



# CITY OF TOPEKA

Michelle De La Isla, Mayor  
City Hall, 215 SE 7<sup>th</sup> Street Rm. 350  
Topeka, KS 66603

Tel: 785-368-3895  
[www.topeka.org](http://www.topeka.org)

## Joint Economic Development Organization Local Business Recovery Taskforce Meeting Minutes February 23, 2021

Zoom Meeting  
Topeka, Kansas  
Friday, February 23, 2021

The Joint Economic Development Organization (JEDO) Local Business Recovery Taskforce members met at 2:00 p.m. with the following voting members present: City of Topeka Mayor Michelle De La Isla, City Councilmember Michael Lesser; Shawnee County Commissioner Aaron Mays. City of Topeka Mayor Michelle De La Isla presided as Chair. Deputy Mayor Michael Padilla was absent.

Others present who presented and/or spoke before the Taskforce: City Manager Brent Trout; Corrie Wright, City of Topeka Housing Services Division Director; Molly Howey, GO Topeka President of Economic Development; and Glenda Washington, GO Topeka Senior Vice President of Entrepreneurial and Minority Business Development.

Mayor De La Isla reported the Taskforce was created to assist small businesses that were unable to receive other funding assistance. She provided a brief overview of the discussion held during the February 5, 2021, JEDO Local Business Recovery Taskforce meeting.

### **DISCUSSION and possible ACTION of grant parameters, was presented. video (00.03.50)**

Councilmember Lesser reminded Taskforce members to remain mindful of the difficulties in determining those in need due to assistance programs changing. He stated the federal stimulus package changed to include sole proprietorships and independent contractors and would not be retroactive.

Commissioner Mays stated Governor Kelly recently announced that the State of Kansas would offer loan forgiveness on higher amounts loaned to the restaurant and hospitality industry. He reminded Taskforce members that JEDO has earmarked \$700,000 for local business recovery assistance.

Following discussion, it was the consensus of the Taskforce, to allocate \$250,000 for the first round of funding. It was noted the Taskforce would reassess the need and parameters once the first round of funding allocations have been depleted.

Corrie Wright, City of Topeka Housing Services Division Director, inquired whether property owners/landlords would be eligible for funding assistance as rental assistance was already being offered to tenants. She requested eligibility requirements be clearly outlined.

Discussion ensued on potential grant parameters. It was the consensus of the Taskforce to include grant parameters as listed in Attachment A.

Mayor De La Isla requested a score chart and an example of the application form be provided to Taskforce members to review and vet at the next Taskforce meeting.

**APPROVAL of the February 5, 2021, JEDO Local Business Recovery Taskforce meeting minutes was presented. Video (01.09.13)**

Commissioner Mays moved to approve the February 5, 2021, meeting minutes. The motion seconded by Councilmember Lesser carried unanimously. (3-0-0)

**APPROVAL of Taskforce meeting schedule was presented. Video (01.06.10)**

Mayor De La Isla suggested they allow sufficient time (4 weeks) for Corrie Wright and Glenda Washington to work on the application and scorecard. Councilmember Lesser moved to approve the next meeting to tentatively occur the week of March 23, 2021. The motion seconded by Commissioner Mays carried unanimously. (3-0-0)

It was requested all members present attend the next Taskforce meeting.

**PUBLIC COMMENT:** No one appeared to speak under public comment.

NO FURTHER BUSINESS appearing the meeting was adjourned at 3:13 p.m.

Meeting video can be viewed at: <https://youtu.be/JczQRix95pI>

# JEDO COVID-19 Business Relief Grant Parameters

## Mission

Provide financial relief to locally owned small businesses that have been significantly affected by the COVID-19 Pandemic.

## Who's it for?

- Locally owned – Owners must be Shawnee County Residents
- Small Business – Under 50 Full-time Employees
- Targeted industries
  - Food & Beverage
  - Lodging
  - Events
  - Sports
  - Entertainment
  - Travel

### Questions:

1. Consider start-ups. How long must they be in business?
  - a. Yes, must have been in business during the third quarter in 2020.
2. What about other service businesses? Example: Pet services, food trucks, retail.
  - a. All business industries are eligible to receive assistance.
3. How would this grant be able to support lodging? Is there a max amount that they will be able to receive?
  - a. Yes, lodging would be eligible to apply. Max amount would follow below funding range.
4. Are sole proprietors eligible?
  - a. Yes, if they were in business as of January 1<sup>st</sup>, 2020.

## Recipients receive

- Grants awarded from \$3,000 to \$25,000
- Free business continuity education
- Application assistance to other Government grants and loan

### Questions:

1. What are the criteria for the grant awards?
  - a. See information above and will be discussed in the next taskforce meeting.
2. How will you determine grant amounts?
  - a. A formula based funding allocation that will subtract out previous awarded grants and/or PPP loans received.
  - b. JEDO Taskforce will approve funding formula and recommended grant amounts from the Small Business Incentive Committee at the Partnership.
3. Is the program being delivered by the City or the Partnership?
  - a. The Small Business Incentive Committee at the Partnership.
    - i. Comprised of individuals from US Bank (Vice-President), Core First (Vice-President), KTWU Public Television at Washburn University and a retired business owner (4-5 people).

4. Who will provide the business continuity education?

- a. Volunteers will do the training and hire someone to ensure the package was in place (consultant).

## Application

- Amount of Request
- Description of what funds will be used for
- Income Statements
  - A copy of 2019 & 2020 Tax returns
  - Balance sheet statement of 12/31/20 and date of application
  - Profit and loss document
- Disclosure of other grants or PPP loans received
  - Partnership would locate the best support system for applicant
  - Applicant must show that they do not qualify for other assistance
- Hardship Documentation
  - Negatively affected by restrictions (hours, capacity, closure)
  - Significant decline in customer base due to the type of business
  - Denial or ineligibility for other COVID relief measures

## Questions:

1. Will the business be penalized for having received federal funds?
  - a. Previously awarded grants or PPP Loans will be subtracted out of the funding allotment (hardship documentation).
2. What can/can't the funds be used for?
  - a. Funds can be used for operational expenses and staff preservation.
3. How often can the business be able to apply for the grant?
  - a. One-time assistance.