



## LETTER FROM CITY MANAGER

## CITY MANAGER

DAVID L. CORLISS

**“WE UNDERSTAND OUR SMALL BUSINESS OWNERS ARE JOB CREATORS, ANCHORS TO OUR DIVERSE NEIGHBORHOODS AND ESSENTIAL IN SHAPING OUR UNIQUE CITY CHARACTER.”**

I would like to extend a heartfelt thank you to those small business owners that have chosen Lawrence, Kansas as their business destination for embarking on a new or existing business venture. Lawrence has a unique sense of place that supports a dynamic and robust small business culture. Most recently, Lawrence was ranked 17th in the nation by Forbes magazine as one of the “Best Small Places for Business and Careers”. Our locally owned small business population does particularly well. While large corporations are more than welcome, our small business owners have found Douglas County’s base population of 112,864 more than supportive of their sales of goods and services.

Our local area leaders are invested in supporting our small business needs, while keeping population growth positive and sustainable. We understand our small business owners are job creators, anchors to our diverse neighborhoods and essential in shaping our unique City character.

you meet your business goals by leveraging all city departments to help where appropriate. Regardless of size or phase of your small business, we want you to access our city programs and services.

Thank you for helping our city continue to thrive and prosper.

We work quickly and efficiently to help



## PLANNING AND DEVELOPMENT SERVICES DEPARTMENT &amp; YOUR BUSINESS

## SCOTT McCULLOUGH

### PLANNING DIRECTOR

I am privileged to invite all citizens of this dynamic city to utilize the service of your Planning & Development Services Department (PDS). PDS works to help you continue to grow to the next development goal; while promoting safety and evolving our economic climate. We deliver prompt customer service to help your business start and flourish. We are excited to see how we can help you plan to become

a permanent part of our city's landscape.

Our planning professionals encompass a combined total of 157 years of professional experience between them. They are dedicated to helping you with concerns or issues that may arise pertaining to the services we offer, from planning to inspections and more. It is rare that a city does not require a business permit, but one of the many benefits we are proud to share.

So feel free to call our offices for a no cost pre-application meeting that will help you through the process of starting or expanding your business.

The City of Lawrence welcomes the opportunity to serve you and your development project.

Investing in the community is important for you as well as the Lawrence community.

**“WE DELIVER PROMPT CUSTOMER SERVICE SO THAT YOUR BUSINESS MAY START AND FLOURISH AND BECOME PART OF OUR CITY'S LANDSCAPE.”**

#### Did you know we offer a Pre-Application Meeting for all projects?

This proactive resource gets appropriate City Departments around the same table to work on your project needs. This meeting usually takes place (7) days prior to application submission, plus it is an absolutely FREE resource!

#### Are you a small business?

Connect with our Small Business Facilitator, Cyndi Hermocillo-Legg (785.832.3156), to help facilitate your business needs.

Access our Digital City Code Book: [www.Lawrenceks.org/city\\_code/](http://www.Lawrenceks.org/city_code/)

**Call Today: 785.832.3150**

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City of Lawrence

## BUSINESS GUIDE AND CHECKLIST PURPOSE:

SMALL BUSINESS PREPARATION STARTS WITH COMMITMENT AND DESIRE FROM THE SMALL BUSINESS OWNER ENTREPRENEUR. AN ENTREPRENEUR MUST LEARN TO CALCULATE THEIR RISK FACTORS BEFORE, DURING AND AFTER THEIR BUSINESS START OR EXPANSION. THE PURPOSE OF THIS GUIDE IS TO HELP ASSIST YOU TO PROVIDE BASIC INFORMATION ON EXISTING BUSINESS PROGRAMS AND CONTRACTING INFORMATION FROM FEDERAL, STATE, AND LOCAL RESOURCES. UNDERSTAND SOME RESOURCES MUST MEET A CERTAIN SIZE, INDUSTRY OR SALES THRESHOLD TO BE ABLE TO APPLY. THIS GUIDE WILL HELP EXPOSE THOSE GROWTH OPPORTUNITIES FOR MEETING SUCH THRESHOLD CRITERIA.

FOR THOSE SMALL BUSINESSES IN RETAIL TYPE INDUSTRIES YOU MUST START TO STRATEGICALLY LOOK AT YOUR BUSINESS PLAN, PRICING, AND MARKETING PLANS TO GAIN CONTINUED SALES AND BRAND LOYALTY. BEING ABLE TO UTILIZE TOOLS AND RESOURCES PROVIDED IN THIS CHECKLIST AND RESOURCE GUIDE WILL HELP YOU DETERMINE AND IMPLEMENT YOUR NEXT STEPS STRATEGICALLY WITHIN YOUR BUSINESS.

THE VAST AMOUNT OF WEBLINKS ARE INTERACTIVE AND INTENDED TO SERVE AS ROADMAPS TO STARTING OR GROWING YOUR BUSINESS.

IF YOU WANT FURTHER INFORMATION OR HAVE ANY QUESTIONS, CONTACT:

CITY OF LAWRENCE  
SMALL BUSINESS FACILITATOR  
CYNDI HERMOCILLO-LEGG, MS, EDFP  
CLEGG@LAWRENCEKS.ORG / 785.832.3156

# LET US HELP YOU



**AND MEET YOUR BUSINESS GOALS**

## SMALL BUSINESS CHECKLIST

**EVALUATE BUSINESS IDEA:**

- COMPLETE A FEASIBILITY PLAN WITH BREAK-EVEN POINT TO DETERMINE IF YOUR IDEA CAN MAKE A PROFIT,
- WRITE A BUSINESS PLAN(BP) TO INCLUDE A MARKETING PLAN AND 3 YEAR CASH FLOW ANALYSIS,
- RESERVE YOUR BUSINESS NAME WITH THE STATE OF KANSAS BY GOING TO KS SECRETARY OF STATE'S OFFICE URL: [HTTPS://WWW.KANSAS.GOV/BUSINESSCENTER/](https://www.kansas.gov/businesscenter/), IF YOU PLAN TO LEGALLY FILE YOUR BUSINESS STRUCTURE.

**DETERMINE SOURCES OF FUNDING:**

- CONVENTIONAL LOANS, SBA LOANS, NETWORK KANSAS FUNDING, GAP FINANCING, FAMILY OR FRIENDS. YOU WILL NEED TO ANTICIPATE SUBMITTING A BUSINESS PLAN. SEE LOAN CHECKLIST AT [HTTP://WWW.SBA.GOV/CONTENT/BUSINESS-LOAN-CHECKLIST](http://www.sba.gov/content/business-loan-checklist) .
- [SET UP YOUR BOOKS AND GET SEPARATE BANK ACCOUNTS.](#) SOFTWARE SUCH AS PEACHTREE/QUICKBOOKS WILL HELP YOU KEEP FINANCES IN ORDER.
- DETERMINE IF YOU NEED A [POINT OF SALES SYSTEM?](#) (RETAIL)

**CHECK FEDERAL, STATE & LOCAL REGULATORY NEEDS:**

- CHECK ON LOCAL ZONING ORDINANCES, LICENSES, REGULATIONS, BUILDING PERMITS, ADA COMPLIANCE AND FIRE CODES THROUGH THE STATE OF KANSAS AND [CITY OF LAWRENCE](#).
- DETERMINE WHETHER YOUR BUSINESS REQUIRES A STATE OR FEDERAL LICENSE OR PERMIT TO OPERATE. ALSO CHECK ON STATE AND FEDERAL REGULATIONS THAT MAY AFFECT YOUR BUSINESS.
- CITY OF LAWRENCE DOES NOT HAVE A REGISTRY OR BUSINESS PERMIT REQUIREMENT, THOUGH CERTAIN HOME OCCUPANCY PERMITS ARE REQUIRED THROUGH PDS, (HOME BASED BUSINESSES - SEE HOME OCCUPATION PERMIT OR LICENSE REQUIREMENTS).
- REGISTER WITH [STATE OF KANSAS SECRETARY OF STATE'S OFFICE](#) IF YOU HAVE CHOSEN A LEGAL STRUCTURE. (SOLE PROPRIETORS ARE NOT REQUIRED TO REGISTER.)

**LEGAL STRUCTURE:**

CONSULT WITH AN ATTORNEY FOR LEGAL ISSUES REGARDING YOUR BUSINESS. RESEARCH WITH ALL OWNERS THE BEST OPTION OF OWNERSHIP STRUCTURE BY DETERMINING THE FOLLOWING:

**DETERMINE**

- HOW WOULD YOU LIKE THE BUSINESS TO BE TAXED?
- WOULD YOUR BUSINESS BENEFIT FROM THE ABILITY TO SELL STOCK?
- HOW MUCH PROTECTION FROM PERSONAL LIABILITY ARE YOU SEEKING?

PREPARATION OF REQUIRED ORGANIZATION PAPERWORK CAN BE FOUND AT: ([WWW.KSSOS.ORG](http://www.kssos.org))

EXAMPLES CAN BE ACCESSED AT THE FOLLOWING URL

ADDRESS: [WWW.ACCESSKANSAS.ORG/KBC/BUSTYPES.HTML](http://www.accesskansas.org/kbc/bustypes.html)

**FILING FOR YOUR EMPLOYER****IDENTIFICATION NUMBER (EIN) & TAX ID:**

- DO YOU UNDERSTAND IF YOU NEED TO FILE A FEDERAL TAX ID FOR YOUR BUSINESS? [HTTP://WWW.IRS.GOV/PUB/IRS-PDF/P1635.PDF](http://www.irs.gov/pub/irs-pdf/p1635.pdf)
- FILE FOR YOUR EIN AT THE FOLLOWING URL ADDRESS: [HTTP://WWW.IRS.GOV/BUSINESSES/SMALL-BUSINESSES-&SELF-EMPLOYED/APPLY-FOR-AN-EMPLOYER-IDENTIFICATION-NUMBER-\(EIN\)-ONLINE](http://www.irs.gov/businesses/small-businesses-&self-employed/apply-for-an-employer-identification-number-(ein)-online)
- APPLY FOR SALES TAX ID THROUGH THE KS DEPARTMENT OF REVENUE ([HTTP://WWW.KSREVENUE.ORG/](http://www.ksrevenue.org/)):  
- [WORKERS COMPENSATION? INFORMATION ON WITHHOLDING TAX?](#)  
- [HOW TO HIRE INDEPENDENT CONTRACTORS?](#)

**INSURANCE AND YOUR BUSINESS:** .

- CONTACT AN INSURANCE AGENT TO THAT SPECIALIZES IN CHOSEN BUSINESS INDUSTRY (CAN LOCATE THROUGH INDUSTRY ASSOCIATIONS OR TRADE ASSOCIATIONS) OR A LOCAL AGENT YOU KNOW AND TRUST. EITHERWAY IT IS GOOD TO RECIEVE QUOTES AND REFERRALS FROM OTHER BUSINESS OWNERS. WHAT TO CONSIDER:
  1. PROTECTION: LIABILITY, ACCIDENT, FIRE, THEFT OR BUSINESS INTERRUPTIONS.
  2. EMPLOYEE BENEFITS: MEDICAL, DENTAL, LIFE INSURANCE OR RETIREMENT.
  3. LEGAL NECESSITY: RENTAL INSURANCE, FIRE & LIABILITY OR WORKERS COMPENSATION FOR EMPLOYEES.

## SMALL BUSINESS CHECKLIST

**DETERMINING THE LOCATION**

- BEFORE SIGNING A LEASE OR PURCHASING PROPERTY FOR THE INTENT TO OPEN A BUSINESS, DID YOU CHECK WITH PLANNING & DEVELOPMENT SERVICES TO MAKE SURE YOUR BUSINESS IS ALLOWED AT YOUR DESIRED LOCATION PER CITY CODE? REACHING OUT AS EARLY AS EVALUATING YOUR BUSINESS IDEA WILL HELP YOU BUILD A STRONG BUSINESS FOUNDATION. CONTACT OUR SMALL BUSINESS FACILITATOR IF YOU HAVE ANY QUESTIONS (785.832.3156; clegg@lawrenceks.org).
- EVALUATE ALL POSSIBLE SITE LOCATIONS. CHECK PHYSICAL CONDITIONS, SUITABILITY, TRAFFIC FLOW, AVAILABLE PARKING, UTILITIES, RESTRICTIVE COVENANTS, NEIGHBORHOOD ASSOCIATIONS AND COSTS.
- DETERMINE HOW MUCH RENT YOU CAN AFFORD PER MONTH. DOES YOUR DESIRED LOCATION MEET PROJECTED REQUIREMENT? REMEMBER THIS IS A FIXED COST ON YOUR MONTHLY BUDGET WITH A LEASE. (CROSS REFERENCE WITH YOUR STARTUP BUDGET CREATED IN EVALUATING BUSINESS IDEA SECTION.)
- ANTICIPATE WHAT YOU NEED TO CONFIGURE YOUR SPACE: DESIGN PROFESSIONALS, REALTOR, BUILDING, FIRE AND SIGN CODES.
- DID YOU CHECK WITH YOUR HOMEOWNER ASSOCIATION/NEIGHBORHOOD ASSOCIATION IF BUSINESS IS ALLOWED OR IF THEY PLAN TO SUPPORT/PROTEST YOUR BUSINESS IN THE AREA?
- IF YOU PLAN TO SET UP A BUSINESS IN YOUR HOME, DON'T FORGET TO FILE FOR A HOME OCCUPATION PERMIT WITH PDS.

**PROTECTING YOUR BUSINESS:**

PROTECT YOUR IDEAS, PRODUCTS, SYMBOLS AND LOGOS THROUGH PROPER REGISTRATION AND MAINTENANCE:

**CONSIDERATIONS:**

- REGISTER YOUR UNIQUE FEDERAL TRADEMARK- [WWW.USPTO.GOV/TRADEMARKS/](http://www.uspto.gov/trademarks/) AND/OR KANSAS TRADEMARK - [KSSOS.ORG](http://kssos.org),
- CONSIDER EMPLOYEE BACKGROUND CHECKS,
- [SECURE YOUR BUSINESS IT INFRASTRUCTURE](#),
- SAFEGUARD AND CHOOSE STRONG PASSWORDS,
- USE DEDICATED COMPUTER FOR BANKING,

**RESOURCES & GUIDES:**

DEPARTMENT OF COMMERCE - "STARTING A BUSINESS IN KANSAS",  
[HTTP://WWW.KANSAS.GOV/BUSINESSCENTER/STARTING/](http://www.kansas.gov/businesscenter/starting/)

**RESOURCES & GUIDES (CONTINUED):****FEDERAL AGENCIES:**

- ALCOHOL AND TOBACCO TAX AND TRADE BUREAU NATIONAL REVENUE CENTER - [WWW.TTB.GOV](http://www.ttb.gov); (877) 882-3277; THE TTB HANDLES FEDERAL PERMIT APPLICATIONS, COLLECTS ALCOHOL, TOBACCO, FIREARMS AND AMMUNITION EXCISE TAXES, AND REGULATES THIS INDUSTRY.
- INTERNAL REVENUE SERVICE (IRS)- [WWW.IRS.GOV](http://www.irs.gov); (415) 522-406, (800) 829-4933. THE IRS ISSUES FEDERAL TAX IDENTIFICATION NUMBERS TO CORPORATIONS, PARTNERSHIPS OR BUSINESSES WITH EMPLOYEES.
- U.S. FOOD AND DRUG ADMINISTRATION (FDA) [WWW.FDA.GOV](http://www.fda.gov); (888) 463-6332; THE FDA REGULATES PRODUCTS SOLD IN THE U.S., ISSUES PRODUCT APPROVALS AND RECALLS AND MONITORS PRODUCTS ON THE MARKET FOR PUBLIC SAFETY.

**STATE AGENCIES:**

KS DEPT. OF ALCOHOLIC BEVERAGE CONTROL - [HTTP://WWW.KSREVENUE.ORG/ABC.HTML](http://www.ksrevenue.org/abc.html); 785.368.8222.

- KS SECRETARY OF STATE OFFICE - [WWW.KSSOS.ORG](http://www.kssos.org) - KANSAS SECRETARY OF STATE'S OFFICE PERFORMS NUMEROUS STATUTORY DUTIES RELATED TO THE ADMINISTRATION OF STATEWIDE ELECTIONS, BUSINESS ENTITIES AND THE UNIFORM COMMERCIAL CODE.
- THE KANSAS INSURANCE DEPARTMENT - [HTTP://WWW.KSINSURANCE.ORG](http://www.ksinsurance.org) - REGULATE AND REVIEW COMPANIES FOR FINANCIAL SOLVENCY AND REGULATORY COMPLIANCE, EDUCATE CONSUMERS, ASSIST CONSUMERS, AND LICENSE AGENTS SELLING INSURANCE PRODUCTS IN THE STATE.
- KANSAS DEPT. OF HEALTH & ENVIRONMENT - [HTTP://WWW.KDHEKS.GOV](http://www.kdheks.gov) - AGENCY DEVELOPED TO PROTECT AND IMPROVE THE HEALTH AND ENVIRONMENT OF ALL KANSANS. ADMINISTERS MANY HEALTH REGULATIONS FOR BUSINESSES AND DAYCARE FACILITIES LICENSING/REGULATIONS..
- KANSAS DEPT. OF AGRICULTURE - [HTTP://WWW.KSDA.GOV](http://www.ksda.gov) - AGENCY THAT ADMINISTERS [FOOD SAFETY](#), [RESTAURANT INSPECTIONS](#), CONSUMER PROTECTION, NATURAL RESOURCE PROTECTION AND WATER RESOURCE MANAGEMENT FOR THE BENEFIT OF ALL KANSANS.
- KS DEPT. OF REVENUE - [HTTP://WWW.KSREVENUE.ORG](http://www.ksrevenue.org) - REVENUE CONTROL AGENCY THAT ALSO HOUSES THE KANSAS ALCOHOLIC BEVERAGE CONTROL, MOTOR VEHICLE REGISTRATION, PROPERTY VALUATION, AND TAXATION.
- KS DEPT. OF LABOR - [HTTP://WWW.DOL.KS.GOV](http://www.dol.ks.gov) - RESPONSIBLE FOR UNEMPLOYMENT INSURANCE PROGRAM AND PROCESSES CLAIMS FOR UNEMPLOYMENT BENEFITS. KDOL OPERATES THE STATE'S WORKERS COMPENSATION SYSTEM AND ENFORCES KANSAS EMPLOYMENT STANDARDS INCLUDING WAGE AND HOUR LAWS AND CHILD LABOR LAWS.

