

GRANT CLOSE-OUT TRANSMITTAL FORM

Grantee's Name and Address:

City of Arkansas City, Kansas

118 W. Central

Arkansas City, KS 67005

Grant Agreement No.: 21-PF-002

Commencement Date: March 1, 2021

Completion Date: March 7, 2023

Please complete this form and items 1 through 6 for all grant types (7 is for applicable grants containing construction), including the Performance Hearing Affidavit to conclude this grant project. If this is a business finance or infrastructure grant, complete 9 through 11 in addition. If this is a housing grant, complete Form 12.

1. Grantee's Release Form *
2. Final Independent Auditor's Report
3. Final Quarterly Progress Report (Section 2)
4. Certificate of Completion (2 originals) *
5. Property Management Report *n/a*
6. Explanation of Refund Check (if applicable) *n/a*
7. Notice of Completion/Final Inspection – Final Wage Compliance Report *
8. Performance Hearing Affidavit
9. Economic Development Report, and *n/a*
Copy of Final Payroll and Employee Certification Report (from final monitoring) *n/a*
10. Legal Review and Closeout Report (Economic Development) *n/a*
11. Program Income Assignment Agreement (Economic Development) *n/a*
12. Housing Rehabilitation and demo data *n/a*
13. Section 3 Tables A - D

No costs have been incurred after the Completion Date of the above contract. All necessary documents and procedures have been followed, thereby finalizing the above referenced contract.

Rose Mary Saunders

Preparer's Name

CDBG Administrator

Title

316-264-3400

Telephone Number

3-7-2023

Date

Rev. 2/2018

GRANTEE'S RELEASE FORM

1 Pursuant to the terms on Grant Agreement Number 21-PF_002 and in consideration of
2 the sum of Three Hundred Ninety-Four Thousand Five Hundred Fifty & 00/100 (\$394,550.00) which
has been
3 or is to be paid under the said contract to City of Arkansas City, Kansas,
4 grantee upon payment of the said sum by the State of Kansas, Department of Commerce, hereinafter
5 called the grantor, does remise, release, and discharge the grantor, its officers, agents and employees
6 of and from all liabilities, obligations, claims, and demands whatsoever under or arising from the
7 said contract.

8 IN WITNESS WHEREOF, this release has been executed this 7th day of
9 March, 2023.

10 Signature of Authorized Elected Official: _____

11 Typed Name and Title: Diana Spielman, Mayor

ATTEST AND SEAL

12 _____

13 _____

(Rev. 2-2018)

FINAL INDEPENDENT AUDITOR'S REPORT

If the grantee expends **\$750,000** or more from all Federal sources in any fiscal year in which the grant is open, a 2 CFR Part 200 audit is required from the grantee. If you expend or expect to expend this amount in the current fiscal year, please indicate below. If required, a copy of the entire audit report must be submitted to Commerce in the required time period.

- ☐ A. 2 CFR Part 200 audit is not required.
- ☐ B. Audit is complete and one copy is enclosed.
- ☐ C. Audit is in progress or not yet begun.

Auditor's Name: _____

Address: _____

Telephone: _____

Contact person with firm: _____

Date audit to begin: _____

How the audit will be paid for: _____

Date audit to be completed: _____

QUARTERLY PROGRESS REPORT - PAGE 1
KANSAS DEPARTMENT OF COMMERCE
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Grantee: City of Arkansas City, Kansas Report #: 8-Final
 Grant #: 21-PF-002 Quarter Ending: 03-31-2023
 Address: 118 W. Central, Arkansas City, KS 67008 Contract Award End Date: 02-28-2023
 Company Name (ED Projects): n/a Date Prepared: 03-07-2023
 Current Chief Elected Official: Diana Spielman, Mayor
 Name and telephone number of person who prepared this report: Rose Mary Saunders 316-264-3400
 Name Telephone Number

Financial Status:

