

AFFORDABLE HOUSING TRUST FUND REQUEST FOR PROPOSALS (RFP) ROUND 4

OVERVIEW

The Affordable Housing Trust Fund is a city-wide fund to promote, preserve and create long term affordable housing for extremely low, very low- and moderate-income households. The Fund preserves the affordability of neighborhoods and prevents large scale displacement of residents by providing homeownership opportunities and preserving affordable housing through the rehabilitation of small and large rental housing developments. The Fund also seeks to remove blight and substandard properties through the renovation of vacant properties.

The Affordable Housing Trust Fund is a key tool in the implementation of the Affordable Housing Plan and collaboration with the HUD Consolidated Plan for the City of Kansas City. The fund has been created to provide an economically thriving, inclusive community with quality housing opportunities for all its residents and provide neighborhood stabilization and wealth building for its residents. The Affordable Housing Trust Fund is rooted in the core values of equitable community investment, long-term economic sustainability, housing as a human right, and holistic neighborhood reinvestment.

PURPOSE AND AFFORDABILITY STANDARD

The Affordable Housing Trust Fund will prioritize projects that:

- a) maximize the total number of affordable units with longer periods of affordability given higher priorities;
- b) serve extremely low-income households (30% of area median family income (AMFI) and projects serving very low-income households (50% of AMFI), including c) permanent supportive housing;
- provide grants or loans for homebuyer assistance programs that service homebuyers with income at or below 60 percent of AMFI to assist in wealth building in neighborhoods;
- d) serve higher bedroom sizes; and
- e) include community land trust, cooperatives, public housing collaborations, and other options that allow for long term affordability.

AFFORDABILITY REQUIREMENT

At a minimum, all projects receiving Housing Trust Fund dollars must restrict at least 20 percent of unit rents to be affordable to households with incomes at or below 60% AMFI. Housing Trust Fund dollars may only be used to directly support, preserve, or create units that are affordable for residents with incomes at or below 60% AMFI.

SOURCES OF FUNDING

The Affordable Housing Trust Fund will be funded up to \$14,400,000 to provide quality housing opportunities for residents and communities in need.

ADMINISTRATION OF FUNDS

Funding will be administered through the Housing and Community Development Department of the City of Kansas City, Missouri through a Request for Proposal process.

PROPOSAL NARRATIVES *(not to exceed 5,000 words)*

Proposal narratives **MUST** address each section below.

I. Project Summary/Description

The project summary should describe the objectives to be accomplished, activities to be implemented to should be specific, measurable, realistically attainable, relevant, and time bound. The project description should further identify the number of persons expected to be served, the details of the project, its location, number of affordable units, the population to be served, and the benefits the target population will receive from the anticipated outreach efforts.

II. Project Management

The project management description should specify the steps to be taken to implement the project and include a timeline that designates monthly milestones, identifying tasks, persons responsible to run the project and collect data and the start and completion dates. Also required is a history of the applicant's experience and success or history with the proposed project or one of a similar nature.

The description should also identify methods to be used to document activities, progress, and project effectiveness. It should furthermore anticipate any potential barriers to implementing the project and means to overcome these barriers, explain how the applicant will proceed with the changes, include specific, measurable, realistically attainable, relevant, and time-bound goals, specific quantifiable outcomes and describe any evaluation tools or methods to be used in measuring the project's achievement.

III. Project Readiness

Projects deemed "shovel ready" (meaning HTF is the only gap financing needed to begin construction) will be given preference in the scoring process. Projects with gap financing from other sources in the pipeline, in addition to HTF, may be considered for funding, with an affidavit from the applicant, affirming the project will be contracted no later than one year from the date of City Council's approval of the project. The City reserves the right to terminate proposed projects that do not begin construction within one year. If terminated, the Project and Contractor will forfeit the HTF funds awarded.

Please note, a contract for the project award must be executed within 12 months of the date of ordinance approval by the Mayor and City Council.