## CITY OF LAWRENCE &amp; YOUR BUSINESS

## City of Lawrence City Manager's Office

The City Manager's Office administers programs and policies of the City Commission. The manager and staff provide professional assistance to the commission on all aspects of city operations.

- Administer the adopted budget and capital improvement programs;
- Act as liaison with citizens, businesses, community organizations and government agencies;
- Work to promote economic development of Lawrence to provide varied work, job creation and business opportunities;
- Respond to requests for information and assist citizens with requests for service;
- Communicate with key constituents: citizens, employees and the media.

**City Manager's Office: 785.832.3400**  
**Assistant City Manager: 785.832.3413**

## City of Lawrence City Clerk's Office

The City Clerk's Office works to maintain city records, including records of the official actions of the Lawrence City Commission such as meeting agendas and minutes, and ordinances and resolutions. The City Clerk is the official Freedom of Information Officer for the City and coordinates responses to open records requests. It is important to note, the City of Lawrence does not require a general business permit or licence to start a business locally.

The City Clerk's Office regulates the following permit(s)/License(s) that a small business owner may be required to obtain:

### PERMITS

- Street Event Permit
- Temporary Liquor Permit
- Sidewalk Sale Permit
- Falconry Annual Permit
- Moving Permit

### LICENSE

- Alarm Company License
- Alcohol License

### LICENSE

- Cereal Malt Beverage License
- Going Out of Business License
- Ice Cream Vendors License
- Merchant Security Service
- Mobile/Street Food Vendor
- Sidewalk Dining & Hospitality
- Street Vendor License
- Other can be found on digital link

**City Clerk's Office: 785.832.3302**

## Most Requested:

### City of Lawrence Website:

<http://www.lawrenceks.org/>

### Sign Up to Receive Updates:

<http://www.lawrenceks.org/subscriptions?l=9>

### Digital Link to City Code:

[http://www.lawrenceks.org/city\\_code](http://www.lawrenceks.org/city_code)

### 2013 Annual Reports:

<http://www.lawrenceks.org/annual-reports-2013>

### Economic Development:

[http://lawrenceks.org/economic\\_development](http://lawrenceks.org/economic_development)

### Horizon 2020 Comprehensive Plan:

<http://www.lawrenceks.org/pds/horizon-2020-update-process>

## Most Requested:

### City Clerk Digital Link:

[http://www.lawrenceks.org/city\\_clerk](http://www.lawrenceks.org/city_clerk)

### Open Records Requests:

[http://www.lawrenceks.org/city\\_clerk/public\\_records\\_request](http://www.lawrenceks.org/city_clerk/public_records_request)

### Permits/License Digital Link:

[http://www.lawrenceks.org/city\\_clerk/forms](http://www.lawrenceks.org/city_clerk/forms)

### Sidewalk Dining & Hospitality:

[http://lawrenceks.org/assets/pds/planning/applications/Site\\_Plan.pdf](http://lawrenceks.org/assets/pds/planning/applications/Site_Plan.pdf)

### Special Assessments:

[http://www.lawrenceks.org/city\\_clerk/specialassessment](http://www.lawrenceks.org/city_clerk/specialassessment)

## CITY OF LAWRENCE &amp; YOUR BUSINESS

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## City of Lawrence PDS - Development Services

The Development Service division of PDS is responsible for the following building and enforcement services, including:

- Building Codes
- Building Permits
- Contractor Licensing
- Sign Codes
- Building Inspections
- Code Enforcement
- Community Development Div.

Our Development services staff will provide you with the resources and information needed for compliance with building codes and programs. You may want to consider a Pre-Application meeting that usually happens (7) days prior to application submittal. This meeting gets everyone around the same table to discuss your project. Plus it's an absolutely free tool for your project needs.

- Pre-Application Checklist: [www.lawrenceks.org/assets/pds/devservices/PermitCheckList.pdf](http://www.lawrenceks.org/assets/pds/devservices/PermitCheckList.pdf)

**Main Office: 785.832.7700**

## City of Lawrence PDS Planning

PDS plays a key role in coordinating and administering the responsibilities of the City of Lawrence's development and planning functions. PDS tasks involve the following, while maintaining the rights of individual property owners:

- Implementation of local land use goals and objectives,
- Review of land use projects,
- Prospective developers and landowners interested in development are encouraged to meet with PDS staff to review applicable ordinances and regulations and the proper sequence for seeking development approval in a Pre-Application Meeting for following services:
  - Rezoning
  - Plats
  - Site Plan
  - Special Use Permits
  - Conditional Use Permits
  - Variances

PDS staff ensures quality development by balancing long term planning goals and objectives of the Comprehensive plan.

**Planner of the Day: 785.832.3150**  
**Small Business Facilitator: 785.832.3156**

## Most Requested:

### Digital Link to Building Code:

<http://lawrenceks.org/assets/city-code/chapter05.pdf>

### Building Permit Application Link:

[http://lawrenceks.org/pds/building\\_permits](http://lawrenceks.org/pds/building_permits)

### Rental Licensing

<http://www.lawrenceks.org/pds/rental-licensing->

### Code Enforcement Division:

[http://lawrenceks.org/pds/code\\_enforcement](http://lawrenceks.org/pds/code_enforcement)

### Contract or License Search:

[http://lawrenceks.org/pds/contractor\\_licensing](http://lawrenceks.org/pds/contractor_licensing)

### Community Development Division:

[http://lawrenceks.org/pds/community\\_development](http://lawrenceks.org/pds/community_development)

### Check Your Building Permit Status:

<https://citizenaccess.lawrenceks.org/citizenaccess/>

## Most Requested:

### Application Links:

[http://lawrenceks.org/pds/development\\_process](http://lawrenceks.org/pds/development_process)

### Digital Link to Land Development Code:

<http://lawrenceks.org/assets/pds/planning/documents/DevCode.pdf>

### Comprehensive Plan Digital Link:

<http://www.lawrenceks.org/pds/lr-H2020>

### Planning Commission Submittal Calendar:

<http://lawrenceks.org/assets/mpo/policy-board/MPOMeetingDates2014.pdf>

### Lunch N Learn Link:

<http://www.lawrenceks.org/pds/Lunch-N-Learn-Series-Resources>

### Review Fees:

<http://www.lawrenceks.org/planning/documents/Fees.pdf>

## CITY OF LAWRENCE &amp; YOUR BUSINESS

## City of Lawrence Fire Department/Prevention Division

The primary goal of the Prevention Division is to reduce the incidence and severity of preventable injuries and fire loss through public education, code inspections, plan reviews and investigations.

This is accomplished through various activities which include:

- Fire Code Adoption and Enforcement
- Inspections/Plan Review
- Night Consultants
- Occupant Services
- Uniform Fire Code Board of Appeals

**Division Chief Jim King** - [jking@lawrenceks.org](mailto:jking@lawrenceks.org), 785.830.7003

**Fire Inspector Chris King** - [cking@lawrenceks.org](mailto:cking@lawrenceks.org), 785.832.3174

**Lieutenant Ed Noonan** - [enoonen@lawrenceks.org](mailto:enoonen@lawrenceks.org), 785.832.3175

## Most Requested:

### Codes & Ordinances:

[https://www.lawrenceks.org/fire\\_medical/codes-and-ordinances](https://www.lawrenceks.org/fire_medical/codes-and-ordinances)

### Automatic Sprinkler Systems

#### Fact Sheet:

[http://lawrenceks.org/utilities/technical\\_resources](http://lawrenceks.org/utilities/technical_resources)

### Inspections/Plan Review:

[http://www.lawrenceks.org/fire\\_medical/inspections-plan-review](http://www.lawrenceks.org/fire_medical/inspections-plan-review)

### What to anticipate on a Facility

#### Inspections:

<http://www.ksfm.ks.gov/division/prevention/facility-inspection-information>

### Commercial Kitchen Cooking

#### Equipment:

[https://www.lawrenceks.org/fire\\_medical/commercial-kitchen-cooking-equipment](https://www.lawrenceks.org/fire_medical/commercial-kitchen-cooking-equipment)

## City of Lawrence Purchasing/Bids

Purchasing is responsible for the advertising and tabulation of bids, assisting departments in obtaining contracts for service, preparation and issuance of purchase orders, and supervising the transfer or disposal of all surplus materials, supplies, and equipment. The City of Lawrence does not have a centralized purchasing organization. Individual departments are responsible for maintaining their own vendor lists and issuing bids.

The City of Lawrence has contracted with DemandStar.Com to host its request for bids and proposals on the internet. DemandStar subscribers are automatically notified of items the City is requesting.

Vendors can subscribe with Demandstar at [www.demandstar.com](http://www.demandstar.com).

**Purchasing Contact:**  
**Purchasing Officer**  
**City of Lawrence Finance Department**  
**785.832.3215**

## Most Requested:

### Purchasing Procedures:

<http://www.lawrenceks.org/finance/procedures>

### Vendor Guides:

<http://www.lawrenceks.org/assets/finance/Vendor+Guide-Lawrence.pdf>

### City Code References:

[Chapter 1, Article 17 \(1-1702\): Local Purchasing](#)

### KS PTAC - Resource to writing

#### Bids:

<http://www.jccc.edu/ptac/index.html>

## CITY OF LAWRENCE &amp; YOUR BUSINESS

## City of Lawrence Public Works Department

The Public Works Department provides our community with the following services :

- Infrastructure and maintenance (facilities & structures, street and stormwater maintenance, pavement management),
- Engineering (engineering design and technical support staff, Stormwater and traffic engineering),
- Solid waste services (solid waste and fleet management, and administrative functions),
- Public Right-Of-Way Permit, Street Event Permit, Pedicab Owner License.

Public Works projects and services are vital to the growth, health, safety, comfort and quality of life for our community.

**Administration: 785.832.3123**

**Public Works Permits - Contact 785.832.3123**

**Solid Waste: 785.832.3032**

**Storm Water: 785.832.3142**

## Most Requested:

### Road Construction:

<http://www.lawrenceks.org/construction>

### Sign Up to Receive Updates:

<http://www.lawrenceks.org/subscriptions?l=9>

### Pavement Management and Contract Maintenance:

[http://lawrenceks.org/public\\_works/streetmaintenance](http://lawrenceks.org/public_works/streetmaintenance)

### Pot Hole Digital Form:

[http://www.lawrenceks.org/public\\_works/pothole\\_report\\_form](http://www.lawrenceks.org/public_works/pothole_report_form)

### Solid Waste Management:

<http://www.lawrenceks.org/swm>

### Snow Removal and Ice Control:

<http://lawrenceks.org/snow>

## City of Lawrence Utilities Department

The Utilities Department is responsible for the following services:

- Treating and distributing the city's drinking water;
- Maintaining adequate water supply for fire protection;
- Collecting and treating the city's wastewater;
- Assuring compliance with all Federal, State, and local regulations regarding water and wastewater facility operations;
- Ensuring optimum operation of the water distribution and sanitary sewer collection systems.

**City of Lawrence Utilities: 785.832.7800**

**Project Engineer - Andy Ensz: 785.832.7812**

**Utility Billing Division: 832-7878 or  
UtilityBilling@lawrenceks.org**

## Most Requested:

### Technical Resources:

[http://lawrenceks.org/utilities/technical\\_resources](http://lawrenceks.org/utilities/technical_resources)

### Digital Forms:

<http://www.lawrenceks.org/utilities/forms>

**To establish, transfer, or disconnect your water service or questions about your utility bill, contact:** Utility Billing division:

832-7878, or [UtilityBilling@lawrenceks.org](mailto:UtilityBilling@lawrenceks.org)

### Best Management Practices (BMPs) for Restaurants and Commercial Kitchens:

<http://www.lawrenceks.org/utilities/fog/restaurants-businesses>

### Kansas Department of Agriculture

#### Division of Water Resources:

<http://agriculture.ks.gov/divisions-programs>

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**ATTRACTION  
DEVELOPMENT GRANT**

STATE RESOURCE

KANSAS DEPARTMENT OF WILDLIFE, PARKS AND TOURISM  
 PETE SZABO  
 1020 S KANSAS AVE., STE 200, TOPEKA KS 66612  
 PETE.SZABO@TRAVELKS.COM, 785.296.2009

[HTTP://WWW.TRAVELKS.COM/INDUSTRY/GRANTS/DEVELOPMENT-GRANTS/](http://www.travelks.com/industry/grants/development-grants/)

THE ATTRACTION DEVELOPMENT GRANT ASSISTS WITH THE DEVELOPMENT OF A CRITICAL MASS OF SUSTAINABLE, MARKET-DRIVEN TRAVEL EXPERIENCES WITHIN THE STATE THAT WILL INFLUENCE DESTINATION TRAVEL DECISIONS BY IDENTIFIED TRAVEL CUSTOMERS, CREATING ECONOMIC IMPACT RESULTING FROM THE CREATION OF JOBS, CAPITAL INVESTMENT, REVENUE, AND/OR VISITATION IN KANSAS.

THE INTENT OF THE GRANT IS TO PROVIDE STRATEGIC ECONOMIC ASSISTANCE TO PUBLIC AND PRIVATE ENTITIES AND NOT-FOR-PROFIT GROUPS THAT ARE DEVELOPING TOURISM ATTRACTIONS THAT SERVE THE MISSION OF THE GRANT PROGRAM AND THE DIVISION.

ELIGIBLE APPLICANTS INCLUDE:

- NOT-FOR-PROFIT ORGANIZATIONS – 501 (c) (3)
- GOVERNMENT AGENCIES – CITIES, COUNTIES, TOWNSHIPS, FEDERALLY RECOGNIZED INDIAN TRIBES.
- FOR-PROFIT BUSINESS

**CERTIFIED  
DEVELOPMENT  
COMPANY  
CERTIFIED CDC**

WAKARUSA VALLEY CDC  
 TROY ROBERTS, EXECUTIVE DIRECTOR  
 120 EAST 9TH STREET, SUITE 202, LAWRENCE, KS 66044-2692  
 785.749.7600, TROBERTS@WAKARUSAVALLEY.ORG

[HTTP://WWW.WAKARUSAVALLEY.ORG/](http://www.wakarusavalley.org/)

KANSAS CERTIFIED DEVELOPMENT COMPANIES (CDC) HELP BUSINESSES ACCESS THE NUMEROUS LOAN PROGRAMS AVAILABLE FROM A VARIETY OF SOURCES. THESE LOAN PACKAGES MATCH THE BUSINESS' FINANCIAL NEED WITH THE SOURCE OF FUNDS, PROVIDING SMALL BUSINESS CUSTOMERS THE BEST COMBINATION OF RATES AND TERMS POSSIBLE.

EACH CDC HAS AN AREA OF OPERATION IN WHICH IT FOCUSES ITS EFFORTS ON SERVING THE SMALL-BUSINESS COMMUNITY. THE STATE PROVIDES FINANCIAL SUPPORT TO AUGMENT THESE EFFORTS. OUR LOCAL CDC IS WAKARUSA VALLEY LOCATED IN LAWRENCE, KS.

**COMMUNITY DEVELOPMENT  
BLOCK GRANT**

FEDERAL/LOCAL RESOURCE

LOCAL: CITY OF LAWRENCE COMMUNITY DEVELOPMENT BLOCK GRANT  
 CONTACT: DANELLE DRESSLAR,  
 CITY OF LAWRENCE  
 785.832.3108, DDRESSLAR@LAWRENCEKS.ORG  
[HTTP://LAWRENCEKS.ORG/PDS/CDBG](http://lawrenceks.org/pds/CDBG)

THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM IS A FEDERAL HUD PROGRAM THAT PROVIDES COMMUNITIES WITH RESOURCES TO ADDRESS A WIDE RANGE OF UNIQUE COMMUNITY DEVELOPMENT NEEDS. THE CDBG ENTITLEMENT PROGRAM ALLOCATES ANNUAL GRANTS TO DEVELOP VIABLE COMMUNITIES BY PROVIDING DECENT HOUSING, A SUITABLE LIVING ENVIRONMENT, AND ECONOMIC OPPORTUNITIES FOR INCOME ELIGIBLE PEOPLE.

IF YOU ARE INTERESTED IN BECOMING AN APPROVED CDBG CONTRACTOR, PLEASE CONTACT DANELLE DRESSLAR TO INQUIRE OF ELIGIBILITY CRITERIA.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**COMMUNITY SERVICE  
PROGRAM TAX CREDIT**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
CHRIS HARRIS, PROGRAM MANAGER  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612-1354  
CHARRIS@KANSASCOMMERCE.COM, 785.296.6815

[HTTP://WWW.KANSASCOMMERCE.COM/INDEX.ASPX?NID=117](http://www.kansascommerce.com/index.aspx?NID=117)

THE COMMUNITY SERVICE PROGRAM PROVIDES AN OPPORTUNITY FOR PRIVATE NON-PROFIT ORGANIZATIONS AND PUBLIC HEALTH CARE ENTITIES TO IMPROVE THEIR ABILITY TO UNDERTAKE MAJOR CAPITAL CAMPAIGNS FOR PROJECTS INVOLVING CHILDREN AND FAMILY SERVICES, NON-GOVERNMENTAL CRIME PREVENTION AND HEALTH CARE.

UNDER THIS PROGRAM, THE STATE AUTHORIZES SPECIALLY SELECTED NON-PROFIT ORGANIZATIONS TO OFFER TAX CREDITS TO DONORS MAKING CONTRIBUTIONS TO THE APPROVED PROJECTS. THE STATE OF KANSAS HAS AUTHORIZED A TOTAL OF \$4,130,000 FOR FISCAL YEAR 2014.

**COMMUNITY  
IMPROVEMENT DISTRICT**

STATE AND CITY RESOURCE

CITY OF LAWRENCE - ECONOMIC DEVELOPMENT  
BRIT CRUM-CANO, ECONOMIC DEVELOPMENT COORDINATOR  
BCANO@LAWRENCEKS.ORG, 785.832.3472  
CITY HALL, 6 EAST 6TH. STREET, LAWRENCE, KS 66044

[HTTP://LAWRENCEKS.ORG/DOCUMENTS/RESOLUTIONS/RESOLUTIONS-6900S/RES6953.PDF](http://lawrenceks.org/documents/resolutions/resolutions-6900s/res6953.pdf)

PLEASE REFER TO THE CITY OF LAWRENCE - RESOLUTION No. 6953 - COMMUNITY IMPROVEMENT DISTRICTS ARE AN ECONOMIC DEVELOPMENT TOOL ESTABLISHED BY K. S. A. 12-6A26 ET. SEQ. (THE "ACT") WHICH CAN ASSIST WITH ECONOMIC DEVELOPMENT AND THE PROMOTION OF TOURISM AND CULTURAL ACTIVITIES BY PROVIDING A MEANS TO FINANCE CERTAIN PUBLIC IMPROVEMENTS THROUGH THE LEVY OF SPECIAL ASSESSMENTS AND/OR THE IMPOSITION OF A COMMUNITY IMPROVEMENT DISTRICT SALES TAX UP TO 2%.

