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DISPOSITION OF BIDS - ATKINSON MUNICIPAL AIRPORT
KANSAS AIRPORT IMPROVEMENT PROGRAM - MILL AND
OVERLAY RUNWAY 16-34 - City staff is recommending that
the bid be awarded to Emery Sapp and Sons, of Springfield,
Missouri, based on their low bid of \$950,643.00 to mill and
overlay runway 16-34 at the Atkinson Municipal Airport.

Airport Mill & Overlay Bid Disposition Memo 81

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CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, April 12, 2016
5:30 PM

CALL TO ORDER BY THE MAYOR:

- a. Invocation
- b. Flag Salute Led by the Mayor
- c. Presentation of AAA Platinum Traffic Safety Award by Jim Hanni
- d. Proclamation - Fair Housing Month - Received by Becky Gray
- e. Public Input

REORGANIZATION OF THE BOARD OF COMMISSIONERS:

- a. Mayor Elected from Members of the Governing Body.
- b. New Mayor Sworn In and Seated by the City Clerk.
- c. Presentation of Ceremonial Gavel to outgoing Mayor Munsell.
- d. President of the Board of Commissioners Elected from Members of the Governing Body.
- e. President of the Board Sworn In and Seated by City Clerk.

CONSENT AGENDA:

- a. Approval of the March 22, 2016, City Commission Meeting minutes.
- b. Approval of the renewal of the City's property and liability insurance policy with the EMC Insurance Company, for the period of April 1, 2016 to April 1, 2017.
- c. Approval of staff recommendation to enter into a contract in the amount of \$7,519.71 with S & H Management, LLC, for fire services outside the City limits to property located at 2106 West 4th Street and, if approved, authorize the Mayor to sign the contract on behalf of the City.
- d. Approval of staff recommendation to appoint Mike Lewark to the Memorial Auditorium and Convention Center Advisory Board, filling the unexpired term of April Wilkes, through December 2016.
- e. Approval of staff recommendation to designate The Morning Sun as the official City newspaper.

CITY OF PITTSBURG, KANSAS
COMMISSION AGENDA
Tuesday, April 12, 2016
5:30 PM

- f. Approval of staff recommendation to designate BMO Harris Bank, Community National Bank, Commerce Bank, Labette Bank, Landmark Bank, and University Bank as official City depositories.
- g. Approval of the application submitted by Kyle Mullen for a Dance Hall License for Shotz, located at 305 North Broadway, and authorize the City Clerk to issue the license.
- h. Approval of staff recommendation to submit an Emergency Solutions Grant application to the Kansas Housing Resources Corporation in the amount of \$215,865 for Homeless Services including prevention, rapid re-housing, day shelter, and case management, and authorize the Mayor to sign the appropriate documents on behalf of the City.
- i. Approval of the Appropriation Ordinance for the period ending April 12, 2016 subject to the release of HUD expenditures when funds are received.
ROLL CALL VOTE.

CONSIDER THE FOLLOWING:

- a. ENGINEERING SERVICES AGREEMENT- SOUTH ROUSE STREET WIDENING - Staff is requesting Governing Body approval of the Contract Agreement for Open-ended Professional Engineering Services between the City and Young and Associates, PA for design services for the South Rouse Street Widening Project in an amount not to exceed \$85,485.00. **Approve or disapprove agreement and, if approved, authorize the Mayor to sign the agreement on behalf of the City.**
- b. DISPOSITION OF BIDS - ATKINSON MUNICIPAL AIRPORT KANSAS AIRPORT IMPROVEMENT PROGRAM - MILL AND OVERLAY RUNWAY 16-34 - City staff is recommending that the bid be awarded to Emery Sapp and Sons, of Springfield, Missouri, based on their low bid of \$950,643.00 to mill and overlay runway 16-34 at the Atkinson Municipal Airport. **Approve or disapprove low bid and, if approved, authorize the Mayor to execute the contract documents once prepared.**

NON-AGENDA REPORTS & REQUESTS:

ADJOURNMENT

Office of the Mayor

CITY OF PITTSBURG, KANSAS

Proclamation

Whereas: The Congress of the United States passed the Civil Rights Act of 1968, of which Title VIII declared that the law of the land would now guarantee the rights of equal housing opportunity; and

Whereas: The City of Pittsburg is committed to the mission and intent of Congress to provide fair and equal housing opportunities for all, and today, many realty companies and associations support fair housing laws; and

Whereas: The Fair Housing groups and the United States Department of Housing and Urban Development have, over the years, received thousands of complaints of alleged illegal housing discrimination and found too many that have proved upon investigation to be violations of the fair housing laws; and

Whereas: Equal housing opportunity is a condition of life in our City that can and should be achieved.

Now, Therefore, I, Chuck Munsell, Mayor of the City of Pittsburg, Kansas, do hereby proclaim the month of April 2016, as

Fair Housing Month in Pittsburg

and express the hope that this year's observance will promote fair housing practices throughout the City.

Dated this 12th day of April, 2016.

ATTEST:

CITY CLERK

MAYOR

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
March 22nd, 2016

A Regular Session of the Board of Commissioners was held at 5:30 p.m. on Tuesday, March 22nd, 2016, in the City Commission Room, located in the Law Enforcement Center, 201 North Pine, with Mayor Chuck Munsell presiding and the following members present: Michael Gray, Jeremy Johnson, and John Ketterman. Commissioner Monica Murnan participated by phone.

Mayor Munsell led the flag salute.

PUBLIC INPUT –

Steven Melnick, 4064 Parkview Drive, Frontenac, Kansas, requested the City Commission table consideration of the Vecino Group Downtown Redevelopment Project to allow time for the current plan to be re-evaluated, the data contained in the housing study to be confirmed, additional information to be gathered, and other redevelopment options to be considered.

APPROVAL OF MINUTES – FEBRUARY 8th, 2016 - On motion of Ketterman, seconded by Johnson, the Governing Body approved the February 8th, 2016, City Commission Meeting minutes as submitted. Motion carried.

H.W. LOCHNER, INC. - SUPPLEMENTAL AGREEMENT NO. 1 – On motion of Ketterman, seconded by Johnson, the Governing Body approved Supplemental Agreement No. 1 to the original agreement dated January 26, 2016 between the City of Pittsburg and H.W. Lochner, Inc., for improvements at the Atkinson Municipal Airport, amending the scope of services for additional geotechnical investigation services and authorized the Mayor to execute the agreement on behalf of the City. Motion carried.

EQUIPMENT PURCHASE – PUBLIC WORKS DEPARTMENT – On motion of Ketterman, seconded by Johnson, the Governing Body approved staff request to purchase a new 2017 Freightliner 108SD Dump Truck, SS Dump Body, SS1240 Spreader and 12" Snow Plow for the Pittsburg Public Works Department in the amount of \$156,748.00 and to enter into a five-year lease/purchase agreement with Community National Bank & Trust, of Pittsburg, based on an interest rate of 1.69% and annual payments in the amount of \$32,409.07 and authorized the Mayor to sign the necessary lease/purchase agreement on behalf of the City. Motion carried.

ORDINANCE NO. G-1249 – On motion of Ketterman, seconded by Johnson, the Governing Body adopted Ordinance No. G-1249, amending subsection (e) and subsection (f) of Section 78-33 of the Pittsburg City Code decreasing the maximum speed limit on South Rouse Avenue between Quincy Avenue and Centennial Drive from 40 miles per hour to 35 miles per hour and decreasing the maximum speed limit on South Rouse Avenue between Centennial Drive and the southernmost City limit from 40 miles per hour to 30 miles per hour, and authorized the Mayor to sign the Ordinance on behalf of the City. Motion carried.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
March 22nd, 2016

APPOINTMENT – PITTSBURG PUBLIC LIBRARY BOARD OF TRUSTEES – On motion of Ketterman, seconded by Johnson, the Governing Body appointed Joe Hart to a first four-year term as a member of the Pittsburg Public Library Board of Trustees effective May 1, 2016 and to expire April 30, 2020. Motion carried.

APPROPRIATION ORDINANCE – On motion of Ketterman, seconded by Johnson, the Governing Body approved the Appropriation Ordinance for the period ending March 22nd, 2016, subject to the release of HUD expenditures when funds are received, with the following roll call vote: Yea: Gray, Johnson, Ketterman, Munsell, and Murnan. Motion carried.

SPECIAL PRESENTATION - STREET SALES TAX PROGRAM - Director of Public Utilities Matt Bacon and Director of Public Works Cameron Alden provided a presentation on the 2015 and 2016 street sales tax programs.

DISPOSITION OF BIDS – On motion of Gray, seconded by Ketterman, the Governing Body approved staff recommendation to award the bids for the provision of asphaltic concrete materials for the 2016 City Sales Tax Street Program and the Crawford County Engineer's Office consisting of an estimated combined total of 17,750 tons of asphaltic concrete and surface mix to Heckert Construction, of Pittsburg, Kansas, and authorized the Mayor and City Clerk to execute contract documents once prepared. Motion carried.

VECINO GROUP DOWNTOWN REDEVELOPMENT PROJECT – Mayor Munsell moved to table consideration of the Vecino Group Downtown Redevelopment Project, as requested by Mr. Melnick during Public Input. Motion died for lack of a second.

VECINO GROUP DOWNTOWN REDEVELOPMENT PROJECT – On motion of Murnan, seconded by Johnson, the Governing Body approved the recommendation of the Economic Development Advisory Committee to provide \$1.5 million to the Vecino Group to support a transformative downtown redevelopment project to involve four historic downtown buildings, with \$750,000 to be paid up front, with the remaining \$750,000 to be paid in 2017, and authorized the Mayor to sign the necessary documents on behalf of the City. Motion carried with Munsell voting in opposition.

NON-AGENDA REPORTS AND REQUESTS –

PIT BULL LEGISLATION – City Manager Daron Hall stated that on Tuesday, January 26th, 2016, several individuals addressed the City Commission requesting changes to the City's ordinance banning pit bulls. Mr. Hall indicated that at this time, staff feels there is no need to change the City's current ordinance. Commissioner Gray discussed issues with the ownership of pit bulls. Mayor Munsell and Commissioner Ketterman stated that they would not support any changes to the current pit bull ordinance.

OFFICIAL MINUTES
OF THE MEETING OF THE
GOVERNING BODY OF THE
CITY OF PITTSBURG, KANSAS
March 22nd, 2016

BYERS BIRTHDAY – City Manager Daron Hall wished Assistant City Manager Jay Byers Happy Birthday.

ADJOURNMENT: On motion of Ketterman, seconded by Johnson, the Governing Body adjourned the meeting at 6:33 p.m. Motion carried.

Chuck Munsell, Mayor

ATTEST:

Tammy Nagel, City Clerk



Interoffice Memorandum

TO: Daron Hall, City Manager

FROM: Jamie Clarkson, Director of Finance

DATE: March 23, 2016

SUBJECT: Renewal of City Property and Liability Insurance Policy

Staff recommends the approval of the City of Pittsburg's property and liability insurance with the EMC Insurance Company. The agent of record is Ryan Insurance, Pittsburg, Kansas. The policy will be in effect from April 1, 2016 to April 1, 2017. The 2016 EMC premium cost is \$294,723 compared to \$299,820 for 2015. This represents a decrease of 1.70% from the 2015 premium.

This will be the third year that the City has contracted with EMC Insurance Company. The City has received dividends from EMC of \$39,649 in 2015 and \$24,632 in 2014.

Thank you.

cc: Tammy Nagel, City Clerk



INVOICE

2308 S. Broadway
P.O. Box 106
Pittsburg KS 66762
(620)231-3500

City of Pittsburg Kansas
P.O. Box 688
4th & Pine Street
Pittsburg KS 66762

Date: 3/18/16
Invoice: 4176

Please return this portion with your payment
Make checks payable to: Ryan Insurance

Insurance Co: EMC Insurance Co

Effective Date	Policy Dates	Description	Premium Amount
4/1/16	4/1/16-4/1/17	Package policy	\$294,742.00

\$ 294,723.00
-19.00

RECEIVED

MAR 18 2016

City of Pittsburg
Dept. of Finance & Admin

TOTAL	\$294,742.00
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FINANCE AND ADMINISTRATION

201 West 4th Street · Pittsburg KS 66762

(620) 231-4100

www.pittks.org

Interoffice Memorandum

TO: Daron Hall, City Manager

FROM: Jamie Clarkson, Director of Finance

DATE: March 30, 2016

SUBJECT: Outside City Fire Contract with S & H Management LLC

The attached contract is for outside the City fire protection for the S & H Management LLC facility located at 2106 W. 4th Street. The amount calculated for 2016 is \$7,519.71.

Action requested is to approve or disapprove the outside fire contract for S & H Management LLC and if approved authorize the Mayor to sign the contract.

cc: Tammy Nagel, City Clerk



FINANCE AND ADMINISTRATION

201 West 4th Street · Pittsburg KS
66762

(620) 231-4100

www.pittks.org

CALCULATIONS

2016 OUTSIDE CITY FIRE CONTRACT

FIRE DEPARTMENT BUDGET - \$2,648,085 = 22.4383 Mills

CITY ASSESSED VALUATION - \$118,016,161

<u>Firm</u>	<u>Assessed Value (1)</u>	x	<u>Mill Levy</u>	x	.75 =	<u>Contract Cost</u>
S&H Management, LLC 2106 W. 4 th Street (old Helo Site)	\$446,838	x	22.4383	x	.75 =	\$7,519.71

(1) Assessed Valuation figures furnished by County Treasurer's Office.

