



# SCKEDD

South Central Kansas Economic  
Development District

[CITY/COUNTY NAME]

[GRANT NAME]

GRANT WRITING AND ADMINISTRATION PROPOSAL

[GRANT PROGRAM]

[NAME OF GRANT APPLICATION]

[DATE]



## REQUEST FOR PROPOSAL – INTENTIONS

We are honored to present our Request for Proposal for Grant Writing and Administration for the [CITY/COUNTY] proposed [YEAR – PROJECT NAME]. We believe this project presents an exciting opportunity for our team to fulfill our mission to enhance and improve the community infrastructure of the [CITY/COUNTY].

We believe our over 40 years of grant writing and administration experience, our knowledgeable staff, our strong relationships with the [GRANT PROGRAM], and our proven track record of successful grant work in South Central Kansas will make SCKEDD an excellent partner in this venture.

We would love the opportunity to meet with you in-person or virtually to answer any questions you may have. Please contact us to arrange a meeting. We thank you for your time and consideration.

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## OUR STORY

Since 1972, SCKEDD has been partnering with communities within our 13 counties located in south-central Kansas to advance economic growth and prosperity for all residents.

Such a richly diverse and distinctive region, SCKEDD promotes regional strategies, partnerships, and solutions to strengthen the economic competitiveness and quality of life across the region. These successful partnerships are creating new commercial opportunities, financing innovative community projects, and enhancing community housing to attract and support a skills-based workforce.

One of the unique opportunities we have here at SCKEDD is to help rebuild, restore, and reignite communities. SCKEDD offers grant writing and administration in the following areas:

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

## MISSION

At SCKEDD we believe our role is to enhance and improve the economic vitality, community infrastructure, and housing quality within the region we service in Kansas.

We carry out our mission by providing business loans, grants for communities, grants for housing renovation, grants for weatherization, and working with donors to support our mission.

## CORE VALUES

We believe that strong, well defined, core values are essential in our daily activities in our pursuit to fulfill our mission. Here are the core values that define our work:

- We are committed to building stronger communities.
- We are committed to helping those less fortunate.
- We are committed to being innovative and excellent.
- We are committed to sustainability.
- We are committed to each of our employees.

## EXPERIENCE AND ACCOMPLISHMENTS

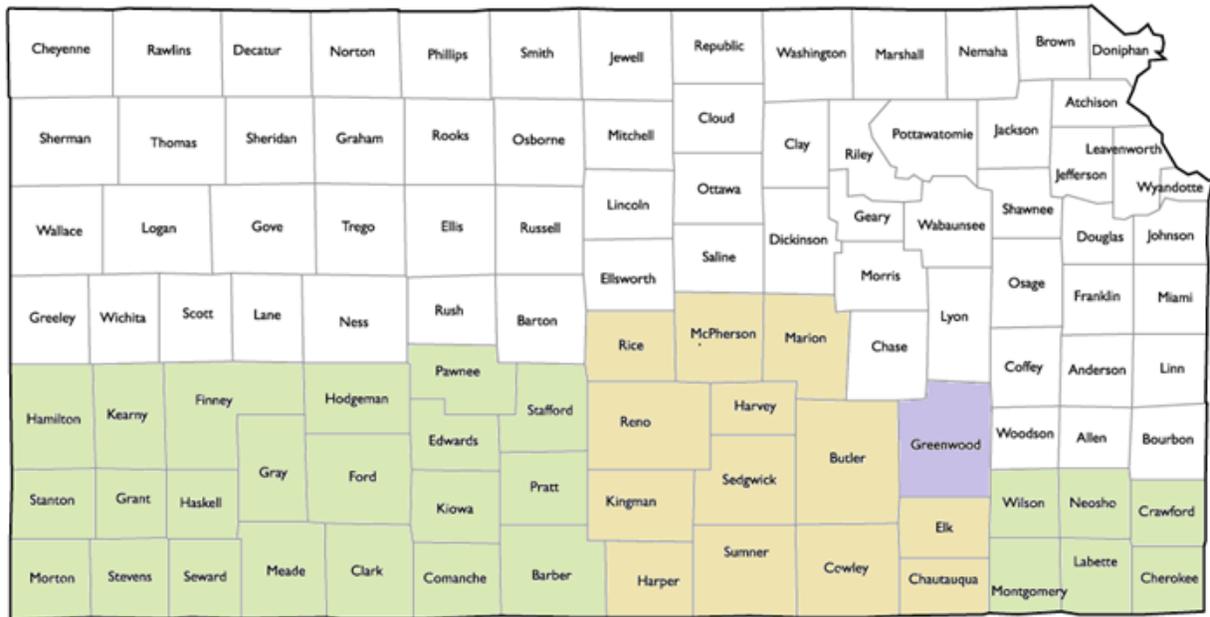
Beginning in 1972, SCKEDD has been actively partnering with communities located in south-central Kansas to advance economic growth and prosperity for all residents. SCKEDD's knowledgeable Grants Writing and Administration Team works with local communities to attain important grants which improve quality of life, attract new businesses, accelerate job growth, and encourage new private development. In just the last five years, our Grants Writing and Administration Team has been responsible for administering \$17,184,519 for awarded projects.

