

CITY LETTERHEAD

July 7, 2026

Kansas Department of Commerce
Mr. Tim Parks, CDBG Specialist
915 SW Harrison St., Suite 250
Topeka, KS 66612

**RE: Contract Amendment Request #4: Budget & Time Extension
City of Anthony – CDBG Housing Rehabilitation Grant #23-HR-003**

Dear Mr. Parks:

On behalf of the City of Anthony, please accept this letter and the attached documentation as the City's formal request for approval of Contract Amendment Request #4, for the CDBG Housing Rehabilitation Grant #23-HR-003.

At this time, all grant-funded activities have been completed with the exception of the following:

- **502 S. Springfield** – Rehabilitation work is complete and awaiting final inspection and project closeout.
- **512 S. Lincoln** – Asbestos abatement has been completed, and the property is awaiting demolition & clearance.
- **124 S. Springfield** – Rehabilitation work has not yet commenced. SCKEDD has directed the contractor to begin work within the next 30 days in accordance with the project's contractual requirements. The City remains actively engaged in monitoring the contractor's performance and anticipates work will proceed within the timeline below.

The City is requesting this final extension of three (3) months, to allow sufficient time to complete the remaining construction activities, conduct final inspections, and process final contractor reimbursements.

The anticipated project schedule is as follows:

- July 27th: Contractor mobilization and commencement of work at 124 S. Springfield.
- August 29th – September 10th: Completion of remaining construction activities (30-45 days).
- September 17th: Final inspections & lead-clearance testing completed.
- Mid October: Final draw requests submitted and all grant funds disbursed.
- November 14th: Grant proposed close date.

Additionally, the City is requesting approval of the attached budget amendment. The amendment reallocates funds among existing budget line items, including an adjustment to the Administration category to reflect the amount originally contracted under the executed Administrative Services Agreement. The amendment does not increase the total grant award and maintains the overall grant budget.

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The Anthony City Commission has approved the proposed amendment and extension request. The City respectfully requests the Kansas Department of Commerce's approval so the remaining activities may be completed and the grant successfully closed.

Thank you for your consideration of this request. Please contact us if additional information or documentation is needed.

Sincerely,

Gregory L. Cleveland
Mayor, City of Anthony