CONTRACT FOR INDUSTRIAL FIRE FIGHTING SERVICE

THIS AGREEMENT made and entered into this 12th day of April 2016, by and between the City of Pittsburg, Crawford County, Kansas, a Municipal Corporation, hereinafter called the City and S & H Management LLC, hereinafter called the Contractee, WITNESSETH:

THAT WHEREAS, the said Contractee is in charge of and handling real estate situated in Crawford County, Kansas, and located on West Fourth Street, a distance of approximately $\frac{3}{4}$ mile west of the city limits of Pittsburg, Kansas, and upon which there is located and kept various buildings used by the Contractee in the operation of manufacturing, and within a distance of five (5) miles from the limits of the City of Pittsburg.

AND, WHEREAS, the Contractee has made application to the City of Pittsburg to furnish Industrial Fire Fighting Service for said premises and property.

THEREFORE: Pursuant to the authority vested in the City, according to law, and in consideration of charges and compensation herein provided, to be paid to the City, and in consideration of their mutual covenants and promises, IT IS AGREED BY AND BETWEEN THE PARTIES HERETO, as follows:

1. The Fire Department of the City shall, when notified, furnish a pumper truck and a minimum of two (2) fire fighters to attend and fight fires that may occur upon the above described premises if, at the time of need for such fire, the Fire Department can spare such equipment and fire fighters. The Fire Department of the City shall make a reasonable effort to attend and extinguish such fires; but it is expressly agreed and understood that the Fire Chief or person in charge of the Fire Department shall have the right in every case to determine whether or not the City can spare any part of its Fire Department equipment and fire fighters at a particular time.
2. IT IS FURTHER AGREED that the City shall not be liable in any way for failure of the Fire Department to attend a fire or put out a fire, or for damages to property or persons, or for any other reason.
3. As compensation for such Industrial Fire Fighting Service to said premises, the Contractee agrees to pay the City of Pittsburg, Kansas, the sum of **\$7,519.71** for the year beginning on the first day of January 2016. Said compensation to the City is based on the mill levy charged to City inhabitants for fire protection and/or the amount necessary to support the operation of the Fire Department. Such mill levy to be multiplied by the Contractee's assessed valuation. Said figure then to be reduced by twenty-five

percent (25%) and which shall be the amount charged, but in no event shall the charge be less than \$150.00 per year. The annual charge shall be re-calculated each year based on succeeding City's mill levy and Contractee's assessed valuation. Said Fire Fighting Services may be extended for additional one-year periods.

4. The City, or the said Contractee, may cancel this contract by the giving of written notice thirty (30) days prior to the date on which cancellation is desired; provided, that cancellation by Contractee shall not provide for any refund of payments made.

IN WITNESS WHEREOF this Contract was signed by the parties this 12th day of April 2016.

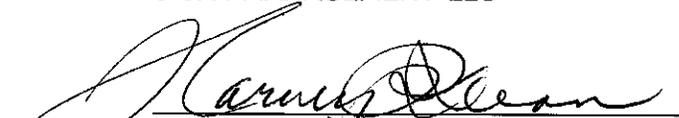
THE CITY OF PITTSBURG, KANSAS

Mayor

ATTEST:

Tammy Nagel, City Clerk

S & H MANAGEMENT LLC



Harry R. Dean

INTEROFFICE MEMORANDUM

To: Daron Hall
From: Kim Vogel, Director of Parks and Recreation
Jason Huffman, General Manager of Memorial Auditorium
CC: Tammy Nagel
Date: April 5, 2016
Subject: April 12, 2016 Agenda Item
Memorial Auditorium and Convention Center Advisory Board Appointment

Due to work conflicts, April Wilkes resigned as a member of the Memorial Auditorium and Convention Center Advisory Board. Mike Lewark has submitted a letter of interest to serve on the board to Tammy Nagel, City Clerk. Mr. Lewark expressed interest in filling the unexpired terms of April Wilke, which will run through December 31, 2016.

Mr. Lewark has been a long-time supporter of Memorial Auditorium and Convention Center. He previously served on the Advisory Board and he fulfilled his duties during that time. He was instrumental in launching Pittsburg Idol, an event which has grown over the years and is still ongoing at Memorial. Additionally, Mr. Lewark has served on several other City of Pittsburg Advisory Boards and task forces.

In this regard would you please place an item on the April 12, 2016 City Commission meeting. Action necessary is the approval or disapproval of Mike Lewark to the Memorial Auditorium and Convention Center Advisory Board filling an unexpired term through December 2016.

If you have any questions please do not hesitate to contact me.



Interoffice Memorandum

TO: Daron Hall, City Manager
FROM: Tammy Nagel, City Clerk
DATE: March 1, 2016
SUBJECT: Agenda Item – Designation of Official Newspaper

Kansas Statutes require that the Official City Newspaper be designated by formal Governing Body action. It is our practice to designate the Official Newspaper each year following reorganization of the Board of Commissioners.

I would recommend that we continue to utilize *The Morning Sun* as the City's Official Newspaper.

Please place an item on the agenda for the City Commission Meeting of April 12th, 2016, designating *The Morning Sun* as the Official City Newspaper.

I will be available to answer any questions at your convenience. Thank you.



Interoffice Memorandum

TO: Daron Hall, City Manager
FROM: Jamie Clarkson, Director of Finance
DATE: March 1, 2016
SUBJECT: Agenda Item – Designation of Official Depositories

As you are aware, Kansas Statutes require that Official City Depositories be designated by formal Governing Body action, and it is the practice to designate these depositories each year following reorganization of the Board of Commissioners.

I recommend continuing with the facilities we are currently using. These are BMO Harris Bank, Community National Bank, Commerce Bank, Labette Bank, Landmark Bank, and University Bank.

Please place an item on the agenda for the City Commission Meeting of April 12th, 2016, designating these banking institutions as Official City Depositories.

I will be available to answer any questions at your convenience. Thank you.

INTEROFFICE MEMORANDUM

To: Pittsburg City Commission
 From: Becky Gray, Director of Community Development and Housing
 CC: Daron Hall
 Date: April 12, 2016
 Subject: *Emergency Solutions Grant* – Partnership with Wesley House
 Review and Proposal

Report of 2015 Grant

Six months of service (September 2015 – February 2016):

128 total served

Homeless Prevention*:

- Up to three months of rental subsidy
- Up to 2 months of rental arrears, plus fees
- Up to two months of current utilities

25 individuals served

13 adult	10 male	2 DV
12 children	15 female	1 SPMI
		3 Chronic SA
		3 Disabled

Rapid Rehousing:

- Rental deposit
- Utility deposit
- 3 months of rent
- Utility assistance

68 individuals served

46 adults	28 male	11 SPMI
22 children	40 female	12 Chronic SA
		11 Disabled

*Must be homeless by HUD definition and be at or below 30% AMI

Day Shelter:

- Intensive Case Management
- Access to shelter facilities
- Assistance eliminating barriers

35 individuals enrolled – 8 in permanent housing

35 adult	19 male	Chronic homeless
0 children	16 female	SPMI
		Substance Abuse

Summary of proposed 2016 funding and estimated numbers served

	Awarded 2015		Applied for 2016	Estimated number served
Emergency Shelter	\$40,000.00		\$70,000.00	40 individuals 35 households 35 adults 5 children
Essential Services	\$15,000.00	Salary – W.House	\$40,000.00	
Renovation Activities	\$5,000.00		\$5,000.00	
Shelter Operations	\$20,000.00		\$25,000.00	
Homeless Prevention	\$30,836.00		\$35,400.00	150 individuals 60 households 120 adults 30 children
Rental Assistance	\$10,400.00		\$10,000.00	
Utility Assistance	\$6,000.00		\$4,000.00	
Rental Arrears	\$4,000.00		\$3,000.00	
Security Deposit	\$2,000.00		\$4,000.00	
Moving Costs	\$1,000.00	Utility Deposit	\$1,400.00	
Salary - Contract	\$7,436.00	Salary - City	\$13,000.00	
Rapid Re-Housing	\$60,000.00		\$100,000.00	
Rental Assistance	\$22,000.00		\$35,000.00	
Utility Assistance	\$6,692.00		\$13,000.00	
Rental Arrears	\$2,000.00		\$5,000.00	
Security Deposit	\$6,000.00		\$12,000.00	
Moving Costs	\$1,000.00	Utility Deposit	\$3,000.00	
Salary - Contract	\$22,308.00	Salary - City	\$32,000.00	
HMIS	\$2,600.00		\$5,200.00	
Hardware/Software	\$100.00		\$200.00	
Equipment Costs	\$2,500.00		\$5,000.00	
Subtotal	\$133,436.00		\$210,600.00	
Admin (2.5%)	\$3,606.00		\$5,265.00	
City of Pittsburg (Salary)	\$2,273.00		\$5,265.00	
Total	\$137,042.00		\$215,865.00	



March 16, 2016

Dear Emergency Solutions Grant (ESG) Applicant,

Attached you will find the ESG Application for Program year 2016.

The level of funding for the 2016 ESG is expected to be \$1.5 million.

This application requires that you certify that if awarded a 2016 ESG grant, your agency and your sub recipient agencies are in compliance with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards at 2 CFR part 200.

All agencies must be using a Homeless Management Information System (HMIS) or HUD compliant, comparable database and able to meet all ESG and Continuum of Care reporting requirements.

One original and three copies of the application must be postmarked by; Friday, April 29, 2016. Applications submitted via mail or other delivery system should be sent using that company's return receipt process, as this will be your notice that the application has been received.

For 2016, The ESG grant period will be for twelve (12) months, July 01, 2016 through June 30, 2017.

Submit the application package to:

James Chiselom
Kansas Housing Resources Corporation
611 S. Kansas Avenue, Suite 300
Topeka, Kansas 66603-3803

If you have questions or need additional information, please feel free to contact me at (785) 217-2046.

Sincerely,

James Chiselom
Program Manager - ESG

Enclosure

Attachment Checklist

These items must be tabbed as attachments and submitted with application in the following order.

Applications submitted without tabbing and not in order will not be reviewed.

1. 501 (c) (3) Status (must be IRS Letter)
2. Certificate of Good Standing (must be current certificate from Kansas Secretary of State)
3. Certification of Local Unit of Government approval Statement and Signature Form
4. Documentation of membership to organizations
5. List of Board Members for Sub recipient
6. Organization Chart of Sub recipient
7. Most recent audit for Sub recipient
8. W-9 Form for Sub recipient
9. Copy of program rules and policies
10. Copy of program termination policy and procedures
11. Written Standards certification
12. Performance Outcomes certification

**2016
KANSAS EMERGENCY SOLUTIONS GRANT APPLICATION**

Instructions: Please complete all sections of the KESG application.

SECTION I: SUB RECIPIENT APPLICANT INFORMATION *(City, County)*

Sub Recipient is responsible for the administration of the ESG and coordination of the ESG programs in the geographical jurisdiction.

A. APPLICANT INFORMATION

Sub Recipient City of Pittsburg, Kansas

Authorized Representative Lacie Cottrell Title Manager, Community Development and Housing

Address PO Box 688 City Pittsburg

State Kansas Zip 66762 Federal I.D. Number 48-6041003

Contact to whom questions about this application should be directed: Lacie Cottrell

Telephone (620) 230-5520 Fax (620) 232-3453

E-mail Address laciecottrell@pittks.org

B. TOTAL ESG REQUEST (all applying agencies)

ESG Agency	Street Outreach	Shelter	Homeless Prevention	Rapid Re-Housing	HMIS	Totals
City of Pittsburg	\$ -	\$ -	\$ 35,400	\$ 100,000	\$ 2,600	\$ 138,000
Wesley House	\$ -	\$ 70,000	\$ -	\$ -	\$ 2,600	\$ 72,600
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sub Totals	\$ -	\$ 70,000	\$ 35,400	\$ 100,000	\$ 5,200	\$ 210,600

C. COUNTIES OF ESG SERVICES:

1. Crawford County 4.
2. Surrounding counties (county of residence is not a requirement 5.
3. 6.

D. PERFORMANCE OUTCOME MEASURES

The U. S. Department of Housing and Urban Development (HUD) is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Information obtained on the local level will be reported to HUD which will enable HUD to describe performance results at the National Level. HUD’s outcome performance measurement system has three objectives and three outcomes which are listed below.

1. Select one of the following that best fits your project objective:

- Suitable living environment
- Decent affordable housing
- Creating economic opportunity

2. Select at least one of the following that describes the outcome your project will achieve:

(NOTE: Outcomes show how programs benefit a community or people served.)

- Availability/Accessibility (Applies to activities that make services, infrastructure, housing, shelter, or employment opportunities available or accessible to low income persons by improving or providing new services, etc.)
- Affordability (This applies to making an activity more affordable for low income persons.)
- Sustainability (Using ESG resources in a targeted area to help make that area more viable or livable.)

