



CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
City Hall, 215 SE 7th Street, Suite 255
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Date: April 10, 2025

Time: 1:00pm

Location: 1st Floor Conference Room, Cyrus K. Holliday Bldg. 620 SE Madison (*a virtual attendance option is available*)

Committee members present: Council members Sylvia Ortiz, Marcus Miller, Absent Neil Dobler. Proxy member: Council member Michelle Hoferer.

City staff present: Carrie Higgins, Division Director Housing Services, Director of Planning & Development Rhiannon Friedman.

United Way of Kaw Valley staff: Brett Martin, Joyce Katzer, Juliet McDiffett

1) Call to Order

Council member Ortiz called the meeting to order at 1:00pm. Committee members introduced themselves.

2) Election of 2025 Committee Chair

Council member Michelle Hoferer nominated Committee member Sylvia Ortiz to serve as the Chair for 2025. Committee member Miller seconded. Motion approved 3-0-0.

3) 2026 Grant Process Timeline

Brett Martin, Vice President of Community Impact with United Way of Kaw Valley (UWKV) spoke to the 2026 Grant Process Timeline. He referenced dates for Communication, Intake of applications, Reviewing, Recommendation and also the Approval dates.

Committee chair Ortiz inquired about the Application Workshop and asked if it would disqualify an application if they did not attend. Martin responded that it would not disqualify the agency. He added the workshop is on April 28, 2025 at 10:00am and will be recorded via zoom. This is a great tool for applicants to ask technical questions. Committee chair Ortiz requested that the Social Service Grants (SSG) Committee be provided the link to view the Application Workshop to better understand the process.

Committee chair Ortiz asked Martin about the application process and asked if there was anything different that should be happening. Martin responded not at

this time. He added the communication with previous SSG committees over the years has helped. He spoke to the positive change in the process of the release of the request for proposal prior to the workshop and added there has been positive feedback from agencies that have applied.

4) Request for Proposal (RFP) Funding Announcement.

Brett Martin, Vice President of Community Impact with United Way of Kaw Valley (UWKV) spoke to the Request for Proposal (RFP) Funding Announcement. He reported there will be approximately \$492,000 made available for SSG in the year 2026. He spoke to the priority areas of funding are for persons who reside within the city limits of Topeka for Emergency Aid and Preventive/Counseling.

Brett Martin continued to speak to the submission of application begins April 14, 2025 and the deadline for Request for Proposal (RFP) is 5:00 p.m. May 27, 2025. The link for accessing is: <https://agency.e-cimpact.com/login.aspx?org=18530F>. He spoke to the value of the Application Workshop on April 28, 2025. The event provides social service agencies professionals in grant management. Applicants have the appropriate resources available when completing the application plus adds value to the scoring process when making grant awards.

Councilmember Hoferer inquired if there are any new agencies applying. Martin responded that they are the same agencies but there are more new personnel from the agency's which makes it important to make sure that they understand the application process.

Brett Martin spoke at a high level the technical and legal information that is important for the applicants, United Way of Kaw Valley and the City of Topeka. He continued to speak to the agencies that are awarded funds will need to provide program, financial and participant information on a quarterly basis. For those applicants who disagree with the scoring they may appeal within 7 calendar days to United Way of Kaw Valley.

Brett Martin provided information about the Threshold Eligibility Criteria and explained that there are standard items for eligibility for grants. He continued to speak to the Review Committee criteria, priority areas and details about the grant terms. He spoke to the \$10,000 minimum grant request and maximum is \$27,000 and explained that the agency is given a score, then multiplied by their request amount. He added that the last applicant on the list will likely not receive the percentage of their requested amount, due to the threshold varying. There are

two agencies with maximum grant amounts; Shawnee County Medical Society maximum is \$50,000 and Positive Connections maximum amount is \$35,000. Lastly, all programs must be in operation of two years prior to the date of application.

Committee chair Ortiz asked with the uncertainty of funds at the Federal level if there are any funds remaining from last year. Juliet McDiffett, Director of Community Impact, responded that funds cannot be rolled over. She added the amount remaining in 2024 was \$38,708.33, which was rolled to the City of Topeka general fund. Brett Martin spoke to the uncertainty of receiving Federal funds and the potential cut in dollars; which he believes will make local dollars become more competitive.

Committee member Marcus Miller inquired about the two agencies that have higher grant requests minimums. Brett Martin explained that Shawnee County Medical Society provides connections for healthcare for residents that are uninsured or underinsured. Positive Connections provides support for Sexually Transmitted Infections (STI) and Human Immunodeficiency Virus (HIV). Miller responded that the impact of the two agencies gives comprehensive healthcare to residents of Topeka that could result in a larger wide problem without the agencies being granted an increased maximum grant request.

Council member Hoferer inquired about the Community Development Block Grant (CDBG) allocation. Carrie Higgins, Division Director Housing Services, spoke to the Consolidated Action Plan grants; which includes the CDGB, HOME, and HESG are expected to receive normal funding allocations at this time.

Brett Martin confirmed that the next meeting will be coordinated with Tonya Bailey, Senior Executive Assistant to the City Council, to continue to stay on the grant process timeline.

5) Other Items

Carrie Higgins, Division Director Housing Services, expressed her appreciation with United Way of Kaw Valley and thanked them for all their work.

6) Adjourn

Committee chair Ortiz adjourned the meeting at 1:31pm.

Meeting video can be viewed at: <https://youtu.be/kLGdxA5bnPw>