



CENTRAL CITY ECONOMIC DEVELOPMENT *Sales Tax*

Tuesday, August 10, 2021

12:15 pm – 2:00 pm

Zoom Meeting: <https://zoom.us/j/94196295826>

Meeting ID: 941 9629 5826

Phone: (646) 558-8656 Passcode: 94196295826#

1. Call to Order
2. Public Comment
3. Treasurer's Report
4. Previous Rounds Project Updates
5. Project Modification Policy
6. Project Modification Request
 - a. Oak Park Townhomes
 - b. Round 2 Project Modification Request
 - c. Round 3 Project Modification Request
7. Administrative Services RFP Update
8. Other Business
9. Adjourn

Additional Business

- There may be general discussion of matters related to the Central City Economic Development Sales Tax.
- Pursuant to subsections (1) and (12) of Section 610.021 of the Revised Statutes of Missouri, there may be a closed session to discuss a) legal matters, litigation or privileged communications with attorneys; and/or b) sealed proposals and related documents or any documents related to a negotiated contract.

Any person with a disability desiring reasonable accommodation to attend this meeting should contact the City's 311 Action Center.

Central City Economic Development Sales Tax Fund #2200
Comparison of Revenues, Expenditures
and Change in Fund Balance
As of July 30, 2021

	Actual FY 2019-20	Actual FY 2020-21	Adopted FY 2021-22	Projected Activity FY 2021-22	Activity to Date ¹ FY 2021-22	Actuals to Date ² FY 2021-22
Beginning Fund Balance	\$ 14,729,572	\$ 19,978,759	\$ 3,276,611	\$ 24,781,743	\$ 24,781,743	\$ 24,781,743
Reserve for Encumbrances	-	401,273	-	3,510,209	3,510,209	3,510,209
Rollforward of encumbrances to FY 2022	-	(3,510,209)	-	-	-	-
Total Fund Balance	14,729,572	16,869,822	3,276,611	28,291,953	28,291,953	28,291,953
Revenues						
Sales Tax	10,720,388	9,353,764	9,855,000	9,855,000	2,706,435	2,706,435
Miscellaneous Income	6,028	57,357	56,000	\$56,000.00	809	809
Total Revenues	\$10,726,416	\$9,411,121	\$9,911,000	\$9,911,000	\$2,707,244	\$2,707,244
Expenses						
Wages	\$ 49,492	\$ 61,488	\$ 59,808	59,808	59,808	13,802
Benefits-Insurance-Health-FICA	13,984	19,640	22,090	22,021	22,021	5,458
Pension	6,396	9,986	9,763	9,832	9,832	2,591
Employee charged-in	-	7,689	-	-	-	544
Salary and Wages Subtotal	69,872	98,803	91,661	91,661	91,661	22,395
Training/Meeting Exp.	2,408	1,138	-	-	-	-
Catering/Food	303	-	-	-	-	-
Printing / Office Supplies/Advertisements	533	273	500	500	500	367
Computer and Information Systems	-	-	-	-	-	-
Meeting and Other Related Expenses Subtotal	3,244	1,411	500	500	500	367
Community Builders of Kansas City (Round 1)	627,785	-	-	-	-	-
Emanuel Family & Child Development (Round 1)	725,000	-	-	-	-	-
Linwood Shopping Square (Round 1)	2,389,149	-	-	-	-	-
Ivanhoe Neighborhood Council (Round 1)	-	-	-	933,840	933,840	933,840
MACPEN Enterprise (Round 1)	1,000,000	-	-	-	-	-
National Assoc of Construction Cooperatives (Round 1)	-	-	-	215,000	215,000	215,000
Neighbors United (Round 1)	-	139,927	-	66,024	66,024	66,024
Round 1 Funding Subtotal:	4,741,934	139,927	-	1,214,864	1,214,864	1,214,864
Urban America Southpointe, LLC (Round 2 Recommendation)	-	-	-	500,000	500,000	-
Urban America – KC EVE, LLC (Round 2 Recommendation)	-	-	-	1,205,231	1,205,231	-
KC Town Hall (Round 2 Recommendation)	-	-	-	490,539	490,539	-
Palestine Economic Dev. Corp. (Round 2 Recommendation)	-	-	-	2,288,008	2,288,008	-
Urban Neighborhood Initiative (Round 2 Recommendation)	-	-	-	250,000	250,000	250,000
Oak Park Neighborhood Association (Round 2 Recommendation)	-	-	-	2,800,000	2,800,000	-
Linwood Gardens (Round 2 Recommendation)	-	-	-	1,150,000	1,150,000	1,150,000
Prospect Summit Duplexes (Round 2 Recommendation)	-	-	-	1,900,000	1,900,000	-
Neighbors United Supplemental (Round 2 Recommendation)	-	-	-	107,853	107,853	107,853
Round 2 Funding Subtotal:	-	-	-	10,691,631	10,691,631	1,507,853
Conrad Wright Media Building (Round 3 Recommendation)	-	-	-	200,000	200,000	-
CELT (Round 3 Recommendation)	-	-	-	282,354	282,354	-
Parade Park Homes (Round 3 Recommendation)	-	-	-	905,000	905,000	-
One Nine Vine (Round 3 Recommendation)	-	-	-	3,960,000	3,960,000	-
Jazz Hill Homes (Round 3 Recommendation)	-	-	-	3,974,296	3,974,296	-
The Overlook (Round 3 Recommendation)	-	-	-	5,000,000	5,000,000	-
Santa Fe (Round 3 Recommendation)	-	-	-	610,000	610,000	-
Round 3 Funding Subtotal:	-	-	-	14,931,650	14,931,650	-
Small Business Stabilization (Covid-19 Recommendation)	-	500,000	-	-	-	-
Essential Services Program (Covid-19 Recommendation)	-	500,000	-	-	-	-
Covid-19 Funding Subtotal:	-	1,000,000	-	-	-	-
Ivanhoe Neighborhood Council (Supplemental Funding)	-	-	-	287,492	287,492	287,492
Emanuel Family & Child Development (Supplemental Funding)	-	-	-	500,000	500,000	500,000
Supplemental Funding Subtotal:	-	-	-	787,492	787,492	787,492
Projects Recommended for Funding Subtotal	4,741,934	1,139,927	-	27,625,637	27,625,637	3,510,209
Dean & Dunn Consultant Services (2nd Year)	101,520	89,728	-	-	-	-
Harrison-Lee Consultant Services (2nd Year)	159,386	169,331	-	364,000	364,000	364,000
Consulting Services Subtotal	260,906	259,059	-	364,000	364,000	364,000
Contractual Services	-	-	9,271,091	9,271,091	9,271,091	-
Total Expenses	5,075,956	1,499,199	9,363,252	37,352,889	37,352,889	3,896,971
Surplus (Deficit)	5,650,460	7,911,922	547,748	(27,441,889)	(34,645,645)	(1,189,726)
Total Ending Fund Balance	\$ 20,380,031	\$ 24,781,743	\$ 3,824,359	\$ 850,063	\$ (6,353,692)	\$ 27,102,226