3. Please describe the process to establish and select the above objectives and outcomes. (Must be included)

The core entities that comprise the local homeless service provider network include the following: City of Pittsburg, Wesley House, Crawford County Mental Health, Catholic Charities, Pittsburg Police Department, Via Christi Hospital, and Community Health Center of Southeast Kansas. These entities work together regularly, and design grant funded programs to complement one another, with the goal of eliminating barriers to housing and streamlining processes. We have adjusted this grant application slightly from last year based on the services we have provided and the needs we are identifying.

Certification: To the best of my knowledge and belief, the data in this application are true and correct. This document has been duly authorized by the governing body of the applicant. The applicant will ensure compliance with the ESG regulations of 24 CFR Part 576, 24 CFR 84 and 85, the ESG grant agreement and federal and state regulations if assistance is approved.

Signature of Authorized Official of Governing Body

Date

Title

SECTION II: ESG PROGRAM DESCRIPTION**EMERGENCY SOLUTIONS GRANTS (ESG)****CFDA Number: 14.231****Agency: Department of Housing and Urban Development****Office: Office of Community Planning and Development****(24 CFR Part 576 – Emergency Solutions Grants Program)****Objectives:**

The Emergency Solutions Grants Program (ESG) program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families and individuals from becoming homeless.

Eligibility Requirements:**Applicant Eligibility:**

Kansas Housing Resources Corporation (KHRC) as a State Recipient must sub grant all of their ESG funds (except for funds for administrative costs and, under certain conditions, HMIS costs) to units of general purpose local government and/or private nonprofit organizations. KHRC as recipient must consult with the Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

Beneficiary Eligibility:

The minimum eligibility criteria for ESG beneficiaries are as follows: For essential services related to street outreach, beneficiaries must meet the criteria under paragraph (1)(i) of the “homeless” definition under § 576.2. For emergency shelter, beneficiaries must meet the “homeless” definition in 24 CFR 576.2. For essential services related to emergency shelter, beneficiaries must be “homeless” and staying in an emergency shelter (which could include a day shelter). For homelessness prevention assistance, beneficiaries must meet the requirements described in 24 CFR 576.103. For rapid re-housing assistance, beneficiaries must meet requirements described in 24 CFR 576.104. Further eligibility criteria may be established at the local level in accordance with 24 CFR 576.400(e).

Credentials/Documentation:

Recipients must certify they will meet program requirements and applicable federal requirements. Government recipients and sub recipients must comply with 24 CFR Part 84 and 85.

Regulations, Guidelines, and Literature:

The program regulations can be found at 24 CFR Part 576 as well as 24 CFR Part 84 and 85. Guidance on the program can be found at www.hudexchange.info/esg.

For 2015, the Kansas ESG grant period will be July 01, 2015 through June 30, 2016, twelve (12) months.

Note: This application may be modified at any time with written notice or publication of the specifics to be changed.

SECTION III: ESG PROGRAM COMPONENTS AND ELIGIBLE ACTIVITIES

Emergency Solution Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS; as well as administrative activities.

A) **Street Outreach** – Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

B) **Emergency Shelter** – Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Eligible Activities:

C) **Homeless Prevention** – Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness.

D) **Rapid Re-Housing** – ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

E) **HMIS** – ESG funds may be used to pay the costs of contributing to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system.

Assistance to Eligible Persons/Households funded through the Emergency Solutions Grant cannot exceed 24 months of rental assistance, 24 months of utility payment assistance or 6 months of arrears (utility/rent) during any three year period. Evaluation and documentation of client eligibility for financial assistance shall be reassessed at least every three months for program participants receiving homelessness prevention assistance and not less than once annually for program participants receiving rapid re-housing assistance (576.401 (b)) to insure that they meet the eligibility criteria, review program and appropriateness standards and to re-evaluate the continuation of services.

F) **ADMINISTRATION** - KHRC as the recipient may use up to 7.5 percent of its ESG grant for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under ESG, because those costs are eligible as part of those activities. As such KHRC will provide 2.5% of ESG awarded funds as administrative costs to all ESG Sub recipients. (576.108. (4) (B))

SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)

A) SUB RECIPIENT AGENCY

Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).

Agency’s Legal Name: City of Pittsburg, Kansas Federal ID#:48-6041003

Street/P.O. Box: 603 North Pine; PO Box 688

City: Pittsburg State: Kansas Zip: 66762 County: Crawford

Chief Executive Officer: City Manager = Daron Hall Email: daron.hall@pittks.org

Chief Financial Officer: Jamie Clarkson Email: Jamie.clarkson@pittks.org

ESG Contact Person: (name and title): Lacie Cottrell, Manager of Housing and Community Development

Email of ESG Contact Person: lacie.cottrell@pittks.org

Alternate ESG Contact Person: (Name and Title): Becky Gray, Director of Community Development and Housing

Alternate Email of ESG Contact Person: becky.gray@pittks.org

B. AGENCY TYPE:

- Emergency Shelter – temporary stay
- Homeless Services Provider
- Other (Provide Description)____Public Housing Authority_____

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- Chronically homeless Persons or families
- HIV/AIDS
- Elderly
- Veterans
- Mental Health
- Youth
- Domestic Violence Victims
- Substance abuse
- Other _____

C. PROGRAM PARTNERSHIPS

Please identify and describe all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information must be included.

Jamie Crowder, City of Pittsburg, kwrrhpitt@gmail.com , 620-240-5187 (soon to change to Pittsburg City contact)
Helps clients find sustainable housing

Johanna Winter, Catholic Charities, jwinter@catholiccharitieswichita.org, 620-235-0633
Helps clients with rental, utilities, and other

Kelly Pullium, Wesley House, homelesscasemanager@yahoo.com, 232-3760, ex 3
Helps participants in Day Shelter navigate systems, link with resources, eliminate barriers

Joe Leonard, Crawford County Mental Health, jleonard@cmhccc.org, 620-687-3654
Homeless outreach and engagement and mental health stabilization

Carrie Amershek, Via Christi Hospital, socialworker@via-christi.org, 620-235-7827
Responsible for discharge from Via Christi Hospital

Lacie Cottrell, City of Pittsburg lacie.cottrell@pittks.org, 620-687-7288
TBRA, ESG, and Section 8 program management

Timmy Houghton, SEK-CAP, timih@sek-cap.com, 620-724-8204, ex 1004
TBRA, Section 8 CHDO, and sight based housing

Sergeant Travis Bowman, Pittsburg Police Department, travis.bowman@police.pittks.org
Homeless Outreach and Liaison

Sergeant Diana Freis, Pittsburg Police Department, diana.freis@police.pittks.org
Homeless Outreach and Liaison

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, etc.)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 60

Total unduplicated individuals to be served: 150

Indicate the number of unduplicated adults to be served: 120

Indicate the number of unduplicated children to be served: 30

E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 1)

F. Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) (att. 2)

G. Attach Certification of Local Unit of Government approval Statement and Signature Form. (att. 3)

Agency Certification: To the best of my knowledge and belief, the data in this agency's portion of this ESG application are true and correct.

Signature

Date

Title

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$0.00

Street Outreach: Please provide a *detailed description* of your program and service delivery.

No Street Outreach for City of Pittsburg

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	
Renovation Activities	
Shelter Operations	
Vouchers (Hotel or Motel where ES unavailable)	
TOTAL	\$0.00

Emergency Shelter: Please provide a *detailed description* of your program and service delivery

No emergency shelter activities will be conducted by the City of Pittsburg.

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$ 10,000
Utility Assistance	\$ 4,000
Rental Arrears (up to 2 months)	\$ 3,000
Security Deposits (up to 2 months)	\$ 4,000
Utility Deposits	\$ 1,400
Services Costs: Salary for 0.5 FTE Case Manager	\$ 13,000
Total	\$ 35,400

Homeless Prevention: Please provide a detailed description of your program and service delivery

Projection of 15 households will apply for assistance and receive initial consultation with the Homeless Services Case Manager during the 12 month project period. All eligible households will meet the homeless definition for Homeless Prevention (Category 2, 3, & 4) have annual income at or below 30% of AMI and additional eligibility criteria. Enrolled households will receive housing relocation and stabilization services, along with short-term rental assistance. Estimation 50 % of households will need financial assistance to pay at least one month of rent and utility arrears, plus current rent and utility expenses. As this funding will prevent households from becoming homeless and enabling them to remain in their current rental housing, only \$1,000 is budgeted for moving costs.

The Homeless Services Case Manager will provide eligible households with referrals and coordination of other services such as health care, employment, education, and youth programs to other community providers based upon the needs identified during the initial consultation and subsequent monthly visits. Assistance with application to mainstream government benefits such as Medicaid, SSI, TANF, and SNAP will also be provided. Each household will develop a Housing Stabilization Plan with the Homeless Services Case Manager to establish goals and timelines in achieving housing stability. All required documentation to support household eligibility and services will be maintained by the Homeless Services Case Manager and updated during the required monthly face-to face meeting or all enrolled households.

See policies setting forth how eligible households will assist in prioritizing assistance, determining share of costs, length of rental assistance and type, amount and duration of housing stabilization of relocation services. Under Homeless Prevention, we will provide short-term rental assistance (up to 3 months), payment of rental arrears (including late fees for up to 2 months). All households must have a legally binding written lease in order to receive assistance and the household cannot be receiving rental assistance from another public source for the same time period. Utility assistance will also be available for up to two months, based on average monthly use.

Households are to select housing unit in which to live and receive rental assistance (tenant based rental assistance). The 2016 US Department of HUD Fair Market Rates will be used, along with rent reasonableness and minimum habitability standards.

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	\$ 35,000
Utility Assistance	\$ 13,000
Rental Arrears (up to 2 months)	\$ 5,000
Security Deposits (up to 2 months)	\$ 12,000
Utility Deposit	\$ 3,000
Services Costs: Salary for 0.5 FTE Case Manager	\$ 32,000
	\$100,000

Rapid Re-Housing: Please provide a detailed description of your program and service delivery

Projection of 45 households will qualify for rapid re-housing Services due to meeting the eligibility of being literally homeless. These households will receive housing relocation and stabilization services along with short-term rental assistance. We estimate all households will need financial assistance with rental deposit, utility deposit, along with up to 3 months of rental assistance in order to achieve stabilization. Utility assistance will also be available. Because these households have been literally homeless, we project lesser need to provide rental arrear assistance compared to household qualifying for Homeless Prevention.

The Homeless Services Case Manager will provide eligible households with referrals and coordination of other services such as health care, employment, education, and youth programs to other community providers based upon the needs identified during the initial consultation and subsequent monthly visits. Assistance with application to mainstream government benefits such as Medicaid, SSI, TANF, and SNAP will also be provided. Each household will develop a Housing Stabilization Plan with the Homeless Services Case Manager to establish goals and timelines in achieving housing stability. All required documentation to support household eligibility and services will be maintained by the Homeless Services Case Manager and updated during the required monthly face-to face meeting or all enrolled households.

See policies setting forth how eligible households will assist in prioritizing assistance, determining share of costs, length of rental assistance and type, amount and duration of housing stabilization of relocation services. All households must have a legally binding written lease in order to receive assistance and the household cannot be receiving rental assistance from another public source for the same time period. Utility assistance will also be available for up to two months, based on average monthly use.

Households are to select housing unit in which to live and receive rental assistance (tenant based rental assistance). The 2016 US Department of HUD Fair Market Rates will be used, along with rent reasonableness and minimum habitability standards.

E. HMIS

HMIS	Amount Requested
Hardware / Software	\$ 100
Equipment Costs	\$ 2,500
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	\$2,600

HMIS: Please provide a *detailed description* of your program and service delivery

We will purchase a laptop computer for the Homeless Services Case Manager to use, as well as any software needed to communicate with the City of Pittsburg information technology department. This computer will be used to enter HMIS data as well as assist clients in eliminating barriers to housing.

F. MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Please identify the sources and amounts of proposed matching funds:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

If matching funds will be provided through in-kind services, please describe the source and amounts of proposed in-kind matching funds below:

Description and value of Donated Building

13% of building value (\$455,000), based on % of building used for case management. \$ 59,150

Description and value of Donated Services \$

Description and value of any Lease on Building
_____ \$ _____

Salary paid to staff of the grantee or fees paid to a nonprofit recipient (as appropriate) in carrying out the ESG program. \$64,250

Time and Services contributed by volunteers to carry out the ESG Program, must be determined at the rate consistent with those ordinarily paid by other employers for similar work in the same labor market. \$12,000

Total Match amount: \$135,400

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

- 10 or more years
- 5-9 years
- Less than 5 years

B. Is your organization an active member of any of the following? Please check those that apply.

- Balance of State Continuum of Care
- Regional/Local Planning Meetings
- State/Local Consolidated Plan Process
- Regional/Local Homeless Committees

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

The City of Pittsburg has representation at every BoS CoC Southeast Kansas Regional Meeting; in fact, the City of Pittsburg's contracted Case Manager is the regional coordinator for the BoS CoC. The City of Pittsburg plays an active role in the Point In Time count every year. The Housing and Community Development department works as a liaison between the codes enforcement and building officials of the City's Building Services Department and the homeless service providers network to rapidly rehouse people who face homelessness due to the substandard condition of their housing. Minutes from meetings and coordination efforts are documented and distributed via email on a regular basis.