Total Grant:	<u>\$455,000.00</u>	Total Local Injection	<u>\$45,000.00</u>
Drawdowns received to date:	<u>\$394,550.00</u>	Local spent to date	<u>\$393,117.10</u>
Drawdowns requested and not yet received:	<u>\$0.00</u>	Initial Monitoring Conducted	<input checked="" type="checkbox"/>
Total Grant available	<u>\$60,450.00</u>	Final Monitoring Conducted	<input checked="" type="checkbox"/>

Contracts Awarded This Quarter With All Monies: *

Name & Address, DUNS#	Total Contract Amount	Local	CDBG	Activity		Contractor Data				
				No.	Title	Type of Procurement	Section 3	** MBE	** WBE	Davis- Bacon
None		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							
		<input type="checkbox"/>	<input type="checkbox"/>							

* Attach additional pages if needed.

** Categories are: 1-White, 2-Black/African American, 3-Asian, 4-American Indian/Alaskan Native, 5-Native Hawaiian/Other Pacific Islander, 6-American Indian/Alaskan Native & White, 7-Asian & White, 8-Black/African American & White, 9-American Indian/Alaskan Native & Black/African American, 10-Other Multi Racial, 11-Hispanic, 12-Non-Hispanic

Describe project accomplishments this quarter:

Held monitoring visit on 2/23 with CDBG personnel. No deficiencies found. Prepared and sent Project Performance Hearing notice to newspaper for publication on 2/28/2023. Held project performance hearing on 3/7/2023 and commission passed motion for Mayor to execute close out documents and submit to CDBG.

Planned activities next quarter:

n/a

Technical assistance needs:

n/a

QUARTERLY PROGRESS REPORT - PAGE 2

You must complete this page if you have a:

1. Community Improvement, Urgent Need or KAN STEP grant and this is your **first** or **final** report
2. Economic Development grant
3. Attach housing log for housing projects

Complete for all circumstances listed above:

		Number of Beneficiaries	Number of LMI Beneficiaries
1.	Target	11,625	5,630
2.	Total to Date	11,625	5,630

*		White	BAA	BAA/W	AI/AN	NH/PI	A	A/W	AI/AN/BAA	AI/AN/W	Other
1.	Total Beneficiaries	10,089	433	152	276	0	62	33	0	294	276
2.	Hispanic Beneficiaries	1,953	8	0	37	0	0	0	0	74	276

*BAA-Black African American; BAA/W-Black African American & White; AI/AN-American Indian or Alaskan Native; NH/PI-Native Hawaiian or Pacific Islander; A-Asian; A/W-Asian & White; AI/AN/BAA-American Indian or Alaskan Native & Black African American; AI/AN/W-American Indian or Alaskan Native & White

- | | |
|--|-------|
| 3. Total Number of Households Benefiting to Date | 5,600 |
| 4. Total Number of Female Heads of Households Benefiting | 3,229 |
| 5. Total Number of Disabled Persons Benefiting | 2,209 |

NOTE: Beneficiaries are to be reported cumulatively as they occur

Economic Development Grants only:

Proposed (FTE - Jobs Count)

1. Total Jobs Retained _____
2. Total LMI Jobs Retained _____
3. Total Jobs Created _____
4. Total LMI Jobs Created _____
5. Total Jobs to be generated _____

QTR 1	QTR 2	QTR 3	QTR 4	QTR 5	QTR 6	QTR 7	QTR 8

Accomplishments

6. Number of Jobs Retained
7. Number of LMI Jobs Retained
8. Number of Jobs Created
9. Number of LMI Jobs Created

a. Planned this Quarter	b. Completed this Quarter	c. Completed to Date

10. Explain any variances from planned number of jobs:

CERTIFICATE OF COMPLETION

A. Name of Grant Recipient City of Arkansas City, Kansas	B. Grant Agreement Number 21-PF-002
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C. Final Statement of Cost