Footnotes:

1. Reflects actual FY 22 collected revenues and city appropriations within the city's financial system.
2. Reflects actual FY 22 collected revenues, expenditures and encumbrances in the city's financial system.

CCED Project Updates - Round 1 (July 2021)

FA	Project	Summary	CCED Budget	Project Budget	Leveraged Funds	LTV	Infrastruc.	
x	Linwood Shopping Square	Renovation Retail Shopping Center	\$2,389,146	\$8,592,000	\$6,202,854	27.81%		Project Complete
x	MACPEN Enterprise	Construction of Child Care Center with Services	\$1,000,000	\$3,249,750	\$2,249,750	30.77%		Construction ongoing
x	Community Builders of Kansas City	Renovation for Entrepreneur Space at 5008 Prospect	\$627,785	\$752,785	\$125,000	83.39%		Project Complete
x	Emmanuel Family & Child Development	Construction of Child care Center with Services	\$1,225,000	\$7,309,387	\$11,103,448	16.76%		Construction for the 2nd part of the project will commence 3rd - 4th Quarter 2021
x	Ivanhoe Neighborhood Council	Senior Cottages at 39th Street	\$1,221,332	\$2,174,632	\$953,300	56.16%		Funding Agreement complete.
x	National Association of Construction Coop	Rehabilitation of Homes throughout the District	\$215,000	\$10,000,000	\$9,785,000	2.15%		Funding Agreement complete. Developer will need to make application from the LandBank on identified homes to be rehabbed.
x	Neighborhoods United	Rehabilitation of Homes for Disabled Veterans	\$313,804	\$627,608	\$313,804	50.00%		Construction ongoing.
Total			\$6,992,067	\$32,706,162		21.38%		
Public Infrastructure/ Site Development Preparation - 20%			\$1,398,413					
Actual - Public Infrastructure/ Site Development Preparation								
Public Infrastructure Deficit			\$1,398,413					