Applicants may contact the Development Assistance Team (DAT) to confirm the readiness of the project via the link to the information on City Planning and Development Site [Development Assistance Team | CITY OF KANSAS CITY | OFFICIAL WEBSITE \(kcmo.gov\)](#) and [contact information](#)

- DAT lead - Planning@kcmo.org
- John Pajor – John.Pajor@kcmo.org

This process with DAT is HIGHLY encouraged and will ultimately have a major impact on project scores/selections.

IV. Project Budget

The budget description must include the project’s financial plan and matching funding. The project’s proposed line-item budget must specify all revenue sources, personnel/operating costs, and its entire cost. The budget must include a contingency line to support unforeseen issues that arise. The applicant must attach approved financing agreements for each revenue source, i.e., MHDC, PIAC, LIHTC and others.

V. Project Sustainability

Applicants must describe the long-term sustainability of the project and specify how it will improve the quality of life and increase the social capital for all residents. Projects must address anticipated or desired impact on the surrounding neighborhood. Plans for community engagement are required.

VI. Key Personnel

Applicants must identify key personnel which may include, but not be limited to the Developer, Architect, General Contractor, Attorney, Accountant, Consultant(s) and Nonprofit partners and their backgrounds, a description of each team member’s roles and responsibilities in the project, team member’s experience and their role in similar prior development projects including date, type, and location of prior project (s). Applicants are encouraged to include City certified local small and minority- owned businesses as team members.

Applicants must identify the Key Employees who are likely to be assigned to this contract if the Proposal is selected. Key Employee(s) must be committed to the contract duration and may not be removed or substituted without the City’s prior written consent. For each Key Employee,

Description of relevant experience includes:

- a) Years of employment with the business/firm
- b) City and State of residence
- c) State time commitment on other accounts/projects; and
- d) Applicable professional registrations, education, certifications, and credentials

Additionally, contingency plan information for potential loss of key employees should be provided, to include:

- a) Statement on the ability of your business/firm to sustain the loss of any key staff
- b) Staffing plan for the contract including the locations of the positions
- c) Organizational chart for the assigned staff

VII. Experience

Include a list of the five (5) most relevant or comparable contracts completed by your business/firm during the past five (5) years. For each listed contract, provide a narrative that includes.

- a) The assigned project personnel
- b) Scope of services provided
- c) Dollar amount of the contract
- d) Contractual performance standards versus actual performance
- e) The contracting entity's contact person, email address, cell phone number and office telephone number
- f) Summary of how your business/firm delivered services; and
- g) Pricing and contractual compensation terms

VIII. Proposer's Reference from Clients

Proposers are required to provide three (3) client references, including contact information, for similar projects that the Proposer has completed within the past five (5) years.

General information should include the following:

- a) Name of proposer
- b) Subcontractor/third party, if applicable
- c) Product or service
- d) Reference check information
- e) Business/firm name
- f) Business/firm address
- g) Contact name
- h) Contact title
- i) Cell telephone number
- j) Office telephone number
- k) E-mail address
- l) A copy of your most recent relevant ongoing public contract; and
- m) A list of all public contracts for the last three (3) years, including the dollar amount, summary of the scope of services, contract terms, public owner's contact person, email address, cell and office telephone numbers.

SOURCES AND ALLOCATION OF FUNDING

The total amount available for distribution is **up to \$14,400,000.00** of Housing Trust funding through the use of general funding. The total amount available for distribution is \$14,400,000.00 of General Obligation Law, a special election was also duly held in the City on Tuesday, November 8, 2022, (the "2022 Election"), on the question of whether to issue general obligation bonds of the City in an amount not to exceed \$50,000,000.00 for the purpose of affordable housing through the rehabilitation, renovation, and construction of houses and buildings, including blight removal, to provide affordable housing for very low-to-moderate- income households.