**CONTRACTING  
RESOURCES FOR  
SMALL BUSINESSES**

FEDERAL RESOURCE

## CONTRACTING RESOURCES FOR SMALL BUSINESSES

[HTTP://WWW.SBA.GOV/CONTENT/](http://www.sba.gov/content/)

[FEDERAL-CONTRACTING-RESOURCES-SMALL-BUSINESSES](#)

SMALL BUSINESSES INTERESTED IN PURSUING FEDERAL CONTRACTS HAVE MANY OPTIONS AVAILABLE TO REPRESENT THEIR COMPANY TO POTENTIAL BUYERS, TO RESEARCH THE FEDERAL MARKETPLACE FOR AVAILABLE OPPORTUNITIES, AND UNDERSTAND THE COMPETITION. SUCH LINKS INCLUDE:

- SYSTEM FOR AWARD MANAGEMENT
- DYNAMIC SMALL BUSINESS SEARCH
- FEDBizOpps: FEDERAL BUSINESS OPPORTUNITIES
- GSA (GOVERNMENT -WIDE CONTRACTS)
- FEDERAL PROCUREMENT DATA SYSTEMS
- USASPENDING.GOV
- OSDBU.GOV

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**DAYCARE FACILITIES  
TAX CREDIT****STATE RESOURCE**

KANSAS DEPARTMENT OF REVENUE  
DOCKING STATE OFFICE BUILDING  
ROOM 150, 915 SW HARRISON ST., TOPEKA, KS  
785.296.4937, [TAC@KDOR.KS.GOV](mailto:TAC@KDOR.KS.GOV)

[HTTP://WWW.KSREVENUE.ORG/TAXCREDITS-DAYCARE.HTML](http://www.ksrevenue.org/taxcredits-daycare.html)

CHILD DAY CARE ASSISTANCE CREDIT INCOME AND PRIVILEGE TAXPAYERS EFFECTIVE FOR ALL TAXABLE YEARS BEGINNING AFTER **DEC. 31, 1991**.

BEGINNING IN TAX YEAR **2013**, THIS CREDIT SHALL ONLY BE AVAILABLE TO PRIVILEGE TAXPAYERS AND CORPORATIONS THAT ARE SUBJECT TO THE **KANSAS** CORPORATE INCOME TAX, I.E. **C** CORPORATIONS. THIS CREDIT SHALL NOT BE AVAILABLE TO INDIVIDUALS, PARTNERSHIPS, **S** CORPORATIONS, LIMITED LIABILITY COMPANIES, AND OTHER PASS-THROUGH ENTITIES.

THE CHILD DAY CARE ASSISTANCE CREDIT IS DESIGNED TO ENCOURAGE BUSINESSES TO PURCHASE OR PROVIDE CHILD CARE SERVICES FOR THEIR EMPLOYEES' CHILDREN OR TO PROVIDE SERVICES IN ASSISTING THE EMPLOYEES IN LOCATING CHILD CARE FOR THEIR CHILDREN. **A** BUSINESS WHICH PROVIDES THIS SERVICE IS ENTITLED TO A CREDIT AGAINST THEIR INCOME TAX OR PRIVILEGE TAX LIABILITY.

**DOWNTOWN  
LAWRENCE INC.****LAWRENCE RESOURCE**

DOWNTOWN LAWRENCE INC.  
SALLY ZOGRY, DLI DIRECTOR  
833-1/2 MASSACHUSETTS STREET, LAWRENCE, KS 66044  
785.842.3883, [DIRECTOR@DOWNTOWNLAWRENCE.COM](mailto:DIRECTOR@DOWNTOWNLAWRENCE.COM)  
[HTTP://WWW.DOWNTOWNLAWRENCE.COM/](http://www.downtownlawrence.com/)

DOWNTOWN LAWRENCE INC. (DLI) IS A NOT-FOR-PROFIT MEMBERSHIP ORGANIZATION CREATED FORTY YEARS AGO TO PROMOTE THE INTERESTS OF THE DOWNTOWN BUSINESS DISTRICT. DLI HAS OVER **140** MEMBERS INCLUDING INDIVIDUALLY-OWNED SPECIALTY STORES, NATIONAL RETAIL CHAINS, RESTAURANTS, BARS, HAIR SALONS, AND PROFESSIONAL BUSINESSES.

DLI STRIVES TO PRESERVE, PROTECT, AND PROMOTE DOWNTOWN LAWRENCE AS THE RETAIL, SERVICE AND PROFESSIONAL, GOVERNMENTAL, ENTERTAINMENT, AND SOCIAL CENTER OF OUR COMMUNITY.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**EB-5 PROGRAMS**  
**KANSAS REGIONAL**  
**CENTER**  
**FEDERAL RESOURCE**

KANSAS REGIONAL CENTER  
 RANDY L. SPEAKER  
 122 SW DANBURY LANE, TOPEKA, KS 66606  
 785.409.0555, [INFO@KANSASEB5.COM](mailto:INFO@KANSASEB5.COM)

[HTTP://WWW.KANSASEB5.COM/](http://www.kansaseb5.com/)

KANSAS REGIONAL CENTER (KRC) HAS BEEN DESIGNATED BY THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICES (USCIS) AS A "REGIONAL CENTER" FOR PARTICIPATION IN THE EB-5 IMMIGRANT INVESTOR PILOT PROGRAM. KRC WAS FORMED TO CREATE PERMANENT JOBS IN THE STATE OF KANSAS.

KRC WORKS TO RAISE FOREIGN INVESTMENT CAPITAL THROUGH THE USCIS EB-5 IMMIGRANT INVESTOR PILOT PROGRAM TO FINANCE THE DEVELOPMENT OF VARIOUS PROJECTS KRC WILL SEEK OUT AND ENCOURAGE THE CREATION OF NEW BUSINESS OPPORTUNITIES TO PERMANENTLY STIMULATE THE ECONOMY WITHIN THE STATE OF KANSAS. THE PRIMARY SERVICES PROVIDED BY KRC WILL BE THE PROVISION AND MANAGEMENT OF INVESTMENT OPPORTUNITIES TO FOREIGN INVESTORS THAT WILL BENEFIT THE STATE ECONOMY THROUGH JOB CREATION AND ECONOMIC GROWTH.

**ENERGY**  
**INCENTIVES**

**STATE RESOURCE**

KANSAS DEPARTMENT OF COMMERCE  
 CHRIS HARRIS, PROGRAM MANAGER  
 1000 S.W. JACKSON ST., SUITE 10

[charris@kansascommerce.com](mailto:charris@kansascommerce.com), 785.296.6815

<http://www.kansascommerce.com/index.aspx?NID=135>

THE DEPARTMENT OF COMMERCE OFFERS A DIVERSE PORTFOLIO OF FINANCIAL INCENTIVES TO KANSAS BUSINESSES AND PRODUCERS ENGAGED IN CONVENTIONAL AND RENEWABLE ENERGY PRODUCTION.

**TRADITIONAL ENERGY • CRUDE OIL OR NATURAL GAS PIPELINE TAX CREDIT**

- REFINERY TAX CREDIT

**RENEWABLE ENERGY INCENTIVES**

- BIODIESEL FUEL PRODUCER INCENTIVE
- CARBON DIOXIDE CAPTURE/SEQUESTRATION INCENTIVE
- ETHYL ALCOHOL PRODUCTION INCENTIVE
- KANSAS RETAIL DEALERS INCENTIVE
- WASTE HEAT UTILIZATION SYSTEM INCENTIVE
- WIND AND SOLAR BOND FINANCING INCENTIVE (ECONOMIC REVITALIZATION & REINVESTMENT ACT)

**TAX CREDITS**

- ALTERNATIVE-FUEL FUELING STATION TAX CREDIT
- ALTERNATIVE-FUELED MOTOR VEHICLE TAX CREDIT

## EMPLOYER PARTNER INCENTIVES

STATE RESOURCE

KS DEPT OF COMMERCE AND KS DEPT FOR CHILDREN AND FAMILIES

JEFF SCHROEDER

1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612

785.296.0658, JSCHROEDER@KANSASCOMMERCE

[HTTP://WWW.KANSASCOMMERCE.COM/INDEX.ASPX?NID=306](http://www.kansascommerce.com/index.aspx?NID=306)

KANSASWORKS EMPLOYER PARTNER INCENTIVE, WHICH IS DESIGNED TO ENCOURAGE EMPLOYERS TO HIRE PERSONS WITH DISABILITIES WHO ARE SEEKING SECURE, LONG-TERM EMPLOYMENT AT A COMPETITIVE WAGE. THE PROGRAM WILL PROVIDE INCENTIVES FOR COMPANIES WHO HIRE ELIGIBLE PERSONS WITH DISABILITIES.

## EXPORT-IMPORT BANK OF THE UNITED STATES

FEDERAL RESOURCE

EXPORT-IMPORT BANK OF THE UNITED STATES

SMALL BUSINESS GROUP CENTRAL REGIONAL OFFICES

MARK KLEIN, REGIONAL DIRECTOR

200 WEST ADAMS STREET, STE 2450, CHICAGO, IL

312.353.8073, MARK.KLEIN@EXIM.GOV

[HTTP://WWW.EXIM.GOV/SMALLBUSINESS/](http://www.exim.gov/smallbusiness/)

THE EXPORT-IMPORT BANK OF THE UNITED STATES (EX-IM BANK) IS AN INDEPENDENT U.S. GOVERNMENT AGENCY THAT HELPS FINANCE THE FOREIGN SALES OF U.S. GOODS AND SERVICES. ITS MISSION IS TO CREATE JOBS THROUGH EXPORTS. WITH 80 YEARS OF EXPERIENCE, EX-IM BANK HAS SUPPORTED MORE THAN \$600 BILLION OF U.S. EXPORTS, PRIMARILY TO DEVELOPING MARKETS WORLDWIDE. ABOUT 85% OF OUR TRANSACTIONS SUPPORT SMALL BUSINESS.

### AREAS OF SUPPORT:

- FINANCE
- EXPLORING EXPORTING OPPORTUNITIES FOR SMALL BUSINESS/  
MICROENTERPRISE
- INITIATING EXPORTING OPPORTUNITIES FOR SMALL BUSINESS/  
MICROENTERPRISE
- EXPANDING EXPORTING OPPORTUNITIES FOR SMALL BUSINESS/  
MICROENTERPRISE

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## FDA SMALL BUSINESS GUIDE & EDUCATION SERIES

FEDERAL & STATE RESOURCE

KANSAS CITY FIELD OFFICE 1-800-453-7149  
 CENTER FOR DRUG EVALUATION AND RESEARCH  
 SMALL BUSINESS ASSISTANCE (CDER)  
 OFFICE OF COMMUNICATIONS, 10001 NEW HAMPSHIRE AVENUE  
 HILLANDALE BUILDING, 4TH FLOOR, SILVER SPRING, MD 20993  
 CDERSMALLBUSINESS@FDA.HHS.GOV, (866)-405-5367  
[HTTP://WWW.FDA.GOV/DRUGS/DEVELOPMENTAPPROVALPROCESS/  
 SMALLBUSINESSASSISTANCE/](http://www.fda.gov/Drugs/DevelopmentApprovalProcess/SmallBusinessAssistance/)

THE SMALL BUSINESS EDUCATION SERIES PROVIDES WEB-BASED TUTORIALS AIMED AT EDUCATING SMALL PHARMACEUTICAL BUSINESS ON TOPICS RELATING TO DRUG REGULATION AND REVIEW.

THE MISSION OF CDER'S SMALL BUSINESS ASSISTANCE PROGRAM IS TO PROMOTE PRODUCTIVE INTERACTION WITH REGULATED INDUSTRY BY ASSISTING REGULATED DOMESTIC AND INTERNATIONAL SMALL PHARMACEUTICAL BUSINESSES SEEKING TIMELY AND ACCURATE INFORMATION RELATING TO DEVELOPMENT AND REGULATION OF HUMAN DRUG PRODUCTS.

### SMALL BUSINESS GUIDE TO THE FOOD & DRUG ADMINISTRATION

- [HTTP://WWW.FDA.GOV/FORINDUSTRY/SMALLBUSINESSASSISTANCE/  
SMALLBUSINESSGUIDETOFDA/DEFAULT.HTM](http://www.fda.gov/forindustry/smallbusinessassistance/smallbusinessguidetofda/default.htm)

## FROM THE LAND OF KANSAS

STATE RESOURCE

KANSAS DEPARTMENT OF AGRICULTURE  
 BECKY SULLIVAN, 785.296.6080  
 109 S.W. 9TH STREET, 4TH FLOOR, TOPEKA, KANSAS 66612  
[WWW.FROMTHELANDOFKANSAS.COM/EXPLORE-FROM-LAND-KANSAS](http://www.fromthelandofkansas.com/explore-from-land-kansas)

FROM THE LAND OF KANSAS HAS A MISSION TO MAKE KANSAS PRODUCTS MORE EASILY IDENTIFIABLE TO CONSUMERS, WHILE ALSO OFFERING PROMOTIONAL SERVICES AND BUSINESS DEVELOPMENT OPPORTUNITIES TO THE PROGRAM'S MEMBER COMPANIES.

- FROM THE LAND OF KANSAS STRIVES TO OPEN DOORS FOR LOCAL BUSINESSES BY BUILDING A STRONG, MEMORABLE KANSAS BRAND FROM WHICH ALL MEMBER COMPANIES BENEFIT.
- THE PROGRAM FOCUSES ON MOTIVATING CONSUMERS TO SUPPORT KANSAS WITH THEIR PURCHASING DECISIONS.
- THE BRAND WORKS TO COMMUNICATE TO CONSUMERS ABOUT OUR STATE'S VIBRANT HIGH-QUALITY PRODUCTS AND EXPERIENCES FOR KANSANS AND VISITORS.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**FEDERAL HOME  
LOAN BANK (FHLB)  
AFFORDABLE  
HOUSING PROGRAM  
FINANCE RESOURCE**

FHLB TOPEKA, HOUSING AND COMMUNITY DEVELOPMENT  
ATTN: HOUSING AND COMMUNITY DEVELOPMENT  
PO Box 176, TOPEKA, KS 66601-0176  
866.571.8155  
[HTTP://WWW.FHLBTOPEKA.COM/](http://www.fhlbtopeka.com/)

THE AFFORDABLE HOUSING PROGRAM (AHP) IS A SPECIAL PROGRAM AUTHORIZED BY THE COMMUNITY INVESTMENT CASH ADVANCE (CICA) REGULATIONS OF THE FEDERAL HOUSING FINANCE AGENCY. THROUGH THE USE OF SUBSIDIZED ADVANCES AND DIRECT SUBSIDIES, THE AHP HELPS MEMBERS PROVIDE FINANCING FOR OWNER-OCCUPIED AND RENTAL HOUSING THAT IS AFFORDABLE TO VERY LOW-INCOME, LOW- AND MODERATE-INCOME HOUSEHOLDS.

**HIGH PERFORMANCE  
INCENTIVES PROGRAM**

**STATE RESOURCE**

KANSAS DEPARTMENT OF COMMERCE  
ED BRYAN, HPIP MANAGER (785.296.7174)  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612

[HTTP://WWW.KANSASCOMMERCE.COM/](http://www.kansascommerce.com/)

THE STATE OF KANSAS OFFERS SIGNIFICANT AND COMPREHENSIVE BUSINESS INCENTIVES TO ENCOURAGE THE CONSTRUCTION AND EXPANSION OF KANSAS BUSINESSES AND INDUSTRIES. THE MAIN CORPORATE INCOME TAX CREDIT IN KANSAS IS THE HIGH PERFORMANCE INCENTIVE PROGRAM (HPIP).

INVESTMENT TAX CREDIT (ITC) MAY BE USED TO OFFSET INCOME, PRIVILEGE OR PREMIUM TAX LIABILITY. HPIP IS ALLOWED FOR INCOME TAX FILERS, PRIVILEGE TAX FILERS (BANKS) AND INSURANCE COMPANY FILERS. ALLOWED UNUSED CREDITS CAN BE CARRIED FORWARD FOR 16 YEARS. EMPLOYEE TRAINING TAX CREDIT IS APPLIED FIRST AND DOES NOT CARRY FORWARD.

FIRMS MUST BE CERTIFIED BY COMMERCE BEFORE FILING FOR THIS CREDIT. PARTICIPATING BUSINESSES MUST BE IN THE NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CATEGORIES 221, 311-425, 481-721 OR 811-928. IF A BUSINESS IS IN MAJOR NAICS NON-MANUFACTURING CATEGORIES 221, 423-425, 481-721 OR 811-928, MORE THAN HALF OF SALES MUST BE TO KANSAS MANUFACTURERS AND/OR OUT-OF-STATE COMMERCIAL OR GOVERNMENT CUSTOMERS.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**HOME DAY CARE  
PROPERTY**

STATE RESOURCE

KANSAS DEPARTMENT OF REVENUE  
TAX ASSISTANCE, DOCKING STATE OFFICE BUILDING, ROOM 150,  
915 SW HARRISON ST., TOPEKA, KS 66612

Call or Email Help Desk: 785-368-8222, [tac@kdor.ks.gov](mailto:tac@kdor.ks.gov)

[HTTP://WWW.KSREVENUE.ORG/](http://www.ksrevenue.org/)

**HOME DAY CARE PROPERTY**

HOUSEHOLD GOODS AND PERSONAL EFFECTS ARE EXEMPT IN KANSAS, UNLESS USED FOR THE PRODUCTION OF INCOME. HOWEVER, HOUSEHOLD GOODS AND PERSONAL EFFECTS USED IN A HOME FOR DAY CARE PURPOSES MAY STILL QUALIFY FOR EXEMPTION IF THE HOME IS REGISTERED OR LICENSED WITH THE KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT.

**QUALIFICATIONS**

HOUSEHOLD GOODS AND PERSONAL EFFECTS INCLUDE FURNITURE, COOKING UTENSILS, REFRIGERATORS, DEEP FREEZERS, WASHING AND DRYING MACHINES, DISHWASHERS, STOVES, RANGES, IRONERS, VACUUM CLEANERS, SEWING MACHINES, RADIOS, RECORD PLAYERS, TELEVISION SETS, SHOP AND HOBBY EQUIPMENT USED IN OR ABOUT THE HOME, FISHING EQUIPMENT (NOT INCLUDING BOATS), BICYCLES, YARD AND GARDEN EQUIPMENT, FIREARMS, GOLF CLUBS, PHOTOGRAPHIC EQUIPMENT, JEWELRY, LUGGAGE, MUSICAL INSTRUMENTS AND AIR CONDITIONERS IF IT IS NOT A PART OF THE CENTRAL HEATING AND AIR CONDITIONING SYSTEM.