CCED Project Updates - Round 2 (July 2021)

FA	Project	Summary	CCED Funds	Project Budget	Leveraged Funds	LTV	Infrastruc.	
	Urban America Southpointe, LLC	Pre-development expenses for the construction of office space, retail, hospitality, multi-family residential and parking in the 63rd Street and Prospect Avenue area.	\$500,000	\$180,259,034	\$179,759,034	0.28%		CCED Funds will be applied to Phase 1 - the housing project. Minority goals have been established and funding agreement drafted. Ordinance before the Council for approval 8/2021 to enter into contract.
	Urban America – KC EVE, LLC	Redevelopment of historical Castle Building and construction of Enterprise Village Ecosystem -36 net zero cottage style homes in the South Vine Street Corridor	\$1,205,231	\$21,947,664	\$20,742,433	5.49%		Engaged marketing and design team for residential sales component (58 homes). Contract negotiations ongoing; Architect provided proposal for repurposing of Castle Building - received their proposal which is
d	KC Town Hall	Redevelopment of building on 36th & Indiana Ave to provide restaurant, incubator and 3 affordable housing apartments.	\$490,539	\$680,169	\$189,630	72.12%		Funding Agreement negotiated but not executed. Awaiting insurance.
x	Urban Neighborhood Initiative	Site work and infrastructure related to the new construction of 30 single-family homes, in partnership with Habitat for Humanity.	\$250,000	\$1,731,600	\$1,481,600	14.44%	\$250,000	Funding Agreement Complete
d	Oak Park Neighborhood Association	Equity funding to support the development of 29 units of affordable housing at 38th Street and Prospect Avenue	\$2,800,000	\$8,183,550	\$5,383,550	34.21%		The Funding Agreement has been drafted. LIHTC included on project; hence closing must occur simultaneously with MHDC. PIEA has initiated a condemnation process to provide clear title and liens on acquired properties prior to closing.
x	Linwood Garden	Equity funding to develop 32 units of affordable housing, community kitchen, coffee shop and exterior shelter near Linwood and Bruce Watkins Drive.	\$1,150,000	\$7,667,968	\$6,517,968	15.00%	\$0	Funding Agreement Complete

d	Prospect Summit Duplexes	Joint venture partnership, including the nonprofit Mt. Pleasant EDC, for the construction of 23 townhomes for rent in the 22nd/23rd and Prospect Avenue area.	\$1,900,000	\$5,653,625	\$3,753,625	33.61%	\$1,010,002	The Funding and Loan Agreements drafted.. LIHTC included on project; hence closing must occur simultaneously with MHDC. Project has been working through rezoning, PIEA revenue bonds and tax abatement, clear title liens and checklist items from MHDC, syndicator and CCED.. Project modification requested to allocate additional resources.
d	Palestine Economic Dev. Corp	Equity funding to support the construction of a 39 unit assisted living facility at 35th Street and Prospect Avenue.	\$2,288,008	\$5,735,008	\$3,447,000	39.90%	\$300,000	Funding Agreement negotiated but not executed. Awaiting insurance.
Total			\$10,583,778					
Public Infrastructure/ Site Development Preparation - Actual			\$1,560,002					
Public Infrastructure/ Site Development Preparation - 20%			\$2,116,756					
Public Infrastructure Deficit			\$556,754					

CCED Projects - Round 3 (July 2021)

