



# KANSAS CITY MISSOURI

# City of Kansas City, Missouri's Resident Participation Plan

Guide to Requesting Funding Under the 2024 Annual Action Plan for  
CDBG, HOME, ESG, HOPWA

January 4 - 5, 2024

*Prepared for City of Kansas City, Missouri Community Outreach  
Workshops*

Housing and Community Development Department (HCDD) Staff



# Objectives

- Provide an overview of programs, available funds, and timeline
- Explanation of application and submission expectations/requirements
- Contracting process and expectations/requirements
- Resources and contact information

# HUD Entitlement Grants & Funding Levels

Grant Program	2024 Action Plan
Community Development Block Grant (CDBG)	\$7,800,000
HOME Investment Partnership Program (HOME)	\$2,400,000
Emergency Solutions Grant (ESG)	\$640,000
HOPWA	\$1,400,000

# 2024 Annual Action Plan Schedule

Schedule Date	Activity
December 18, 2023 (Full Week Run)	Publish Notice of Funding Availability and advertisement of workshops and public hearing dates in the Kansas City Star, The Call, Dos Mundos and on the Housing and Community Development Department web page
January 4, 2024 – January 5, 2024	Workshop #1: Thursday, January 4 2024 at 10:00 am (Gregg-Klice Community Center), 1600 E 17 <sup>th</sup> Terr, KCMO Workshop #2: Thursday, January 4, 2024 at 6:00 pm (Gregg-Klice Community Center), 1600 E 17 <sup>th</sup> Terr, KCMO Workshop #3: Workshop #3: Friday, January 5, 2024 at 2:00 pm (virtual only)
January 19, 2024	All 2024 requests for funding are due. Applications must be submitted electronically via on-line
February 9, 2024	Funding requests reviewed by staff and recommendations completed.
February 20, 2024	Publish draft 2024 Annual Action Plan recommendations in the KC Star, The Call and Dos Mundos
February 28, 2024 (tentative)	2024 Annual Action Plan recommendations presented to Council Committee & Public Testimony taken at 4:00pm
March 6, 2024 (tentative)	2024 Annual Action Plan recommendations presented to Council Committee & Public Testimony taken at 4:00pm
March 7, 2024 (tentative)	2024 Annual Action Plan presented to Full City Council.

# Five Year Consolidated Plan and Proposed Goals and Strategies:

To support the development, maintenance, and revitalization of sustainable, stable, and healthy communities through equitable policies and programs aimed at improving housing, neighborhoods, and health care services in all areas throughout the City.

See appendix A for more information of the Five-year consolidated plan goals, strategies and Fair Housing Goals and Strategies

# One-Year Action Plan: CDBG and ESG

## Community Development Block Grant (CDBG)

*All program activities must meet at least one of these national objectives*

- Principally benefit low- and moderate-income persons who earn at or below 80% of the area median income
- Aid in the prevention of elimination of slums or blight
- Activities that meet needs having a particular urgency

## Emergency Solutions Grant (ESG)

- Emergency Shelter – renovation, major rehab or conversion; essential services; shelter operations
- Prevention Services – housing relocation and stabilization services and short-and/or medium-term rental assistance;
- Rapid Re-Housing – permanent housing relocation stabilization services and short-and/or medium-term rental assistance;
- Essential Services-case management, engagement, transportation
- Data Collection- Homeless Management Information System (HMIS)
- Administration in accordance with 24 CFR Part 576.

# One-Year Action Plan: HOME and HOPWA

## **HOME Investment Partnership Grant (HOME)**

Funds may be used to assist low-and moderate-income homebuyers and homeowners and for development of rental housing and homeownership opportunities which is affordable to low- and moderate-income persons

## **Housing Opportunities for Persons with AIDS Grant (HOPWA)**

Funds are used to provide housing assistance and supportive services to low-income persons with HIV/AIDS and their families.



# Application Instructions

All **completed** applications for funding must be submitted online via the Housing & Community Development Department webpage, <https://www.kcmo.gov/city-hall/housing/neighborhood-grant-programs-copy>

By **10:59 PM on Friday, January 19, 2024** to be considered valid.

# Review Process - Scoring

## **CDBG and HOME**

- Project Description (100 points): Is the project well-defined with a realistic implementation plan?
- Proposed Outcome (100 points): Is the project results oriented with quantifiable outcome measures?
- Agency Background and Experience (100 points): Does the applicant have prior experience with documented results in this type of service?
- Project Budget (100 points): Does the budget narrative contain sufficient detail to justify proposed costs?
- Fair Housing Goals (10 bonus points)

# Review Process - Scoring

## ESG

- Project Narrative (30 points): Does the proposal directly assist in implementing goals and objectives related to homelessness?
- Experience Narrative (45 points): Does the proposal clearly illustrate the capacity to implement the proposed project?
- Budget Narrative (25 points): Are the costs proposed reasonable, allocable and allowable to the grant?

