



Frequently Asked Questions (FAQ)

2024 Resident Participation Plan

City of KCMO Housing & Community Development Department

- **What type of projects are eligible to be funded and what is most needed?**
 - **HOPWA:** Refer to page 75 of the [Guide to Requesting Funding](#)
 - **CDBG (Public Service):** Refer to page 27 of the [Guide to Requesting Funding](#)
 - **CDBG (Non-Public Service) and HOME:** Refer to page 33 of the [Guide to Requesting Funding](#)
 - **ESG:** Refer to pages 48 – 51 of the [Guide to Requesting Funding](#)

- **Can administrative staff time be factored into the budget proposal?**

Yes, this would be under the Administrative Costs line item. This applies to all programs.

- **What percentage of our ask could be for administrative purposes?**
 - **HOPWA:** Up to 7%
 - **CDBG and HOME:** The existing rule allows a jurisdiction to use up to 5% of its HOME allocation for CHDO general operating expenses. The final rule clarifies by adding that CHDO operating funds are separate from and are in addition to the 15% CHDO set-aside funds. This would only apply to the 15% set-aside for CHDOs.

- **What types of proposals have been successful in the past?**
 - **HOPWA:** Well thought-out client centered programming.
 - **CDBG (Public Services):** Youth activities, teen activities, workforce, and senior program. - page 27
 - **CDBG (Non-Public Services):** Housing development and minor home repair
 - **HOME:** Housing development for rental and home ownership.
 - **ESG:** Shelter services, rapid rehousing, and homeless prevention.

- **What are the eligible activities for non-public CDBG funds?**
 - **CDBG (Non-Public Service) and HOME:** Page 33 of the [Guide to Requesting Funding](#)

- **For the documents that are required to contract with the city, must those be in place at the time of application, or only after/if awarded?**

Documents must be in place after they are awarded. For the online application, all documents are required at the time of application submission. Incomplete applications will not be reviewed.

- **For projects dealing with clearance activities, does clearance include clean-up remediation?**

Yes. Make sure to include the information in your statement of work in your application.

- **Can highly skilled volunteers be used for projects?**

Please check with CREO KC at CREOKC@kcmo.org for the most accurate and up to date information.

- **Are there any word limits in the application sections?**

No

- **Do you have excel spreadsheets or fillable PDFs for the program budgets and other forms that need to be filled out?**

Yes, the budget template is available on the RFP website: [Housing Funding Opportunities | CITY OF KANSAS CITY | OFFICIAL WEBSITE \(kcmo.gov\)](#)

- **If awarded, what is the new granting period for all funding projects?**
 - **HOPWA:** 8/1/2024 - 7/31/2025
 - **CDBG-Public Services:** Contracts generally start May 1st and will run until April 30th of the following year.
 - **CDBG-Public Facilities:** Contracts generally follow the same timeline but may receive contractual extensions based on limited circumstances. Contact the Department of Housing and Community Development for more information.

- **HOME:** From the date of contract, HOME sub-recipients have up to four years to complete their project.
 - **ESG:** Generally, ESG contracts are administered for one year, but may receive an extension based on limited circumstances.
- **For the ESG program, what is the starting and ending period of performance for the open RFP 2024?**
May 1st through April 30th of the following year, subject to the date of the executed contract.
 - **Is there a policy for awarding these funds if the applicant has already received other public funding (i.e., Housing Trust Fund) for the same project?**
Multiple funding sources through the city are allowed. However, funds cannot be used for the same scopes in full for the same project.
 - **Does the ESG application have a narrative upload?**
No, the narrative requirement worth 30 points is to be entered in the text boxes.
 - **If a for-profit is applying for HOME or CDBG funds, what should they submit in lieu of Good Standing Certificate (since they are not a 501c3)?**
You can still receive a Certificate of Good Standing through the Secretary of State for Missouri if you are not a 501c3. The certificate acknowledges you are legally established to do business in Missouri.
 - **Can agencies receive scored apps from previous years?**
Yes. However, for all other requests outside of your project, we are allowed to keep closed (confidential) anything related to an RFP process such as proposals, scoring, etc., **until a contract has been executed**. Any written documents are public records and are subject to the Missouri Sunshine Law. **These are considered closed until the entire process is complete**. The relevant section of the Sunshine Law is 610.021 RSMo:

610.021. Closed meetings and closed records authorized when, exceptions.
— Except to the extent disclosure is otherwise required by law, a public

governmental body is authorized to close meetings, records and votes, to the extent they relate to the following:

(12) Sealed bids and related documents, until the bids are opened; and sealed proposals and related documents or any documents related to a negotiated contract until a contract is executed, or all proposals are rejected...”

- **For organizations new to contracting, where would you recommend a new organization start?**

Procurement: Jeanine.Crookshank@kcmo.org or 816-513-0813