**HOUSING & CREDIT  
COUNSELING OF  
LAWRENCE**

FINANCE- LOCAL RESOURCE

**HOUSING & CREDIT COUNSELING OF LAWRENCE**

ANJU MISHRA, BRANCH MANAGER  
2518 RIDGE COURT, SUITES 207-208  
785.749.3528, [AMISHRA@HCCI-KS.ORG](mailto:AMISHRA@HCCI-KS.ORG)

[HTTP://WWW.HCCI-KS.ORG/](http://www.hcci-ks.org/)

HOUSING AND CREDIT COUNSELING, INC. HELPS THOSE THAT LACK CREDIT GAIN FINANCIAL LITERACY TO GROW THEIR PERSONAL OR FAMILY FINANCIAL OPPORTUNITIES. SELF GUARENTEED LOANS REQUIRE OPTIMAL FINANCE UNDERSTANDING AND HCCI CAN HELP YOU DEVELOP AND UNDERSTAND YOUR PERSONAL FINANCIAL STATEMENT.

HCCI'S CERTIFIED COUNSELORS WORK ONE-ON-ONE WITH INDIVIDUALS TO CREATE BUDGETS, SET PERSONAL FINANCIAL GOALS, AND DEVELOP ACTION PLANS TO PAY THEIR DEBT OBLIGATIONS. HCCI HELPS FAMILIES AND INDIVIDUALS SEE THE BIG PICTURE AND SET GOALS TO BECOME FINANCIALLY STABLE.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## HUBZONE CERTIFICATION PROGRAM (SBA)

FEDERAL RESOURCE

KANSAS CITY DISTRICT OFFICE  
RHONDA HARDIN, BUSINESS OPPORTUNITY SPECIALIST  
1000 WALNUT SUITE 500, KANSAS CITY, MO 64106

Rhonda.hardin@sba.gov, 816.426.4900

[WWW.SBA.GOV/MO](http://WWW.SBA.GOV/MO)

THE HUBZONE PROGRAM'S MISSION IS TO PROMOTE JOB GROWTH, CAPITAL INVESTMENT, AND ECONOMIC DEVELOPMENT TO HISTORICALLY UNDER UTILIZED BUSINESS ZONES, REFERRED TO AS HUBZONES, BY PROVIDING CONTRACTING ASSISTANCE TO SMALL BUSINESSES LOCATED IN THESE ECONOMICALLY DISTRESSED COMMUNITIES.

### THE PROGRAM'S BENEFITS FOR HUBZONE-CERTIFIED COMPANIES INCLUDE:

- COMPETITIVE AND SOLE SOURCE CONTRACTING
- 10% PRICE EVALUATION PREFERENCE IN FULL AND OPEN CONTRACT COMPETITIONS, AS WELL AS SUBCONTRACTING OPPORTUNITIES.
- THE FEDERAL GOVERNMENT HAS A GOAL OF AWARDING 3% OF ALL DOLLARS FOR FEDERAL PRIME CONTRACTS TO HUBZONE-CERTIFIED SMALL BUSINESS CONCERNS.

## INDUSTRIAL REVENUE BONDS

LOCAL & STATE RESOURCE

CITY OF LAWRENCE - ECONOMIC DEVELOPMENT  
BRITT CRUM-CANO, ECONOMIC DEVELOPMENT COORDINATOR  
BCANO@LAWRENCEKS.ORG, 785.832.3472  
CITY HALL, 6 EAST 6TH. STREET, LAWRENCE, KS 66044

[HTTP://LAWRENCEKS.ORG/ECONOMIC\\_DEVELOPMENT](http://LAWRENCEKS.ORG/ECONOMIC_DEVELOPMENT)

INDUSTRIAL REVENUE BONDS (IRBs)  
1-2110- 2118 (CITY OF LAWRENCE ECONOMIC DEVELOPMENT GOALS, PROCESS AND PROCEDURES: IRBs ARE AN INCENTIVE ESTABLISHED BY THE STATE OF KANSAS TO ENHANCE ECONOMIC DEVELOPMENT AND IMPROVE QUALITY OF LIFE. THE CITY MAY FROM TIME TO TIME GRANT IRBs WHEN THE PROJECT UNDER CONSIDERATION HELPS FURTHER THE ECONOMIC AND COMMUNITY DEVELOPMENT OBJECTIVES AS SET FORTH IN THIS ORDINANCE AND HORIZON 2020.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**INTERNATIONAL TRADE  
INCENTIVES**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
KITSAP MANAGER  
KANSAS INTERNATIONAL TRADE SHOW ASSISTANCE PROGRAM  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612-1354

[achiang@kansascommerce.com](mailto:achiang@kansascommerce.com), 785.296.5298

[HTTP://WWW.KANSASCOMMERCE.COM](http://www.kansascommerce.com)

THE KANSAS DEPARTMENT OF COMMERCE WORKS WITH NEW AND EXISTING BUSINESSES WISHING TO EXPAND THEIR SERVICE REACH TO THE INTERNATIONAL MARKETPLACE. THE DEPARTMENT ALSO TAKES AN ACTIVE ROLE IN BRINGING INTERNATIONAL BUSINESS TO THE STATE. THE STATE CURRENTLY HAS REPRESENTATIVES IN BRAZIL, CHINA, EUROPE, INDIA, JAPAN, KOREA, MEXICO AND TAIWAN INVOLVED IN BOTH TRADE PROMOTION AND RECRUITMENT OF INVESTMENT.

SERVICES TO KANSAS BUSINESSES INCLUDE THE FOLLOWING:

- INTERNATIONAL INVESTMENT RECRUITMENT
- EXPORT ASSISTANCE TO KANSAS COMPANIES
- KANSAS INTERNATIONAL TRADE SHOW ASSISTANCE PROGRAM

THE KANSAS INTERNATIONAL TRADE SHOW ASSISTANCE PROGRAM (KITSAP) HELPS INTRODUCE KANSAS COMPANIES TO FOREIGN MARKETS THROUGH PARTICIPATION IN INTERNATIONAL TRADE SHOWS. ELIGIBLE COMPANIES ARE THOSE WHOSE PRODUCTS OR SERVICES ORIGINATE IN KANSAS OR WHOSE PRODUCTS RECEIVE SUBSTANTIAL VALUE-ADDED PROCESSING IN KANSAS.

**INVENTORY PROPERTY  
TAX EXEMPTION**

STATE RESOURCE

KANSAS DEPARTMENT OF REVENUE  
DOCKING STATE OFFICE BUILDING  
915 SW HARRISON ST., TOPEKA, KS  
785-368-8222, [TAC@KDOR.KS.GOV](mailto:TAC@KDOR.KS.GOV)

[HTTP://WWW.KSREVENUE.ORG/TAXINCENT-PROPTAXABATE.HTML](http://www.ksrevenue.org/taxincent-proptaxabate.html)

A PROPERTY TAX EXEMPTION EXISTS FOR MERCHANTS' AND MANUFACTURERS' INVENTORY. INVENTORY INCLUDES THOSE ITEMS THAT: ARE PRIMARILY HELD FOR SALE IN THE ORDINARY COURSE OF BUSINESS (FINISHED GOODS), ARE IN PROCESS OF PRODUCTION FOR SALE (WORK IN PROGRESS) AND/OR THOSE CONSUMED EITHER DIRECTLY OR INDIRECTLY IN THE PRODUCTION OF FINISHED GOODS (RAW MATERIALS AND SUPPLIES). ADVANTAGE: ITEMS OF INVENTORY ARE EXEMPT FROM PROPERTY TAX.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## BIO SCIENCE AND TECHNOLOGY BUSINESS CENTER (BTBC)

LOCAL RESOURCE

BIO SCIENCE AND TECHNOLOGY BUSINESS CENTER AT THE UNIVERSITY OF KANSAS  
2029 BECKER DRIVE, LAWRENCE, KS 66047

785.832.2110

[HTTP://WWW.BTBC.KU.COM/](http://www.btbc.ku.com/)

A NOT-FOR-PROFIT SMALL BUSINESS INCUBATOR THAT OFFERS RESOURCES AND SERVICES TO SUPPORT THE FORMATION AND GROWTH OF TECHNOLOGY AND BIOSCIENCE START-UP COMPANIES IN LAWRENCE.

THE ORGANIZATION'S MISSION IS TO PROVIDE BUSINESS DEVELOPMENT ASSISTANCE TO EARLY-STAGE BUSINESSES THAT HAVE SPUN OFF FROM THE UNIVERSITY OF KANSAS, AS WELL AS TO LOCAL ENTREPRENEURS WHO WOULD LIKE TO CREATE THEIR OWN TECHNOLOGY OR BIOSCIENCE FIRMS. BTBC WORKS WITH ALL TYPES OF TECHNOLOGY-BASED COMPANIES, WITH A PARTICULAR FOCUS ON LIFE SCIENCES, INFORMATION TECHNOLOGY, COMMUNICATIONS AND SOFTWARE.

## KANSAS BIO SCIENCE AUTHORITY

STATE RESOURCE

KANSAS BIO SCIENCE AUTHORITY  
10900 S. CLAY BLAIR BLVD.  
OLATHE, KANSAS 66061

[HTTP://WWW.KANSASBIOAUTHORITY.ORG/](http://www.kansasbioauthority.org/)

913.397.8300, [HARRINGTON@KANSASBIOAUTHORITY.ORG](mailto:HARRINGTON@KANSASBIOAUTHORITY.ORG)

THE KANSAS BIOSCIENCE AUTHORITY INVESTS IN COMPANIES AND UNIVERSITIES WORKING IN BIOSCIENCE SECTORS WHERE KANSAS HAS ESTABLISHED LEADERSHIP AND EXPERTISE AND THE RESOURCES NEEDED TO BENEFIT FROM NEW OPPORTUNITIES. KBA BUSINESS CONSULTING ADDRESSES FUNDAMENTAL BUSINESS, TECHNOLOGY, MANAGEMENT, AND OTHER STRATEGIC ISSUES CRITICAL TO THE SUCCESS OF EMERGING KANSAS BIOSCIENCE COMPANIES. THE KBA CAN OFTEN HELP COMPANIES THAT NEED MANAGEMENT COUNSEL; EXECUTIVE RECRUITMENT; REFINEMENT OF BUSINESS MODELS, FINANCIAL MODELS, TARGET MARKETS, AND COMMERCIALIZATION STRATEGIES; AND THE IDENTIFICATION OF FUNDING SOURCES.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**KANSAS DOWNTOWN  
REDEVELOPMENT ACT**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 SUSAN NORTHPOTH-CADORET, PROGRAM MANAGER  
 1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612-1354  
 scadore@kansascommerce.com, 785.296.7198  
[HTTP://WWW.KANSASCOMMERCE.COM/](http://www.kansascommerce.com/)

THIS PROGRAM ENCOURAGES ENTREPRENEURS TO LOCATE THEIR BUSINESSES AND INVEST IN CENTRAL BUSINESS DISTRICTS, AS WELL AS DISTRESSED NEIGHBORHOODS, BY OFFERING PROPERTY TAX RELIEF IN AREAS DESIGNATED BY LOCAL GOVERNMENTS, WHICH ARE SUBSEQUENTLY REVIEWED AND APPROVED BY THE DEPARTMENT OF COMMERCE.

**KANSAS INDUSTRIAL  
RETRAINING (KIR)**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 NADIRA HAZIM-PATRICK- MANAGER  
 1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
 785.296.8158, KITKIR@KANSASCOMMERCE.COM  
[HTTP://WWW.KANSASCOMMERCE.COM/](http://www.kansascommerce.com/)

THE KANSAS INDUSTRIAL RETRAINING PROGRAM IS A JOB RETENTION TOOL THAT HELPS EMPLOYEES OF RESTRUCTURING COMPANIES WHO ARE LIKELY TO BE DISPLACED BECAUSE OF OBSOLETE OR INADEQUATE JOB SKILLS AND KNOWLEDGE.

ELIGIBLE INDUSTRIES INCLUDE BASIC ENTERPRISES THAT ARE RESTRUCTURING OPERATIONS THROUGH INCORPORATION OF NEW TECHNOLOGY, DIVERSIFICATION OF PRODUCTION OR THE DEVELOPMENT AND IMPLEMENTATION OF NEW PRODUCTION ACTIVITIES. AT LEAST ONE CURRENT EMPLOYEE MUST BE TRAINED TO QUALIFY FOR ASSISTANCE.

**KANSAS INDUSTRIAL  
TRAINING (KIT)**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 NADIRA HAZIM-PATRICK- MANAGER  
 1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
 785.296.8158, KITKIR@KANSASCOMMERCE.COM  
[HTTP://WWW.KANSASCOMMERCE.COM/INDEX.ASPX?NID=140](http://www.kansascommerce.com/index.aspx?nid=140)

THE KIT PROGRAM MAY BE USED TO ASSIST FIRMS INVOLVED IN JOB CREATION. TRAINING CAN INCLUDE PRE-EMPLOYMENT, CLASSROOM AND ON-THE-JOB-TRAINING BY IN-HOUSE INSTRUCTORS OR VENDORS. PRE-EMPLOYMENT TRAINING MAY BE USED TO ALLOW THE COMPANY AND PROSPECTIVE EMPLOYEES AN OPPORTUNITY TO EVALUATE ONE ANOTHER BEFORE MAKING EMPLOYMENT COMMITMENTS.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**KANSAS PARTNERSHIP  
FUND**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 ED SERRANO, ECONOMIC DEVELOPMENT REPRESENTATIVE  
 1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612-1354  
 eserrano@kansascommerce.com, 785.368.7293  
[HTTP://WWW.KANSASCOMMERCE.COM/](http://www.kansascommerce.com/)

THE KANSAS PARTNERSHIP FUND (KPF) IS A PROGRAM TO PROVIDE LOW-INTEREST STATE FUNDS TO CITIES AND COUNTIES FOR INFRASTRUCTURE IMPROVEMENTS THAT SUPPORT KANSAS BASIC ENTERPRISES. PARTNERSHIP FUND LOANS ARE DESIGNED TO ASSIST CITY AND COUNTY GOVERNMENTS IN THEIR EFFORTS TO ATTRACT NEW BUSINESSES AND EXPAND EXISTING BUSINESSES.

ELIGIBLE PROJECTS MAY INCLUDE THE CONSTRUCTION, RECONSTRUCTION, REHABILITATION, ALTERATION, EXPANSION, OR IMPROVEMENT OF PUBLIC FACILITIES INCLUDING, BUT NOT LIMITED TO ROADS, STREETS, HIGHWAYS, STORM DRAINS, WATER SUPPLY AND TREATMENT FACILITIES, WATER DISTRIBUTION LINES, WASTE WATER COLLECTION LINES, AND ANY RELATED IMPROVEMENTS. THESE IMPROVEMENTS MUST DIRECTLY LEAD TO THE CREATION OF NEW JOBS IN KANSAS BASIC ENTERPRISES.

**KANSAS WORKS**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 KANSAS WORKS -LAWRENCE OFFICE  
 2540 IOWA, SUITE R, LAWRENCE, KS 66044  
 lawrencejobs@kansasworks.com, 785.840.9675

[HTTP://WWW.WORKFORCECENTERS.COM/LAWRENCE/INDEX.HTML](http://www.workforcecenters.com/lawrence/index.html)

KANSAS WORKS HELPS BUSINESSES FIND CANDIDATES FOR OPEN JOBS. UNLIKE MOST OTHER ONLINE JOB POSTING SITES, CREATING A KANSASWORKS EMPLOYER ACCOUNT IS ABSOLUTELY FREE.

**TOOLS FOR EMPLOYERS:**

- SEARCH OUR DATABASE OF THOUSANDS OF RESUMES
- POST YOUR JOB OPENINGS
- SAVE SEARCHES
- SAVE RESUMES
- MANAGE YOUR COMPANY PROFILE
- RECEIVE E-MAIL UPDATES ON NEW JOB SEEKER RESUMES

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**KANSAS DEPARTMENT  
REVENUE SMALL  
BUSINESS WORKSHOPS**  
STATE RESOURCE

KANSAS DEPARTMENT OF REVENUE  
CARL YORK, TAX SPECIALIST  
915 SW HARRISON STREET, TOPEKA, KS 66612  
CARL.YORK@KDOR.KS.GOV, 785.296.1048

[HTTP://WWW.KSREVENUE.ORG/SMBUSWORKSHOPS.HTML](http://www.ksrevenue.org/smbusworkshops.html)

AS PART OF OUR COMMITMENT OF SERVICE TO THE BUSINESS COMMUNITY THE KANSAS DEPARTMENT OF REVENUE OFFERS WORKSHOPS IN KANSAS SALES AND WITHHOLDING TAX. THERE ARE TWO SEGMENTS TO THESE WORKSHOPS. THE WITHHOLDING SEGMENT PROVIDES EMPLOYERS WITH AN OVERVIEW OF KANSAS WITHHOLDING REQUIREMENTS, TAX RESPONSIBILITIES, FILING REQUIREMENT, AND FORM PREPARATION. THE SALES TAX SEGMENT EXPLAINS THE DIFFERENCE BETWEEN THE KANSAS RETAILERS' SALES TAX, THE KANSAS RETAILER'S COMPENSATING USE TAX, AND THE KANSAS CONSUMERS' COMPENSATING USE TAX. PARTICIPANTS WILL GAIN A BASIC UNDERSTANDING OF THE GOODS AND SERVICES SUBJECT TO SALES TAX. IT WILL ALSO EXPLAIN YOUR TAX RESPONSIBILITIES, RECORD KEEPING AND FILING REQUIREMENTS, FORM PREPARATION, AND PURCHASES WITH EXEMPTION CERTIFICATES.

**KANSAS SECRETARY  
OF STATE'S OFFICE  
(KSSOS)**  
STATE RESOURCE

KANSAS SECRETARY OF STATE'S OFFICE  
MEMORIAL HALL, 1ST FLOOR  
120 SW 10TH AVENUE, TOPEKA, KS  
785.296.4564, [sos@sos.ks.gov](mailto:sos@sos.ks.gov)

[WWW.KSSOS.ORG](http://www.kssos.org)

COMPREHENSIVE LISTING OF BUSINESS FILINGS AND FORMS. EACH FORM IS DESCRIBED IN DETAIL AND INCLUDES A LINK TO THE RELEVANT STATUTE. DIGITAL AND WALK-IN FILING OF BUSINESS LEGAL FORMATIONS, BUSINESS ENTITIES AND UNIFORM COMMERCIAL CODE. EASY TO USE ONLINE FILING OR DOWNLOAD PROCESSING SYSTEMS.