FA	Project	Summary	CCED Budget	Project Budget	Leveraged Funds	LTV	Infrastructure	Developers Target	Council Target Date
	One Nine Vine	Mixed-Use new construction including 80 apartments (30 one bedroom, 50 two bedroom, 14 affordable) and 138 space above ground parking garage	\$3,960,000	\$18,133,565	\$14,173,565	21.84%		8/2021	6/2021
	Conrad Wright Media Building	Rehabilitation of existing building for mixed-use office space and two affordable apartments	\$200,000	\$600,000	\$400,000	33.33%		8/2021	3/2021
	38th Street Studio	Rehabilitation of existing building located at 3841 Agnes for office space and 5 affordable apartments	\$282,354	\$641,714	\$359,360	44.00%		9/2021	3/2021
	The Overlook District	Site infrastructure for future 11 acre office / mixed-use development	\$5,000,000	\$23,283,520	\$18,283,520	21.47%	\$5,000,000	Complete 7/21	6/2021
	Parade Park Homes	Infrastructure/demolition for new construction of 100 multi-family affordable senior apartment units	\$905,000	\$3,244,533	\$2,339,533	27.89%	\$905,000	11/2021	7/2021
	Jazz Hill Apartments	Multi-Family rehabilitation of Jazz Hill Apartments - 197 affordable units	\$3,974,296	\$21,471,336	\$17,497,040	18.51%	\$40,000	8/2021	6/2021
	Santa Fe Homes	Home rehabilitation program for homeowners in the Santa Fe Neighborhood (\$50,000 maximum loan per home)	\$610,000	\$1,395,000	\$785,000	43.73%		7/2021	6/2021
	Total		\$14,931,650			30.11%			
	Public Infrastructure/ Site Development Preparation - 20%		\$2,986,330						
	Public Infrastructure/ Site Development Preparation - Actual		\$5,945,000				\$5,945,000		

CCED Funds with Community Capital Fund

August 10, 2021



Essential Services Fund

- ▶ Closed on June 17th due to exhausted funds
- ▶ Completed preliminary audit on August 2nd with final report completed at the end of the quarter.
- ▶ 202 households awarded funding - \$427,466
 - 113 receiving rental/mortgage assistance - \$201,327
 - 76 receiving water (utility) assistance - \$63,980
 - 75 receiving gas (utility) assistance - \$34,380
 - 112 receiving electric (utility) assistance - \$75,629
 - = Total utility assistance - \$173,989
 - 123 receiving food assistance - \$ 48,100
 - 81 receiving transportation assistance - \$4,050
- ▶ 441 applications reviewed (Award + Non-award)
- ▶ 4 weeks after Group 7 funds have been deployed, we will complete a final audit to award any returned funds.

Community Stabilization Fund

- ▶ 7 Neighborhoods applied and awarded
 - Santa Fe Area Council, Independence Plaza Neighborhood Association, Blue Hills Neighborhood Association, Ivanhoe Neighborhood Council, Boston Heights-Mt. Hope Neighborhood Association, Wendell Phillips and Downtown East Neighborhood Association, and Washington Wheatley Neighborhood Association - \$17,500 total
 - Finalized award agreements + payments
- ▶ 2 Neighborhoods in the application stage - pending submission
 - ▶ Foxtown West Neighborhood Association, East Meyer Cluster Organization
- ▶ Will continue to provide technical assistance to neighborhoods to access this funding.

CENTRAL CITY ECONOMIC DEVELOPMENT CORPORATION

Internal Project Modification Policies and Procedures

General Overview

Project modification procedures are intended to formalize requests for changes during the life of a project that has received sales tax funding for a project within the Central City Economic Development (CCED) District and in which the CCED Awardee has or is requesting an increase in CCED funding for the project. The project modification process assesses the impact, cost, benefit and risks of proposed project changes. Once a change has been requested, the CCED Board:

- Reviews the request to understand the modification request and its justification
- Determine if the requestor has considered alternative options prior to completing a request for additional CCED funding.
- Approves or disapproves the request based on its review of required documentations and additional information/presentation from the requestor.
- Discuss the impact the requested change would have on the CCED’s goals, priorities, and budgets.
- If the change modification is approved by the Board, instructs Board Staff to submit the request to KCMO for City Council’s review and approval.

The Project Modification policies and procedures help to ensure standardized methods are used for all formally requested project funding changes, facilitate efficient and prompt handling of changes, and maintain the proper balance between the need for change and the potential impact of changes on the schedule, resources and budget.

Primary Objective

The primary objective of this change management process is to ensure that standardized methods and procedures are used for efficient handling of all major changes, in order to minimize the impact of project scope change-related incidents and to improve day-to-day operations of the project implementation.

Definitions

The following are definitions of terms, abbreviations and acronyms used in this document.