Program Activity Categories	To Be Completed By The Recipient			To Be Completed By CDBG
	Paid Costs (a)	Local Unpaid Costs (b)	Total Costs (c)	Approved Total Costs
1. Street Construction	618,899.10	0.00	618,899.10	
2. Engineering	60,770.00	0.00	60,770.00	
3. Inspection	77,998.00	0.00	77,998.00	
4. Administration	20,000.00	0.00	20,000.00	
5.				
6.				
7.				
8.				
9. Total Program Costs	777,667.10	0.00	777,667.10	
10. Less Other Funds Applied	383,117.10	0.00	383,117.10	
11. CDBG Grant Amount Applied	394,550.00	0.00	394,550.00	

D. Computation of Grant Balance

	To Be Completed By The Recipient	To Be Completed By CDBG
12. Total Amount Applied (Line 11a)	394,550.00	
13. Estimated for Unsettled Third-Party Claims	0.00	
14. Subtotal (Line 11c)	394,550.00	
15. Grant Amount Per Agreement (from contract)	455,000.00	
16. Unutilized Grant to be Canceled (Line 15 less Line 14)	60,450.00	
17. Grant Funds Received	394,550.00	
18. Balance of Grant Payable (Refundable) (Line 14 less Line 17)*	0.00	

* If Line 17 exceeds Line 14, enter excess as a negative amount. This amount shall be repaid to the Department by check.

CERTIFICATE OF COMPLETION - PAGE 2

E. Unpaid Costs and Unsettled Third-Party Claims (Local Only)

List amounts and describe circumstances

n/a

☐ Check if continued on additional sheet and attach

F. Remarks

n/a

☐ Check if continued on additional sheet and attach

G. Certification of Recipient

It is hereby certified that all activities undertaken by the recipient with funds provided under the Grant Agreement identified as Item B above have, to the best of my knowledge, been carried out in accordance with the Grant Agreement; that proper provision had been made by the recipient for payment of all unpaid costs and unsettled third-party claims identified in Item E above; that the Department, the State of Kansas, and the United States of America are under no obligation to make any further payment to the recipient under the Grant Agreement in excess of the amount identified on Line 18 above; and that every statement and amount set forth in this instrument is, to the best of my knowledge, true and correct as of this date.

		Diana Spielman, Mayor
_____	_____	_____
Date	Signature of Chief Elected Official	Typed Name and Title

H. Department Approval

This Certificate of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract agreement and related funds reservation and obligations _____ (line 16 above).

_____	_____	_____
Date	Signature for CDBG Program	Typed Name

CERTIFICATE OF COMPLETION

A. Name of Grant Recipient City of Arkansas City, Kansas	B. Grant Agreement Number 21-PF-002
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		Diana Spielman, Mayor
_____	_____	_____
Date	Signature of Chief Elected Official	Typed Name and Title

H. Department Approval

This Certificate of Completion is hereby approved. Therefore, I authorize cancellation of the unutilized contract agreement and related funds reservation and obligations _____ (line 16 above).

_____	_____	_____
Date	Signature for CDBG Program	Typed Name

**NOTICE OF COMPLETION/FINAL INSPECTION
AND
FINAL WAGE COMPLIANCE REPORT FORMAT**

To: Kansas Department of Commerce
CDBG Program

1000 S.W. Jackson St., Suite 100
Topeka, Ks 66612-1354

Date: February 28, 20223

City of Arkansas City,
Grantee: Kansas

Grant Number: 21-PF-002

1. Date of Construction Completion: September 9, 2022
2. Date of Final Inspection: September 14, 2022

FINAL WAGE COMPLIANCE REPORT FORMAT

While you or your representative were reviewing the contractor's weekly payrolls, were any laborers or mechanics paid less than the minimum wage rate plus fringe benefits as specified in the Secretary of Labor's Wage Decision that applied to this project?