The following sets forth the funding allocation that shall be followed:

- a) A minimum of 20% of awards shall be made for Affordable Rental Preservation, at or below 60% of AMFI (minimum \$1,800,000)
- b) A minimum of 20% of awards shall be made for Affordable Rental Creation, at or below 60% of AMFI (minimum \$1,800,000)
- c) A minimum of 10% of awards shall be made to create/support dedicated Transitional Housing and Permanent Supportive Housing units for vulnerable populations (minimum \$900,000)
- d) A minimum of 10% of awards shall be made for Homeownership Support and/or Retention Programs for residents at levels at 60% of AMFI. Programs that provide a path for resident tenants to transition to ownership shall be eligible (minimum \$900,000)

The Board may recommend deviating from the percentage minimums by motion and majority vote dependent on factors such as the number and quality of applications in specific categories in each RFP application round.

CRITERIA FOR AWARD AND USE OF FUNDS

The Affordable Housing Trust Fund will maintain criteria for the award and use of funds in each:

- a) Affordable Rental Housing Preservation
- b) Affordable Housing Creation
- c) Transitional Housing and Permanent Support Housing
- d) Homebuyer Assistance and Retention

The Maximum Awards will be given the following:

- a) The maximum award given to each for-profit developer is 20% of the development cost if loan or 10% of development costs if it is a grant
- b) The maximum award given to each non-profit developer is 30% of the development cost if a loan or 15% for a grant. The non-profit developers must be the lead developer or have a substantial involvement in the development.

EVALUATION CRITERIA

Any evaluation criteria or weighting of criteria is used by the Board only as a tool to assist the Board in selecting the projects it selects to recommend to the City Council. The Board may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right or expectation to the requested funding, regardless of any score or ranking given to any Proposer.

The following objectives will be considered in evaluating applications in the Affordable Rental Housing Preservation, Affordable Housing Creation, and/or Transitional Housing and Permanent Supportive Housing categories:

- a) Applicant's experience and financial capacity to complete the project;
- b) Demonstration of project readiness, including site control and development plans;
- c) Number of affordable housing units and affordability period;
- d) Size of units and rent structure;
- e) Feasibility of budget and costs of project; leveraged financing;
- f) Feasibility of timely implementation of the project;
- g) Projects anticipated or desired impact on the surrounding neighborhood. Plans for community engagement are required;
- h) Inclusion of small/emerging developers or contractors (minority and women owned businesses);
- i) Inclusion of a non-profit organization with substantial involvement;
- j) Financial sustainability of the project and the developer's ability to maintain the units at a high standard over the long term; experience exhibited to do so;
- k) Partnerships, collaborations and/or coordination with ongoing efforts by established organizations serving the neighborhood;
- l) Measurable reporting of affordable units and/or services;
- m) Supportive housing programs for vulnerable residents;
- n) Provide down payment assistance, education, and counseling for homebuyers at 60% or less of AMFI to develop wealth building in neighborhoods and communities;
- o) Projects that produce or preserve small multifamily units (up to 20 units); and
- p) Projects must demonstrate the ability to initiate and maintain compliance programs throughout the duration of the project and affordable housing period.

The following objectives will be considered when evaluating applications in the Homebuyer Assistance/Homeownership Program category:

- a) Project's alignment with targeted areas in the Housing 5-year plan or Consolidated Plan;
- b) The agency's experience engaging with prospective homebuyers and/or homeowners;
- c) Demonstration of sufficient administrative capacity to administer the project, including project staff;
- d) A plan to create and provide homebuyer education to project participants or partnership with an organization to provide homebuyer education;
- e) The anticipated or desired impact on the surrounding neighborhood;
- f) Serves a population or geographic region directly impacted by housing policies and initiatives; and

- g) Partnerships, collaboration, and/or coordination with ongoing efforts by established organizations serving the neighborhood.

DISCLOSURE OF PROPRIETARY INFORMATION; SUNSHINE LAW

A proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the proposal by following these instructions:

- a) Identifying each page of each such document prominently in at least 16-point font with the words “Proprietary Information”; and
- b) Provide each page of each “Proprietary Information” document on a different color paper than the paper on which the remainder of the Proposal is submitted.