Term	Definition
CCED Awardee	Applicant of the Central City Economic Development Board that was awarded funding for a project or program and has requested additional funding
CCED	Central City Economic Development Board
KCMO	City of Kansas City Missouri

Checklist of Required Documents and Forms

TO BE PREPARED BY THE CCED AWARDEE		TO BE COMPLETED AND MAINTAINED BY BOARD STAFF SUPPORT	
	SUBMITTED TO:		SUBMITTED TO:
1. <i>Change Modification Request Letter</i>	Board Staff Support	1. <i>Detailed Step-by-Step Procedures [ATTACHMENT A]</i>	Not Applicable - Maintained by the Board Support Staff
2. <i>Proposed Revised Budget</i>	Board Staff Support	3. <i>CCED Board Transmittal Project Modification Checklist [ATTACHMENT B]</i>	Board Chairman and Board
3. <i>Revised Project Timeline, if applicable</i>	Board Staff Support	4. <i>CCED Awardees' Project Modification Log [ATTACHMENT C]</i>	Board Chairman and Board
		5. <i>CCED Adjusted Unencumbered Fund Balance Schedule [ATTACHMENT D]</i>	Board Chairman and Board

Summary of Roles and Responsibilities

CCED AWARDEE

(The entity in which the KCMO City Council and the CCED Board approved an award for 1/8 percent sales tax funding to be used for funding economic development projects within the Kansas City Missouri's Central City Economic Development Sales Tax District.)

- Incorporate proposed additional funding request into the appropriate project documents.
- Submit project modification documents (e.g., change modification request letter and proposed revised budget) to Board Staff Support.
- Communicate with Board Staff Support.

BOARD STAFF SUPPORT

As of August 4, 2021 (subject to change):

NAME	KCMO Department	EMAIL ADDRESS
Jennifer Tidwell	Neighborhood & Housing Services	jennifer.tidwell@kcmo.org
Shontrice Patillo	Neighborhood & Housing Services	shontrice.patillo@kcmo.org
Katherine Chandler	Law	katerine.chandler@kcmo.org
Eric Clevenger	Finance	eric.clevenger@kcmo.org

- Receive and process modification request from the CCED Awardee.
- Monitor project and communicate to the Board potential changes that resulted from known risks and issues.
- As needed, communicate with Board Chairman, CCED Board, and CCED Awardee throughout the change modification process.
- Track and facilitate the timely evaluation of change requests.
- Track and facilitate timely decisions on changes.
- Organize and perform timely and adequate evaluation of changes in terms of the impact(s) on project deliverables, time schedule, and other potential issues.
- Request further information from CCED Awardee if insufficient documentation has been submitted to support an informed decision.
- Record proposed requested change modifications into CCED’s project schedules and forms.
- Submit the CCED Awardee project modification package to the Board Chairman for initial review and evaluation.
- Upon the CCED Board approval of the project modification request, submit and forward to KCMO for City Council’s review and approval.

BOARD CHAIRMAN

As of August 4, 2021:

NAME	EMAIL ADDRESS
<i>Duvel “DJ” Pierre, Chairman</i>	djpierre@spencerfane.com

- Upon receipt of the Project Modification Request Package, review the documentation received from the Board Staff Support.
- Request further evaluation from the Board Staff Support if insufficient information is available to support a decision.
- Serve as escalation point in the event the CCED Board requires a decision or reaches an impasse.

CCED BOARD

As of August 4, 2021:

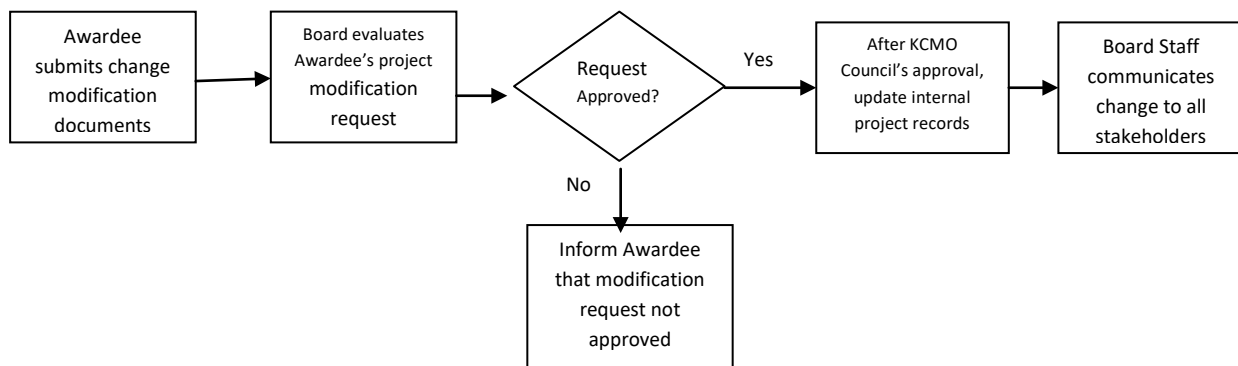
NAME	EMAIL ADDRESS
<i>Duvel “DJ” Pierre, Chairman</i>	djpierre@spencerfane.com
<i>Melissa Patterson-Hazley, Vice Chairwoman</i>	mpatterson.hazley@gmail.com