Please provide documentation of membership to organizations (letter signed by organization chair). (att. 4)

D. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

The City of Pittsburg is governed by a five member, elected Commission. One commissioner each year serves as they mayor, yet it is the entirety of the commission that votes on legislation. Activities are carried out by a City Manager, who reports to the Commission; the City Manager oversees an executive team of directors from the following departments: Police, Fire, Public Utilities, Public Works, Housing and Community Development, Economic Development, Finance, and Parks and Recreation. The finance department is responsible for financial procedures and policies, and undergo an audit yearly, including an A133. We have recently been awarded an increased bond rating to AA-, and have received the Government Finance Officers Association distinguished budget Award and Comprehensive Annual Financial Report award.

1. Attach List of Board Members for sub recipient agency (att. 5)

2. Attach a Organization Chart of sub recipient agency (att. 6)

E. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be

specific as to the type and capabilities of the software or accounting system.

The Finance Department at the City of Pittsburg is overseen by the City Commissioners; the Finance Director reports to the City Manager, who in turn reports to the Commission. Two signatures are required on all checks, purchasing policies and procedures are in place, and each manager or director within the city is responsible for approving expenditures prior to sending a request to finance. Records are maintained by the staff of the finance department.

1. Attach a copy of the agency's most recent audit. (att. 7)

2. Attach a completed W-9 Form for Sub recipient. (att. 8)

F. Does your agency have pending civil or criminal proceedings filed or being processed currently or have such been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue.

No

G. Provide an address and physical description of the shelter and/or service delivery site.
Domestic Violence providers provide only physical description.

Services are headquartered at two locations:

- 1) The City's Community Development and Housing office, at 603 North Pine Street, Pittsburg, Kansas
- 2) Wesley House, at 411 East 12th Street, Pittsburg, Kansas, 66762.

That said, case management services are largely mobile and staff move through the community to best serve the needs of their clients.

H. Explain how agency will identify and document homeless status of a client.

The City of Pittsburg will work alongside Wesley House and Crawford County Mental Health's PATH staff to identify people who are experiencing homelessness. Those identified will complete a Kansas Emergency Shelter Grant Program certification of Homelessness form. The homeless client will then be assigned to a homeless case manager who will then do an intake through the MAAC Link as well as a VI-SPDATT.

I. Are there any current HUD findings against the agency? If yes, please explain.

NO

J. Attach a copy of the program rules and policies. (att. 9)

K. Attach a copy of program termination / grievance policy and procedures. (att. 10)

SECTION IV: ESG APPLICATION (completed by each agency providing ESG services)

A) SUB RECIPIENT AGENCY

Sub recipient agency is required to be an existing Emergency Shelter, Homeless Services Provider or Other Program that provides services to homeless clients. It is also required to be a Local Government or nonprofit 501 (c) (3).

Agency's Legal Name: Wesley House Federal ID#: _____

Street/P.O. Box: 411 East 12th Street

City: Pittsburg State: Kansas Zip: 66762 County: Crawford

Chief Executive Officer: _____ CEO Email: _____

Chief Financial Officer: _____ CFO Email: _____

ESG Contact Person: (name and title): Marcee Binder, Executive Director and Pastor

Email of ESG Contact Person: Wesleyhousepastor@yahoo.com

Alternate ESG Contact Person: (Name and Title): Casey Brown, Administrative Assistant

Alternate Email of ESG Contact Person: wesleyhouseumc@yahoo.com

B. AGENCY TYPE:

- Emergency Shelter – temporary stay
- Homeless Services Provider
- Other (Provide Description) Day Shelter

Please identify the **primary at risk** homeless category the program will serve. Please check the appropriate categories below:

- Chronically homeless Persons or families
- HIV/AIDS
- Elderly
- Veterans
- Mental Health
- Youth
- Domestic Violence Victims
- Substance abuse
- Other _____

C. PROGRAM PARTNERSHIPS

Please identify and describe all partnerships with other agencies related to service delivery to your identified program beneficiaries needs. Agency contact (name of person, email and phone) information must be included.

Jamie Crowder, City of Pittsburg, kwrrhpitt@gmail.com , 620-240-5187 (soon to change to Pittsburg City contact)
Helps clients find sustainable housing

Johanna Winter, Catholic Charities, jwinter@catholiccharitieswichita.org, 620-235-0633
Helps clients with rental, utilities, and other

Kelly Pullium Name, Wesley House, homelesscasemanager@yahoo.com, 232-3760, ex 3
Helps participants in Day Shelter navigate systems, link with resources, eliminate barriers

Joe Leonard, Crawford County Mental Health, jleonard@cmhccc.org, 620-687-3654
Homeless outreach and engagement and mental health stabilization

Carrie Amershek, Via Christi Hospital, socialworker@via-christi.org, 620-235-7827
Responsible for discharge from Via Christi Hospital

Lacie Cottrell, City of Pittsburg lacie.cottrell@pittks.org, 620-687-7288
TBRA, ESG, and Section 8 program management

Timmy Houghton, SEK-CAP, timih@sek-cap.com, 620-724-8204, ex 1004
TBRA, Section 8 CHDO, and sight based housing

Sergeant Travis Bowman, Pittsburg Police Department, travis.bowman@police.pittks.org
Homeless Outreach and Liaison

Sergeant Diana Freis, Pittsburg Police Department, diana.freis@police.pittks.org
Homeless Outreach and Liaison

D. PROPOSED PROJECT ACCOMPLISHMENTS

Please list expected program accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, etc.)

PROPOSED ACCOMPLISHMENTS:

Total number of households to be served: 35

Total unduplicated individuals to be served: 40

Indicate the number of unduplicated adults to be served: 35

Indicate the number of unduplicated children to be served: 5

E. Attach 501 (C) 3 status letter (must be IRS letter) (att. 1)

F. Attach Certificate of Good Standing (must be copy of current certificate from Kansas Secretary of State) (att. 2)

G. Attach Certification of Local Unit of Government approval Statement and Signature Form. (att. 3)

Agency Certification: To the best of my knowledge and belief, the data in this agency's portion of this ESG application are true and correct.

Signature

Date

Title

SECTION V: ESG ACTIVITY FUNDING

Please provide details on EACH activity your agency will provide if funded.

A. Street Outreach

Street Outreach	Amount Requested
Engagement Activities	
Case Management	
Emergency Health Services	
Emergency Mental Health Services	
Transportation	
TOTAL	\$0.00

Street Outreach: Please provide a *detailed description* of your program and service delivery.

No Street Outreach activities will be conducted by Wesley House.

B. Emergency Shelter

Emergency Shelter	Amount Requested
Essential Services	\$40,000
Renovation Activities	\$ 5,000
Shelter Operations	\$25,000
Vouchers (Hotel or Motel where ES unavailable)	\$ 0
TOTAL	\$70,000

Emergency Shelter: Please provide a detailed description of your program and service delivery

Currently, the City of Pittsburg has a substantial lack of shelter for people experiencing homelessness. Wesley House has established a day shelter, which is open from 9:00 am to 4:00 pm Monday through Friday, providing access to case management services, meals, laundry facilities, and hygiene facilities. The homeless case manager stationed at the Day Shelter assists participants in identifying barriers to housing and then serves as a navigator as they address those barriers. This addition to the team of providers in Pittsburg has made a significant impact on our successes.

Cameras are already installed inside the facility, but we will use the additional renovation funds to install security cameras outside of the facility to ensure safety as well as install lockers where program participants may store their belongings.

Wesley House staff is also working with City of Pittsburg Fire Marshall and Codes Enforcement to create a space that could house up to 16 people overnight as a warming shelter when the weather drops to unsafe cold temperatures; we hope to have this in place before winter of 2016.

The majority of clients served at the day shelter are chronically homeless, by HUD definition, and have untreated mental illness and/or substance abuse issues.

C. Homeless Prevention

Homeless Prevention	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (up to 2 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
Total	\$0.00

Homeless Prevention: Please provide a detailed description of your program and service delivery

No Homeless Prevention services will be provided by Wesley House.

D. Rapid Re-Housing

Rapid Re-Housing	Amount Requested
Rental Assistance (Short-Term / Medium-Term)	
Utility Assistance	
Rental Arrears (up to 2 months)	
Security Deposits (up to 2 months)	
Moving Costs	
Services Costs	
Total	\$0.00

Rapid Re-Housing: Please provide a detailed description of your program and service delivery

No Rapid Re-housing services will be provided by Wesley House.

E. HMIS

HMIS	Amount Requested
Hardware / Software	\$ 100
Equipment Costs	\$ 2,500
Data Entry / Analysis	
Data Quality	
Training	
Reporting	
TOTAL	

HMIS: Please provide a *detailed description* of your program and service delivery

These funds will allow the case managers at Wesley house access to one new computer and an updated version of MS Office. This allows all case managers as well as the Wesley House Administrative Assistant and Executive Director to communicate electronically, enter and report on HMIS data, as well as providing a level of checks and balances to make sure data entry is being completed in a timely manner. They can also use these machines to assist clients in gathering information or applying for services online.

F. MATCH REQUIREMENTS

ESG requires a 100% match. The sub recipient must make matching contributions to supplement the ESG program in an amount that equals the amount of ESG funds provided by KHRC. The sub recipient must identify the source of match at the time of applying for ESG.

Matching contributions may be obtained from any source, including any federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a federal source of funds:

- The sub recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.
- If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

Please identify the sources and amounts of proposed matching funds:

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

If matching funds will be provided through in-kind services, please describe the source and amounts of proposed in-kind matching funds below:

Description and value of Donated Building

30% of building value, based on % of building used for shelter. \$ 136,500

Description and value of Donated Materials

_____ \$ _____

Description and value of any Lease on Building

_____ \$ _____

Salary paid to staff of the grantee or fees paid to a nonprofit recipient (as appropriate) in carrying out the ESG program.

\$ _____

Time and Services contributed by volunteers to carry out the ESG Program, must be determined at the rate consistent with those ordinarily paid by other employers for similar work in the same labor market.

\$ _____

Total Match amount:

\$136,500

SECTION VI: AGENCY CAPACITY

A. How long has your organization served homeless populations?

- 10 or more years
- 5-9 years
- Less than 5 years

B. Is your organization an active member of any of the following? Please check those that apply.

- Balance of State Continuum of Care
- Regional/Local Planning Meetings
- State/Local Consolidated Plan Process
- Regional/Local Homeless Committees

C. How does sub recipient agency staff participate in these meetings/groups? Please describe level of involvement.

Wesley House is at every BoS CoC Southeast Kansas regional Meeting. Wesley House is actively part of the BoS and conducted the PIT every year. They also conduct quarterly homeless events to build rapport with the homeless populations as well as providing supportive services when possible for those not formally participating in the day shelter program. Wesley House is the go-to entity for homeless services in Pittsburg, and the Executive Director is a vocal advocate for people experiencing homelessness; she also serves as the note-taker for the regional meetings of service providers.

1. Please provide documentation of membership to organizations (letter signed by organization chair). (att. 4)

D. Briefly describe the organization's board of director's fiscal oversight committee. How many members does it have, how often does it meet, and what are its responsibilities? Are there policies and procedures? If so, what entity is responsible for oversight?

Wesley House Board of Directors consists of 3 members of Wesley House church, 7 members of the First United Methodist church, (2 at large, 1 representative from finance, 1 representative from the board of trustees, 1 representative of missions and 1 representative from the SPRC and the senior pastor), 3 members from the community, 2 ex-officio representatives from the site (Executive Director and Administrative Assistant). The board meets every month on the 1st Wednesday for one hour. The board is an advisory committee who acts as a liaison between the First United Methodist church, the community, and Wesley house. There are policies and procedures for Wesley House as well as the Day Shelter. The oversight of Wesley House is handled by the First United Methodist Church. We are and outreach mission of FUMC and are governed by them.

3. Attach List of Board Members for sub recipient agency (att. 5)

4. Attach a Organization Chart of sub recipient agency (att. 6)

E. What type of financial management system does the organization have? Describe the organization's system of checks and balances in its fiscal management. What is the division of responsibilities to ensure good fiscal oversight? Explain who maintains the organization's accounting records and if there is a software system utilized, please be specific as to the type and capabilities of the software or accounting system.

All of Wesley House's money is handled through FUMC. All checks, financial statements and United Way procedures are handled through the accounting firm of Diehl, Banwart, and Bolton. All checks have two signatures on them as well. There is a finance committee as well as a church treasurer. The church does a yearly in-house audit required by Great Plains Annual Conference, however Wesley house is not included in this. Wesley House uses United Way agreed upon procedures as audit measures. Yearly, a snapshot is prepared for Wesley house as a checks and balances measure. As far as a checks and balance system, the finance committee reviews the monthly statements prepared by the accounting firm and they are voted in. The treasurer is at those meetings to answer any questions. The accountant works with the treasurer to make sure everything is balanced and comparable to the statement prepared by the bank.

1. Attach a copy of the agency's most recent audit. (att. 7)

2. Attach a completed W-9 Form for Sub recipient. (att. 8)

F. Does your agency have pending civil or criminal proceedings filed or being processed currently or have such been processed over the past three years? If the answer is "yes" an explanation must be provided with official documentation or court record that demonstrates the status of the issue.

No

G. Provide an address and physical description of the shelter and/or service delivery site.
Domestic Violence providers provide only physical description.