CDBG Water/Sewer	\$8,600,000
CDBG Community Facilities	\$771,000
CDBG Housing	\$2,497,500
CDBG Commercial Rehabilitation	\$1,110,000
EDA	\$434,000
Moderate Income Housing	\$822,000
2020 Kansas SPARKS Program	\$1,226,019
CDBG-CV	\$1,724,000
<b>Total</b>	<b>\$17,184,519</b>



*CDBG Community Facilities playground project in Burden.*

## EXPERIENCE AND ACCOMPLISHMENTS



Along with our Grants Administration Program, SCKEDD is comprised of two other areas of service as well: The Weatherization Assistance Program and the Business Resource Program.

Our Weatherization Assistance Program is responsible for administering approximately \$4,500,000 annually in Kansas Weatherization funding within a 40-county area of south-central Kansas. We maintain our own crews of installers and inspectors to work through various housing programs.

In 2020, the SCKEDD Business Resource Program focused on program efficiencies such as recruiting new staff, growing the regional loan program and identifying operational efficiencies. These enhancements increased our total loan volume significantly and is estimated to have an economic impact of ~150 jobs created and/or retained. In addition to this, we also counseled our small business owners through the pandemic providing them insight into legislation and disaster relief programs.

## MEET OUR TEAM

Here at SCKEDD, one of our Core Values is our commitment to each of our employees. We strive to attract and retain the best talent in the region; our team is our most valuable asset in meeting your communities' goals. We have a team of talented administrators, and a tradition of community development in south central Kansas. In addition to having extensive knowledge of administering funded grant projects, our team has firsthand knowledge of the best strategies to move projects to successful completion. Our years of experience have given us a great depth of knowledge into all aspects of grant administration and project construction.

### Bill Lampe | CDBG Program Manager



With a background in construction and general contracting, Bill knows how to build things. Here at SCKEDD, his focus is building a happy, smiling, and supportive workplace as our CDBG Program Manager. Bill has been an integral part of the SCKEDD team for over 19 years, he defines success as seeing employees and communities happy and smiling.

Bill describes himself a dad first. When he isn't watching his two teenage sons play football, baseball, and wrestle, you can find him with his family at a Chief's game or watching KU basketball. When speaking with Bill, you will always find honesty, transparency, selflessness, and servant leadership with a smile.

**E-Mail: [blampe@sckedd.org](mailto:blampe@sckedd.org) | Office: (316) 440-7457**

### Gloria McDowell | Grants Team Lead



As a Certified CDBG Grant Administrator with over 20 years of experience in grant writing and administration with SCKEDD, it is no wonder Gloria is considered our resident grant guru, the authority go-to person on all things grants related. Coming from a large family of 8 children, Gloria understands how to lead a team to great accomplishments.

If you are looking for a direct and honest answer, talk to Gloria, she is a kind-hearted straight shooter. The core value that has driven her to success over the last 20 years is the commitment to helping those less fortunate by giving her time, effort, and attention to helping others. Gloria loves to spend time with her 3 children and 5 grandchildren as well as gardening and she never leaves a project unfinished.

**E-Mail: [gmcowell@sckedd.org](mailto:gmcowell@sckedd.org) | Office: (316) 440-3962**

## MEET OUR TEAM

### Michelle Kelly | Grant Writer/Administrator



Born in Alaska and raised in Derby, KS, Michelle comes from a military family and can be best described as a social butterfly. Meeting new and different people, chatting, and being on-the-go in the community is what Michelle loves about her job as a Grant Writer/Administrator. Michelle is a proud Wichita State University graduate.