<i>NAME</i>	<i>EMAIL ADDRESS</i>
<i>(County Appointee)</i>	
<i>Kenneth Bacchus, Treasurer (School District Appointee)</i>	kbccedkc@gmail.com
<i>Makini L. King</i>	kingml@umkc.edu
<i>Nia Richardson</i>	Nia.Richardson@kcmo.org

- Prior to the scheduled Board meeting, review the Project Modification Request Package.
- At scheduled Board meeting, discuss the CCED Awardee Project Modification Request and, if in attendance, permit the CCED Awardee the opportunity to present a justification for the requested additional funding.
- Discuss alternative options and the CCED Awardee’s Project Modification Request’s impact on Board goals, priorities, and budgets.
- Vote to approve or disapprove the CCED Awardee Project Modification Request.

High-level Flowchart of Project Change Management Process

For each requested change, the following process will be followed:



Overview of Major Tasks

- **Submittal**
A Project Modification Request will be documented by Board Staff Support via the ***Change Management Form***. The completed ***Change Management Form*** is then submitted to the Board Chairman for review.
- **Evaluation**
Once the ***CCED Board Transmittal Project Modification Checklist*** is received, the Board Chairman evaluates the requested change. **Unless otherwise noted, project modification**

requests shall be evaluated within two weeks of submission. If additional information is required to evaluate the request for decision, further information may be requested.

- **Decision**

The initial decision regarding the recommendation of the change request shall be the responsibility of the CCED Board as soon as possible but no later than 90 days of submission. Further evaluation details may be requested by the Board Chairman, CCED Board, and Board Staff Support. KCMO has final approval of the Project Modification Request per City ordinances, policies, procedures, and requirements.

- **Integration**

Board Staff Support shall update applicable project records as changes are approved. Project records that have been affected by approved Project Modification requests will be redistributed to all appropriate stakeholders.

- **Communication**

The CCED Awardee shall be officially notified of the final decision via email. Stakeholders and the general public shall be notified of changes as they are approved via Board meeting minutes and periodic project status reports.

ATTACHMENT A

Internal Project Modification Policies and Procedures

Step-by-Step Detailed Procedures Narrative

Responsibility	Task/Activity	Document/Form (If Applicable)
CCED AWARDEE	1. CCED Awardee submits the following to the Board Staff Support:	
	1.1. Project modification request (letter) addressed to the Board Chairman	<i>Project modification request (letter)</i>
	1.2. Proposed requested revised project budget	<i>Revised budget</i>
	1.3. Revised project timeline, if applicable.	<i>Revised project timeline, if applicable</i>
BOARD SUPPORT STAFF	2. Board Support Staff receives the CCED Awardee Project Modification documents.	
	2.1. Review CCED's documents for consistency with Board policies, procedures and practices.	<ul style="list-style-type: none"> • <i>Project modification request (letter)</i> • <i>Revised budget</i> • <i>Revised project timeline, if applicable</i>
	2.1.1. If CCED Awardee's documents are not consistent with Board policy and procedures, notify the CCED Awardee via email of the deficiency (ies) and required corrective measures.	Email to the CCED Awardee regarding deficiency
	2.1.2. If the CCED's Awardee's documents are consistent with Board project modification policy, sign-off or initial each of the requestor's documents.	<ul style="list-style-type: none"> • <i>Project modification request (letter)</i> • <i>Revised budget</i> • <i>Revised project timeline, if applicable</i>
	2.2. Complete a <i>Project Modification Board Transmittal Checklist Form</i> from the CCED Awardee's submitted documents.	<i>Project Modification Board Transmittal Checklist Form (Attachment B)</i>
	2.3. Prepare or update the <i>Awardees' Project Modification Log</i> (a schedule which provides a listing of all requested project modifications since inception to date (both approved and unapproved requests) which shows the date of the request, the dollar amount of the requested change, any project	<i>Awardees' Project Modification Log (Attachment C)</i>