Wesley House's physical address is 411 East 12th Street, Pittsburg, Kansas, 66762. The Day Shelter is located in the northeast corner of the overall building.

H. Explain how agency will identify and document homeless status of a client.

Wesley House will work alongside Crawford County Mental Health's PATH program as well as the City of Pittsburg's Homeless Prevention and Rapid Rehousing, as well as clients who present through the established food pantry to identify people who are experiencing homelessness. Those identified will complete a Kansas Emergency Shelter Grant Program certification fo Homelessness form. The homeless client will then be assigned to a homeless case manager who will then do an intake through the MAAC Link as well as a VI-SPDATT.

I. Are there any current HUD findings against the agency? If yes, please explain.

NO

J. Attach a copy of the program rules and policies. (att. 9)

K. Attach a copy of program termination / grievance policy and procedures. (att. 10)

SECTION VII: PERFORMANCE OUTCOMES

A. Written Standards for Provision of ESG Assistance

1. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG). The policies and procedures must be consistent with the recordkeeping requirements and definitions of "homeless" and "at-risk of homelessness" in the federal ESG regulations at: [24 CFR 576.2](#) and [24 CFR 576.500 \(b-e\)](#).
2. Standards for targeting and providing essential services related to street outreach.
3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, (e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest).
4. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers. The required coordination may be done over an area covered by the Continuum of Care or a larger area.
6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance. For homeless prevention, include the risk factors used to determine who would be most in need of this assistance to avoid becoming homeless.
7. Standards for determining what percentage or amount (if any) of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance. If the assistance will be based on a percentage of the participant's income, specify this percentage, and how income will be calculated.
8. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time. One-year lease required for project-based assistance. Annual participant evaluations required with rapid re-housing assistance; three-month evaluations required with homeless prevention assistance. Individual assistance cannot exceed 24 months in a three-year period.
9. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance, or the maximum number of times the program participant may receive assistance. Note: ESG regulations limit this assistance to no more than 24 months in a three-year period. Housing stability case management is limited as specified on pp. 75979-80 of the [federal regulations](#).
10. *Participation in HMIS*. The recipient must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS in the area in which those persons and activities are located, or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS.

Please certify you have established applicable Written Standards for ESG. (Do not attach a copy of your Written Standards). (att.11)

Name _____ Title _____

Signature _____ Date _____

B. ANTICIPATED PROJECT OUTCOMES

The chart below describes two significant outcome(s) for each activity funded by ESG. These outcomes will apply to all projects funded for the 2016 ESG period.

Outcomes: An outcome represents a specific result a program is intended to achieve. An outcome can also be defined as the specific objective of a specific program.

Performance Measurement: Performance measurement is generally defined as regular measurement of outcomes and results, which generates reliable data on the effectiveness and efficiency of programs.

Please certify you understand the performance outcomes and measurements for your ESG activities. (att. 12)

ESG ACTIVITY	EXPECTED OUTCOME	PERFORMANCE MEASUREMENT	
Shelter	75% of clients with more than 90 days in shelter exit to permanent destinations.	APR (submitted quarterly)	
Shelter	75% of clients with less than 90 days in shelter exit to destination other than homelessness.	APR (submitted quarterly)	
Street Outreach	50% of clients will access housing (ES,TH,SH,PH or PSH)	APR (submitted quarterly)	
Street Outreach	75% of clients will access Essential Services	Service Summary (submitted quarterly)	
Homeless Prevention	75% of clients will maintain Permanent Housing for six (6) months.	Agency follow up procedure (submitted quarterly)	
Homeless Prevention	75% of clients will access permanent housing	HMIS APR (submitted quarterly)	
Rapid Re Housing	75% of clients will maintain Permanent Housing for six (6) months.	Agency Follow up procedure (submitted quarterly)	
Rapid Re Housing	75% of clients will access permanent housing	HMIS APR (submitted quarterly)	
1 st Quarter 7/01/16 – 9/30/16 Report due 10/20/ 16	2 nd Quarter 10/01/16 – 12/31/16 Report due 01/20/17	3 rd Quarter 01/01/17 – 3/31/17 Report due 4/20/17	4 th Quarter 4/01/17 – 6/30/17 Report due 7/20/17

Name _____ Title _____

Signature _____ Date _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies to the best of his or her knowledge and belief that:

a. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of an cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form III "Disclosure Form to Report Lobbying", in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements), and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352 title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Signature

Title

Date

STATEMENT REGARDING DISCRIMINATION

The applicant agrees and warrants that in the performance of an executed third party contract with the state that it will not discriminate or permit discrimination against religious creed, age, marital status, national origin, sex, mental retardation or physical disability including, but not limited to, blindness, unless it can be shown by the applicant that such disability prevents performance of work involved in any manner prohibited by the laws of the United States or of the State of Kansas, and the applicant further agrees to provide the Commission on Equal Opportunities with such information requested by the Commission concerning the employment as they relate to the provisions of this section.

I, _____ (the duly authorized representative of the applicant) do hereby certify that all the facts, figures and representations made in this application are true and correct, to the best of my knowledge and belief.

Authorized Signature

Title

Date

STATEMENT ASSURING COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS

The use of federal funds triggers the requirement of compliance with federal environmental regulations developed by the Department of Housing and Urban Development (HUD). These regulations, contained in 24 CFR Part 50 and Part 58 "Environmental Review Procedures for Recipients Assuming HUD Responsibilities", require compliance with the National Environmental Policy Act (NEPA), as well as several related federal laws, regulations and Executive Orders. In order to ensure compliance with these environmental regulations, the state shall require a complete description of all physical work to be undertaken, including specifications and drawings where applicable. This information is necessary to ensure that all environmental reviews and paperwork can be completed by the state in order to satisfy HUD requirements. No funds will be released or vouchers paid for physical activities unless environmental clearance has been obtained from HUD. NO construction activities may occur without formal notification from the City that the release of environmental conditions has occurred.

All physical projects must comply, where applicable, with environmental requirements, guidelines and statutory obligations in the following areas, as outlined in 24 CFR Parts 50 and 58, Historic Properties Protection; Flood plain Management and Wetland Protection; Coastal Zone Management Requirements; Sole Source Aquifer Protection; Wildlife, Endangered Species, and Wild and Scenic River Protection; Water Quality Regulations; Air Quality; Solid Waste Management Regulations; Farmland Protection; and other HUD Environmental Standards.

All work plans will be reviewed to ensure compliance with applicable environmental standards. The following sections briefly outline the statutory compliance areas which will affect most physical activities undertaken with CDBG funds.

Historic Properties: All properties to be rehabilitated, renovated, demolished or physically changed in any manner will be reviewed to determine if they are contained on the State of Kansas Historic List. If a structure is contained on the Historic List, rehabilitation or renovation activities must adhere to the National Secretary of the Interior's Standards for Rehabilitation. Any proposed activity which does not adhere to the Secretary of the Interior's Standards must be reviewed by the Kansas State Historic Preservation Office (SHPO) prior to commencement of the activity. All requirements outlined by SHPO and, where necessary, the Advisory Council on Historic Preservation, must be met before funds can be released. These requirements also pertain to demolition activities.

Air Quality/Asbestos Abatement: Prior to any rehabilitation, demolition or heating and ventilation improvement activity, all areas to be disturbed must be inspected for the presence of asbestos containing materials (ACM's). If asbestos is found in areas to be disturbed, all asbestos-containing materials must be completely removed by a NESHAP certified asbestos removal contractor and disposed of in accordance with all local, state and federal laws and requirements prior to the commencement of any construction or demolition work. All records documenting compliance with local, state and federal laws and regulations must be presented to the state prior to the commencement of any construction activity to obtain the release of funds. If the inspection determines that no asbestos is present in the areas to be disturbed, a signed letter stating the date of inspection and the absence of asbestos must be presented to the state.

Lead-Based Paint Abatement: Prior to the rehabilitation of any residential structure or non-dwelling facility commonly used by children under seven years, all applicable surfaces of units constructed prior to 1978 shall be inspected to determine if lead-based paint surfaces exist. If defective lead-based painted surfaces are present, notification and abatement, in accordance with all local, state and federal laws and regulations must occur prior to the release of funds. If no lead-based paint is present, a signed letter, stating the date of inspection, the name of the inspector, and the absence of lead-based paint, must be presented to the state.

Other Applicable Statutory Requirements: If a property to be rehabilitated is located within a flood zone, wetland area or coastal zone, the proposed project must be reviewed to ensure consistency with applicable local, state and federal regulations. If the subject property is located in an airport clear zone or within an industrial/commercial area, the project must be reviewed to ensure that any potential site safety hazards are addressed.

To the best of your knowledge:

Does the proposed project area contain lead-based paint?

Yes No Unsure

Does the proposed project area contain asbestos containing materials?

Yes No Unsure

As the applicant, the undersigned assures the commitment to compliance with the environmental Regulations outlined by HUD.

Authorized Signature

Title

Date

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	BATH-NAYLOR FUNERAL HOME	VOIDED						
1	BATH-NAYLOR FUNERAL HOME	VOIDED						
	C-CHECK		3/25/2016			176921		40.00CR
6864	MORIDGE MANUFACTURING INC							
6864	MORIDGE MANUFACTURING INC							
	C-CHECK		3/25/2016			176935		13,214.25CR
	C-CHECK		4/01/2016			176978		
	C-CHECK		4/01/2016			176979		

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4	VOID DEBITS 0.00 VOID CREDITS 13,254.25CR	0.00	13,254.25CR

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	13,254.25CR	0.00	0.00
BANK: *		TOTALS:	4	13,254.25CR	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2876	A-PLUS CLEANERS & LAUNDRY	R	3/18/2016			176885		653.50
2004	AIRE-MASTER OF AMERICA, INC.	R	3/18/2016			176886		16.40
1	ASCANIO, RAMBO	R	3/18/2016			176887		60.00
6956	BSN SPORTS, INC	R	3/18/2016			176888		151.60
6545	CENTER POINT INC	R	3/18/2016			176889		255.24
4263	COX COMMUNICATIONS KANSAS LLC	R	3/18/2016			176890		67.34
0375	WICHITA WATER CONDITIONING, IN	R	3/18/2016			176891		10.00
6088	EMERGENCY RESPONSE SOLUTIONS,	R	3/18/2016			176892		269.00
1	HANSEN, DEREK MICHAEL	R	3/18/2016			176893		45.00
6923	HUGO'S INDUSTRIAL SUPPLY INC	R	3/18/2016			176894		148.84
7475	MITCHELL KINGCADE	R	3/18/2016			176895		147.00
1	KMJA	R	3/18/2016			176896		25.00
1571	LOY, SAGEHORN, & HARDING, LLC	R	3/18/2016			176897		55.80
1	MARCAN	R	3/18/2016			176898		40.00
5159	MOTION INDUSTRIES INC	R	3/18/2016			176899		395.21
7392	MUNICIPALH20, LLC	R	3/18/2016			176900		350.00
6536	POLYDYNE INC	R	3/18/2016			176901		5,760.00
0175	REGISTER OF DEEDS	R	3/18/2016			176902		14.00
6571	ROUTE 66 ELECTRIC, LLC	R	3/18/2016			176903		338.00
4841	THE BOLTON LAW FIRM, LLC	R	3/18/2016			176904		260.00
1108	WESTAR ENERGY	R	3/18/2016			176905		159.04
0027	YP, LLC	R	3/18/2016			176906		100.44