**KAUFFMAN  
FOUNDATION**

NON PROFIT

E. KAUFFMAN FOUNDATION  
4801 ROCKHILL ROAD, KANSAS CITY, MISSOURI 64110

[HTTP://WWW.KAUFFMAN.ORG/](http://www.kauffman.org/)

[HTTP://WWW.ENTREPRENEURSHIP.ORG/](http://www.entrepreneurship.org/)

EWING KAUFFMAN FOUNDATION IS A NATIONAL AND INTERNATIONAL RESOURCE FOR ENTREPRENEURSHIP. EKF WORKS TO DEVELOP AND SUPPORT PROGRAMS THAT PROVIDE ENTREPRENEURS WITH THE EDUCATION, TOOLS, SKILLS AND CONNECTIONS THEY NEED TO START AND GROW BUSINESSES. THEY CREATE A MORE ENTREPRENEUR-FRIENDLY ENVIRONMENT, INCLUDING LOWERING BARRIERS TO SUCCESS AND RAISING AWARENESS OF THE IMPORTANT ROLE ENTREPRENEURS PLAY IN THE ECONOMY. SERVICES OFFERED, INCLUDE:

- RESEARCH
- ENTREPRENEURIAL COURSES
- ENTREPRENEURIAL LABS
- YOUTH ENTREPRENEURSHIP

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**KU SMALL BUSINESS  
DEVELOPMENT CENTER****FEDERAL RESOURCE (SBA)**

KU SMALL BUSINESS DEVELOPMENT CENTER  
WILL KATZ, EXECUTIVE DIRECTOR  
646 VERMONT, STE 200 IN DOWNTOWN LAWRENCE,  
LAWRENCE, KANSAS, 66044  
WILLKATZ@KU.EDU, 785.843.8844

[HTTP://WWW.BUSINESS.KU.EDU/KU-SMALL-BUSINESS-DEVELOPMENT-CENTER](http://www.business.ku.edu/ku-small-business-development-center)

KU SMALL BUSINESS DEVELOPMENT CENTER ASSISTS WITH THE GROWTH OF KANSAS SMALL BUSINESSES BY PROVIDING NO COST BUSINESS PLAN DEVELOPMENT, LOW COST TRAINING SEMINARS AND FREE ONE-TO-ONE COUNSELING SERVICES.

THE KU-KSBDC SERVES DOUGLAS, FRANKLIN, JEFFERSON, ATCHISON, LEAVENWORTH, AND DONIPHAN COUNTIES IN KANSAS.

**LAWRENCE CHAMBER  
OF COMMERCE****LOCAL RESOURCE**

LAWRENCE CHAMBER OF COMMERCE  
LARRY McELWAIN, CHIEF EXECUTIVE OFFICER  
BONNIE LOWE, CHIEF OPERATING OFFICER  
646 VERMONT, STE 200 DOWNTOWN LAWRENCE, KANSAS, 66044  
785.865.4411, FRONTDESK@LAWRENCECHAMBER.COM

[HTTP://WWW.LAWRENCECHAMBER.COM](http://www.lawrencechamber.com)

LAWRENCE CHAMBER OF COMMERCE WORKS TO REPRESENT THE INTERESTS OF MEMBERSHIP AND THE LAWRENCE/DOUGLAS COUNTY BUSINESS COMMUNITY BY:

- FACILITATING STRATEGIC PARTNERSHIPS FOR THE BENEFIT OF OUR COMMUNITY
- EDUCATING THE COMMUNITY ON THE BENEFITS OF ECONOMIC DEVELOPMENT
- ADVOCATING FOR LOCAL AND REGIONAL COMPETITIVE ECONOMIC VIABILITY
- PROMOTING CIVIC LEADERSHIP AND COMMUNITY ENGAGEMENT

**LAWRENCE & DOUGLAS  
COUNTY ECONOMIC  
DEV. CORP.****LOCAL RESOURCE**

LAWRENCE & DOUGLAS COUNTY ECONOMIC DEVELOPMENT CORPORATION  
LARRY McELWAIN, CHIEF EXECUTIVE OFFICER  
BONNIE LOWE, CHIEF OPERATING OFFICER  
646 VERMONT, STE 200 DOWNTOWN LAWRENCE, KANSAS, 66044  
785.865.4411, FRONTDESK@LAWRENCECHAMBER.COM

[HTTP://WWW.EDCLAWRENCE.COM/](http://www.edclawrence.com/)

THE LAWRENCE & DOUGLAS COUNTY EDC IS COMMITTED TO SUPPORTING AND ENABLING ECONOMIC GROWTH AND BRINGING HIGH QUALITY JOBS TO THE REGION.

EDC WELCOMES A BROAD RANGE OF INDUSTRIES PROVIDES PROFESSIONAL ASSISTANCE TO HELP YOUR COMPANY LOCATE TO DOUGLAS COUNTY, INCLUDING:

- IN-DEPTH ANALYSIS OF THE REGION'S AVAILABLE WORKFORCE
- ASSISTANCE IN IDENTIFYING AND ACCESSING AVAILABLE INCENTIVES
- CURRENT DEMOGRAPHIC INFORMATION
- LIAISON SERVICES WITH LOCAL GOVERNMENT AGENCIES
- PERSONAL TOURS OF THE REGION AND AVAILABLE LOCATIONS

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**LAWRENCE PUBLIC LIBRARY****CITY RESOURCE**

LAWRENCE PUBLIC LIBRARY  
 CUSTOMER SERVICE REFERENCE DESK  
 700 NEW HAMPSHIRE STREET, LAWRENCE, KS 66044-2371  
 785.843.1178, [CUSTSERV@LAWRENCEPUBLICLIBRARY.ORG](mailto:CUSTSERV@LAWRENCEPUBLICLIBRARY.ORG)

[HTTP://WWW.LAWRENCE.LIB.KS.US/RESEARCH-RESOURCES/BUSINESS-AND-NONPROFIT/](http://www.lawrence.lib.ks.us/research-resources/business-and-nonprofit/)

WHETHER YOU'RE WRITING A BUSINESS PLAN, STARTING A SMALL BUSINESS, OR LOOKING FOR NEW CLIENTS, THESE RESEARCH TOOLS CAN HELP:

- **BUSINESS SOURCE PREMIER** – WIDE VARIETY OF BUSINESS TOPICS, INCLUDING MARKETING, MANAGEMENT, ACCOUNTING, FINANCE AND ECONOMICS. AVAILABLE IN THE LIBRARY AND REMOTELY FROM ANY COMPUTER WITH A KANSAS IP ADDRESS.
- **SMALL BUSINESS REFERENCE CENTER** – BUSINESS BASICS, START-UP KITS, INDUSTRY INFORMATION, AND ACCESS TO EBOOKS. AVAILABLE IN THE LIBRARY AND REMOTELY FROM ANY COMPUTER WITH A KANSAS IP ADDRESS.
- **REFERENCEUSA** - DETAILED INFORMATION ON MORE THAN 14 MILLION U.S. BUSINESSES AND 115 MILLION HOUSEHOLDS. SEARCHABLE BY NAME, ADDRESS, PHONE NUMBER, COMPANY NAME, INDUSTRY, GEOGRAPHY. AVAILABLE IN THE LIBRARY AND REMOTELY WITH YOUR LIBRARY CARD NUMBER.

**LOW INCOME HOUSING TAX CREDIT (LIHTC)****FEDERAL RESOURCE**

US DEPARTMENT OF HOUSING & URBAN DEVELOPMENT  
 LOW INCOME HOUSING TAX CREDIT, KANSAS CITY REGIONAL OFFICE  
 THERESA PORTER, DEPUTY REGIONAL ADMINISTRATOR  
 400 STATE AVENUE, ROOM 200, KANSAS CITY, KS 66101-2406  
 913.551.5462, [FRONTDESK@LAWRENCECHAMBER.COM](mailto:FRONTDESK@LAWRENCECHAMBER.COM)

[HTTP://PORTAL.HUD.GOV/HUDPORTAL/HUD?SRC=/PROGRAM\\_OFFICES/COMM\\_PLANNING/AFFORDABLEHOUSING/TRAINING/WEB/LIHTC/BASICS](http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/affordablehousing/training/web/lihtc/basics)

THE LIHTC PROGRAM IS AN INDIRECT FEDERAL SUBSIDY USED TO FINANCE THE DEVELOPMENT OF AFFORDABLE RENTAL HOUSING FOR LOW-INCOME HOUSEHOLDS. THE LIHTC PROGRAM MAY SEEM COMPLICATED, BUT MANY LOCAL HOUSING AND COMMUNITY DEVELOPMENT AGENCIES ARE EFFECTIVELY USING THESE TAX CREDITS TO INCREASE THE SUPPLY OF AFFORDABLE HOUSING IN THEIR COMMUNITIES.

**LAWRENCE WORKFORCE CENTER - BUSINESS SERVICES****STATE RESOURCE**

LAWRENCE WORKFORCE CENTER  
 CHERYL WHITE OR SHANNON YANCY  
 2540 IOWA STREET, SUITE R, LAWRENCE, KS 66046  
 785.840.9675

[HTTP://WWW.WORKFORCECENTERS.COM/LAWRENCE/BUSINESS/BUSINESS.HTM](http://www.workforcecenters.com/lawrence/business/business.htm)

LAWRENCE WORKFORCE CENTER'S BUSINESS SERVICES WORK TO INCREASE A BUSINESS'S BOTTOM LINE QUICKLY AND EASILY. TRAINED STAFF WORK ON A SMALL BUSINESS OWNER'S EFFICIENCY AND PRODUCTIVITY BY HELPING THEM RECRUIT, HIRE, TRAIN, AND RETAIN QUALITY EMPLOYEES. WITH THE SUPPORT OF VARIOUS GRANTS, THE LAWRENCE WORKFORCE CENTER IS ABLE TO OFFER HUMAN RESOURCE SERVICES AT LITTLE OR NO COST TO CUSTOMER(S).

- **H1B GRANT** - THIS GRANT IS AVAILABLE TO EMPLOYERS FOR ON THE JOB TRAINING TO SUPPORT THE HIRING OF NEW ENGINEERS. ELIGIBLE EMPLOYERS CAN RECEIVE UP TO \$25,000 PER INDIVIDUAL HIRED. THE PURPOSE IS TO REDUCE THE COSTS OF TRAINING AN ENGINEER TO FILL AN ENGINEER OCCUPATION VACANCY.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**MACHINERY &  
INVENTORY PROPERTY  
TAX EXEMPTION  
STATE RESOURCE**

KANSAS DEPARTMENT OF COMMERCE  
KANSAS BARBARA HAKE, BUSINESS RECRUITMENT MANAGER  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612

913.307.7379, [BHAKE@KANSASCOMMERCE.COM](mailto:BHAKE@KANSASCOMMERCE.COM)

[HTTP://WWW.KANSASCOMMERCE.COM](http://WWW.KANSASCOMMERCE.COM)

MACHINERY AND EQUIPMENT PROPERTY TAX EXEMPTION ALLOWS ELIGIBLE KANSAS TAXPAYERS TO CLAIM AN EXPENSE DEDUCTION FOR BUSINESS MACHINERY AND EQUIPMENT PLACED INTO SERVICE IN KANSAS. THIS IS A ONE-TIME DEDUCTION FOR EACH QUALIFIED PURCHASE OF MACHINERY AND EQUIPMENT IN THE YEAR THAT IT IS PLACED IN SERVICE. UNUSED EXPENSE DEDUCTION IS TREATED AS A KANSAS NET OPERATING LOSS THAT MAY BE CARRIED FORWARD FOR 10 YEARS.

A STATE AND LOCAL PROPERTY TAX EXEMPTION IS AVAILABLE FOR NEW OR USED COMMERCIAL AND INDUSTRIAL MACHINERY AND EQUIPMENT ACQUIRED BY QUALIFIED PURCHASE OR LEASE, OR TRANSFERRED INTO THE STATE FOR THE PURPOSE OF EXPANDING AN EXISTING FACILITY OR ESTABLISHING A NEW FACILITY AFTER JUNE 30, 2006.

**MID-AMERICA  
MANUFACTURING  
TECHNOLOGY CENTER**

**NON PROFIT/STATE RESOURCE**

MID-AMERICA MANUFACTURING TECHNOLOGY CENTER  
KANSAS DEPARTMENT OF COMMERCE (PARTNER)  
JESSE BECHTOLD - CEO  
110561 BARKLEY SUITE 602, OVERLAND PARK, KS 66212

913.967.1223, [JBECHTOLD@MAMTC.COM](mailto:JBECHTOLD@MAMTC.COM)

[HTTP://WWW.MAMTC.COM/](http://WWW.MAMTC.COM/)

MAMTC PROVIDES MEASURABLE PRODUCTIVITY AND PROFITABILITY GAINS TO MANUFACTURERS IN KANSAS. MAMTC IS AN AFFILIATE OF THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY MANUFACTURING EXTENSION PARTNERSHIP (NIST-MEP) AND THE KANSAS DEPARTMENT OF COMMERCE.

SERVICES FOR SMALL BUSINESS INCLUDE:

INCREASING SMALL TO MID-SIZED BUSINESS'S SPEED AND DECREASING RISK WITH NEW PRODUCTS AND SERVICES PLUS INNOVATIONS IN PROCESS AREAS TO INCLUDE: LEAN ENTERPRISE TRANSFORMATION SYSTEMS, MARKETING, NEW CUSTOMER DEVELOPMENT, QUALITY CONTROL CHARTING OF MAMTC BLACK BELT PRINCIPLES ENSURING PROCESSES OF QUALITY AND RELIABILITY, RISK MANAGEMENT AND EMPLOYEE MOTIVATION.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**MINORITY &  
WOMEN BUSINESS  
DEVELOPMENT  
CERTIFICATION**  
STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
RHONDA F. HARRIS, DIRECTOR  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
RHARRIS@KANSASCOMMERCE.COM , 785.296.3425

[HTTP://WWW.KANSASCOMMERCE.COM/](http://www.kansascommerce.com/)

KANSAS STATEWIDE CERTIFICATION PROGRAM, WHERE WOMEN AND MINORITY BUSINESSES CAN BE CERTIFIED AS A DISADVANTAGED BUSINESS ENTERPRISE (DBE), MINORITY BUSINESS ENTERPRISE (MBE), AND WOMEN BUSINESS ENTERPRISE (WBE). CERTIFICATION MAY INCREASE OPPORTUNITIES FOR WOMEN AND MINORITY BUSINESSES TO GAIN CONTRACTS AND SUBCONTRACTS FROM GOVERNMENTAL AND PRIVATE ENTITIES COMMITTED TO THE INCLUSION OF MINORITY- AND WOMEN-OWNED BUSINESSES IN THE CONTRACTING AND PROCUREMENT PROCESS. PROGRAM SERVICES ARE FREE.

**NETWORK  
KANSAS**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
COREY MOHN DIRECTOR  
P. O. BOX 877, ANDOVER, KS

1-877-521-8600 CMOHN@NETWORKKANSAS.COM

[HTTP://WWW.NETWORKKANSAS.COM/](http://www.networkkansas.com/)

NETWORK KANSAS PROGRAM'S MISSION IS TO PROMOTE AN ENTREPRENEURIAL ENVIRONMENT BY PROVIDING A CENTRAL PORTAL THAT CONNECTS ENTREPRENEURS AND SMALL BUSINESS OWNERS WITH THE RIGHT RESOURCES.

- FUNDING PROGRAMS
- STARTUP KANSAS
- KANSAS CAPITAL MULTIPLIER FUNDS
- ENTREPRENEURSHIP COMMUNITY PARTNERSHIP
- KANSAS ECONOMIC GARDENING NETWORK
- ROZ BUSINESS ACCELERATOR PILOT PROGRAM ENTREPRENEURSHIP PROGRAMS
- THE NETWORK KANSAS REFERRAL CENTER
- THE ENTREPRENEURSHIP COMMUNITY PARTNERSHIP
- TECHNICAL ASSISTANCE PROGRAMS
- THE KANSAS ECONOMIC GARDENING NETWORK

**NAICS**

FEDERAL SOURCE / REFERENCE

**NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM**

[HTTP://WWW.CENSUS.GOV/EOS/WWW/NAICS/](http://www.census.gov/eos/www/naics/)

NAICS CODE REFERENCE - US CENSUS BUREAU, THIS SITE HAS DETAILED INFORMATION ON THE STRUCTURE OF NAICS. ALSO INCLUDED ON THIS PAGE ARE DOWNLOADABLE, EXCEL AND TEXT, CONCORDANCE FILES FOR 2012, 2007 AND 2002. IMPORTANT FOR YOUR BUSINESS TO DEFINE THE SIZE AND STANDARDS OF YOUR BUSINESS INDUSTRY. AN OWNER WILL ALSO NEED TO KNOW FOR BUSINESS PLAN: MARKET ANALYSIS AND MARKETING PLAN. IF AN OWNER EVER WISHES TO COMPETE FOR PROCUREMENT OR BIDDING OPPORTUNITIES A NAICS CODE WILL BE REQUIRED.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**NEIGHBORHOOD  
REVITALIZATION  
PROGRAM**  
LOCAL RESOURCE

CITY OF LAWRENCE - ECONOMIC DEVELOPMENT  
BRITT CRUM-CANO, ECONOMIC DEVELOPMENT COORDINATOR  
CITY HALL, 6 EAST 6TH. STREET, LAWRENCE, KS 66044

[bcano@lawrenceks.org](mailto:bcano@lawrenceks.org), 785.832.3472

[HTTP://LAWRENCEKS.ORG/DOCUMENTS/RESOLUTIONS/RESOLUTIONS-6900S/RES6953.PDF](http://LAWRENCEKS.ORG/DOCUMENTS/RESOLUTIONS/RESOLUTIONS-6900S/RES6953.PDF)

NEIGHBORHOOD REVITALIZATION ACT – RES. No. 6954, THE NEIGHBORHOOD REVITALIZATION ACT ENABLES CITIES TO DESIGNATE NEIGHBORHOOD REVITALIZATION AREAS TO PROVIDE TAX REBATES TO PROPERTY OWNERS. THE REBATES ARE THE AMOUNTS OF INCREMENTAL INCREASES IN PROPERTY TAXES RESULTING FROM IMPROVEMENTS MADE TO PROPERTIES.