Responsibility	Task/Activity	Document/Form (If Applicable)
	<p>scope change (if applicable), a notation of whether the request was approved or not by the CCED Board and the KCMO City Council, and the dates approved by the Board and KCMO City Council.</p> <p>2.4. Update the <i>Adjusted Unencumbered Fund Balance Schedule</i> (a report which shows the dollar impact {e.g., reduction on unencumbered fund balance} of the CCED Awardee’s request.</p> <p>Note: The current unencumbered fund balance can be obtained from the KCMO Finance Department – i.e. the <u><i>Central City Economic Development Sales Tax Fund #2200 Comparison of Revenues, Expenditures and Change in Fund Balance</i></u> - the most recent financial status report. The unencumbered fund balance would be reduced by the amount of the CCED Awardee’s Project Modification Request.</p>	<p><i>Adjusted Unencumbered Fund Balance Schedule (Attachment D)</i></p>
BOARD SUPPORT STAFF	<p>2.5. Prepare the Board Modification Board Review Package to include:</p> <p>2.5.1. The CCED Awardee’s submitted documents</p> <p>2.5.2. <i>Completed CCED Internal Documents/Forms</i></p> <p>2.6. Submit Project Change Modification Board package electronically to the Board Chairman.</p>	<p>Board Modification Board Review Package</p> <ul style="list-style-type: none"> • <i>Project modification request (letter)</i> • <i>Revised budget</i> • <i>Revised project timeline, if applicable</i> • <i>CCED Awardees’ Project Modification Form</i> • <i>Updated Awardees’ Project Modification Log</i> • <i>Adjusted Unencumbered Fund Balance Schedule</i> <p><i>ALL COMPLETED DOCUMENTS AND FORMS FROM TASKS 2.5.1 AND 2.5.2</i></p>
BOARD CHAIRMAN	<p>3. The Board Chairman receives the Board package and reviews the documents and materials prior to determining if the CCED Awardee’s request will be included on an upcoming Board agenda.</p>	

Responsibility	Task/Activity	Document/Form (If Applicable)
	3.1. If the Board Chairman approves the request to be included on an upcoming Board agenda, notify the Board Support Staff electronically.	
	3.2. If the Board Chairman need or want additional information/documents from the Board Support Staff and/or the CCED Awardee, notify the Board Support Staff electronically of the details of the additional information request.	
BOARD SUPPORT STAFF	3.2.1. The Board Support Staff responds to the Board Chairperson’s request in Task 3.2	
	3.2.1.1. Obtain the additional information/documents requested by the Board Chairman and forward to the Board Chairman if the information is available within CCED or KCMO.	
	3.2.1.2. If Board Staff cannot obtain the information internally, notify the CCED Awardee to provide the additional information/documents to Board Staff as soon as possible.	
CCED AWARDEE	3.2.1.2.1. If the CCED Awardee does not provide the additional information/documents with ten (10) business days, the request cannot move forward to be placed on the Board agenda nor KCMO City Council agenda.	
BOARD SUPPORT STAFF	3.2.1.2.1.1. Board Support Log and the Adjusted Unencumbered Fund Balance Schedule void the request.	
	3.2.1.2.2. If the CCED Awardee provides the additional information/ documents to the Board Support Staff, the Board Staff notifies the Board Chairman and forwards the additional information to the Board Chairman.	
	3.2.1.2.3. Proceed back to task# 2.6.	
BOARD SUPPORT STAFF	3.2.2. Board Support Staff	
	3.2.2.1. Includes the “formal” request on a Board agenda that is within 90 days of receipt of the CCED Awardee’s request.	
	3.2.2.2. Notifies the CCED Awardee’s electronically or by mail of the scheduled Board meeting date in which its Project Modification is to be discussed.	
CCED BOARD	4. The Board Meeting	CCED Awardee’s DOCUMENTS <ul style="list-style-type: none"> • <i>Project modification request (letter)</i> • <i>Revised budget</i> • <i>Revised project timeline, if</i>
	4.1. Prior to the Board meeting, Board members review the “formal request” documentation.	