Since her start with SCKEDD in May of 2019, Michelle has demonstrated a steadfast commitment helping communities grow and develop, and in the process, creating long-lasting relationships with partnering communities. When she isn't at work, you are likely to find this newlywed and dog-mom to German shorthair pointer/cattle dog, Remy, walking the neighborhood or chatting at the dog park.

**E-Mail: [mkelly@sckedd.org](mailto:mkelly@sckedd.org) | Office: (316) 440-7334**

### Elizabeth Lawless | Grant Administrative Assistant



With a background in human resources, Elizabeth is detail-oriented and committed to innovation and excellence. She started with SCKEDD as our Grant Administrative Assistant in September 2020; she calls SCKEDD her home and considers her co-workers family. Elizabeth has a Bachelor of Arts Degree in Sociology from the University of Oregon.

She is determined to crack the code on living a happy, compassionate, and purposeful life, outside of work you can find Elizabeth practicing meditation or spending time outdoors in nature. She loves going home each day knowing she is a part of an ethical and passionate team that makes a difference in real peoples lives.

**E-Mail: [elawless@sckedd.org](mailto:elawless@sckedd.org) | Office: (316) 440-3472**

### Micah Rehmer | Community Development Coordinator



Before gracing SCKEDD with his goofy yet focused and driven presence, Micah worked as a Certified Personal Trainer. As a result of the collaborative approach to his work, Micah has excelled as our Community Development Coordinator since he started at SCKEDD in October 2020. Micah has leadership aspirations and is currently pursuing his Master's in Business Administration degree from Emporia State University.

Despite his youthful appearance, Micah offers our partners an unmatched level of maturity and focus. Micah finds SCKEDD's commitment to each of its employee's most meaningful. Like the 100-year-old home he lives in, Micah knows he has found a solid foundation for great work here at SCKEDD.

**E-Mail: [mrehmert@sckedd.org](mailto:mrehmert@sckedd.org) | Office: (316) 440-7074**

## ROLE BREAKDOWN

SCKEDD’s administrative contract provides an ideal operation for the grant recipient. Please note that not only does SCKEDD prepare all forms, manage the procurement process, guide the community through the monitoring process, and ensure compliance with all state and federal requirements for the project, we also plan and document all the necessary steps in administering a project.

SCKEDD is confident in our ability to complete administrative services that are required and expected from our clients. At a minimum, we will provide the following services:

Writing and submitting grant-funding application
Promoting conditions of state contracts
Cooperating with environmental review
Attending Public Hearing(s)
Accommodating Fair Housing and Civil Rights compliance/review
Conducting mandatory Quarterly Reports
Guiding community through monitoring
Categorizing pertinent records
Tracking financial management
Sorting applicant qualifications
Procuring additional professional services
Completing close-out packet
Attending council/commission meetings (as requested)

The table above listing SCKEDD’s services is not an all-inclusive list. We will provide guidance and explanation of all procedures and steps of the process to comply with the application guidelines for administering grants to enable a straightforward and successful project. SCKEDD will complete all administrative tasks required to keep the community in compliance with all requirements.

SCKEDD takes a great deal of pride in being consistently accessible to our clients, believing this facilitates prompt project completion. Telephone calls and e-mails will always be answered quickly. As the primary grant lead, Gloria McDowell will be available to attend council/commission meetings as requested for the duration of this project. Michelle Kelly will be assisting her with any of the daily duties required for administration. Additionally, retaining two other administrators in our office allows ample staffing to meet project milestones in a timely manner.

## **COST OF SERVICES – GRANT WRITING**

### **MEMBER COMMUNITY**

Member communities are charged a lower member fee and are entitled to any assistance we can provide.

### **NON-MEMBER COMMUNITY**

Non-member communities do not pay dues to SCKEDD and are charged a slightly higher fee for Grant Writing services.

### **GRANT WRITING**

SCKEDD charges a flat fee for Grant Writing services. Grant writing and fees associated with the application process are not an eligible expense for grant funds and/or local match. In our commitment to serve our communities, we try to keep our Grant Writing Fees as low as possible.