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	DAVIDSON, DEIA	R	3/21/2016			176907		575.00
1	BATH-NAYLOR FUNERAL HOME	V	3/25/2016			176921		40.00
1	BATH-NAYLOR FUNERAL HOMEVOIDED							
1	BATH-NAYLOR FUNERAL HOMEVOIDED							
M-CHECK	BATH-NAYLOR FUNERAL HOMEVOIDED	V	3/25/2016			176921		40.00CR
7481	TIMOTHY CASHERO	R	3/25/2016			176922		109.39
4373	CHILDREN'S ADVOCACY CENTER	R	3/25/2016			176923		600.00
4050	CITRIX SYSTEMS INC	R	3/25/2016			176924		2,800.00
1	CITY OF PARSONS	R	3/25/2016			176925		600.00
3516	CITY OF PITTSBURG	R	3/25/2016			176926		1,200.00
0748	CONRAD FIRE EQUIPMENT INC	R	3/25/2016			176927		448.26
4263	COX COMMUNICATIONS KANSAS LLC	R	3/25/2016			176928		68.88
7147	DETCO INDUSTRIES, INC	R	3/25/2016			176929		150.04
6088	EMERGENCY RESPONSE SOLUTIONS,	R	3/25/2016			176930		15,057.03
6358	FIRE X INC	R	3/25/2016			176931		56.25
1	FLETCHER, AARON CHRISTOPHER	R	3/25/2016			176932		6.50
0033	LOU'S GLOVES	R	3/25/2016			176933		174.00
1571	LOY, SAGEHORN, & HARDING, LLC	R	3/25/2016			176934		18.60
6864	MORIDGE MANUFACTURING INC	V	3/25/2016			176935		13,214.25
6864	MORIDGE MANUFACTURING INC							
6864	MORIDGE MANUFACTURING INC							
M-CHECK	MORIDGE MANUFACTURING INVOIDED	V	3/25/2016			176935		13,214.25CR
7480	RODGER PETRAIT	R	3/25/2016			176936		109.35
7079	PLATINUM SERVICE GROUP, INC	R	3/25/2016			176937		1,180.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0175	REGISTER OF DEEDS	R	3/25/2016			176938		14.00
7469	RADCLIFF AGENCY, LLC	R	3/25/2016			176939		225.00
0349	UNITED WAY OF CRAWFORD COUNTY	R	3/25/2016			176940		101.77
7309	MICHAEL F. WALKER	R	3/25/2016			176941		135.13
1108	WESTAR ENERGY	R	3/25/2016			176942		2,759.57
5371	PITTSBURG FAMILY YMCA	R	3/25/2016			176943		125.98
1	OUR LADY OF LOURDES MEMORIAL	R	3/25/2016			176944		40.00
0397	PITTSBURG POLICE DEPT	R	3/30/2016			176945		5,000.00
7481	TIMOTHY CASHERO	R	4/01/2016			176953		385.00
1	CATRON, DIANA	R	4/01/2016			176954		25.00
7483	RICKY EUGENE CORNELL	R	4/01/2016			176955		245.00
4263	COX COMMUNICATIONS KANSAS LLC	R	4/01/2016			176956		28.45
0497	CRAWFORD COUNTY DISTRICT COURT	R	4/01/2016			176957		36.00
7484	DENNIS R ROBERTS	R	4/01/2016			176958		360.00
6358	FIRE X INC	R	4/01/2016			176959		37.50
7345	MIKE FORD	R	4/01/2016			176960		270.00
1	HAYES, ELIZABETH D	R	4/01/2016			176961		20.08
7372	RANDY W. HEATHERLY	R	4/01/2016			176962		335.00
1	KASIAH, RUTH ANNE	R	4/01/2016			176963		329.90
7305	TAYLOR MARTIN	R	4/01/2016			176964		315.00
7287	JASON MIORI	R	4/01/2016			176965		395.00
7482	JUSTIN NEWMAN	R	4/01/2016			176966		300.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7170	SHAWN MICHAEL PEREZ	R	4/01/2016			176967		245.00
7480	RODGER PETRAIT	R	4/01/2016			176968		67.56
1	PITTSBURG COMMUNITY THEATRE	R	4/01/2016			176969		10,917.75
0726	PITTSBURG STATE UNIVERSITY	R	4/01/2016			176970		12.50
7485	JOHN RANDOLPH	R	4/01/2016			176971		300.00
7370	ADAM LEE REINEMANN	R	4/01/2016			176972		270.00
7486	KRICKET SPROULS	R	4/01/2016			176973		411.50
7325	TODD A FISHER	R	4/01/2016			176974		350.00
5589	VERIZON WIRELESS SERVICES, LLC	R	4/01/2016			176975		511.60
7309	MICHAEL F. WALKER	R	4/01/2016			176976		379.35
2350	WASTE CORPORATION OF MISSOURI	R	4/01/2016			176977		1,530.13
1108	WESTAR ENERGY	R	4/01/2016			176980		321.31
4636	WESTAR ENERGY, INC. (HAP)	R	4/01/2016			176981		209.20
7369	JOSEPH EUGENE WRIGHT	R	4/01/2016			176982		385.00
7446	ZFX, INC	R	4/01/2016			176983		2,402.95
7446	ZFX, INC	R	4/04/2016			176997		4,602.95
0026	STANDARD INSURANCE COMPANY	D	4/01/2016			999999		1,332.97
0044	CRESTWOOD COUNTRY CLUB	E	3/21/2016			999999		255.00
0046	ETTINGERS OFFICE SUPPLY	E	3/21/2016			999999		461.43
0046	ETTINGERS OFFICE SUPPLY	E	3/28/2016			999999		586.07
0046	ETTINGERS OFFICE SUPPLY	E	4/04/2016			999999		433.97
0054	JOPLIN SUPPLY COMPANY	E	3/21/2016			999999		131.42

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0055	JOHN'S SPORT CENTER, INC.	E	3/21/2016			999999		317.47
0055	JOHN'S SPORT CENTER, INC.	E	4/04/2016			999999		882.85
0062	LINDSEY SOFTWARE SYSTEMS, INC.	E	4/04/2016			999999		873.00
0068	BROOKS PLUMBING LLC	E	3/21/2016			999999		351.21
0084	INTERSTATE EXTERMINATOR, INC.	E	3/21/2016			999999		120.00
0087	FORMS ONE, LLC	E	3/21/2016			999999		506.33
0101	BUG-A-WAY INC	E	3/21/2016			999999		180.00
0105	PITTSBURG AUTOMOTIVE INC	E	3/21/2016			999999		289.04
0105	PITTSBURG AUTOMOTIVE INC	E	3/28/2016			999999		693.76
0105	PITTSBURG AUTOMOTIVE INC	E	4/04/2016			999999		1,728.46
0109	RANDY VILELA TRUCKING & HAULIN	E	3/28/2016			999999		221.00
0112	MARRONES INC	E	3/21/2016			999999		41.10
0112	MARRONES INC	E	3/28/2016			999999		168.90
0112	MARRONES INC	E	4/04/2016			999999		39.85
0117	THE MORNING SUN	E	3/21/2016			999999		202.90
0117	THE MORNING SUN	E	4/04/2016			999999		20.29
0124	AMERICAN BATTERY & ELECTRIC	E	3/28/2016			999999		321.50
0129	PROFESSIONAL ENGINEERING CONSU	E	3/21/2016			999999		9,896.88
0135	PITTSBURG AREA CHAMBER OF COMM	E	4/04/2016			999999		2,200.00
0154	BLUE CROSS & BLUE SHIELD	D	3/18/2016			999999		21,384.40
0181	INGRAM	E	3/21/2016			999999		19.56
0183	PRO-PRINT INC	E	3/28/2016			999999		20.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0194	KANSAS STATE TREASURER	E	4/04/2016			999999		9,244.88
0199	KIRKLAND WELDING SUPPLIES	E	3/28/2016			999999		66.70
0201	SPICER-ADAMS WELDING, INC.	E	3/21/2016			999999		36.00
0201	SPICER-ADAMS WELDING, INC.	E	3/28/2016			999999		45.00
0203	GADES SALES CO INC	E	3/21/2016			999999		1,666.80
0292	UNIFIRST CORPORATION	E	3/28/2016			999999		64.10
0300	PITTSBURG FORD-MERCURY, INC.	E	4/04/2016			999999		184.14
0306	CASTAGNO OIL CO INC	E	4/04/2016			999999		715.80
0312	HACH COMPANY, INC	E	3/28/2016			999999		316.70
0321	KP&F	D	3/25/2016			999999		45,121.02
0329	O'MALLEY IMPLEMENT CO INC	E	4/04/2016			999999		24.52
0332	PITTCRAFT PRINTING	E	3/28/2016			999999		179.00
0335	CUSTOM AWARDS, LLC	E	4/04/2016			999999		79.96
0345	VICTOR L PHILLIPS CO	E	3/28/2016			999999		35,735.70
0414	SELLERS EQUIPMENT INC	E	4/04/2016			999999		548.12
0420	CONTINENTAL RESEARCH CORP	E	3/21/2016			999999		601.61
0444	ROBERT BRENT LINDER	E	4/04/2016			999999		445.33
0455	LARRY BARRETT BODY * FRAME * T	E	3/21/2016			999999		250.00
0455	LARRY BARRETT BODY * FRAME * T	E	4/04/2016			999999		234.00
0516	AMERICAN CONCRETE CO INC	E	4/04/2016			999999		5,051.25
0534	TYLER TECHNOLOGIES INC	E	3/21/2016			999999		2,375.00
0534	TYLER TECHNOLOGIES INC	E	4/04/2016			999999		14,809.42

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
0577	KANSAS GAS SERVICE	E	3/21/2016			999999		12,027.14
0597	MIDWEST MINERALS INC	E	3/28/2016			999999		299.66
0628	KC BOBCAT	E	3/21/2016			999999		260.90
0628	KC BOBCAT	E	3/28/2016			999999		95.05
0628	KC BOBCAT	E	4/04/2016			999999		13.98
0659	PAYNES INC	E	4/04/2016			999999		145.00
0710	HOLLAND ALIGNMENT	E	4/04/2016			999999		113.98
0728	ICMA	D	3/25/2016			999999		896.23
0746	CDL ELECTRIC COMPANY INC	E	3/21/2016			999999		613.83
0746	CDL ELECTRIC COMPANY INC	E	3/28/2016			999999		1,930.00
0752	US SIXTY-NINE HIGHWAY	E	4/04/2016			999999		3,500.00
0823	TOUCHTON ELECTRIC INC	E	3/28/2016			999999		60.00
0844	HY-FLO EQUIPMENT CO	E	4/04/2016			999999		13,214.25
0866	AVFUEL CORPORATION	E	3/28/2016			999999		12,957.35
0866	AVFUEL CORPORATION	E	4/04/2016			999999		19.98
0870	PENNINGTON SEED INC	E	3/21/2016			999999		1,609.00
1050	KPERS	D	3/25/2016			999999		39,080.59
1478	KANSASLAND TIRE OF PITTSBURG	E	3/21/2016			999999		31.00
1490	ESTHERMAE TALENT	E	3/21/2016			999999		50.00
1490	ESTHERMAE TALENT	E	4/04/2016			999999		25.00
1619	MIDWEST TAPE, LLC	E	3/21/2016			999999		109.31
1874	HIGHLAND MEADOWS OF KS	E	3/28/2016			999999		475.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: 80144 BMO HARRIS BANK
 DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	3/21/2016			999999		671.06
2025	SOUTHERN UNIFORM & EQUIPMENT L	E	4/04/2016			999999		2,981.96
2161	RECORDED BOOKS, LLC	E	3/21/2016			999999		89.96
2161	RECORDED BOOKS, LLC	E	4/04/2016			999999		53.99
2186	PRODUCERS COOPERATIVE ASSOCIAT	E	3/21/2016			999999		14,230.79
2433	THE MORNING SUN	E	4/04/2016			999999		1,060.64
2825	KANSAS DEPT OF ADMINISTRATION	E	4/04/2016			999999		636.56
2960	PACE ANALYTICAL SERVICES INC	E	3/21/2016			999999		1,940.00
2960	PACE ANALYTICAL SERVICES INC	E	3/28/2016			999999		1,008.00
2960	PACE ANALYTICAL SERVICES INC	E	4/04/2016			999999		150.00
3079	COMMERCE BANK	D	3/28/2016			999999		52,643.82
3248	AIRGAS USA LLC	E	3/28/2016			999999		2,185.00
3593	REMINGTON SQUARE APARTMENTS ,	E	4/04/2016			999999		274.00
3802	BRENNTAG MID-SOUTH INC	E	3/21/2016			999999		5,727.00
3847	INTERNATIONAL PUBLIC MANAGEMEN	E	3/28/2016			999999		545.00
4307	HENRY KRAFT, INC.	E	3/21/2016			999999		199.87
4307	HENRY KRAFT, INC.	E	3/28/2016			999999		306.30
4307	HENRY KRAFT, INC.	E	4/04/2016			999999		159.59
4390	SPRINGFIELD JANITOR SUPPLY, IN	E	3/28/2016			999999		86.06
4452	RYAN INSURANCE	E	3/28/2016			999999		73.00
4492	PITTSBURG SENIORS	E	3/28/2016			999999		493.00
4572	KANSAS RURAL WATER ASSOCIATION	E	3/21/2016			999999		660.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
4572	KANSAS RURAL WATER ASSOCIATION	E	3/28/2016			999999		15.00
4618	TRESA MILLER	E	4/04/2016			999999		2,308.02
4711	PENGUIN RANDOM HOUSE, LLC	E	3/21/2016			999999		33.75
4711	PENGUIN RANDOM HOUSE, LLC	E	4/04/2016			999999		63.75
4766	ACCURATE ENVIRONMENTAL	E	3/28/2016			999999		168.69
4796	UV DOCTOR, LLC	E	3/28/2016			999999		822.70
5275	US LIME COMPANY-ST CLAIR	E	3/28/2016			999999		4,187.61
5340	COMMERCE BANK TRUST	E	3/30/2016			999999		29,653.30
5486	DUSTIN WALKER	E	4/04/2016			999999		430.00
5534	SYCAMORE VILLAGE APARTMENTS	E	3/28/2016			999999		460.00
5552	NATIONAL SIGN CO INC	E	3/28/2016			999999		359.35
5590	HD SUPPLY WATERWORKS, LTD.	E	3/21/2016			999999		68.64
5590	HD SUPPLY WATERWORKS, LTD.	E	3/28/2016			999999		5,106.20
5609	RON WHITE	E	3/28/2016			999999		113.75
5623	CRAWFORD COUNTY CLERK	E	3/28/2016			999999		31.20
5713	SODEXO INC	E	4/04/2016			999999		702.90
5855	SHRED-IT US JV LLC	E	3/21/2016			999999		327.33
5904	TASC	D	3/25/2016			999999		7,533.47
5907	BREATHING AIR SERVICES INC	E	3/21/2016			999999		85.00
5957	PASTEUR PROPERTIES LLC	E	4/04/2016			999999		850.00
6090	RANDAL BENNEFELD	E	3/28/2016			999999		700.00
6117	ALEXANDER OPEN SYSTEMS, INC	E	3/21/2016			999999		4,852.56