A NEIGHBORHOOD REVITALIZATION AREA IS DEFINED BY:

- (1) BUILDINGS WHICH, BY REASON OF AGE, HISTORY, ARCHITECTURE OR SIGNIFICANCE, SHOULD BE PRESERVED OR RESTORED;
- (2) DETERIORATING STRUCTURES, INADEQUATE STREETS, OR INCOMPATIBLE LAND USES WHICH IMPAIR GROWTH OF THE CITY; AND
- (3) DILAPIDATED STRUCTURES OUTSIDE THE AREA. A NONPROFIT ORGANIZATION MAY REHABILITATE ABANDONED PROPERTIES IN THE AREA.

THE PROGRAM PROVIDES INCENTIVES FOR BOTH RESIDENTIAL AND COMMERCIAL PROPERTY OWNERS TO IMPROVE THEIR AGING OR DETERIORATING PROPERTY, OR OTHERWISE INCREASE THE APPRAISED VALUE OF THE PROPERTY. THE PROGRAM IS INTENDED TO PROMOTE THE REVITALIZATION AND DEVELOPMENT OF RESIDENTIAL AND COMMERCIAL PROPERTIES BY STIMULATING NEW CONSTRUCTION AND THE REHABILITATION, CONSERVATION, OR REDEVELOPMENT OF THE AREA IN ORDER TO PROTECT THE PUBLIC HEALTH, SAFETY, OR WELFARE OF RESIDENTS OF THE CITY.

**NEW MARKET VENTURE  
CAPITAL COMPANIES**  
FEDERAL SOURCE (SBA)

SMALL BUSINESS ADMINISTRATION

[HTTP://WWW.SBA.GOV/CATEGORY/LENDER-NAVIGATION/SBA-LOAN-PROGRAMS/NEW-MARKETS-VENTURE-CAPITAL-COMPANIES](http://www.sba.gov/category/lender-navigation/sba-loan-programs/new-markets-venture-capital-companies)

NEW MARKET VENTURE CAPITAL COMPANIES (NMVC) ARE PRIVATELY MANAGED, NEWLY FORMED, FOR PROFIT INVESTMENT COMPANIES ESTABLISHED TO PROVIDE EQUITY-TYPE CAPITAL AND HANDS-ON OPERATIONAL ASSISTANCE TO SMALLER BUSINESSES LOCATED IN SPECIFIC RURAL AND URBAN AREAS.

THE SMALL BUSINESS ADMINISTRATION SELECTS NMVC COMPANIES AS PARTICIPANTS IN THE NMVC PROGRAM THROUGH A COMPETITIVE SELECTION PROCESS. SUCCESSFUL APPLICANTS WILL ENTER INTO PARTICIPATION AGREEMENTS WITH SBA.

THROUGH A COMBINATION OF EQUITY FINANCING AND INTENSIVE OPERATIONAL ASSISTANCE TO SMALL BUSINESSES LOCATED IN LOW INCOME TARGET MARKETS, THE PROGRAM ASSISTS LOCAL ENTREPRENEURS CREATE QUALITY EMPLOYMENT OPPORTUNITIES FOR RESIDENTS, AND BUILDS WEALTH WITHIN THESE COMMUNITIES.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**OCCUPATIONAL  
SAFETY & HEALTH  
ADMINISTRATION -  
SMALL BUSINESS  
RESOURCES**

FEDERAL RESOURCE: USDOL

UNITED STATES DEPARTMENT OF LABOR  
SMALL BUSINESS LIAISON, REGION VII,  
CITY CENTER SQUARE, 1100 MAIN STREET, SUITE 800, KANSAS CITY, MO 816.426.5861

[HTTPS://WWW.OSHA.GOV/DCSP/SMALLBUSINESS/INDEX.HTML](https://www.osha.gov/dcsp/smallbusiness/index.html)

OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION - SMALL BUSINESS RESOURCES PROVIDES LINKS TO NUMEROUS OSHA RESOURCES AND INFORMATION DESIGNED SPECIFICALLY FOR SMALL BUSINESS EMPLOYERS, INCLUDING SAFETY AND HEALTH TOOLS AND PUBLICATIONS, EASY-TO-FOLLOW GUIDES FOR SPECIFIC OSHA STANDARDS, AND DESCRIPTIONS OF BENEFITS THAT SMALL BUSINESSES RECEIVE FROM OSHA. THE ONLINE RESOURCE ALSO INCLUDES INFORMATION ON THE SAFETY AND HEALTH ACHIEVEMENT RECOGNITION PROGRAM (SHARP), WHICH RECOGNIZES SMALL BUSINESS EMPLOYERS WHO OPERATE EXEMPLARY INJURY AND ILLNESS PREVENTION PROGRAMS.

OSHA'S FREE ON-SITE CONSULTATION PROGRAM PROVIDES ON-SITE ASSISTANCE TO SMALL BUSINESS EMPLOYERS IN PROTECTING THEIR WORKERS FROM POTENTIAL OCCUPATIONAL HAZARDS (THESE SERVICES ARE NOT ENFORCEMENT AND DO NOT RESULT IN PENALTIES OR CITATIONS).

**PROCUREMENT  
TECHNICAL  
ASSISTANCE CENTER  
(PTAC)**

FEDERAL RESOURCE

KANSAS HEARTLAND PTAC ASSISTANCE SUB-CENTER  
12345 COLLEGE BLVD OVERLAND PARK, KS 66210  
CONTACT: DEWAYNE LONG, LONGDEW@UMKC.EDU  
[HTTP://WWW.JCCC.EDU/PTAC/](http://www.jccc.edu/ptac/)

THE HEARTLAND PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC) IN KANSAS HELPS BUSINESSES IN KANSAS COMPETE SUCCESSFULLY IN FEDERAL, STATE AND LOCAL GOVERNMENT CONTRACTING THROUGH THE PROCUREMENT TECHNICAL ASSISTANCE PROGRAM (PTAP).

PTAC COUNSELORS ARE PREPARED TO ASSIST YOUR BUSINESS TO HELP YOU SECURE GOVERNMENT CONTRACTS. THROUGH INDIVIDUALIZED COUNSELING, YOU WILL LEARN HOW THE PROCUREMENT SYSTEM CAN WORK FOR YOU. COUNSELORS WILL ASSIST IN DEVELOPING A GOVERNMENT MARKETING STRATEGY BY IDENTIFYING WHICH GOVERNMENT AGENCIES BUY YOUR PRODUCT/SERVICE.

**RESOURCES AND SERVICES INCLUDE:**

- BID PREPARATION ASSISTANCE
- SPECIFICATIONS AND STANDARDS
- REGISTRATIONS AND CERTIFICATIONS
- PROCUREMENT/PRICE HISTORY
- TRAINING AND SEMINARS

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## PROMOTING EMPLOYMENT ACROSS KANSAS

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
KANSAS BARBARA HAKE, BUSINESS RECRUITMENT MANAGER  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612

913.307.7379, [bhake@kansascommerce.com](mailto:bhake@kansascommerce.com)

[WWW.KANSASCOMMERCE.COM](http://WWW.KANSASCOMMERCE.COM)

PROMOTING EMPLOYMENT ACROSS KANSAS PROGRAM (PEAK) IS INTENDED TO ENCOURAGE ECONOMIC DEVELOPMENT IN KANSAS BY INCENTING COMPANIES TO RELOCATE, LOCATE OR EXPAND BUSINESS OPERATIONS AND JOBS IN KANSAS.

THE SECRETARY OF COMMERCE HAS DISCRETION TO APPROVE APPLICATIONS OF QUALIFIED COMPANIES AND DETERMINE THE BENEFIT PERIOD. DURING THE BENEFIT PERIOD, PARTICIPATING PEAK COMPANIES MAY RETAIN 95 PERCENT (95%) OF THE PAYROLL WITHHOLDING TAX OF PEAK-ELIGIBLE EMPLOYEES/JOBS THAT PAY AT OR ABOVE THE COUNTY MEDIAN WAGE WHERE THE OPERATIONS AND JOBS WILL BE LOCATED. DEPENDING ON THE NUMBER OF PEAK JOBS/EMPLOYEES TO BE HIRED IN KANSAS AND THEIR WAGE LEVELS, THE SECRETARY CAN APPROVE BENEFIT PERIODS FOR UP TO 10 YEARS.

PEAK REQUIRES THE QUALIFIED COMPANY TO COMMIT TO CREATING FIVE NEW JOBS IN NON-METROPOLITAN COUNTIES OR TEN (10) NEW JOBS IN THE METROPOLITAN COUNTIES OF SHAWNEE, DOUGLAS, WYANDOTTE, JOHNSON, LEAVENWORTH AND SEDGWICK OVER A TWO-YEAR PERIOD.

THE QUALIFIED COMPANY MUST ALSO PAY WAGES TO THE PEAK JOBS/EMPLOYEES, THAT WHEN AGGREGATED, MEET OR EXCEED THE COUNTY MEDIAN WAGE OR NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) AVERAGE WAGE FOR THEIR INDUSTRY. QUALIFIED APPLICANTS INCLUDE FOR-PROFIT COMPANIES IN ELIGIBLE NAICS CODES AND NOT-FOR-PROFIT HEADQUARTERS FACILITIES. SUCH COMPANIES MUST MAKE AVAILABLE TO ITS FULL-TIME EMPLOYEES "ADEQUATE" HEALTH INSURANCE COVERAGE (SEE DEFINITIONS) AND BE PAYING AT LEAST 50% OF THE PREMIUM.

## RESEARCH TAX CREDIT

STATE RESOURCE

KANSAS DEPARTMENT OF REVENUE  
DOCKING STATE OFFICE BUILDING  
ROOM 150, 915 SW HARRISON ST., TOPEKA, KS  
785.296.4937, [TAC@KDOR.KS.GOV](mailto:TAC@KDOR.KS.GOV)  
785.831.3150, [HTTP://WWW.LAWRENCEKS.ORG/PDS](http://WWW.LAWRENCEKS.ORG/PDS)

[HTTP://WWW.KSREVENUE.ORG/TAXCREDITS-RESEARCH.HTML](http://WWW.KSREVENUE.ORG/TAXCREDITS-RESEARCH.HTML)

THE KANSAS RESEARCH AND DEVELOPMENT CREDIT ALLOWS A TAXPAYER WHO MAKES EXPENDITURES IN RESEARCH AND DEVELOPMENT ACTIVITIES IN KANSAS TO CLAIM AN INCOME TAX CREDIT.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**SALES TAX REVENUE BONDS (STAR)**

STATE/LOCAL RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 ROBERT E. NORTH, CHIEF ATTORNEY  
 1000 S.W. JACKSON ST, SUITE 100, TOPEKA, KS 66612 785.296.1913,  
 RNORTH@KANSASCOMMERCE.COM

WWW.KANSASCOMMERCE.COM

SALES TAX REVENUE (STAR) BONDS PROVIDE KANSAS MUNICIPALITIES THE OPPORTUNITY TO ISSUE BONDS TO FINANCE THE DEVELOPMENT OF MAJOR COMMERCIAL, ENTERTAINMENT AND TOURISM AREAS AND USE THE SALES TAX REVENUE GENERATED BY THE DEVELOPMENT TO PAY OFF THE BONDS.

**SMALL BUSINESS ADMINISTRATION LOAN PRODUCTS**

FEDERAL RESOURCE (SBA)

KANSAS CITY DISTRICT OFFICE  
 NEIDA HEUSKINVELT, RELATIONS SPECIALIST  
 1000 WALNUT SUITE 500, KANSAS CITY, MO 64106  
 202.481.4726, NEIDA.HEUSINKVELT@SBA.GOV

WWW.SBA.GOV/MO

THE U.S. SMALL BUSINESS ADMINISTRATION (SBA) IS A FEDERAL GOVERNMENT AGENCY THAT ADMINISTERS LOAN GUARANTY PROGRAMS AND OTHER SUPPORT SERVICES TO ENCOURAGE GROWTH AND DEVELOPMENT OF SMALL BUSINESSES THROUGHOUT THE UNITED STATES.

**LOAN GUARANTEE PROGRAM:**

A PERCENTAGE OF THE LOAN IS GUARANTEED BY THE SBA, ENABLING LENDERS TO ACCEPT GREATER RISK ON SMALL BUSINESSES THAT MAY NOT CURRENTLY BE FINANCIALLY STRONG ENOUGH TO OBTAIN A CONVENTIONAL SMALL BUSINESS BANK LOAN.

SBA LOAN PRODUCTS INCLUDE: 504 SMALL BUSINESS LOANS, 7(A) REGULAR LOAN PROGRAM, SBA EXPRESS LOAN PROGRAM, COMMUNITY EXPRESS LOANS, PATRIOT EXPRESS LOANS, THE EXPORT WORKING CAPITAL PROGRAM, INTERNATIONAL TRADE LOANS AND CAPLINES REVOLVING LINE OF CREDIT.

PROGRAM FEATURES: TWO SIGNIFICANT FEATURES THAT AN SBA PROGRAMS OFFER ARE LOWER DOWN PAYMENTS, AND LONGER TERM FINANCING. THIS HELPS A SMALL BUSINESS THAT IS JUST STARTING OUT, OR ABOUT TO EXPAND, TO KEEP MORE CASH FLOW FOR OPERATIONAL EXPENSES, AND PUT LESS TOWARDS DEBT REPAYMENT.

LOAN PURPOSES: SBA LOANS ARE OFFERED FOR BUSINESS PURPOSES SUCH AS OWNER-OCCUPIED COMMERCIAL REAL ESTATE, BUSINESS ACQUISITIONS AND START-UPS; FRANCHISE FINANCING, WORKING CAPITAL, IMPROVEMENTS AND RENOVATIONS, INVENTORY AND EQUIPMENT AND DEBT REFINANCING.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## SMALL BUSINESS HEALTH OPTIONS PROGRAM (SHOP)

FEDERAL RESOURCE

## SMALL BUSINESS HEALTH OPTIONS PROGRAM (SHOP)

1-800-706-7893

[HTTPS://WWW.HEALTHCARE.GOV/MARKETPLACE/SHOP/](https://www.healthcare.gov/marketplace/shop/)

THE SMALL BUSINESS HEALTH OPTIONS PROGRAM (SHOP) IS A NEW PROGRAM THAT SIMPLIFIES THE PROCESS OF BUYING HEALTH INSURANCE FOR YOUR SMALL BUSINESS. FOR 2014, THE SHOP MARKETPLACE IS OPEN TO EMPLOYERS WITH 50 OR FEWER FULL-TIME EQUIVALENT EMPLOYEES (FTEs).

### THE ADVANTAGES OF USING SHOP INCLUDE:

- YOU CONTROL THE COVERAGE YOU OFFER AND HOW MUCH YOU PAY TOWARD EMPLOYEE PREMIUMS.
- YOU CAN COMPARE HEALTH PLANS ONLINE ON AN APPLES-TO-APPLES BASIS, WHICH HELPS YOU MAKE A DECISION THAT'S RIGHT FOR YOUR BUSINESS.
- YOU MAY QUALIFY FOR A SMALL BUSINESS HEALTH CARE TAX CREDIT WORTH UP TO 50% OF YOUR PREMIUM COSTS. YOU CAN STILL DEDUCT FROM YOUR TAXES THE REST OF YOUR PREMIUM COSTS NOT COVERED BY THE TAX CREDIT. BEGINNING 2014 THE TAX CREDIT IS AVAILABLE ONLY FOR PLANS PURCHASED THROUGH SHOP.

## SMALL BUSINESS INNOVATION RESEARCH (SBIR)

FEDERAL RESOURCE (SBA)

KANSAS CITY DISTRICT OFFICE

DISTRICT DIRECTOR, RODERICK M. COX

1000 WALNUT SUITE 500, KANSAS CITY, MO 64106

816-426-4903, [roderick.cox@sba.gov](mailto:roderick.cox@sba.gov)

[HTTP://WWW.SBA.GOV/CONTENT/SMALL-BUSINESS-INNOVATION-RESEARCH-PROGRAM-SBIR](http://www.sba.gov/content/small-business-innovation-research-program-sbir)

THE SMALL BUSINESS INNOVATION RESEARCH (SBIR) PROGRAM FUNDS HIGH-RISK RESEARCH AND DEVELOPMENT (R&D) EFFORTS WITH EXCELLENT COMMERCIAL POTENTIAL. THE PURPOSE OF THE PROGRAM INCLUDES: 1) STIMULATE TECHNOLOGICAL INNOVATION, 2) BRING SMALL BUSINESS INTO THE FEDERAL R&D PROCESS, 3) ENCOURAGE PARTICIPATION BY DISADVANTAGED AND MINORITY PERSONS IN TECHNOLOGICAL INNOVATION, AND 4) INCREASE PRIVATE SECTOR COMMERCIALIZATION OF FEDERAL R&D. SMALL BUSINESSES THAT WIN AWARDS IN THESE PROGRAMS KEEP THE RIGHTS TO ANY TECHNOLOGY DEVELOPED AND ARE ENCOURAGED TO COMMERCIALIZE THE TECHNOLOGY. APPLICANT ELIGIBILITY INCLUDES BEING 51% AMERICAN-OWNED AND INDEPENDENTLY OPERATED; BE LOCATED IN THE UNITED STATES, BE FOR PROFIT AND EMPLOY NO MORE THAN 500 EMPLOYEES; AND HAVE THE PRINCIPAL RESEARCHER'S PRIMARY EMPLOYMENT BE WITH THE SMALL BUSINESS DURING THE PROJECT. (THIS IS A HIGHLY COMPETITIVE OPPORTUNITY).

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**SMALL BUSINESS  
SURETY BONDS****FEDERAL RESOURCE (SBA)**

SMALL BUSINESS ADMINISTRATION  
SBA ANSWERDESK  
ANSWERDESK@SBA.GOV, 1-800-827-5722

[HTTP://WWW.SBA.GOV/CATEGORY/NAVIGATION-STRUCTURE/LOANS-GRANTS/BONDS](http://www.sba.gov/category/navigation-structure/loans-grants/bonds)

A SURETY BOND IS A TYPE OF INSURANCE THAT GUARANTEES PERFORMANCE OF A CONTRACT. AN OBLIGEE (OR BUSINESS) SEEKS A PRINCIPAL (OR CONTRACTOR) TO FULFILL A CONTRACT. TO INSURE THE OBLIGEE A SUCCESSFUL DELIVERY, THE PRINCIPAL BUYS A SURETY BOND SO THE SURETY COMPANY BECOMES RESPONSIBLE FOR ITS OBLIGATIONS. IF THE PRINCIPAL DEFAULTS, THE SURETY COMPANY CAN EITHER FIND ANOTHER PRINCIPAL TO FULFILL THE CONTRACT OR COMPENSATE THE OBLIGEE'S FINANCIAL LOSSES. IN OTHER WORDS, THE SURETY ASSURES A SUCCESSFUL CONTRACT BECAUSE IT ASSUMES ALL FINANCIAL OBLIGATIONS IF THE PRINCIPAL DOES NOT DELIVER.