Responsibility	Task/Activity	Document/Form (If Applicable)
		<p><i>applicable</i></p> <p>CCED INTERNAL PROJECT CHANGE DOCUMENTS</p> <ul style="list-style-type: none"> • <i>Project Modification Board Transmittal Checklist Form (Attachment B)</i> • <i>CCED Awardees' Project Modification Form</i> • <i>Updated Awardees' Project Modification Log</i> • <i>Adjusted Unencumbered Fund Balance Schedule</i>
	4.2. Board discusses the CCED Awardee's request.	
	4.3. If present, the Board may request a presentation from the CCED Awardee or ask the awardees questions and/or clarification, if needed.	
	4.4. A motion is taken for the Board to vote to approve or not approve the CCED Awardees' project modification request.	
	4.5. Board votes on approving or disapproving the CCED Awardee's request.	
	4.6. If the Board approves the request:	
	4.6.1. Board Chairman approves, signs and dates the CCED Awardees' Project Modification Form.	
BOARD SUPPORT STAFF	4.6.2. The Board Support Staff prepares and forwards an electronic or mail communication to the CCED Awardee providing (1) formal notification that the Board has approved the request and (2) communicating that the next step in the process is review by KCMO City Council.	Formal Notification Email to CCED Awardee, including next steps

Note: The remaining activities and tasks in this process are governed by KCMO ordinances, policies, procedures, and practices, and are not the purview of the CCED Sales Tax Board.

ATTACHMENT B.1

CCED Board Transmittal Project Modification Checklist	
Name of Organization:	Date:
Name of Organization's Representative:	Round No. (1, 2, 3 or 4) _____
	CCED Control Change No. _____
Organization Address:	Organization Representative Telephone No.:
	Organization Representative Email Address:
Change Category (Check all that apply):	
<input type="checkbox"/> Budget <input type="checkbox"/> Schedule <input type="checkbox"/> Scope <input type="checkbox"/> Requirements/Deliverables	
Describe the Modification Being Requested:	
What is the amount of the Funding Increase Request?	
Describe the Reason for the Modification:	

CCED Board Transmittal Project Modification Checklist

Name of Organization:

Date:

Describe All Alternatives the Organization Considered:

Describe any Project or Construction Changes Required to Implement this Change:

-

Describe Risks to CCED's Goals and Priorities to be Considered for this Change:

Estimate Resources and Costs Needed to Implement this Change:

Describe the Implications to Quality:

CCED Board's Disposition:

Approve

Reject

Defer

Justification of Approval, Rejection or Deferral:

ATTACHMENT B.2

CCED Board Transmittal Project Modification Checklist		
Signature Page		
Name	Signature	Date
BOARD SUPPORT STAFF		
CCED BOARD		
Duvel “DJ” Pierre, Chairman		
Melissa Patterson- Hazley		
Kenneth Bacchus		
Makini L. King		
Nia Richardson		

ATTACHMENT C

CCED Awardees' Project Modification Log

CCED Awardees' Project Modification Log											
Original CCED Award Information					Awardee's Project Modification Request		Approval Process				
Project Name	CCED Awardee's Name	Round 1, 2, 3, or 4 Award	Initial CCED Award Amount	% of CCED Initial Award Leveraged	Date of Project Modification Request	Project Modification Amount Requested	Date of CCED Board Meeting	STATUS (Approved, Disapproved, or Deferred)	If Applicable, Amount Approved by CCED Board	Date of KCMO Council Meeting	If Applicable, Amount Approved by KCMO Council
Totals			\$ -			\$ -			\$ -		\$ -

ATTACHMENT D

Adjusted Unencumbered Fund Balance Schedule	
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Name of Organization:	Project Request Date:
Name of Organization's Representative:	Round No. (1, 2, 3 or 4) _____ CCED Control Change No. _____

Unencumbered Fund Balance as of _____ . Before this Project Modification Request:	\$ _____
Less: Amount of This Project Modification Request:	\$ _____
Adjusted Unencumbered Fund Balance:	\$ _____

Which Programs, Projects or Expenses will be "<i>Reduced</i>" , "<i>Deferred</i>" , and/or "<i>Eliminated</i>" to offset the result of approval of this Project Modification Request?:	Dollar Amount
	\$ _____
	\$ _____
	\$ _____
TOTAL AMOUNT OF OFFSET REDUCTION, DEFERRAL, AND/OR ELIMINATION	\$ _____

Prepared By:	Date Prepared:
Title:	
Approved By:	Date Approved:
Title:	