<b>Economic Development Administration (EDA) Grant</b>	<b>Member</b>	<b>Non-Member</b>
EDA	\$3,000	\$4,000
<b>Federal Home Loan Bank</b>	<b>Member</b>	<b>Non-Member</b>
Affordable Housing Program	\$1,000	\$1,500
<b>Kansas Department of Commerce Grants</b>	<b>Member</b>	<b>Non-Member</b>
Commercial Rehabilitation	\$2,500	\$3,500
Community Facilities	\$2,500	\$3,500
Community Service Tax Credit Program	\$1,000	\$1,500
Economic Development	\$2,500	\$3,500
Housing Rehabilitation	\$3,000	\$4,000
Regional Water	\$2,500	\$3,500
Urgent Need	\$2,500	\$3,500
Water/Sewer	\$2,500	\$3,500
<b>Kansas Housing Resource Corporation Grant</b>	<b>Member</b>	<b>Non-Member</b>
Moderate Income Housing	\$1,000	\$1,500
<b>U.S. Department of Agriculture Grant</b>	<b>Member</b>	<b>Non-Member</b>
Housing Preservation	\$2,500	\$3,500



**COST OF SERVICES – GRANT ADMINISTRATION**

Grant administrative fees are determined in accordance with guidelines set forth by the grant program, as outlined below. Administrative fees do not include printing and publishing costs. Grant administrative fees are contingent on the proposed project receiving approval.

**CDBG GRANT ADMINISTRATION**

In accordance with the Kansas Department of Commerce guidelines, SCKEDD charges administrative fees of 10% of the total CDBG funds or \$20,000, whichever is less.

**MODERATE INCOME HOUSING GRANT ADMINISTRATION**

In accordance with the Kansas Housing Resource Corporation guidelines, SCKEDD charges administrative fees of 3.5% of the total grant award.

**EDA GRANT ADMINISTRATION**

In accordance with the Economic Development Administration guidelines, SCKEDD charges administrative fees of 10% of the total construction costs.

**COMMERCIAL REHABILITATION & ECONOMIC DEVELOPMENT GRANT ADMINISTRATION**

In accordance with the Kansas Department of Commerce guidelines, SCKEDD charges administrative fees of 10% of the total grant funds or \$17,000, whichever is less.

**URGENT NEED GRANT ADMINISTRATION**

In accordance with the Kansas Department of Commerce guidelines, SCKEDD charges administrative fees of 10% of total grant funds or \$10,000, whichever is less.

**BID AMOUNT**

Grant administrative fees in this bid are an estimate based on a projected grant award amount. Grant administrative fees may change based on the total amount of the grant awarded.

Service	Fee
Grant Writing	[\$X,XXX]
Grant Administration (estimate)	[\$XX,XXX]
Total	[\$XX,XXX]

## REFERENCES

City of Hutchinson	Ryan Hvitlok, AICP, CFM, Director of Planning & Development (620) 694-2681 ryan.hvitlok@hutchgov.com
City of Moundridge	Murray McGee, Economic Development (620) 345-8246 mmcgee@moundridge.com
City of McPherson	Nick Gregory, City Administrator (620) 245-2535 nickg@mcpcity.com
City of Kingman	Greg Graffman, City Manager (620) 532-3111 graffman@cityofkingman.com

## TESTIMONIALS

“Kingman County and the City of Kingman have received CDBG grants totaling \$432,000 with SCKEDD as our grant writer and administrator. Working with knowledgeable staff [at SCKEDD] has helped me understand the grant writing process better. SCKEDD provides quick follow up to any questions and has experience with a variety of grants. The City of Kingman will be using them again this year to help with a KHRC MIH grant.”

- Leslie Schrag, Kingman County Economic Development

“We [The City of Marquette] were able to distribute grant funds to 4 of our local businesses and help them recover some of the expenses that they lost out on due to the Covid-19 Pandemic. The people [at SCKEDD] have all been so friendly and quick to answer any questions I had along the way. Made the whole process very easy! I would 100% recommend working with SCKEDD on any future grant opportunities. They explained the process very well and they were very good at communicating via email or phone with any questions that I had!”

- Brooke Oakley, City Administrator/City Clerk, City of Marquette

“I have enjoyed working with the staff at SCKEDD. They are knowledgeable, helpful, and friendly. They wrote and obtained a \$132,000 CDBG-CV small business grant for the City in 2020 and are administering it. They also administer a \$340,000 Moderate Income Housing grant which we obtained in 2017. They have years of experience and have been valuable in helping navigate the world of grant writing and administration.”