ANY FEDERAL CONSTRUCTION CONTRACT VALUED AT \$100,000 OR MORE REQUIRES A SURETY BOND AS A CONDITION OF CONTRACT AWARD. MOST STATE AND MUNICIPAL GOVERNMENTS HAVE SIMILAR REQUIREMENTS, AS WELL AS PRIVATE ENTITIES. MANY SERVICE CONTRACTS, AND OCCASIONALLY, SUPPLY CONTRACTS, ALSO REQUIRE SURETY BONDS. THE SBA DOES NOT ISSUE SURETY BONDS DIRECTLY, BUT DOES WORK WITH AGENTS TO PROVIDE A GUARANTEE FOR BID, PERFORMANCE, AND PAYMENT BONDS ISSUED BY PARTICIPATING SURETY COMPANIES.

**SMALL BUSINESS 8A  
CERTIFICATION****FEDERAL RESOURCE (SBA)**

KANSAS CITY DISTRICT OFFICE, RHONDA HARDIN, BUSINESS OPPORTUNITY SPECIALIST, 1000 WALNUT SUITE 500, KANSAS CITY, MO 64106  
816.426.4900, RHONDA.HARDIN@SBA.GOV

[HTTP://WWW.SBA.GOV/ABOUT-OFFICES-CONTENT/2/3123](http://www.sba.gov/about-offices-content/2/3123)

THE 8(A) BUSINESS DEVELOPMENT PROGRAM IS A BUSINESS ASSISTANCE PROGRAM FOR SMALL, DISADVANTAGED BUSINESSES. THE 8(A) PROGRAM OFFERS A BROAD SCOPE OF ASSISTANCE TO FIRMS THAT ARE OWNED AND CONTROLLED AT LEAST 51% BY SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS.

THE 8(A) PROGRAM IS AN ESSENTIAL INSTRUMENT FOR HELPING SOCIALLY AND ECONOMICALLY DISADVANTAGED ENTREPRENEURS GAIN ACCESS TO THE ECONOMIC MAINSTREAM OF AMERICAN SOCIETY. PARTICIPATION IN THE PROGRAM IS DIVIDED INTO TWO PHASES OVER NINE YEARS: A FOUR-YEAR DEVELOPMENTAL STAGE AND A FIVE-YEAR TRANSITION STAGE.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## SMALL COMMUNITIES IMPROVE PROGRAM

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
CHRIS HARRIS, PROGRAM MANAGER  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612-1354  
  
charris@kansascommerce.com, 785.368.7293  
WWW.KANSASCOMMERCE.COM

THE SMALL COMMUNITIES IMPROVEMENT PROGRAM (SCIP) SETS ASIDE \$500,000 EACH YEAR FOR SMALL COMMUNITIES THAT ARE UNDERTAKING IMPROVEMENT PROJECTS THROUGH SWEAT EQUITY AND VOLUNTEERISM. THE PROGRAM IS DESIGNED TO ASSIST COMMUNITIES WITH POPULATIONS OF 5,000 OR LESS THAT ARE NOT ELIGIBLE FOR OTHER DEPARTMENT OF COMMERCE ASSISTANCE AND MIGHT NOT HAVE THE CAPACITY TO PROVIDE MATCHING FUNDS. THE MAXIMUM AWARD FOR A SINGLE PROJECT IS \$125,000. SELF-HELP REQUIRES COMMUNITIES TO DETERMINE WHICH PARTS OF THE PROJECT THEY CAN COMPLETE ON THEIR OWN. THE COMMUNITY ACTS AS THE GENERAL CONTRACTOR, ORGANIZING LOCAL LABOR AND EQUIPMENT AND COORDINATING WORK THAT NEEDS TO BE DONE BY A SUBCONTRACTOR. THE SCIP PROVIDES DIRECTION, TECHNICAL ASSISTANCE, GUIDANCE AND THE SUPPORT TO MAKE IT HAPPEN. SELF-HELP AND VOLUNTEERISM MUST RESULT IN SAVINGS OF AT LEAST 40 PERCENT OF THE PROJECT'S MARKETPLACE PRICE.

## SMALL BUSINESS SELF EMPLOYED TAX CENTER

FEDERAL RESOURCE (IRS)

ONLINE RESOURCE INTERNAL REVENUE SERVICE  
[HTTP://WWW.IRS.GOV/BUSINESSES/SMALL-BUSINESSES-&-SELF-EMPLOYED](http://www.irs.gov/BUSINESSES/SMALL-BUSINESSES-&-SELF-EMPLOYED)

SB/SE SERVES TAXPAYERS WHO FILE FORM 1040, SCHEDULES C, E, F OR FORM 2106, AS WELL AS SMALL BUSINESSES WITH ASSETS UNDER \$10 MILLION.

### A-Z INDEX FOR BUSINESS

FIND IT FAST! KNOW WHAT YOU'RE LOOKING FOR AND WANT TO FIND IT FAST? SELECT BUSINESS TOPICS USING OUR A-Z LISTING, OR BY BUSINESS TYPE SUCH AS SOLE PROPRIETOR, CORPORATION, ETC. WE ALSO PROVIDE LINKS TO MAJOR BUSINESS SUBJECTS, SUCH AS BUSINESS EXPENSES, WHICH PROVIDES A GATEWAY TO ALL RELATED INFORMATION ON THAT SUBJECT.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**TAX CREDIT FOR  
RESEARCH &  
DEVELOPMENT  
STATE RESOURCE**

KS DEPT. OF COMMERCE  
SUSAN NEUPOTH CADORET, ASSISTANCE MANAGER  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
785.296.7198, SCADORET@KANSASCOMMERCE.COM  
  
WWW.KANSASCOMMERCE.COM

IN ORDER TO STIMULATE INCREASED RESEARCH AND DEVELOPMENT ACTIVITY BY KANSAS BUSINESSES, THE STATE OFFERS AN INCOME TAX CREDIT EQUAL TO 6.5 PERCENT OF A COMPANY'S INVESTMENT IN RESEARCH AND DEVELOPMENT ABOVE AN AVERAGE OF THE ACTUAL EXPENDITURES IN RESEARCH AND DEVELOPMENT ACTIVITIES MADE IN THE TAXABLE YEAR AND THE TWO IMMEDIATE PRECEDING TAXABLE YEARS. ONLY 25 PERCENT OF THE ALLOWABLE ANNUAL CREDIT MAY BE CLAIMED IN ANY ONE YEAR. ANY REMAINING CREDIT MAY BE CARRIED FORWARD IN 25 PERCENT INCREMENTS UNTIL EXHAUSTED. EXPENDITURES IN RESEARCH AND DEVELOPMENT ACTIVITIES ARE DEFINED BY KANSAS LAW AS THOSE EXPENSES THAT ARE ALLOWABLE AS DEDUCTIONS UNDER THE FEDERAL INTERNAL REVENUE CODE. BEGINNING IN TAX YEAR 2013, THIS CREDIT SHALL ONLY BE AVAILABLE TO CORPORATIONS SUBJECT TO THE KANSAS CORPORATE INCOME TAX, I.E. C CORPORATIONS. THIS CREDIT SHALL NOT BE AVAILABLE TO INDIVIDUALS, PARTNERSHIPS, S CORPORATIONS, LIMITED LIABILITY COMPANIES OR OTHER PASS THROUGH ENTITIES (SCHEDULE K-53, K.S.A. 79-32, 182B). THE RESEARCH AND DEVELOPMENT TAX CREDIT WILL NOT BE AVAILABLE FOR INDIVIDUALS, PARTNERSHIPS, S-CORPS, LLCs AND OTHER PASS-THROUGH EFFECTIVE TAX YEAR 2013.

**TAX INCREMENT  
FINANCING**

**LOCAL RESOURCE**

TAX INCREMENT FINANCING  
CITY OF LAWRENCE - ECONOMIC DEVELOPMENT  
BRIT CRUM-CANO, ECONOMIC DEVELOPMENT COORDINATOR  
CITY HALL, 6 EAST 6TH. STREET, LAWRENCE, KS 66044  
BCANO@LAWRENCEKS.ORG, 785.832.3472

[HTTP://WWW.LAWRENCEKS.ORG/ASSETS/LKS/FILES/RES\\_6789.PDF](http://www.lawrenceks.org/assets/lks/files/res_6789.pdf)

TAX INCREMENT FINANCING (TIF) IS A REAL ESTATE REDEVELOPMENT TOOL APPLICABLE TO INDUSTRIAL, COMMERCIAL, INTERMODAL TRANSPORTATION AREA AND RESIDENTIAL PROJECTS. TIF USES THE INCREASES IN REAL ESTATE TAX REVENUES AND LOCAL SALES TAX REVENUES TO FINANCE ELIGIBLE REDEVELOPMENT PROJECT COSTS (K.S.A. 12-1770 ET SEQ.) OR TO REIMBURSE THE DEVELOPER ON A PAY-AS-YOU-GO BASIS.

RESOLUTION No. 6789: A RESOLUTION ESTABLISHING A POLICY OF THE CITY OF LAWRENCE, KANSAS RELATING TO TAX INCREMENT FINANCING DISTRICTS.

**TRANSPORTATION  
DEVELOPMENT  
DISTRICT**

**LOCAL RESOURCE**

TRANSPORTATION DEVELOPMENT DISTRICT POLICY (TDD)  
CITY OF LAWRENCE - ECONOMIC DEVELOPMENT  
BRIT CRUM-CANO, ECONOMIC DEVELOPMENT COORDINATOR  
CITY HALL, 6 EAST 6TH. STREET, LAWRENCE, KS 66044  
BCANO@LAWRENCEKS.ORG, 785.832.3472

[HTTP://WWW.LAWRENCEKS.ORG/DOCUMENTS/RESOLUTIONS/RESOLUTIONS-6900S/RES6952.PDF](http://www.lawrenceks.org/documents/resolutions/resolutions-6900s/res6952.pdf)

TDDs ARE AN ECONOMIC DEVELOPMENT TOOL ESTABLISHED BY K.S. A. 12-17-140 ET SEQ. (THE TDD ACT) WHICH CAN ASSIST WITH THE DEVELOPMENT OF TRANSPORTATION PROJECTS WHICH CAN BENEFIT A DEVELOPMENT AND THE PUBLIC. THE CITY OF LAWRENCE ESTABLISHED SET POLICIES AND GUIDELINES IN USING THIS ECONOMIC DEVELOPMENT TOOL.

RESOLUTION No.6952: A RESOLUTION ESTABLISHING A POLICY OF THE CITY OF LAWRENCE, KANSAS RELATING TO TRANSPORTATION DEVELOPMENT DISTRICTS.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**TRADE ADJUSTMENT  
ASSISTANCE**

FEDERAL RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 PHYLLIS GISH, TAA PROGRAM MANAGER  
 11000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
 TAA@kansasworks.com, 785.296.0824  
 WWW.KANSASCOMMERCE.COM

THE TRADE ADJUSTMENT ASSISTANCE PROGRAM (TAA) IS A FEDERALLY FUNDED PROGRAM THAT HELPS WORKERS WHO HAVE LOST THEIR JOBS AS A RESULT OF FOREIGN TRADE. FOR A WORKER TO BE ELIGIBLE FOR THIS PROGRAM, A TAA PETITION MUST BE FILED WITH THE U.S. DEPARTMENT OF LABOR FOR CERTIFICATION.

**THE TAA PETITION MAY BE FILED BY:**

- THREE OR MORE WORKERS
- EMPLOYER'S REPRESENTATIVE
- UNIONS
- ONE-STOP OPERATORS OR PARTNERS
- STATE DISLOCATED WORKERS UNIT

**WORK OPPORTUNITY  
TAX CREDIT**

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
 JOYCE HEIMAN, PROGRAM CONSULTANT  
 1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
 785.296.7435  
 WWW.KANSASCOMMERCE.COM

WOTC PROVIDES INCENTIVE FOR EMPLOYERS TO HIRE WITHIN ONE OF SEVERAL TARGETED GROUPS OF JOB CANDIDATES WHO TRADITIONALLY FACE SIGNIFICANT BARRIERS TO EMPLOYMENT BY REDUCING EMPLOYER'S FEDERAL INCOME TAX LIABILITY.

THE WORK OPPORTUNITY TAX CREDIT HELPS PEOPLE MOVE FROM WELFARE TO WORK AND GAIN ON-THE-JOB EXPERIENCE BY ENCOURAGING PRIVATE EMPLOYERS TO HIRE WITHIN ONE OF SEVERAL TARGETED GROUPS OF JOB CANDIDATES WHO TRADITIONALLY FACE SIGNIFICANT BARRIERS TO EMPLOYMENT, REDUCING EMPLOYER'S FEDERAL INCOME TAX LIABILITY BY AS MUCH AS \$2,400 PER QUALIFIED NEW WORKER IN THE FIRST YEAR OF EMPLOYMENT.

**THE TARGETED CANDIDATES ARE:**

- CASH ASSISTANCE RECIPIENTS
- DISABLED VETERAN
- DISABLED UNEMPLOYED VETERAN
- EX-FELONS
- TICKET-TO-WORK HOLDERS
- 18-TO-39-YEAR-OLD RECIPIENTS RECEIVING FOOD STAMPS
- 18-TO-39-YEAR-OLD RESIDENTS LIVING IN A RURAL RENEWAL COUNTY
- VETERANS RECEIVING FOOD STAMPS
- UNEMPLOYED VETERAN
- VOCATIONAL REHABILITATION REFERRALS
- SSI RECIPIENTS

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

**USDA RURAL  
DEVELOPMENT -KS****FEDERAL RESOURCE****USDA RURAL DEVELOPMENT**

3 LAWRENCE SERVICE CENTER -ROAD

4920 BOB BILLINGS PARKWAY, LAWRENCE, KS, 66049

785.843.7049

[HTTP://WWW.RURDEV.USDA.GOV/KS\\_RBS.HTML](http://www.rurdev.usda.gov/KS_RBS.html)[HTTP://WWW.RURDEV.USDA.GOV/HOME.HTML](http://www.rurdev.usda.gov/Home.html)

RURAL DEVELOPMENT OFFERS PROGRAMS TO PROVIDE THE EDUCATIONAL OPPORTUNITIES, TRAINING, TECHNICAL SUPPORT, AND TOOLS FOR RURAL RESIDENTS TO START SMALL BUSINESSES AND TO ACCESS JOBS IN AGRICULTURAL MARKETS, THE GREEN ECONOMY, AND OTHER EXISTING MARKETS, AS WELL AS ACQUIRE TRAINING IN VOCATIONAL AND ENTREPRENEURSHIP SKILLS THEY CAN USE IN THE MARKETPLACE AND BUSINESS SECTOR.

USDA, IN COOPERATION WITH OUR PUBLIC AND PRIVATE PARTNERS, IS CONNECTING RURAL RESIDENTS TO THE GLOBAL ECONOMY BY:

- INCREASING ACCESS TO BROADBAND AND CONTINUOUS BUSINESS CREATION;
- FACILITATING SUSTAINABLE RENEWABLE ENERGY DEVELOPMENT;
- DEVELOPING REGIONAL FOOD SYSTEMS;
- CAPITALIZING ON CLIMATE CHANGE OPPORTUNITIES; AND
- GENERATING AND RETAINING JOBS THROUGH RECREATION AND NATURAL RESOURCE RESTORATION, CONSERVATION, AND MANAGEMENT.

**U. S. (KS)  
DEPARTMENT OF  
AGRICULTURE****FEDERAL & STATE RESOURCE****KANSAS DEPARTMENT OF AGRICULTURE**

109 SW 9TH STREET, TOPEKA, KS 66612-1280

785.296.3556

FOOD LICENSING GUIDES: [HTTP://AGRICULTURE.KS.GOV/KSDA-SERVICES/LICENSING-GUIDES](http://agriculture.ks.gov/KSDA-SERVICES/LICENSING-GUIDES)

MAIN PAGE: [HTTP://AGRICULTURE.KS.GOV/](http://agriculture.ks.gov/)

THE DEPARTMENT IS DEDICATED TO PROVIDING SUPPORT AND ASSISTANCE TO MAKE KANSAS BUSINESSES SUCCESSFUL AND ENCOURAGING MORE FARMS, RANCHES AND OTHER AGRICULTURE BUSINESS TO EXPAND IN OR RELOCATE TO KANSAS.

WITHIN THIS ROLE, THE KANSAS DEPARTMENT OF AGRICULTURE ALSO FULFILLS ITS STATUTORY RESPONSIBILITY OF REGULATING BUSINESS FUNCTIONS IN ACCORDANCE WITH STATE LAW. THE DEPARTMENT WORKS TO ENSURE BUSINESSES KNOW WHAT LAWS AFFECT THEM AND HOW THEY CAN ENSURE THEY ARE IN COMPLIANCE WITH THOSE LAWS.

## CONTACT INFORMATION

## RESOURCE NAME AND DESCRIPTION

## U. S. TRADE AND DEVELOPMENT AGENCY (USTDA)

FEDERAL RESOURCE

UNITED STATES ECONOMIC DEVELOPMENT ADMINISTRATION  
MID AMERICA TAAC, MIZZOU CENTER, (ARKANSAS, KANSAS, MISSOURI)  
1600 NE CORONADO DRIVE  
BLUE SPRINGS, MISSOURI 64014  
mid-amer@taacenter.org, 1.800.551.8222  
[HTTP://WWW.TAACENTERS.ORG/MIDAMERTAAC.HTML](http://www.taacenters.org/midamertaac.html)

TRADE ADJUSTMENT ASSISTANCE FOR FIRMS (TAAF), A FEDERAL PROGRAM, PROVIDES FINANCIAL ASSISTANCE TO MANUFACTURERS AFFECTED BY IMPORT COMPETITION. SPONSORED BY THE U.S. DEPARTMENT OF COMMERCE, THIS COST SHARING FEDERAL ASSISTANCE PROGRAM PAYS FOR HALF THE COST OF CONSULTANTS OR INDUSTRY-SPECIFIC EXPERTS FOR PROJECTS THAT IMPROVE A MANUFACTURER'S COMPETITIVENESS.