# Review Process - Scoring

## HOPWA

- Administrative Information (10 points)
- Description of PLWH Population (10 points)
- Agency History (10 points)
- Linkage with Ryan White HIV Case Management System (5 points)
- Program Goals and Objectives (10 points)
- Program Implementation (10 points)
- Client-Centered Approach (10 points)
- Staffing Plan (10 points)
- Budget Page & Budget Justification (10 points)
- Program Process Evaluation (10 points)
- Quality Management and Quality Improvement (10 points)

# Review Process

- Upon submission, staff reviews and rates each application and meets to discuss the individual rating and additional information.
- Upon completion, staff recommendations are made public, and hearings are scheduled before the City Council.
- The City Council approves budget.
- The final budget and Annual Action Plan is sent to HUD for review and approval.

# Funding Agreements (Contracts)

## Required documents to contract with the city:

- . COI – Certificate of Insurance (this is to be completed by the developer)
  - If request to waive General Liability (GL), waiver signed by Risk Manager required
  - If request to waive w/c, email from supplier stating reason for exemption required
  - If request to waive company auto, required to provide personal auto coverage
  - Note: If requesting a waiver for any part of the insurance requirements, detailed explanation needs to be provided to the Corporate Safety team, and a signed waiver is required from the Risk Manager (email: [Corporate.Safety@kcmo.org](mailto:Corporate.Safety@kcmo.org), [Sherri.Adams@kcmo.org](mailto:Sherri.Adams@kcmo.org))

# Funding Agreements (Contracts)

## Required documents to contract with the city continued:

- Employee Eligibility Verification Affidavit (this is to be completed by the developer)
- eVerify Memorandum Of Understanding (MOU) (this is to be completed by the developer) [www.e-verify.gov](http://www.e-verify.gov)
- Unique Entity Identifier (UEI#) Registration (this is to be completed by the developer) [www.sam.gov](http://www.sam.gov)
- Missouri (MO) Secretary of State (SOS) Certificate of Good Standing or Registration (this is to be completed by the developer) [www.sos.mo.gov](http://www.sos.mo.gov)
  - Showing current, registration is required to be updated every 2 years
- Revenue Clearance (if required); this is to be completed by the developer
  - Over \$160K annually, must be dated within last 90 days
  - Website: <https://bizcare.kcmo.gov/>

# Funding Agreements (Contracts)

## Required documents to contract with the city continued:

- Detailed budget outlining scopes to be used by funding source (this is to be completed by the developer)
- Civil Rights & Equal Opportunity (CREO) nondiscrimination form (this is to be submitted by the HCDD Project Manager)
  - Signed by CREO
- CREO Form 3 (this is to be submitted by the HCDD Project Manager)
- CREO Small Local Business Enterprise (SLBE) or Minority/Women Business Enterprise (MWBE) paperwork; this is to be submitted by the HCDD Project Manager (this is dependent on the threshold, see attached CREO Manual)
  - Approved by CREO



# Funding Agreements (Contracts)

## Required documents to contract with the city continued:

- Contract Utilization Plan (CUP) and Letters of Intent (LOI) is dependent on whether or not goals are required per your goal request to CREO (this is to be completed by the developer)
- <https://kcmohrd.mwdbe.com/> - Click on "Search KCMO's Certified Directory", select only "Minority Business Enterprise (MBE)" and "Women Business Enterprise (WBE)" to search the directory.
- Please refer to the attached "CREO Annual Goal Manual FY23" document and the following information: Page 2 talks about the city code (Chapter 3) and thresholds for M/WBE Construction. Page 14 speaks to Construction Workforce goals and its ordinance 130041. Pages 15-17 are FAQs that contain a lot of good information to for developers. For the most part, developers can pay attention to pages 1-17 and page 29 only, as it applies to contracts with the Housing and Community Development Department. After reviewing the information, if developers still have questions, please send them directly to CREO KC at [CREOKC@kcmo.org](mailto:CREOKC@kcmo.org)

# Funding Agreements (Contracts)

## Required documents to contract with the city continued:

- CREO Website: <https://www.kcmo.gov/city-hall/departments/human-relations>
- M/WBE Certification Workshop (to sign up, click [here](#))
- Resolution duly adopted by the Board of Directors and Neighborhood Association (if required by its by-laws), authorizing your company to enter a contract with the City and designating a person(s) authorized to sign contracts (this is to be completed by the developer)

**NOTE: Per Housing and Community Development Department's policy, projects will have up to 12 months after the approved ordinance to contract with the city, and up to 5 years to complete your project, per ordinance Section 74-12. Each projects initial contract will be for 2 years. Renewals will be approved for 1 year up to 5 years total on a case-by-case approval. Also, funding is based on the date of the executed contract, not the date the grant starts. You can not use funds for anything prior to the date of the executed contract.**

## Section 3 / MBE / WBE Requirements

- Minority Business Enterprise--required on city assisted or funded contracts or projects. For professional services, any contract that is anticipated to exceed \$160,000. For construction services, any contract that is anticipated to exceed \$300,000.
- Woman Business Enterprise--required on city assisted or funded contracts or projects. For professional services, any contract that is anticipated to exceed \$160,000. For construction services, any contract that is anticipated to exceed \$300,000.
- Small Local Business Enterprise--required on contracts below the threshold value for the MBE program and WBE program and where such projects have been evaluated for interest and feasibility.

