN
CITY OF PITTSBURG, KANSAS
ECONOMIC DEVELOPMENT REVOLVING LOAN FUND
(SALES TAX)

I. GENERAL INFORMATION

- | | | |
|----|---|---|
| 1. | Arck Construction, Consulting & Mgmt
Name of Applicant Firm | 5/12/20
Date of Request |
| 2. | 812 N. Broadway
Firm Address | 620-875-5428
Firm Phone Number |
| 3. | Names and addresses of all persons or corporation who would be obligated as either applicant or personal guarantors of loans: | |
| | Dane Arck
Name | 3207 E. 20th St. Pittsburg, KS 66762
Address |
| |
Name |
Address |
| 4. | Names and addresses of the principal officers and directors of the applicant: | |
| | Same as above | |
| | Name | Address |
| | Name | Address |
| | Name | Address |
| 5. | Nature of applicant's business: General Contractor, Commercial construction | |
| 6. | The products to be assembled or manufactured or service to be rendered:
N/A | |
| 7. | Kala Spigarelli
Applicant's Attorney | 620-254-0792
Phone Number |
| 8. | Wells Fargo / Shane Peak
Applicant's Financial Advisor | 620-232-3120
Phone Number |

9.	Steve Giles	417-623-8666
	Applicant's Accountant	Phone Number
10.	Estimated amount of loan:	\$ 70,000.00
11.	Number of years to retire loan:	
12.	List previous loans and credit references:	

II. USE OF LOAN PROCEEDS

1.	Amount requested for purchase of land:	\$	
2.	Amount requested for land improvements (bldgs):	\$	70,000.00
3.	Amount requested for machinery and equipment:	\$	
4.	Capitalized debt service:	\$	
5.	Loan closing costs:	\$	
6.	Working capital:	\$	
7.	Other (specify)	\$	
TOTAL REQUEST:		\$	70,000.00

III. LOAN PROPOSAL

1.	Will the loan refinance an existing project?	No
2.	Will the loan proceeds be used to expand or replace an existing facility?	Yes
3.	Is the applicant presently located in the City of Pittsburg?	Yes
4.	What type and size of building will be constructed?	2,000 sqft.
	Pre-existing structure	
5.	Name and address of contractor and/or architect:	
	Arck Construction 812 N. Broadway , Pittsburg, KS 66762	
6.	What type of equipment will be financed?	N/A

7. If the applicant will be in direct competition with local firms,

(a) Name of firms: N/A

(b) Describe nature of the competition: N/A

IV. LOAN ANALYSIS

1. Has a financial advisor submitted an analysis indicating the need for the loan, the advisability of the loan or benefit to the applicant of the loan?

N/A

(If yes, attach a copy to this application.)

2. Has additional financing, whether internally generated or through other loans, been arranged? (If yes, explain on an attached sheet)

No

3. Has the applicant investigated conventional financing?

N/A

V. PROPOSED LOCATION

1. Location of the proposed facility: 812 N. Broadway

2. If the facility is a proposed expansion or replacement of another plant, state size and location of current operations:

N/A

3. What percentage of the facility will be occupied by the applicant? 100%

4. Is the prospective location properly zoned? Yes

5. If a zoning change is pending, cite application number and present status. If application has not been made, briefly describe what change will be needed and plans for submitting application:

N/A

6. If unusual demands for water or sewer services or police or fire protection will be made, specify the demands:

N/A

VI. OWNERSHIP AND MANAGEMENT

1. Describe the organizational structure of applicant (proprietorship, partnership, subsidiary, corporation, etc.):

Sole owner

Note relationship to a parent company: _____

2. What portion of the project is being financed from other company funds (in addition to this loan)?

\$ 11,000.00

Please explain office desk, printers, building signage, etc.

3. Describe all threatened or outstanding litigation

N/A

4. Attach proforma statements for the first three (3) years of operation after issuance of the loan, including revenue projections, operating expense projections and a debt amortization schedule.

VII. MEASURE OF ECONOMIC GROWTH AND BENEFIT

1. What dollar amount of sales is contemplated? N/A

2. What percentage of sales will be sold locally? N/A

3. What is the estimated amount of merchandise and services purchased locally, per year?

N/A

4. How many people will the project employ:

Type:	Professional	3
	Technical	
	Clerical	
	General Labor	

5. Number of current full-time employees at applicant's present location:

2

6. What is ratio of loan fund dollars to jobs created?

N/A

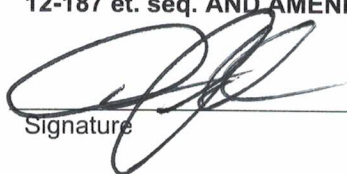
VIII. In order to facilitate the timely processing of the application, please attach as part of the proposal the following items:

1. Copies of applicant's financial statements for the past three years certified as correct by the owner or an authorized officer.
2. Applicant's most recent annual or quarterly financial report.
3. Interim financial statements, to date, for the current fiscal year.
4. Financial statements, current to date, for each personal guarantor, on forms, certified by a Certified Public Accountant or the guarantor.
5. Copies of both federal and state income tax returns filed by applicant and each personal guarantor during the past three years.
6. In certain cases, due to the size of the loan, audited financials may be required.
7. Completed business plan with three year financial projections.
8. Loan (if approved) must be personally guaranteed.

