



## City Planning and Development

*Administration Division*

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15<sup>th</sup> Floor  
Kansas City, Missouri 64106

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Fax: 816-513-2838

### Community Improvement District Revolving Loan Fund

The City of Kansas City has established a loan fund to assist in the establishment of Community Improvement Districts (“CIDs”) and provide temporary operational funds for newly established CIDs.<sup>1</sup> Applicants may apply for a loan and will be considered on a first-come, first-served basis, and as funding is available. Selected applicants must enter into a contract with the City regarding repayment of the loan. Total funding currently available is approximately \$120,000.

#### General Eligibility:

##### A. Proposed CID

- Applicant is a corporate entity that has been registered with the Missouri Secretary of State for a minimum of one year
- Community-based CID with a minimum of three property owners
- Will provide services and improvements that are for a public purpose
- Will not seek a blight determination.

##### B. Newly-established CID

- Application must be submitted within one year of establishment
- Community-based CID with a minimum of three property owners
- Will provide services and improvements that are for a public purpose
- Does not have a blight determination

#### Application Requirements:

##### A. All Applications

- Applicant name, address and contact information
- Proposed budget with estimated revenues and feasibility of proposed improvements/services
- Loan amount requested
- Proposed use of loan funds and the respective dollar amounts for each use.

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<sup>1</sup> Ordinance No. 240451 adopted June 6, 2024.

B. Additional Requirements for Proposed CIDs

- Applicant's business registration from the MO Secretary of State
- Proposed CID boundary
- Statement of purpose regarding services and improvements to be provided
- Revenue estimate from the Finance Department if proposing sales/use tax<sup>2</sup>
- Proof of any professional assistance received to date

**Loan Terms:**

A. Proposed CID

- Funds must be used toward actual costs of establishing CID including legal fees, professional fees, and land surveyor services.
- No more than 20% of the total amount of the loan may be used for costs related to gathering petition signatures.

B. Newly-established CID

- Funds must be used for services and improvements to be provided by the CID and/or used to pay the direct costs of the CID's sales and use tax election.
- No more than 10% of the total amount of the loan may be used toward general administrative fees<sup>3</sup>.

**Selection Process:**

1. Submit application form and required documents to City Planning and Development, Administration Division, attn: Abbey Brinkley, [abbey.brinkley@kcmo.com](mailto:abbey.brinkley@kcmo.com).
2. City Planning staff will review documentation and notify applicants of approval or denial.
3. Selected applicants must enter into a contract with the City that requires the CID to prioritize repayment of the City at a minimum of 10% of the CID's annual revenue. Additionally, upon establishment of a proposed CID, the CID must enter into a cooperative agreement with the City that addresses loan repayment.

**Questions:**

Contact City Planning and Development, Administration Division, attn: Abbey Brinkley, [abbey.brinkley@kcmo.com](mailto:abbey.brinkley@kcmo.com) or 816-513-5862.

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<sup>2</sup> Contact Development Finance Division, attn: Sean Carroll ([sean.carroll@kcmo.org](mailto:sean.carroll@kcmo.org)). A revenue estimate typically takes 3-4 weeks to complete.

<sup>3</sup> General administrative fees include legal fees, accounting fees, bank fees, insurance, etc.