



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 260634

Submitted Department/Preparer: Housing

Revised 01/30/25

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Accepting recommendations of the Housing Trust Fund Board; reducing an existing appropriation by \$16,470,876.00 and appropriating **\$16,470,876.00** from the previously appropriated fund balance in the Housing Trust Fund; authorizing the Manager of Procurement Services to execute various funding agreements in accordance with this Ordinance; and authorizing the Director of the Housing and Community Development Department to expend up to **\$16,470,876.00** from funds appropriated in the Housing Trust Fund.

Discussion

Pursuant to Section 2-1693(c)(1), the Housing and Community Development Department shall administer a competitive RFP process for Housing Trust Fund Awards on an annual basis. The Housing Trust Fund Advisory Board makes funding recommendations after reviewing the qualified HTF applications, which require Council approval. This Ordinance represents the Advisory Board's funding recommendations.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No
2. What is the funding source?
2490-552045-B and 2490-555996-B-55BUDGET
3. How does the legislation affect the current fiscal year?
This legislation allocates funding that was appropriated in the FY2027 budget; it has no other impact on the current fiscal year.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.

This legislation does not have an impact on future fiscal years.

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

This legislation will deliver 608 units of affordable housing across the City of Kansas City.

Office of Management and Budget Review

(OMB Staff will complete this section.)

- | | | |
|---|------------------------------|-----------------------------|
| 1. This legislation is supported by the general fund. | ☐ Yes | ☐ No |
| 2. This fund has a structural imbalance. | ☐ Yes | ☐ No |
| 3. Account string has been verified/confirmed. | ☐ Yes | ☐ No |

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Housing and Healthy Communities (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☒ Utilize planning approaches in neighborhoods to reduce blight, ensure sustainable, affordable housing, and improve resident wellbeing and cultural diversity.
 - ☒ Maintain and increase housing supply to meet the demands of a diverse population.
 - ☒ Address the various needs of the City's most vulnerable population by working to reduce disparities.
 - ☒ Promote healthy residents by ensuring basic sanitation and living needs are met.
 - ☒ Ensure all residents have safe, accessible, quality housing by reducing barriers.
 - ☐ Protect and promote healthy, active amenities such as parks and trails, play spaces, and green spaces.

Prior Legislation

Ordinance 180719; 210873; 240413;

Service Level Impacts

N/A

Staff Recommendation

Housing and Community Development

Select One: ☒ Sponsored

☐ Directive: Res/Ord # [Click to enter Res/Ord. No.](#)

Select One: ☒ Recommend

☐ Do Not Recommend

☐ Not Applicable

The Housing and Community Development Department administered a seven month RFP process to solicit applications for this round of the Housing Trust Fund. After a review and thorough analysis of each qualified HTF applicant, the HTF Board voted unanimously to award \$16,470,876.00 to sixteen projects located across the City.

Other Impacts

1. What will be the potential health impacts to any affected groups?
No.
2. How have those groups been engaged and involved in the development of this ordinance?
N/A
3. How does this legislation contribute to a sustainable Kansas City?
N/A
4. Does this legislation create or preserve new housing units?
Yes (Press tab after selecting)

Total Number of Units 697
Number of Affordable Units 608

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

No - CREO's review is not applicable (Press tab after selecting)

Please provide reasoning why not:

CREO documents will be provided on a project by project basis while written agreements are being executed.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

[Click or tap here to enter text.](#)

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?

Yes(Press tab after selecting)

In an effort to prevent disclosure of confidential information, a separate communication will be provided to City Council members to reflect the top three proposers for the RFP/Q.