IX. Applicant should be aware that additional financial data shall be required if requested by the City Manager, City Attorney or any other persons authorized by the City of Pittsburg, Kansas, including the Economic Development Revolving Loan Fund (Sales Tax) Committee (EDAC).

X. Attached hereto is a copy of the Collateral Requirements for the Economic Development Revolving Loan Fund (Sales Tax) for informational purposes. HOWEVER, APPLICANT ACKNOWLEDGES AND AGREES THAT SAID REQUIREMENTS AS WELL AS THIS APPLICATION ARE A SET OF GUIDELINES AND ANY OF THE PROVISIONS STATED THEREIN MAY BE WAIVED OR ADDED TO AT THE DISCRETION OF THE PITTSBURG CITY COMMISSION.

- XI. EACH APPLICANT ALSO EXPRESSLY AGREES AND UNDERSTANDS THAT THE CITY'S MONETARY PLEDGE OF MONIES FROM THE FUND AND COMMITMENTS MADE IN ANY AGREEMENT SHALL BE CONTINGENT UPON THE CITY CONTINUING TO COLLECT THE ONE-HALF CENT CITY RETAILERS' SALES TAX; AND APPLICANT ACKNOWLEDGES THAT SAID SALES TAX MAY BE DISCONTINUED AS PROVIDED BY THE PROVISIONS OF K.S.A. 12-187 et. seq. AND AMENDMENTS THERETO, AT ANY TIME.



Signature

5/12/20

Date

Dane Arck / Owner

Title

INTEROFFICE MEMORANDUM

To: DARON HALL
CITY MANAGER

From: KIM VOGEL
DIRECTOR OF PARKS AND RECREATION

CC: TAMMY NAGEL
CITY CLERK

Date: JUNE 3, 2020

Subject: Agenda Item – June 9, 2020
Splash Pad Project Award

City staff, and members of the Everybody Plays Committee, have received proposals for the Schlanger Park Splash Pad Project. Three proposals were received: Sprouls Construction, Inc. of Lamar, Missouri utilizing Waterplay Solutions of Yates Center, Kansas, for a bid of \$395,594.60; Sunscape Pool & Backyard, a Division of Home Center Construction, Inc., Pittsburg, Kansas, utilizing Waterplay Solutions of Yates Center, Kansas, for a bid of \$270,412.10; and RJR Enterprises, LLC of Rogers, Arkansas, utilizing Vortex Aquatic Play Solutions of Bixby, Oklahoma, for a bid of \$254,000.00.

After review of all proposals and notes from in person presentations with aquatic vendors we are recommending the project be awarded to Sunscape Pool & Backyard of Pittsburg, Kansas. The following items were considered with this recommendation: a water table being present in the design (a feature that can accommodate up to 15 people with all abilities); a 5,000-gallon water tank compared to a 2,000-gallon tank, providing for more efficient treatment and balance of water and give us the ability to add larger features; and construction to include concrete rebar at 12" on center apposed to 24" on center.

Funding for this project has been secured through the Land and Water Conservation Fund, as well as other grants and private donations to Everybody Plays. The City will be utilized as a pass through for the project receiving and dispersing money out of the project fund.

In this regard, would you place an item on the agenda for the City Commission meeting scheduled for Tuesday, June 9, 2020. Action necessary would be the approval or disapproval of the award to Sunscape Pool & Backyard, Pittsburg, Kansas.

If you have questions, please do not hesitate to contact me.



**Acknowledgement of RFP's Received
Parks & Recreation Department
Build/Design Services – LWCF Schlanger Park Splash Pad
Tuesday, May 19th, 2020 – 2 PM**

NAME/ADDRESS OF BIDDER	COST
RJR Enterprises, LLC 804 N 42 nd Street Rogers, Arkansas 72756	\$254,000.00 (Vortex)
Sprouls Construction, Inc. 397 W Hwy DD Lamar, Missouri 64759	\$395,594.60 (Waterplay Solutions)
Sunscape Pool & Backyard A Division of Home Center Construction, Inc. 420 West Atkinson Pittsburg, Kansas 66762	\$270,412.10 (Waterplay Solutions)



playscapes
Constructing Play Environments for Your Community

waterplay schlangenorouenomusic

Copyright 2019 Waterplay Solutions Corp. Artist's visual interpretation of the project. Cannot be considered a factual representation of the final product.



Copyright 2019 Waterplay Solutions Corp. Artist's visual interpretation of the project. Cannot be considered a factual representation of the final product.



Copyright 2019 Waterplay Solutions Corp. Artist's visual interpretation of the project. Cannot be considered a factual representation of the final product.