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6117	ALEXANDER OPEN SYSTEMS, INC	E	4/04/2016			999999		6,217.66
6175	HENRY C MENGHINI	E	3/28/2016			999999		375.00
6175	HENRY C MENGHINI	E	4/04/2016			999999		510.00
6192	KATHLEEN CERNE	E	4/04/2016			999999		600.00
6203	SOUTHWEST PAPER CO INC	E	3/21/2016			999999		243.25
6298	KEVAN L SCHUPBACH	E	3/28/2016			999999		700.00
6298	KEVAN L SCHUPBACH	E	4/04/2016			999999		300.00
6322	R JAMES BISHOP, LLC	E	3/28/2016			999999		250.00
6391	DOWNTOWN PITTSBURG HOUSING PAR	E	4/04/2016			999999		110.00
6402	BEAN'S TOWING & AUTO BODY	E	3/21/2016			999999		787.00
6415	GREAT WEST TANDEM KPERS 457	D	3/25/2016			999999		3,996.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	3/28/2016			999999		1,224.19
6577	GREENSPRO INC	E	3/21/2016			999999		2,304.44
6595	AMAZON.COM, INC	E	3/21/2016			999999		16,729.21
6630	PATRICK WALKER	E	4/04/2016			999999		350.00
6822	ELIZABETH BRADSHAW	E	4/04/2016			999999		470.00
6846	GREENWAY ELECTRIC, INC.	E	3/21/2016			999999		17,579.09
6846	GREENWAY ELECTRIC, INC.	E	3/28/2016			999999		3,609.84
6952	ADP INC	D	3/18/2016			999999		2,897.25
6952	ADP INC	D	3/25/2016			999999		3,802.06
6952	ADP INC	D	4/01/2016			999999		1,037.64
6995	SUMMER WARREN	E	4/04/2016			999999		250.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7028	MATTHEW L. FRYE	E	3/21/2016			999999		400.00
7028	MATTHEW L. FRYE	E	4/04/2016			999999		400.00
7038	SIGNET COFFEE ROASTERS	E	3/21/2016			999999		41.25
7038	SIGNET COFFEE ROASTERS	E	3/28/2016			999999		41.25
7038	SIGNET COFFEE ROASTERS	E	4/04/2016			999999		41.25
7083	PITTSBURG HEIGHTS, LP	E	3/28/2016			999999		415.00
7118	SP DESIGN & MFG, INC	E	3/21/2016			999999		218.72
7127	UNIQUE MANAGEMENT SERVICES, IN	E	3/21/2016			999999		44.75
7128	SWABY MFG	E	3/28/2016			999999		6,976.00
7130	TREKK DESIGN GROUP, LLC	E	3/21/2016			999999		2,250.00
7225	TYLER TECHNOLOGIES, INC	E	3/21/2016			999999		5,963.42
7250	PITTSBURG UNIFIED SCHOOL DISTR	E	3/28/2016			999999		86,670.00
7283	CORESOURCE, INC	D	3/17/2016			999999		8,924.98
7283	CORESOURCE, INC	D	3/24/2016			999999		24,710.47
7283	CORESOURCE, INC	D	3/31/2016			999999		29,290.39
7283	CORESOURCE, INC	D	4/01/2016			999999		183,218.25
7283	CORESOURCE, INC	E	4/04/2016			999999		38,303.61
7285	ALLSTATE BENEFITS	D	3/28/2016			999999		706.88
7290	DELTA DENTAL OF KANSAS INC	D	3/18/2016			999999		3,752.80
7290	DELTA DENTAL OF KANSAS INC	D	3/25/2016			999999		1,058.40
7290	DELTA DENTAL OF KANSAS INC	D	4/01/2016			999999		1,410.13
7401	JAMI L CROWDER	E	3/28/2016			999999		1,533.14

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7415	CENTERPOINT ENERGY SERVICES, I	E	3/21/2016			999999		2,138.10
7423	SARAH CHENOWETH	E	3/28/2016			999999		168.00
7473	CAROL BAKKE	E	3/21/2016			999999		75.00
7487	AARON OTHMER	E	4/04/2016			999999		600.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	76	80,129.14	0.00	66,874.89
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	19	432,797.75	0.00	432,797.75
EFT:	145	424,949.61	2.46CR	424,947.15
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2 VOID DEBITS	0.00		
	VOID CREDITS	13,254.25CR	13,254.25CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: 80144 TOTALS:	242	924,622.25	2.46CR	924,619.79
BANK: 80144 TOTALS:	242	924,622.25	2.46CR	924,619.79

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7396	MICHAEL L CHANDLER	R	4/01/2016			176946		750.00
6585	CLASS HOMES 1 LLC	R	4/01/2016			176947		151.00
1601	GRAIG MOORE	R	4/01/2016			176948		1,076.00
1800	DAN RODABAUGH	R	4/01/2016			176949		274.00
6451	NAZAR SAMAN	R	4/01/2016			176950		769.00
0472	LARRY SPRESSER, LLC	R	4/01/2016			176951		176.00
4636	WESTAR ENERGY, INC. (HAP)	R	4/01/2016			176952		911.00
0234	KENNETH A THORNTON	E	4/04/2016			999999		281.00
0372	CONNER REALTY	E	4/04/2016			999999		108.00
0855	CHARLES HOSMAN	E	4/04/2016			999999		23.00
1008	BENJAMIN M BEASLEY	E	4/04/2016			999999		718.00
1231	JOHN LOVELL	E	4/04/2016			999999		605.00
1609	PHILLIP H O'MALLEY	E	4/04/2016			999999		3,561.00
1638	VERNON W PEARSON	E	4/04/2016			999999		655.00
1688	DORA WARE	E	4/04/2016			999999		508.00
1982	KENNETH STOTTS	E	4/04/2016			999999		810.00
1985	RICK A MOORE	E	4/04/2016			999999		214.00
2542	CHARLES YOST	E	4/04/2016			999999		979.00
2624	JAMES ZIMMERMAN	E	4/04/2016			999999		1,538.00
2913	KENNETH N STOTTS JR	E	4/04/2016			999999		430.00
3067	STEVE BITNER	E	4/04/2016			999999		6,218.00
3082	JOHN R JONES	E	4/04/2016			999999		219.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3114	PATRICIA BURLESON	E	4/04/2016			999999		215.00
3142	COMMUNITY MENTAL HEALTH CENTER	E	4/04/2016			999999		721.00
3183	AUGUST RUA FAMILY TRUST	E	4/04/2016			999999		484.00
3193	WILLIAM CROZIER	E	4/04/2016			999999		493.00
3218	CHERYL L BROOKS	E	4/04/2016			999999		481.00
3241	CHARLES P SIMPSON	E	4/04/2016			999999		782.00
3272	DUNCAN HOUSING LLC	E	4/04/2016			999999		6,143.00
3273	RICHARD F THENIKL	E	4/04/2016			999999		968.00
3593	REMINGTON SQUARE APARTMENTS ,	E	4/04/2016			999999		8,332.00
3668	MID AMERICA PROPERTIES OF PITT	E	4/04/2016			999999		3,701.00
3708	GILMORE BROTHERS RENTALS	E	4/04/2016			999999		267.00
3724	YVONNE L. ZORNES	E	4/04/2016			999999		712.00
3746	JAROLD BONBRAKE	E	4/04/2016			999999		321.00
3946	THOMAS E SPURGEON	E	4/04/2016			999999		548.00
4054	MICHAEL A SMITH	E	4/04/2016			999999		783.00
4218	MEADOWLARK TOWNHOUSES	E	4/04/2016			999999		2,442.00
4492	PITTSBURG SENIORS	E	4/04/2016			999999		3,455.00
4523	TODD A TROWBRIDGE	E	4/04/2016			999999		565.00
4564	TERRY L SIMPSON	E	4/04/2016			999999		183.00
4786	JENNIFER STANLEY	E	4/04/2016			999999		508.00
4928	PITTSBURG STATE UNIVERSITY	E	4/04/2016			999999		721.00
5039	VANETA MATHIS	E	4/04/2016			999999		275.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP BMO HARRIS BANK-HAP
DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
5393	CARLOS ANGELES	E	4/04/2016			999999		1,381.00
5549	DELBERT BAIR	E	4/04/2016			999999		261.00
5583	ROBERT L NANKIVELL SR	E	4/04/2016			999999		181.00
5653	PEGGY HUNT	E	4/04/2016			999999		107.00
5658	DEANNA J HIGGINS	E	4/04/2016			999999		159.00
5676	BARBARA TODD	E	4/04/2016			999999		31.00
5834	DENNIS TROUT	E	4/04/2016			999999		313.00
5854	ANTHONY A SNYDER	E	4/04/2016			999999		456.00
5896	HORIZON INVESTMENTS GROUP INC	E	4/04/2016			999999		161.00
5906	JOHN HINRICHS	E	4/04/2016			999999		183.00
5939	EDNA RUTH TRENT IRREVOCABLE TR	E	4/04/2016			999999		211.00
5957	PASTEUR PROPERTIES LLC	E	4/04/2016			999999		1,912.00
5961	LARRY VANBECELAERE	E	4/04/2016			999999		96.00
6002	SALLY THRELFALL	E	4/04/2016			999999		222.00
6090	RANDAL BENNEFELD	E	4/04/2016			999999		1,320.00
6108	TILDEN BURNS	E	4/04/2016			999999		285.00
6130	T & K RENTALS LLC	E	4/04/2016			999999		1,214.00
6150	JAMES L COX	E	4/04/2016			999999		444.00
6161	MICHAEL J STOTTS	E	4/04/2016			999999		150.00
6172	ANDREW A WACHTER	E	4/04/2016			999999		208.00
6227	REGGIE & ANGELA BOLLINGER	E	4/04/2016			999999		455.00
6295	DAVID L PETERSON	E	4/04/2016			999999		318.00

VENDOR SET: 99 City of Pittsburg, KS
 BANK: HAP BMO HARRIS BANK-HAP
 DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
6298	KEVAN L SCHUPBACH	E	4/04/2016			999999		7,340.00
6306	BALKANS DEVELOPMENT LLC	E	4/04/2016			999999		238.00
6317	RONALD L EMERSON	E	4/04/2016			999999		151.00
6322	R JAMES BISHOP, LLC	E	4/04/2016			999999		399.00
6391	DOWNTOWN PITTSBURG HOUSING PAR	E	4/04/2016			999999		4,728.00
6394	KEVIN HALL	E	4/04/2016			999999		1,889.00
6413	MIKE ADAM	E	4/04/2016			999999		279.00
6441	HEATHER D MASON	E	4/04/2016			999999		994.00
6464	PRO X PROPERTY SOLUTIONS, LLC	E	4/04/2016			999999		2,311.00
6507	MARTHA E MOORE	E	4/04/2016			999999		304.00
6655	B&H DEVELOPERS, INC	E	4/04/2016			999999		4,192.00
6657	OZARKS AREA COMMUNITY ACTION C	E	4/04/2016			999999		1,069.10
6673	JUDITH A COLLINS	E	4/04/2016			999999		424.00
6753	REBECCA SPONSEL	E	4/04/2016			999999		664.00
6763	JEFFREY M WARY	E	4/04/2016			999999		379.00
6868	DAVID SIMPSON (308)	E	4/04/2016			999999		223.00
6886	DELBERT BAIR	E	4/04/2016			999999		439.00
6916	STILWELL HERITAGE & EDUCATIONA	E	4/04/2016			999999		5,855.00
6945	JAMES M KUKOVICH	E	4/04/2016			999999		544.00
6953	CARL ULEPICH	E	4/04/2016			999999		247.00
7024	KIMBERLY GRISSOM	E	4/04/2016			999999		947.00
7027	CALVIN THOMAS	E	4/04/2016			999999		455.00

VENDOR SET: 99 City of Pittsburg, KS
BANK: HAP BMO HARRIS BANK-HAP
DATE RANGE: 3/16/2016 THRU 4/05/2016

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
7083	PITTSBURG HEIGHTS, LP	E	4/04/2016			999999		4,305.00
7112	RANDY VILELA	E	4/04/2016			999999		242.00
7222	MICHAEL WILBER	E	4/04/2016			999999		362.00
7232	JAMES TODD OR LISA LOVELL	E	4/04/2016			999999		173.00
7293	DAVID E OR DIANA L GARARD	E	4/04/2016			999999		472.00
7294	AMMP PROPERTIES, LLC	E	4/04/2016			999999		682.00
7312	JASON & TONYA HARRIS	E	4/04/2016			999999		243.00
7319	JAMES & LASHAWNDRRA LAWSON	E	4/04/2016			999999		675.00
7344	TERRY O BARTLOW	E	4/04/2016			999999		232.00
7385	EAST 600 PROPERTIES, LLC	E	4/04/2016			999999		320.00
7393	TERESA MCCLURE	E	4/04/2016			999999		326.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	7	4,107.00	0.00	4,107.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	92	102,138.10	0.00	102,138.10
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 99	BANK: HAP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			99	106,245.10	0.00	106,245.10
BANK: HAP	TOTALS:		99	106,245.10	0.00	106,245.10

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
3272	DUNCAN HOUSING LLC	E	4/04/2016			999999		204.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	1	204.00	0.00	204.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
VOID DEBITS:		0.00		
VOID CREDITS:		0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 99 BANK: TBRA TOTALS:	1	204.00	0.00	204.00
BANK: TBRA TOTALS:	1	204.00	0.00	204.00
REPORT TOTALS:	346	1,017,817.10	2.46CR	1,031,068.89

Passed and approved this 12th day of April, 2016.

