

CONTRACT FOR GRANT WRITING SERVICES
CITY OF ARKANSAS CITY, KANSAS

THIS CONTRACT is entered into **this _____ day of July, 2021** by and between the **City of Arkansas City**, Kansas, Party of the First Part, hereinafter referred to as "**The City of Arkansas City**" and the South Central Kansas Economic Development District, Inc. (SCKEDD) a non-profit Kansas corporation under the laws of the State of Kansas, Party of the Second Part, hereinafter called "SCKEDD".

SCKEDD hereby agrees to provide grant writing services to City of Arkansas in the writing of the CDBG, which may be awarded by the KDOC to **The City of Arkansas City**.

The services to be provided by SCKEDD are outlined in the attached Exhibit "A" and hereby incorporated into this contract and made a part hereof. SCKEDD's official agent for this contract is Executive Director.

Mark the box below to indicate the grant/s being selected for grant writing services.

- Kansas Department of Commerce Water/Sewer Grant
- Kansas Department of Commerce Community Facilities Grant
- Kansas Department of Commerce Housing Rehabilitation Grant**
- Kansas Department of Commerce Commercial Rehabilitation Grant
- Kansas Department of Commerce Urgent Need Grant
- Kansas Department of Commerce Economic Development Grant
- Kansas Department of Commerce Regional Water Grant
- U.S. Department of Agriculture Housing Preservation Grant
- Federal Home Loan Bank Affordable Housing Program
- Kansas Housing Resource Corporation Moderate Income Housing Grant
- Economic Development Administration (EDA) Grant

The specific grant writing fees are listed in the attached Exhibit "B".

SCKEDD will invoice the **City of Arkansas City** for payment on the above selected grant writing services. An invoice will be generated upon the signing of this agreement by all parties and payment will be due within 30 days, as indicated on the invoice.

Payment received by SCKEDD from the **City of Arkansas City** is not a deposit. Parties to this agreement agree that any payment received is non-refundable.

If payment is not received within 30 days, this contract will be cancelled, and SCKEDD will bill the **City of Arkansas City** for services rendered in good faith after the execution of this contract at a rate of \$75.00 per hour.

This contract is in effect until a successful grant submittal has been completed and submittal has been submitted. Any grant proposals that are submitted and not awarded, may be submitted again in the future at no cost to the **City of Arkansas City**.

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Barring no major changes to a proposal are needed, a submission of an original proposal with minor changes will be done by SCKEDD at no additional cost. Major revisions to proposals of a grant was not successful will be an additional charge. Grant writing fees will be retained by SCKEDD and will not be refunded in the event of unsuccessful proposal submissions.

SCKEDD and the City have agreed to the terms of this contract executed **this ____ day of July, 2021** as evidenced by the following affixed signatures.

CITY/COUNTY, KANSAS

SOUTH CENTRAL KANSAS ECONOMIC
DEVELOPMENT DISTRICT, INC.

Scott Rogers
Mayor



Steven Wilkinson
Executive Director

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EXHIBIT A.

GRANT WRITING SERVICES

SCKEDD agrees, as related to this contract, to assume the following duties and obligations. The **City of Arkansas City** agrees, as related to this contract to provide SCKEDD any and all items that are necessary to complete the grant proposal by required deadlines. Both parties understand that the below items are not an all-inclusive list. SCKEDD assures that items required for grant proposals by the various agencies will be in compliance with all requirements.

1. Work with the **City of Arkansas City** to provide information to development project outline.
2. SCKEDD will work with Engineer's and Architectural firms to development required preliminary reports and budgets.
3. Prepare all required publications such as newspaper advertisements that are needed to inform the public about projects. The **City of Arkansas City** will responsible for any cost related to publications and advertisements.
4. Provide expertise and guidance to the **City of Arkansas City** to create a grant proposal
5. Complete all the necessary grant/project research
6. Attend all required meetings necessary for project development.
7. Prepare all required documents for signature forms
8. Prepare and track progression of budgets
9. Prepare all required Resolutions
10. Prepare any/all required maps and pictures
11. Ensure grant proposals are submitted timely to meet any/all grant deadlines submission dates.

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EXHIBIT B.

Grant Writing Fee:

Kansas Department of Commerce Water/Sewer Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Community Facilities Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Housing Rehabilitation Grant
SCKEDD member counties \$3,000/Non-member counties \$4,000

Kansas Department of Commerce Commercial Rehabilitation Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Urgent Need Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Kansas Department of Commerce Economic Development Grant
SCKEDD member counties \$2,500/Nonmember counties \$3,500

Kansas Department of Commerce Regional Water Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

U.S. Department of Agriculture Housing Preservation Grant
SCKEDD member counties \$2,500/Non-member counties \$3,500

Federal Home Loan Bank Affordable Housing Program Grant
SCKEDD member counties \$1,000/Nonmember counties \$1,500

Kansas Housing Resource Corporation Moderate Income Housing Grant
SCKEDD member counties \$1,000/Nonmember counties \$1,500

Economic Development Administration (EDA) Grant
SCKEDD member counties \$3,000/Non-member counties \$4,000