



## Neighborhood Tourist Development (NTDF) Contractor Workshops Frequently Asked Questions

### ***What are the requirements to enter into an NTDF contract with the City of Kansas City, Missouri?***

The City requires the following documents to enter into a contract:

1. A Certificate(s) of Insurance for Commercial General Liability and Commercial Auto Liability. For organizations with five (5) or more employees, proof of Workers' Compensation is also required by the State of Missouri.
2. The organization must be registered as a vendor with the City of Kansas City, Missouri.
3. For organizations with a contract amount of \$5,000 or more, an Affidavit Employee Eligibility Verification Affidavit and E-Verify Memorandum of Understanding (MOU).
4. Proof of "good standing" status with the State of Missouri Secretary of State, a physical address in Kansas City, Missouri and a registered address in Missouri. You can verify this by doing a "Business Search" on the Business Services page of the [Missouri Secretary of State](#) webpage. NTDF staff vets this to confirm eligibility when an NTDF application is submitted and confirms this after a contract has been established.

### ***Where do I find the required document templates for an NTDF contract?***

The following pre-contract document templates can be found on the NTDF [Contractor Requirements](#) page:

- [W9](#) for Vendor Registration
- [Employee Eligibility Verification Affidavit](#)
- [Link](#) to Homeland Security for E-Verify Memorandum of Understanding (MOU)

### ***Is there a process for payment through direct deposit?***

Yes, a [Vendor ACH Application](#) must be completed if an organization wishes to have reimbursements directly deposited into its bank account. The form can be found on the NTDF [Contractor Requirements](#) page. If bank information changes, it's the responsibility of the organization to [email](#) a new Vendor ACH application.

### ***Once our project is complete, where do I find the NTDF 90-Day Final Report?***

The NTDF [90-Day Final Report](#) can be found on the NTDF website at on the NTDF [Contractor Requirements](#) page.



***How do I update vendor information if the organization’s mailing address has changed?***

Submit a new W9 form to [Roberta Donlon](mailto:Roberta.donlon@kcmo.org) at [Roberta.donlon@kcmo.org](mailto:Roberta.donlon@kcmo.org). The W9 form can be found on the NTDF [Contractor Requirements](#) page. It’s the organization’s responsibility to submit a W9 form in the event of a mailing address change to ensure payments are received.

***How do I update the organization’s information if there’s a staff change?***

An organization’s profile can be modified/updated at [www.kcmontdf.org](http://www.kcmontdf.org). The “owner” of the organization’s account, or the person who created the organization’s profile, can make the modifications. If the original owner is no longer available or the “owner” of the organization’s account is unknown, please [email](#) staff or call (816) 513-3451.

***Are costs for permits an eligible reimbursable expense?***

Yes, per the [City’s Code of Ordinances](#), permits are an eligible expense for reimbursement.

***Are costs for liquor licenses an eligible reimbursable expense?***

No, per the [City’s Code of Ordinances](#), permits, licenses or expenses for alcoholic beverages are not eligible for reimbursement.

***How will the City verify the validity of a notary’s stamp or embossed seal if it’s submitted digitally?***

Each state notary laws indicate whether a notary ink stamp or embossing seal is required. The state of Missouri does require an ink stamp or embossing seal and the seal impression must be photographically reproducible. Additionally, each notary is assigned a commission number at the time of appointment and is reflected on the notary commission, which can be verified by the state.

***Can a QR code be incorporated into the images provided for marketing of NTDF-supported projects?***

Yes, QR codes can be incorporated in the images/artwork submitted for posting on the kiosks and City Hall directory screen, as long as it’s large enough to be read by a digital device.

***Where do we go to get permits for our event?***

You can complete an application by visiting the [KCEventHub](#) or [KCRaceDay](#) websites. Once you are on either website, you can select from a list of permits and related departments. Eventually, KCEventHub will be migrated into Compass, the City’s new permit system, but for now, KCEventHub is designed specifically to support special events permits and includes customer service to guide event organizers through the City’s permit process.