



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 250553

Submitted Department/Preparer: Mayor/Council's Office

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

Directing the City Manager to study and develop recommendations for establishing an Office of Grants and Philanthropy Management and develop standardized grant policies and procedures with a report back to Council within 90 days.

Discussion

The City actively seeks and manages multiple federal, state, and private grants to support municipal operations and community programs. The use of dedicated grant management software systems is recognized as a best practice by municipal governments and grant-making organizations to ensure efficient and compliant grant administration. Effective grant management is essential for maximizing funding opportunities, ensuring compliance with grant requirements, and maintaining proper documentation and reporting.

This resolution directs the City Manager to develop recommendations for comprehensive grant policies and procedures and report back to City Council in 90 days on potential improvements to the grant management process including opportunities for administrative approval in lieu of City Council action.

Fiscal Impact

1. Is this legislation included in the adopted budget? Yes No
2. What is the funding source?
This resolution has no direct fiscal impact.

3. How does the legislation affect the current fiscal year?
This resolution has no direct fiscal impact
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
This resolution has no direct fiscal impact
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
This resolution has no direct fiscal impact

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)

This resolution has no direct fiscal impact

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Finance and Governance (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - Ensure City Government is responsive, representative, engaged, and transparent; particularly when faced with unforeseen challenges.
 - Operate an efficient City government workforce through effective employee recruitment, development, retention, and engagement.
 - Present a realistic view of financial indicators for improved communications on impact to the City.
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Prior Legislation

N/A

Service Level Impacts

This resolution may improve grant management related service delivery

Staff Recommendation

Finance

Select One: Sponsored
 Directive: Res/Ord # [Click to enter Res/Ord. No.](#)

Select One: Recommend
 Do Not Recommend
 Not Applicable

[Click or tap here to provide reasoning.](#)

Other Impacts

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

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

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

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:

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

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)?

No(Press tab after selecting)