

## ARPA GRANT ADMINISTRATION SERVICES PROPOSAL

March 21, 2022

To Mayor and Commissioners  
ATTN: Randy Frazer, City Manager  
118 W. Central, P. O. Box 778  
Arkansas City, KS 67005

RE: American Rescue Plan Act (ARPA) Funding

We are pleased to submit this proposal to provide administration services to the City of Arkansas City, Kansas for completion of ARPA funding.

### Scope of Services

We agree to provide the following professional services and such other services as, in my judgment, may be necessary and advisable:

- A. To work with City Staff and City Consultant(s) in the completion of all paperwork associated with the received funding.
- B. To provide the city with copies of all documentation (i.e., quarterly, and annual reports, etc.) for your files
- C. To attend, if necessary, any City Commission Meetings.

Our fee for providing these services will be \$85.00/Hour plus mileage and relevant expenses with a not-to-exceed figure of \$12,500.00. Payment for Services will be made as they are invoiced with the appropriate quarterly report.

This agreement shall be in force for effect for the entire funding period unless terminated and shall be subject to cancellation by either party with ten (10) days advance written notice.

This agreement is submitted in duplicate. Your acceptance will be indicated by the signature of City on both copies and by returning one executed copy to us.

Respectfully submitted,

Ranson Financial Group, LLC

*Rose Mary Saunders*

Rose Mary Saunders  
Municipal Consultant

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

CITY OF ARKANSAS CITY, KANSAS

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(seal)