If access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the Board will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law. The Board may elect to treat all Proposals, documents and meetings relating thereto as closed records or meetings under the Missouri Sunshine Act until funding contracts have been executed with the selected Proposers, or until all Proposals are rejected. Notwithstanding the foregoing, in response to a formal request for information, the Board reserves the right to release any documents if the Board determines that such information is a public record pursuant to the Missouri Sunshine Law.

DISCUSSIONS AND NEGOTIATIONS WITH PROPOSERS

The Board in its sole discretion may do any or all of the following:

- a) Evaluate proposals and award a contract with or without presentations, discussions, or negotiations with any or all of the Proposers
- b) Discuss and negotiate anything and everything with any Proposer or Proposers at any time
- c) Request additional information from any or all Proposers
- d) Request a Proposer or Proposers to submit a new Proposal
- e) Request one or more best and final offers from any or all Proposers
- f) Accept any Proposal in whole or in part
- g) Require a Proposer to make modifications to their initial Proposals
- h) Make a partial award to any or all Proposers
- i) Make a multiple award to any or all Proposers
- j) Terminate this RFP at any time and reissue an amended RFP or new RFP

REJECTION OF PROPOSALS

The Board reserves the unconditional right to reject any and all proposals received in response to this RFP at any time prior to the City executing a contract that meets the requirements of Section 432.070 RSMo, the City Charter and all applicable City Ordinances.

DOCUMENTS REQUIRED FOR ALL APPLICANTS TO SUBMIT:

- a) Verification of tax-exempt status (IRS determination letter, preferred), if applicable
- b) Organizational chart
- c) Project financial plan and financing commitments
- d) Most recent annual audit, if applicable
- e) Name, address, and telephone number of the organization submitting the proposal
- f) Name and telephone number of the organization’s CEO or principal
- g) Tax Identification Number (TIN)
- h) UEI# Unique Entity Identifier, formerly known as the DUNS # (go to www.sam.gov)
- i) Contact information (telephone number, fax number and email address) for the individual completing the proposal.
- j) Project Name and Location
- k) Congressional District
- l) City Council District
- m) Signature of CEO and date signed
- n) Map showing the location of the project

DOCUMENTS REQUIRED FOR AWARDEES TO SUBMIT:

Selected proposers must adhere to certain contracting requirements applicable to City-funded projects. All documentation must be dated within the last 12 months from application. These requirements include the following:

- a) Current copy of Annual or Biennial Registration Report filed with the Missouri Secretary of State (go to www.sos.mo.gov)
- b) Current Certificate of Good Standing issued by the Missouri Secretary of State
- c) Insurance Certificate with the City of Kansas City Missouri as an Additional Insured Insurance policies must cover bodily injury, property damage liability, auto, builders’ risk, commercial/comprehensive liability, professional liability/error
- d) Signed Non-Debarment Certification
- e) Signed Employee Eligibility Verification Affidavit
- f) E-Verify Memorandum of Understanding (go to www.e-verify.gov)
- g) UEI# Unique Entity Identifier, formerly known as the DUNS # (go to www.sam.gov)
- h) Provide evidence of the engagement of a disbursement agent (agent business card and wiring instructions)
- i) Vendor ACH Form, including a W-9 for both the developer and disbursement agent

Contracts must be executed within 12 months from the date of the ordinance approval by the Mayor and City Council.

CIVIL RIGHTS AND EQUAL OPPORTUNITY ASSURANCES AND ADDITIONAL RELEVANT INFORMATION

I. MBE/WBE Program.

The Board and City desire that Minority Business Enterprises (“MBE”) and Women’s Business Enterprises (“WBE”) have a maximum opportunity to participate in the performance of any projects selected for funding. The City’s Civil Rights

and Equal Opportunity Department is responsible for establishing MBE/WBE goals and, although goals have not been set at this time, any Proposer requesting funding in excess of \$300,000.00 should anticipate that MBE and/or WBE participation may be required pursuant to Chapter 3, Article IV, Division 2 of the Code of Ordinance for the City of Kansas City, Missouri. Even if not ultimately required by law, Proposers should be mindful that the Board and City requires the selected proposer's MBE/WBE goals at the time of application. Per CREO KC's Annual Manual, projects under the Housing and Community Development Department (HCDD) are typically 15% MBE and 15% WBE for Construction Services, and 14% MBE and 14% WBE for Professional Services.