, Mayor

ATTEST:

Tammy Nagel, City Clerk



DEPARTMENT OF PUBLIC WORKS

201 West 4th Street · Pittsburg KS
66762

(620) 231-4170

www.pittks.org

Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: CAMERON ALDEN
Director of Public Works

DATE: April 6, 2016

SUBJECT: Agenda Item – April 12, 2016
Engineering Services Agreement
S. Rouse Widening Project

Widening of South Rouse from Centennial to the City Limits has been an identified project on the City's 5 year CIP. A trail project was planned for construction along this same route for 2016. Recent conversations with KDOT revealed that if the trail project precedes the road construction, a usable detour route would need to be in place during any construction that impacts the trail. Without available options, temporary improvements would need to be made at a rather significant additional cost for the project. KDOT indicated an ability to hold the grant for the trail for a year to allow the City to construct the roadway and the trail at the same time. To minimize the impact to the residents and to realize significant cost savings, staff looked to proceed with the design of the road widening and look to construct the road and trail improvements together in 2017.

The City staff received proposals on February 24th for the engineering design of the road widening. Young and Associates was the selected consultant and a negotiated amount not to exceed \$85,485 for the design of the road widening and the creation of a bid packet for both the road and trail construction. Young and Associates will provide the construction estimate as the design progresses.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, April 12th, 2016. Action necessary will be approval or disapproval of the negotiated amount and, if approved, authorize the Mayor to sign the Engineering Services Agreement on the behalf of the City of Pittsburg.

If you have any questions regarding this matter, please do not hesitate to contact me.

Attachment: Engineering Services Agreement

Cc: Tammy Nagel, City Clerk
Project File
Memo File

CONTRACT AGREEMENT
for
OPEN-END PROFESSIONAL ENGINEERING SERVICES
between
THE CITY OF PITTSBURG, KANSAS
and
YOUNG & ASSOCIATES, CIVIL AND ENVIRONMENTAL ENGINEERS, PA

THIS IS AN AGREEMENT made as of _____, 2016 between the City of Pittsburg, Kansas (OWNER) and Young & Associates, PA. (ENGINEER). OWNER intends to retain the ENGINEER to provide professional services as required to design SOUTH ROUSE STREET WIDENING PROJECT for the City of Pittsburg, Crawford County, Kansas.

OWNER and ENGINEER in consideration of their mutual covenants herein agree in respect of performance of professional engineering services by ENGINEER and payment for those services by OWNER set forth below.

1. ENGINEER shall provide for OWNER professional engineering services to which this agreement applies as hereinafter provided. These services will include serving as OWNER's professional engineering representative for the Project, providing engineering design services, design surveys, engineering consultation and advice.
2. After written authorization to proceed from OWNER, ENGINEER shall perform the task items as outlined on the attached Exhibit A – SCOPE OF WORK, South Rouse Street Widening Project, City of Pittsburg, Crawford County, Kansas.
3. When requested by the CITY, the ENGINEER will enter into a Supplemental Agreement for additional services as a consultant or witness for OWNER in any litigation, arbitration or other legal or administrative proceeding involving the Project, additional design services not covered by the scope of this agreement, construction staking, inspection, oversight and administration related to the Project.
4. ENGINEER shall procure and maintain insurance for protection from claims under workers' compensation acts, claims of damage because of bodily injury including personal injury, sickness, or disease or death of any and all employees or of any person other than such employees, and from claims or damages because of injury to or destruction of property including loss of use resulting there from.
5. OWNER shall do the following in a timely manner so as not to delay the services of ENGINEER:
 - 5.1 Designate a person to act as OWNER's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define OWNER's policies and decisions with respect to ENGINEER's services to the Project.
 - 5.2 Provide all criteria and full information as to OWNER's requirements for the Project, including objectives and constraints, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all mapping standards as requested by the OWNER.
 - 5.3 Assist ENGINEER by placing at ENGINEER's disposal all available information pertinent to the Project including previous reports and any other data relative to updating maps.

- 5.4 Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor, and other consultants as OWNER deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER.
 - 5.5 Give prompt written notice to ENGINEER whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER's services.
 - 5.6 Bear all costs incident to compliance with the requirements of this Contract.
6. The provisions of this Section and the various rates of compensation for ENGINEER's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion of the engineering design services. The ENGINEER agrees to complete and deliver design plans and related documents to the CITY within the time allotted for the project as stipulated below; EXCEPT that the ENGINEER shall not be responsible or held liable for delays occasioned by the actions or inactions of the CITY or other agencies, or for other unavoidable delays beyond the control of the ENGINEER.

Complete and deliver Preliminary Concept Plans by July 1, 2016
Complete and deliver Field Check Plans (60%) by September 12, 2016
Complete and deliver Office Check Plans (90%) by November 7, 2016
Complete and deliver all work required by this agreement,
including Final Plans and Specifications (100%) by December 12, 2016

7. If OWNER has requested significant modifications or changes in the general scope, extent or character of the Project, the time of the performance of the ENGINEER's services shall be adjusted equitably.
8. If ENGINEER's services during the Project are delayed or suspended in whole or in part by OWNER for more than three months for reasons beyond ENGINEER's control, ENGINEER shall on written demand to OWNER (but without termination of this Agreement) be paid as provided as in paragraph 10.
9. OWNER shall pay ENGINEER for engineering design services as outlined on the attached Exhibit A for the Not-To-Exceed Lump Sum Fee of Eighty-Five Thousand Four Hundred Eighty-Five Dollars and 00/100 (\$85,485.00).

Billing for the basic services rendered, upon final approval by the OWNER, may be submitted to the OWNER for payment. Monthly billings may be submitted by ENGINEER based on the percentage of work completed to date. Billings for work complete shall not exceed 95% of the total fee until all scope items, including any deliverables have been completed. If requested by the City, additional engineering services, not identified on the attached Exhibit A, may be provided by supplemental agreement.

10. In the event of termination by OWNER upon the completion of any phase of the Basic Services, progress payments due ENGINEER for services rendered through such phase shall constitute total payment for such services. In the event of such termination by OWNER during any phase of the Basic Services, ENGINEER will be paid for services rendered during that phase on the basis of ENGINEER's salary costs times a factor of 1.50 for services rendered during that phase to date of termination.
11. The obligation to provide future services under this Agreement may be terminated by either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms herein through no fault of the terminating party.
12. This Agreement is to be governed by the law of the State of Kansas.

13. OWNER and ENGINEER each is hereby bound and the partners, successors, executors, administrators, and legal representatives of OWNER and ENGINEER are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and other obligations of this Agreement.
14. Neither OWNER nor ENGINEER shall assign, sublet or transfer any rights under or interest in (including, but without limitation, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent associates and consultants as ENGINEER may deem appropriate to assist in the performance of service hereunder.
15. Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than OWNER and ENGINEER, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of OWNER and ENGINEER and not for the benefit of any other party.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

CITY OF PITTSBURG, KANSAS

YOUNG & ASSOCIATES, PA

Mayor

Christopher R. Young, PE

Address for giving notices:

Address for giving notices:

201 West 4th Street
Pittsburg, KS 66762

100 South Georgie
Derby, KS 67037

ATTEST:

ATTEST:

City Clerk

EXHIBIT A – SCOPE OF SERVICES

South Rouse Street Widening Project
City of Pittsburg, Crawford County, Kansas

Preliminary Concept Design -

- 1.1 Prepare boundary base map and overlay available GIS aerial and record utility information.
- 1.2 Attend initial meeting with City staff to discuss and determine design parameters for the construction of street and storm sewer improvements. Attend project meetings as required for design development.
- 1.3 Research & review existing property plats, aerial photography, FEMA floodplain maps, GIS/Utility maps, survey bench marks and plans proposed for the ***S. Rouse Trail project***.
- 1.4 Establish a preliminary pavement design layout, including available alternatives and gain Staff approval. Preliminary design will include close coordination with the Trail project.
- 1.5 Perform topographic and utility design surveys. Develop terrain models and existing contours.
- 1.6 Perform preliminary drainage computations and layout design concept for addressing storm sewer improvements.
- 1.7 Coordinate geotechnical investigations as needed and assist in locating soil boring locations.
- 1.8 Prepare “Preliminary Concept Design Plans”, including preliminary quantities and cost estimates. Review plans with City and gain approval to proceed with design plans.

Field Check Plans (60%)-

- 2.1 Field check design and utility surveys.
- 2.2 Prepare preliminary construction plans including limits of pavement removal and construction, storm sewer and grading improvements.
- 2.3 Identify all connections to existing pavements, sidewalks, driveways, etc.
- 2.4 Identify potential utility conflicts and distribute field check plans to utility companies. Resolve utility conflicts.
- 2.5 Prepare “Field Check Plans”, including preliminary quantities and cost estimates. Review plans with City and gain approval to proceed with Office Check design plans.

Office Check Plans (90%) -

- 3.1 Address Field Check Plan review comments.
- 3.2 Prepare Office Check utility verification forms and resolve all utility conflicts.
- 3.3 Identify any easements or ROW to be acquired or needed to construct improvements. Prepare tract maps and legal descriptions as needed or requested.
- 3.4 Prepare design details, including any traffic control and pavement details, construction phasing, utility adjustment details and construction notes.
- 3.5 Prepare project notification letters for the Kansas Historical Society and Kansas Department of Wildlife and Parks. Prepare KDHE - NOI permit application and prepare supporting storm water pollution prevention plans (SWPPP) as required for the construction of all public improvement.
- 3.6 Prepare and submit Office Check documents.

Final Construction Plans and Bid Documents (100%) -

- 4.1 Address all Office Check Plan review comments.
- 4.2 Prepare and submit Final Plans, including specifications and construction cost opinions.
- 4.3 Assist the City in advertising the project to prospective bidders. Manage and distribute plans to prospective bidders. Address design-plan questions from bidders and prepare addendum clarifications and any approved plan modifications as requested.

EXHIBIT A – SCOPE OF SERVICES

South Rouse Street Widening Project
City of Pittsburg, Crawford County, Kansas

- 4.4 Assist the City in bid opening and bid review. Prepare bid tabulations and check bid forms for correctness and compliance to the bid documents.
- 4.5 Assist the City in conducting a pre-construction conference. When requested provide design plan interpretations during construction.

Combine existing Trail Plans (KDOT No. 19 TE-0406-01) with proposed S. Rouse St. Widening Plans -

- 5.1 Obtain AutoCAD files for the proposed Trail project in Civil 3D compatible file format. Based on preliminary design grades and drainage/storm sewer improvements established for widening S. Rouse Street; review and make any necessary recommendations for modifying the proposed horizontal and/or vertical alignment designed for the Trail project.
- 5.2 Update the Trail plans as needed to best-fit street and storm sewer plans. This may include taking storm sewers out of the Trail plans and adding them into the storm sewer plans. Examine and make recommendations for sequencing the construction of trail improvements as needed to provide the best-fit with pavement and storm sewer construction.
- 5.3 Prepare dimensional details and construction call-outs as needed for integrating the Trail path plans into the S. Rouse Street plans including, construction stationing and coordinate control as needed.
- 5.4 Make modifications to the bid documents to separate Trail construction items from street construction items as directed by the City and/or KDOT. This will include making separate measurements of material quantities, add alternates and assisting the City and/or KDOT in accounting for bid costs for separately funded projects.



DEPARTMENT OF PUBLIC WORKS

201 West 4th Street · Pittsburg KS 66762

(620) 231-4170

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Interoffice Memorandum

TO: DARON HALL
City Manager

FROM: CAMERON ALDEN
Director of Public Works

DATE: March 31, 2016

SUBJECT: Agenda Item – April 12, 2016
Disposition of Bids
Atkinson Municipal Airport Mill and Overlay Runway 16-34
FAA AIP Project No. 3-20-0069-015-2015 (Design)
FAA AIP Project No. 3-20-0069-016-2016 (Construction)

The City staff received bids on March 31st, 2016 to mill and overlay runway 16-34 at the Atkinson Municipal Airport. There were three (3) bidders who submitted bids for this project (see attached bid tabulation). After reviewing the bids received, City staff is recommending that the bid be awarded to Emery Sapp and Sons, of Springfield, Missouri, based on their low bid of \$950,643.00. This is below the Engineer's Estimate of \$1,599,198.75.

This project is being funded by a grant sponsored by the FAA through their Federal Airport Improvement Program for FFY 2016. The grant is based on a 90% FAA/10% Local funding split. This project includes rehabilitation and remarking of the 5,500' x 100' of runway 16/34 and existing connecting taxiway/turnaround to address the cracking issues throughout the pavement.

Would you please place this item on the agenda for the City Commission meeting scheduled for Tuesday, April 12th, 2016. Action necessary will be approval or disapproval of staff's recommendation pending approval and Federal funding from the FAA and, if approved, authorize the Mayor to sign the contract documents once prepared.

Attachment: Bid Tabulation

