



CITY OF TOPEKA

CITY COUNCIL COMMITTEE MEETING MINUTES

SOCIAL SERVICE GRANTS COMMITTEE

CITY COUNCIL
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Date: June 26, 2025

Time: 2:00pm

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

Committee members present: Councilmembers Sylvia Ortiz (zoom), Marcus Miller. Absent Neil Dobler.

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

United Way of Kaw Valley staff: Brett Martin, Jessica Lehnherr

1) Call to Order

Committee chair Ortiz called the meeting to order at 2:00pm.

2) Approval of April 10, 2025 Meeting Minutes

Committee member Miller made a motion to approve the April 10, 2025 meeting minutes. Committee member Ortiz seconded. Motion approved 2-0-0.

3) Review Scoring and Funding Recommendations

Brett Martin, Vice President of Community Impact with United Way of Kaw Valley (UWKV) spoke to the scoring and funding recommendations. He noted the applicants will be referenced by number not name and noted the notifications to awardee and denial applicants do not get released until June 27, 2025 at 3:00pm. He continued to speak to scoring being high but stated a couple applicants were disqualified due to wrong requested funding amounts.

Committee chair Ortiz thanked United Way of Kaw Valley for having a smooth process. She requested a review of the process and added the importance that everyone understands the process to applying.

Brett Martin provided a high-level overview of the application process. He continued to explain the Request or Proposal (RFP) was released April 14, 2025, then the Application Workshop was held April 28, 2025. He added applicants are encouraged to reach out for technical assistance to ensure the RFP process is understood. The team is available to review the application and make suggestions, given there is enough time and it is not the day the application is

due. The deadline for submission of an application was May 27, 2025. He added once the deadline has occurred the portal cannot be reopened. He continued to explain once the applications are received the application screening process begins to ensure the qualification standards have been met. He noted applicants are notified if requirements are not met. Once the scoring is complete the report is provided to the Social Service Grants (SSG) Committee. After receiving approval of the scoring from SSG Committee, the applicants are notified of an award or denial. Grant applicants who disagree with scoring may appeal within 7 days to the United Way of Kaw Valley.

Committee member Marcus Miller thanked Brett Martin for the review of the process. He spoke to the importance for the public to understand the process.

MOTION: Committee chair Ortiz made a motion to request United Way of Kaw Valley to provide preliminary approval of the scoring and award recommendations to the program applicants. Committee member Miller seconded. Motion approved 2-0-0.

4) Other Items

Committee chair Ortiz spoke to the difficultness of an applicant that is applying for the first time and she would like to look at ways to help them with the application process.

5) Adjourn

Committee chair Ortiz adjourned the meeting at 2:14 pm.

Next scheduled meeting is July 22, 2025; 1st Floor Conference Room at the Holliday Building

Meeting video can be viewed at: <https://youtu.be/C5NSX5qF2YE>