II. Non-discrimination in Employment

Selected Proposers shall not discriminate against any employee or candidate for employment on the basis of an individual's race, hair texture or hair style associated with an individual's race, color, sex, religion, national origin, or ancestry, disability, sexual orientation, gender identity, age, or in any other manner prohibited by Chapter 38 of the City Code. Selected Proposers shall not engage in any discrimination as prohibited by Chapter 3 of the City Code.

III. Title VI of the Civil Rights Act of 1964

Requires that no person in the United States shall, on the grounds of race, color, or national, or origin (including limited English proficient individuals), be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any programs or activity receiving federal financial assistance. The City of Kansas City, Missouri requires compliance with the requirements of Title VI in all of its programs and activities regardless of the funding source. No person shall discriminate on the grounds of race, color, or national or origin (including limited English proficient individuals).

IV. Quality Services Assurances Act

If this Contract exceeds \$160,000, Selected proposer certifies will pay all employees who will work on this Contract in the city limits of Kansas City, Missouri, at least, \$15 per hour in compliance with the City's Quality Services Assurance Act, Section 3-66, code of Ordinances or City has granted an exemption pursuant to the Quality Services Assurance Act.

V. Anti-Discrimination Against Israel

If this Contract exceeds \$100,00 and employs, at least, ten employees, pursuant to Section 34.600, RSMo., by executing this Contract, Selected proposer certifies it is not currently engaged in and shall not, for the duration of this contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

VI. Affirmative Action

If this Contract exceeds \$300,000 and employs fifty (50) or more people, Selected proposer shall comply with City's Affirmative Action requirements in accordance with the provisions of Chapter 3 of City's code, the rules and regulations relating to those sections, and any additions or amendments thereto; in executing any Contract subject to said provisions, warrants that it has an affirmative action program in place and will maintain the affirmative

action program in place for the duration on the Contract. Selected proposer shall not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin or ancestry, disability, sexual orientation, gender identity, or age in a manner prohibited by Chapter 3 of City's Code. Selected proposer shall:

- a) Execute and submit the City of Kansas City, Missouri Civil Rights and Equal Opportunity (CREO) Department Affirmative Action Program Affidavit warranting that the has an affirmative action program in place and will maintain the affirmative action program in place for the duration of the Contract.
- b) Submit, in print or electronic format, a copy of Selected proposer's current certificate of compliance to the City's CREO Department prior to receiving the first payment under the Contract, unless a copy has already been submitted to CREO at any point within the previous two (2) calendar years. If, and only if, does not possess a current certification of compliance, shall submit, in print or electronic format, a copy of its affirmative action program to CREO prior to receiving the first payment under the Contract, unless a copy has already been submitted to CREO at any point within the previous two (2) calendar years.
- c) Require any Sub awarded a subcontract exceeding \$300,000 to affirm that the Sub have an affirmative action program in place and will maintain the affirmative action program in place for the duration of the subcontract.
- d) Obtain from any Sub awarded a subcontract exceeding \$300,000 as copy of the Sub's current certificate of compliance and tender a copy of the same, in print or electronic format, to CREO within thirty (30) days from the date the subcontract is executed. If, and only if, Sub does not possess a current certificate of compliance, shall obtain a copy of the Sub's affirmative action program and tender a copy of the same, in print or electronic format, to CREO within thirty (30) days from the date the subcontract is executed. The City has the right to act as directed by its CREO Department to enforce this provision. If selected proposer fails, refuses or neglects to comply with the provisions of
- e) Chapter 3 of City's Code, then such failure shall be deemed a total breach of this Contract and this Contract may be terminated, cancelled, or suspended, in whole or in part, and may be declared ineligible for any further contracts funded by City for a period of one (1) year. This is a material term of this Contract.