☒ NO

☐ YES

If yes, provide the following information:

- a. Total amount of restitution paid (difference between what was first paid and what was required to be paid): \$ _____
- b. Method of restitution:
 - ☐ paid by contractor(s)
 - ☐ paid by city with funds withheld from payment to contractor(s).

Name of Contractor or Subcontractor	Name of Affected Employees	Amount of Restitution Paid to Employee	Nature of Violation Leading to Restitution

Date

Signature of Chief Elected Official

Diana Spielman, Mayor

Typed Name and Title

Column
AFFIDAVIT OF PUBLICATION

Cowley Courier Traveler
200 East Fifth Avenue
(620) 442-4200

I, David Allen Seaton, of lawful age, being duly sworn upon oath, deposes and says that I am the Publisher of Cowley Courier Traveler, a publication that is a "legal newspaper" as that phrase is defined for the city of Arkansas City and City of Winfield, for the County of Cowley County, in the state of Kansas, that this affidavit is Page 1 of 1 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

PUBLICATION DATES:
28 Feb 2023

Notice ID: CrYGHXEGOWuHuMBp8wQc
Notice Name: Arkansas City Project Performance Hearing

PUBLICATION FEE: \$59.20


Publisher

VERIFICATION

STATE OF KANSAS
COUNTY OF COWLEY COUNTY

Signed or attested before me on this

28th day of February, A.D. 2023.


Notary Public


KATHRYN M. HARBERT
Notary Public - State of Kansas
My Appt. Expires 7/16/2025

(First published in the Cowley Courier/Traveler Tuesday, 02/28, 2023.)

**PROJECT PERFORMANCE
PUBLIC HEARING NOTICE
STREET IMPROVEMENTS**

The City of Arkansas City, Kansas will hold a public hearing on Tuesday, March 7, 2023, at 5:30 pm in the Commission Meeting Room, 118 W. Central, Arkansas City, Kansas for the purpose of evaluating the performance of Grant No. 21-FY-062 for the purpose of street improvements consisting of milling and overlay of Summit Street from Kansas Avenue to Radio Lane.

The proposed project will consist of the following items: 1.15 mobilization, 1.15 traffic control, 17,500 SY milling, 17,500 SY 2" asphalt overlay, 150 SY base repair, 750 SY concrete street curbs, 3,500 SF sidewalk, 25 each ADA ramps, 11,164 LF pavement marking (Thermoplastic yellow 4"), 1,761 LF pavement marking (Thermoplastic white 6"), 1,588 LF pavement marking (Thermoplastic white 12"), 291 LF pavement marking (Intersection Grade - White 24"), 16 each pavement marking symbol (Intersection Grade-White-Left Turn Arrow), 1 Each pavement marking symbol (Intersection Grade-White-Right Turn Arrow), 4 Each pavement marking symbol (Intersection Grade-White-Straight-Right Turn Arrow), 9 Each pavement marking symbol (Intersection Grade-White-ONLY).

The final completed project consisted of the following items: 1.15 mobilization, 1.15 traffic control, 17,978 SY milling, 17,978 SY asphalt concrete overlay, 921 SY base repair, 5,016 SF sidewalk, 377 LF concrete curb & gutter, 750 SY reinforced concrete intersection, 3,323 LF pavement marking (Thermoplastic white) (6"), 11,394 LF pavement marking (Thermoplastic yellow) (4"), 282 LF pavement marking (Thermoplastic yellow) (12"), 1,243 LF pavement marking (white) (12"), 309 LF pavement marking (white) (24"), 34 EA pavement marking (Intersection grade).

The estimated final project cost is \$777,667.01 with the grant request for \$394,530.00 of the project costs. Other project proposals introduced at the hearing will be considered. Oral and written comments will be recorded and become a part of Arkansas City's citizen participation.

Reasonable accommodations will be made available to persons with disabilities. Requests should be submitted to Randy Finner, City Manager by March 3, 2023.

2/28