- Barbara Tuxhorn, City Clerk, City of Inman

## ADDITIONAL INFORMATION

As your chosen grant administrator, SCKEDD agrees to abide by all applicable State and Federal Regulations including, but not limited to, the following:

1. SCKEDD will provide the City, the Kansas Department of Commerce, for the Comptroller General through any authorized representative, the access to and the right to examine SCKEDD's records, books, papers or documents related to the contract,
2. Fair Housing Amendments Act of 1988,
3. Public Law 90-284, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.),
4. Executive Order 11063, as amended by Executive Order 12259 (24 CFR Part 107),
5. Title VI of the Civil Rights Act of 1964,
6. Section 109 of the Housing and Community Development Act of 1974, as amended,
7. Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et. seq.),
8. Section 102 of the Housing and Urban Development (HUD) Reform Act of 1989 (CFR Part 12),
9. Section 104(1) of the Housing and Community Development Act, as amended,
10. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794),
11. Americans with Disabilities Act (ADA) (P.L. 101-336; 42 U.S.C 12101),
12. Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u),
13. Executive Order 11246, as amended,
14. Section 110 of the Housing and Community Development Act of 1974, as amended,
15. Davis-Bacon Act, as amended (40 U.S.C. 276-a) Section 2: June 13, 1934, as amended (48 Stat. 948-40 U.S.C. 276 (c)), Popularly known as the Copeland Act,
16. Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.),
17. Section 104(f) of the Housing and Community Development Act of 1974, as amended,
18. The National Environmental Policy Act of 1969 (42 U.S.C. Section 4321, et seq. and 24 CFR Part 58),
19. The Clean Air Act, as amended (42 U.S.C. 7401, et seq.),
20. HUD Environmental Standards (24 CFR, Part 51, Environmental criteria and standards and 44 F.R. 40860-40866, July 12, 1979),
21. Executive Order 11990, May 24, 1977; Protection of Wetlands (42 F.R. 26961, et seq.),
22. The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C 1271, et seq.),
23. Executive Order 11988, May 24, 1978: Floodplain Management (42 F.R. 26951, et seq.),
24. The Endangered Species Act of 1973, as amended (16 U.S.C. 1531, et seq.),
25. The Reservoir Salvage Act of 1960 (16 U.S.C. 469 et seq.), Sections 3 (16 U.S.C. 469 a-1), as amended by the Archaeology and Historic Preservation Act of 1974,
26. The Safe Drinking Water Act of 1974 (42 U.S.C. Section 201, 300(f) et seq. and U.S.C. Section 349) as amended, particularly Section 1424 (e) (42 U.S.C. Section 300H-303(e)),
27. The Federal Water Pollution Control Act of 1972, as amended including the Clean Water Act of 1977, Public Law 92-212 (33 U.S.C. Section 1251, et seq.),
28. The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901, et seq.),
29. The Fish and Wildlife Coordination Act of 1958, as amended (16 U.S.C. Section 661, et seq.),
30. EPA List of Violating Facilities,
31. Historic Preservation,
32. Federal Regulations Protect Historic Properties Affected by Federal Undertakings,
33. Title IV of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4831),
34. HUD 1012/1013 Requirements for Notification, Evaluation, and Reduction of Lead-Based Paint Hazards in Housing Receiving Federal Assistance (24 C.F.R. part 35, et al.),
35. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and 24 C.F.R. 570.488),
36. Section 104(d) of Title I, Housing Development Act of 1974, as amended,

## **ADDITIONAL INFORMATION**

37. Section 105(a) (11) of Title I, Housing Development Act of 1974, as amended,
38. Prevailing Wages,
39. Contracts with Cities and Counties, K.S.A. 12-2908,
40. K.S.A. 75-4317 et seq., Open Public Meetings Law,
41. K.S.A. 1983 Supp. 45-206 et seq., Open Records Act,
42. K.S.A. 58-1301 et seq., Handicapped Accessibility Standards,
43. Articles 10 and 11 of Chapter 44 of the Kansas Statutes Annotated, Kansas Acts Against Discrimination,
44. SCKEDD will provide safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.