VII. Compliance with Laws

Contractor shall comply with all federal, state, and local laws, ordinances, and regulations applicable to the work and this Agreement. Contractor shall maintain in effect all the licenses, permissions, authorizations, consents and permits that it needs to carry out its obligations under this Agreement.

VIII. Construction Workforce Program

For projects with a construction component, a good faith effort to achieve construction employment goals of ten percent (10%) minority participation and two percent (2%) female participation of the total hours worked on the project will be required pursuant to Chapter 3, Article IV, Division 3 of the Code of Ordinance for the City of Kansas City, Missouri. Selected proposers will be expected to cooperate with the Human Relations Department with reporting its subcontractors' (which includes the general contractor) construction employment employees and

the hours of those employees.

IX. Prevailing Wage

If the Agreement exceeds \$75,000.00 and any of the Services performed by Contractor includes construction, reconstruction, improvement, enlargement, alteration, painting and decorating, or major repair, that is subject to the Missouri Prevailing Wage Law (Section 290.210, RSMo – 290.340, RSMo), Contractor shall immediately notify the City prior to performing Services so the parties can execute an agreement that incorporates, the appropriate Wage Order. Contractor shall comply with all requirements of Section 290.210, RSMo – 290.340, RSMo even if Contractor fails to notify the City.

X. Living Wage

The minimum income necessary for workers to meet their basic needs, which include food, housing, and other essential needs such as clothing. The current living wage for Kansas City, Missouri is \$15 per hour.

XI. Payment Bond and Performance Bond

Will be required for contracts that exceed \$50,000.00

XII. Employee Eligibility Verification

If a selected proposal results in a contract award exceeding five thousand dollars(\$5,000.00), the Proposer will be required to execute and submit an affidavit, in a form prescribed by City, affirming that Proposer does not knowingly employ any person in connection with the project who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U. S. C. § 1324a(h)(3). Proposer shall attach to the affidavit documentation sufficient to establish its enrollment and participation in an electronic verification of work program operated by the United States Department of Homeland Security (E-Verify) or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986. Selected proposers shall submit the above-described affidavit and attachments to the City prior to execution of any contract, or at any point during the term of the contract if requested by City. Proposer may obtain additional information about E-Verify and enroll at www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.

XIII. Project Completion

Per Kansas City Redevelopment Ordinance, Sec. 74-12 – All incentivized projects shall substantially complete construction within three years of the incentive approval date or the awarded incentive shall expire, unless the city council has specifically modified the time period for completion by ordinance or resolution. If more than 20 percent of the total residential units provided in a project qualify as affordable housing, as defined in section 74-11, and comply with the criteria in section 74-11(d), the timeline for substantial completion is extended from three years to five years. Substantial

completion/substantially complete means the issuance of certificate of occupancy or temporary certificate of occupancy for the project, whichever is issued first. Projects are not considered to be completed until verification that the project has been executed per the ordinance and all compliance requirements per the contract are satisfied.

For all awarded HTF contracts, the original contract term will be set as two years. A request to extend the initial contract ends to be made by the developer 6 months prior to the contract expiring.

[Chapter 74 - KANSAS CITY REDEVELOPMENT ORDINANCE | Code of Ordinances | Kansas City, MO | Municode Library](#)

PRE-PROPOSAL WORKSHOPS

Registration is required to attend. Select from 1 of 2 available workshops. Pre-proposal workshops will be held on Tuesday, June 18th, 2024 from 1PM to 4PM at South KC Chamber of Commerce (1300 E. 94th St., KCMO 64197) [click here to register](#); and on Thursday, June 20th, 2024 from 9:00AM – 12:00 PM at Northland Neighborhoods, Inc. (5340 Choteau Trfwy, KCMO 64119) [click here to register](#).

The pre-proposal workshops will review the information in this RFP and provide an opportunity for questions and answers. The HTF will also accept proposals from developers and organizations that are not represented at the pre-proposal workshops. However, applicants are **STRONGLY** encouraged to attend the pre-proposal workshops. Video recordings and additional documentation can be found via the HTF website at <https://www.kcmo.gov/city-hall/housing/housing-trust-fund>.