## Section 3 / MBE / WBE Requirements

- Section 3--regulates the City's federal requirements related to the Section 3 HUD Act of 1968, as amended.

The act intends to foster local and neighborhood economic development and increase individual self-sufficiency. Section 3 ensures projects receiving HUD funds adhere to federal regulations.

# Construction Employment Program (aka Construction Workforce)

The City of Kansas City, Missouri codified its minority and female workforce program at City Ordinance 130041, as amended. The program requires that all city construction contracts that exceed \$300,000 AND has workforce hours estimated at more than 800 hours, mandate Prime contractors make good faith efforts to employ or maintain minority and female worker hours at minimum percentages. This program is solely related to the employment of minorities and females on construction projects that meet the minimum thresholds.

# Construction Employment Program (aka Construction Workforce) Continued...

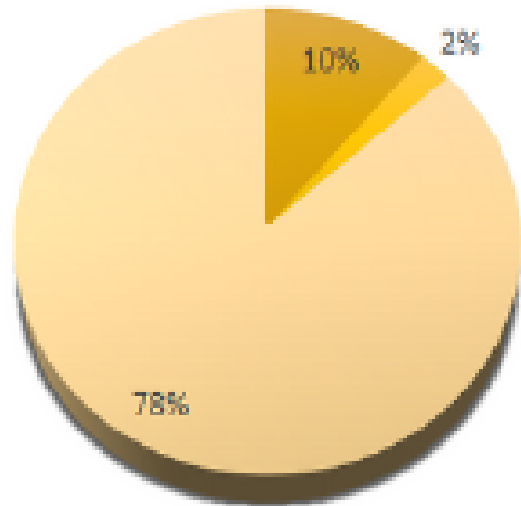
- This program is monitored for compliance on a quarterly basis. Monthly reports are generated to track progress toward goals.
- Contractors are required to make good faith efforts or request a waiver from the goals after engaging in genuine efforts to hire and/or retain minority and female workers.
- It is prohibited for any employer to hire or terminate an employee based on race or sex.
- CREO staff is available for technical assistance and holds a monthly workshop on the program requirements.

# Construction Employment Program (aka Construction Workforce) Continued...

- The construction employment program is not the same as the business enterprise program (aka MBE/WBE). The construction employment program participation does not count towards economic equity & inclusion goals.

# Construction Employment Program (aka Construction Workforce) Continued...

## Construction Employment Program Minimum Goals



■ Minority Male      ■ Female (all race/ethnicity)  
■ Caucasian Male

- Minority Worker Hours Goal 10%
- Female Worker Hours Goal 2%



## Prevailing Wage vs. Davis Bacon

Prevailing Wage	Davis Bacon
Annual Wage Order Contains:	Federal Wage Decision Contains:
Building Rate Sheet	Building Rate Sheet
Heavy and Highway Rate Sheet	Heavy and Highway Rate Sheet
	Residential Rate Sheet

**Note:** For City contracts containing both State and Federal funds, the highest rate sheet is utilized

# Have Questions?

## Technical Assistance and Contact Information

**CDBG:** [Nicole.Woods@kcmo.org](mailto:Nicole.Woods@kcmo.org) or 816-513-3213

**HOME:** [TaWana.Woodard@kcmo.org](mailto:TaWana.Woodard@kcmo.org) or 816-513-3213

**ESG:** [Florence.Kinard@kcmo.org](mailto:Florence.Kinard@kcmo.org) or 816-513-4515

**HOPWA:** [Jonathon.Antle@kcmo.org](mailto:Jonathon.Antle@kcmo.org) or 816-513-6146

**Other Info:** [housing@kcmo.org](mailto:housing@kcmo.org) or 816-513-3036

**Section 3:** [Thomas.Randolph@kcmo.org](mailto:Thomas.Randolph@kcmo.org) or 816-513-3044

**Procurement:** [Jeanine.Crookshank@kcmo.org](mailto:Jeanine.Crookshank@kcmo.org) or 816-513-0813

**CREO KC:** <https://www.kcmo.gov/city-hall/departments/human-relations>

**Email:** [CREOKC@kcmo.org](mailto:CREOKC@kcmo.org) or 816-513-1836



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