SUBMISSION OF PROPOSALS

All proposals must be submitted by 2:00 PM (CST) on Wednesday, July 17, 2024. The Board reserves the right to change or extend the submission date and time for any reason.

Applications to the Affordable Housing Trust Fund should be submitted using the following link: <https://www.cognitofrms.com/KansasCity2/AffordableHousingTrustFundRoundIV>

All fields must be completed with corresponding documentation uploaded where asked. Use the File Upload field to upload files (such as PDFs and images).

QUESTIONS

All questions regarding this RFP must be submitted in writing. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to this RFP. Oral or other interpretations or clarifications shall be without legal effect. Submit written questions to the following staff:

Nichol Washington and Fatima Delić, Housing Trust Fund Program Managers
E-mail Address: HousingTrustFund@kcmo.org

CHANGES IN THE RFP

After this RFP is issued, the Board in its sole discretion, may change everything or anything contained in this RFP at any time including after the Proposal due date. If the change is prior to the proposal due date, the Board reserves the right, when considered necessary or appropriate, to modify this RFP. If the Board shall amend this RFP after the proposal due date, the Board may, in its sole discretion, solicit new proposals in an amended RFP from anyone or everyone regardless of whether a person submitted a proposal in response to the original RFP.

CHANGES IN EXECUTED CONTRACT AND ADDITIONAL WORK

After the City executes a contract in accordance with the requirements of Section 432.070.RSMo, the City Charter and City Ordinances, the City may, in its sole discretion, amend the contract to change anything or everything associated with the contract as long as such change is in the interest of the city and as long as the Contractor agrees to the change.

The City, in its sole discretion, may award additional contracts for related work or subsequent Project phases to the selected Contractor. The City, in its sole discretion, may extend the terms of the contract with the selected Contractor notwithstanding the expiration of the initial term or any subsequent term or all options to renew, until the City has a new contract in place with either Proposer or another provider or until the city terminates the Contract.

REQUIRED HOUSING TRUST FUND PROJECT SIGNAGE

Upon the start of any construction or rehab work on the project site, Developer shall place an approved sign by HCDD staff that includes the City of Kansas City and HTF logo and states “Funded in part by the City of Kansas City, Missouri via HTF Funds.” Such sign and wording shall be easily visible to the public from the public right-of-way. The sign shall remain on the property for 60 days (about 2 months) following project completion.

PROPOSER SOLELY RESPONSIBLE FOR ALL COSTS

Regardless of the amount of time, effort, cost, and expense incurred by a Proposer in Proposer’s attempt to win this Board contract, Proposer agrees that Proposer shall be solely liable for all costs incurred by Proposer. The Board shall have no liability or responsibility for any Proposer’s attorney’s fees, costs, or expenses.

OWNERSHIP OF PROPOSALS

By submitting its Proposal, Proposer hereby agrees that Proposer’s Proposal and any supplementary material submitted by the Proposer shall become property of the Board and the City.

CLOSED RECORDS

All proposals including interviews, presentations, documents, and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Law until a contract is executed or until all Proposals are rejected by the City. If the City amends this RFP, Proposals submitted in

response to the original RFP may remain closed records until a contract is executed or all proposals submitted in response to the amended RFP are rejected. Proposals shall remain closed records even if the Board or the City mistakenly informs all Proposers that it is rejecting any and all Proposals prior to amending the RFP as long as the City intends to amend the RFP and resolicit Proposals.

DEFINITIONS

RFP	Request for Proposals
Board	Affordable Housing Trust Fund Board
HTF	(Affordable) Housing Trust Fund
City	City of Kansas City, Missouri
HCDD	Housing of Community Development Department
KCMO	Kansas City, Missouri
Revenue Source	a source or category of sources of revenue of a company, other organization, or regional or national economy. Examples of revenue sources may include the following: MHDC – Missouri’s State Housing Finance Agency – Missouri Housing Development Commission PIAC – Public Improvements Advisory Committee LIHTC – Low Income Housing Tax Credit