## UTILITIES SALES TAX EXEMPTION

STATE RESOURCE

KANSAS DEPARTMENT OF COMMERCE  
JOYCE HEIMAN, PROGRAM CONSULTANT  
1000 S.W. JACKSON ST., SUITE 100, TOPEKA, KS 66612  
785.296.7435  
[www.ksrevenue.org](http://www.ksrevenue.org)

UTILITIES SALES TAX EXEMPTION: ELECTRICITY, GAS OR WATER MAY BE EXEMPT FROM SALES TAX DEPENDING ON THE USE OF THE UTILITY. UTILITIES USED IN THE FOLLOWING **INDUSTRIES AND WAYS** ARE EXEMPT FROM SALES TAX.

- AGRICULTURAL
- IRRIGATION OF CROPS
- NONCOMMERCIAL RESIDENTIAL
- INGREDIENT OR COMPONENT PART
- CONSUMED IN PRODUCTION
- PROVIDING TAXABLE SERVICES
- MOVEMENT IN INTERSTATE COMMERCE
- SEVERING OF OIL

### PROCEDURES TO CLAIM THE EXEMPTION

YOU MAY DOWNLOAD A STATEMENT FOR SALES TAX EXEMPTION ON ELECTRICITY, GAS OR WATER FURNISHED THROUGH ONE METER, FORM BT/ST-28B, TO REQUEST A UTILITY SALES TAX EXEMPTION. YOU WILL NEED TO COMPLETE A FORM FOR EACH METER ON WHICH YOU ARE REQUESTING AN EXEMPTION. YOU MAY NEED THE ASSISTANCE OF A PLUMBER OR ELECTRICIAN TO COMPLETE THE FORMULA. YOU MAY ALSO CALL THE DEPARTMENT OF REVENUE VOICE MAIL SYSTEM AT 785-296-4937 TO REQUEST FORM BT/ST-28B.

CONTACT INFORMATION	RESOURCE NAME AND DESCRIPTION
<p><b>U. S. DEPARTMENT OF VETERAN AFFAIRS</b></p> <p><b>FEDERAL RESOURCE</b></p>	<p>U. S. DEPARTMENT OF VETERAN AFFAIRS KANSAS REGIONAL OFFICE 5500 EAST KELLOGG, WICHITA, KS 67218</p> <p><a href="http://www.va.gov">http://www.va.gov</a>, 1-800.827.1000 <a href="http://vetbiz.com/">HTTP://VETBIZ.COM/</a> OR <a href="http://www.va.gov/osdbu/entrepreneur/">HTTP://WWW.VA.GOV/OSDBU/ENTREPRENEUR/</a></p> <p>THE VETERANS BUSINESS RESOURCE CENTER'S MISSION IS TO ASSIST VETERANS AND FORMER SERVICE MEMBERS THAT WANT TO LAUNCH, GROW, OR SELL A BUSINESS. SERVICES PROVIDED INCLUDE: COUNSELING, MENTORING, RESOURCES, AND EDUCATION FOR THOSE SEEKING THE NEXT LEVEL OF ACHIEVEMENT.</p> <p>GOALS ARE TO HONOR THE MEN AND WOMEN WHO HAVE SERVED OUR COUNTRY AND TO ASSIST THEM IN THEIR ENTREPRENEURIAL ENDEAVORS.</p>
<p><b>U. S. DEPARTMENT OF LABOR SMALL BUSINESS RESOURCE CENTER</b></p> <p><b>FEDERAL RESOURCE</b></p>	<p>OFFICE OF SMALL &amp; DISADVANTAGED BUSINESS UTILIZATION (OSDBU) 200 CONSTITUTION AVENUE, NW, ROOM N-6432, WASHINGTON, DC 20210</p> <p>1.888.9.SBREFA FOR ASSISTANCE <a href="http://www.dol.gov/oasam/programs/osdbu/sbrefa/">HTTP://WWW.DOL.GOV/OASAM/PROGRAMS/OSDBU/SBREFA/</a></p> <p>THE OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION (OSDBU) ADMINISTERS THE DEPARTMENT OF LABOR'S RESPONSIBILITY TO ENSURE PROCUREMENT OPPORTUNITIES FOR SMALL BUSINESSES, SMALL DISADVANTAGED BUSINESSES, WOMEN-OWNED SMALL BUSINESSES, HUBZONE BUSINESSES, AND BUSINESSES OWNED BY SERVICE-DISABLED VETERANS. OSDBU SERVES AS THE DEPARTMENT'S OMBUDSMAN FOR SMALL BUSINESSES UNDER THE SMALL BUSINESS REGULATORY ENFORCEMENT FAIRNESS ACT (SBREFA), AND IS ACTIVE IN THE DEPARTMENT OF LABOR'S COMPLIANCE ASSISTANCE ACTIVITIES.</p> <p><b>SERVICES INCLUDE:</b></p> <ul style="list-style-type: none"> <li>• WAGE &amp; HOUR DIVISION (HR NEEDS PER FAIR LABOR LAWS, FMLA, CONTRACT WORK HOURS AND SAFETY STANDARDS, DAVIS-BACON)</li> <li>• OFFICE OF FEDERAL CONTRACT COMPLIANCE (ADA, AFFIRMATIVE ACTION)</li> <li>• EMPLOYEE BENEFITS SECURITY ADMINISTRATION (401K, RETIREMENT, SAVINGS, HEALTH PLANS)</li> <li>• WORKER ADJUSTMENT AND RETRAINING NOTIFICATION (WARN) ACT</li> <li>• ELAWS ADVISORS- ONLINE RESOURCE</li> </ul>

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**BOOK RESOURCES**



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SMALL BUSINESS SOURCEBOOK, 2 VOLS

SMALL BUSINESS START-UP KIT: A STEP-BY-STEP LEGAL GUIDE

SMALL BUSINESS OPERATOR: HOW TO START YOUR OWN BUSINESS, KEEP YOUR BOOKS, PAY YOUR TAXES AND STAY OUT OF TROUBLE

STEPS TO SUCCESS: A RESOURCE GUIDE TO STARTING A BUSINESS IN KANSAS

THE ENTREPRENEUR'S INFORMATION SOURCEBOOK: CHARTING THE PATH TO SMALL BUSINESS SUCCESS

KANSAS BUSINESS TAX APPLICATION BOOKLET- (GOVERNMENT DOCUMENTS FILE)

KANSAS WITHHOLDING TAX GUIDE - (GOVERNMENT DOCUMENTS FILE)

KANSAS SALES AND COMPENSATING USE TAX – (GOVERNMENT DOCUMENTS FILE)

KANSAS EXEMPTION CERTIFICATES – (GOVERNMENT DOCUMENTS FILE)

LABOR MARKET INFORMATION SERVICES OUTLOOK 2010

THE ELEMENTS OF SMALL BUSINESS: A LAY PERSON'S GUIDE TO THE FINANCIAL TERMS, MARKETING CONCEPTS AND LEGAL FORMS THAT EVERY ENTREPRENEUR NEEDS

LEGAL GUIDE FOR STARTING & RUNNING A SMALL BUSINESS

LEGAL FORMS FOR STARTING & RUNNING A SMALL BUSINESS

LEASING SPACE FOR YOUR SMALL BUSINESS

INCORPORATE YOUR BUSINESS -

YOUR LIMITED LIABILITY COMPANY: AN OPERATING MANUAL

STRATEGIC BUSINESS LETTERS AND E-MAIL

J.K. LASSER'S SMALL BUSINESS TAXES

WORKING FOR YOURSELF: LAW & TAXES FOR INDEPENDENT CONTRACTORS, FREELANCERS, & CONSULTANTS

HOME BUSINESS TAX DEDUCTIONS: KEEP WHAT YOU EARN

SMALL BUSINESS LEGAL FORMS SIMPLIFIED

SMALL BUSINESS VALUATION BOOK

BUSINESS RATIOS AND FORMULAS: A COMPREHENSIVE GUIDE

SMALL BUSINESS ACCOUNTING SIMPLIFIED

NEGOTIATE THE BEST LEASE FOR YOUR BUSINESS

THE LAW (IN PLAIN ENGLISH) FOR RESTAURANTS AND OTHERS IN THE FOOD INDUSTRY

YOUR CRAFTS BUSINESS: A LEGAL GUIDE

BUSINESS: THE ULTIMATE RESOURCE - AN ENCYCLOPEDIA OF TERMS, BEST PRACTICES AND INSIGHTS

NATIONS OF THE WORLD: A POLITICAL, ECONOMIC & BUSINESS HANDBOOK

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**RESEARCHING  
INDUSTRY**



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## **RESEARCHING YOUR INDUSTRY OR BUSINESS:**

BRANDS AND THEIR COMPANIES

THE ENCYCLOPEDIA OF AMERICAN INDUSTRIES

NAICS: NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM

STANDARD INDUSTRIAL CLASSIFICATION MANUAL (SIC CODES)

ENCYCLOPEDIA OF ASSOCIATIONS

DIRECTORY OF BUSINESS INFORMATION RESOURCES:

ASSOCIATIONS, NEWSLETTERS, MAGAZINES & JOURNALS, TRADE SHOWS, DIRECTORIES & DATABASES, WEB SITES

DICTIONARY OF BUSINESS MANAGEMENT

HOOVER'S HANDBOOK OF AMERICAN BUSINESS

HOOVER'S HANDBOOK OF PRIVATE COMPANIES

HOOVER'S MASTERLIST OF U.S. COMPANIES

LEXISNEXIS CORPORATE AFFILIATIONS

NATIONAL MINORITY AND WOMEN-OWNED BUSINESS DIRECTORY

SORKIN'S DIRECTORY OF BUSINESS AND GOVERNMENT (KANSAS CITY EDITION, COVERS ALL OF KANSAS AND MUCH OF MISSOURI)

BOOK OF LISTS: ANNUAL TOP 25 LISTS OF KANSAS CITY BUSINESSES

KANSAS BUSINESS DIRECTORY

MISSOURI BUSINESS DIRECTORY

KANSAS MANUFACTURER'S DIRECTORY

KANSAS OCCUPATIONAL OUTLOOK – PROJECTS EMPLOYMENT BY INDUSTRY AND OCCUPATION TO 2010 -

LABOR MARKET INFORMATION SERVICES OUTLOOK 2010

LAWRENCE CHAMBER OF COMMERCE HANDBOOK - (REFERENCE DESK)

## **WEBBASED RESOURCES:**

- THE BUSINESS JOURNAL (KANSAS CITY) - [HTTP://KANSASCITY.BIZJOURNALS.COM/KANSASCITY/](http://kansascity.bizjournals.com/kansascity/)
- BIZ STATS - ONLINE PORTAL FOR BUSINESS STATISTICAL INFORMATION, INCLUDING KEY FINANCIAL RATIOS, PERFORMANCE, BENCHMARKING AND A USEFUL CALCULATOR. - [HTTP://WWW.BIZSTATS.COM/](http://www.bizstats.com/)
- SIC CODES - [HTTP://WWW.OSHA.GOV/PLS/IMIS/SICSEARCH.HTML](http://www.osha.gov/pls/imis/sicsearch.html)
- NAICS CODES - [HTTP://WWW.CENSUS.GOV/EPCD/WWW/NAICS.HTML](http://www.census.gov/eprd/www/naics.html)

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MARKETING AND  
ADVERTISING:



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## MARKETING AND ADVERTISING:

THE AMERICAN MARKETPLACE: DEMOGRAPHICS AND SPENDING PATTERNS

BROADCASTING & CABLE YEARBOOK – CONTACTS FOR TELEVISION ADVERTISING

CITIES RANKED & RATED: MORE THAN 400 METROPOLITAN AREAS EVALUATED IN THE US AND CANADA

COUNTY AND CITY DATA BOOK

BEST CUSTOMERS: DEMOGRAPHICS OF CONSUMER DEMAND

DEMOGRAPHICS OF THE U.S.: TRENDS AND PROJECTIONS

DIRECT MARKETING MARKETPLACE: THE NETWORKING SOURCE FOR THE DIRECT MARKETING INDUSTRY

GALE DIRECTORY OF PUBLICATIONS AND BROADCAST MEDIA

HOUSEHOLD SPENDING: WHO SPENDS HOW MUCH ON WHAT

THE SOURCEBOOK OF ZIP CODE DEMOGRAPHICS - DEMOGRAPHICS AND BUYING POWER FOR EVERY ZIPCODE IN THE U.S.

THE SOURCEBOOK TO PUBLIC RECORD INFORMATION

STATE AND METROPOLITAN AREA DATA BOOK

RAND McNALLY COMMERCIAL ATLAS AND MARKETING GUIDE

THE GEOGRAPHIC REFERENCE REPORT: ANNUAL REPORT OF COSTS, WAGES, SALARIES AND HUMAN

RESOURCE STATISTICS, U.S. AND CANADA

STATISTICAL ABSTRACT OF THE UNITED STATES

## WEBBASED RESOURCES:

- KANSAS STATISTICAL ABSTRACT - [WWW.KU.EDU/PRI/KSDATA/KSAH/KSA34.SHTML](http://WWW.KU.EDU/PRI/KSDATA/KSAH/KSA34.SHTML)
- MARC –REGIONAL CENSUS INFORMATION OF KANSAS CITY METROPOLITAN AREA, INCLUDING DOUGLASCOUNTY-  
[HTTP://WWW.MARC.ORG/METRODATA/LINE/](http://WWW.MARC.ORG/METRODATA/LINE/)
- FOR CENSUS TRACT INFORMATION - [HTTP://FACTFINDER.CENSUS.GOV/SERVLET/AGSGEOADDRESSSERVLET?\\_LANG=EN&\\_PROGRAMYEA R=50&\\_TREEID=420](http://FACTFINDER.CENSUS.GOV/SERVLET/AGSGEOADDRESSSERVLET?_LANG=EN&_PROGRAMYEA R=50&_TREEID=420)

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**HUMAN RESOURCES  
FOR SMALL BUSINESS**



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**HUMAN RESOURCES: MANAGING EMPLOYER/EMPLOYEE RESPONSIBILITIES**

EMPLOYEE BENEFITS – AN EMPLOYER’S GUIDE

EMPLOYEE LIFESTYLE AND OFF-DUTY CONDUCT REGULATION

EMPLOYERS’ RIGHTS: YOUR LEGAL HANDBOOK FROM HIRING TO TERMINATION AND EVERYTHING INBETWEEN

EMPLOYEE’S RIGHTS: YOUR PRACTICAL HANDBOOK TO WORKPLACE LAW

THE EMPLOYER’S LEGAL ADVISOR

THE EMPLOYER’S LEGAL HANDBOOK

EVERYDAY EMPLOYMENT LAW: THE BASICS

ESSENTIAL GUIDE TO FEDERAL EMPLOYMENT LAWS

25 ESSENTIAL LESSONS FOR EMPLOYEE MANAGEMENT: HOW TO PROTECT YOUR BUSINESS

DEALING WITH PROBLEM EMPLOYEES: A LEGAL GUIDE

THE EMPLOYEE’S LEGAL ADVISOR

A GUIDE TO ADA AND FMLA

KANSAS HUMAN RESOURCES MANUAL

MODEL POLICIES AND FORMS FOR KANSAS EMPLOYERS

THE EMPLOYER’S LEGAL ADVISOR

MEETING THE NEEDS OF EMPLOYEES WITH DISABILITIES

**WEBBASED RESOURCES:**

- KANSAS DEPARTMENT OF LABOR-[HTTP://WWW.DOL.KS.GOV/](http://www.dol.ks.gov/)
- eLAWS – INFORMATION ABOUT FEDERAL EMPLOYMENT LAWS -[HTTP://WWW.DOL.GOV/ELAWS/](http://www.dol.gov/elaws/)
- LAWRENCEWORKFORCECENTER (FOR LOCAL WORKFORCE INFORMATION-[HTTP://WWW.WORKFORCECENTERS.COM/LAWRENCE/](http://www.workforcecenters.com/lawrence/)
- KANSAS INSURANCE DEPT: INSURANCE INFORMATION FOR SMALL BUSINESS OWNERS -[HTTP://WWW.KSINSURANCE.ORG/CONSUMERS/SMBUSINESS.HTM](http://www.ksinsurance.org/consumers/smbusiness.htm)
- KANSAS LABOR MARKET INFORMATION - [HTTP://LABORSTATS.DOL.KS.GOV/](http://laborstats.dol.ks.gov/)
- FEDERAL TAX FORMS, PUBLICATIONS, INFORMATION [WWW.IRS.GOV](http://www.irs.gov)

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REFERENCE LIST****MAGAZINES &  
PERIODICALS:****LAWRENCE  
PUBLIC LIBRARY****MAGAZINES & PERIODICALS:**

- BLACK ENTERPRISE
- BARRON'S NATIONAL FINANCIAL WEEKLY
- BUSINESS JOURNAL: KANSAS CITY- DAILY UPDATES AT [HTTP://WWW.BIZJOURNALS.COM/KANSASCITY/](http://www.bizjournals.com/kansascity/)
- BLOOMBERG BUSINESSWEEK
- ECONOMIST
- ENTREPRENEUR MAGAZINE
- FAST COMPANY
- FORBES
- FORTUNE
- FUTURIST
- HARVARD BUSINESS REVIEW
- HULBURT FINANCIAL DIGEST
- INC: THE MAGAZINE FOR GROWING COMPANIES
- INGRAM'S: KANSAS CITY BUSINESS MAGAZINE
- INVESTOR'S BUSINESS DAILY
- KIPLINGER LETTER
- KIPLINGER PERSONAL FINANCE
- MONEY
- NEW YORK TIMES
- VALUELINE
- WALL STREET JOURNAL

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## ONLINE DATABASE RESOURCES•

THESE ONLINE DATABASE RESOURCES ARE FREE (WITH LIBRARY CARD) THESE DATABASES MAY HELP YOU MATERIALIZE YOUR BUSINESS PLAN CONTENT.

WEB BASED LINK: [HTTP://WWW.LAWRENCE.LIB.KS.US/RESEARCH-RESOURCES/BUSINESS-AND NONPROFIT/](http://www.lawrence.lib.ks.us/research-resources/business-and-nonprofit/)

**BUSINESS SOURCE PREMIER** – WIDE VARIETY OF BUSINESS TOPICS, INCLUDING MARKETING, MANAGEMENT, ACCOUNTING, FINANCE AND ECONOMICS. THIS DATABASE OFFERS A WIDE VARIETY OF INFORMATION ON SMALL BUSINESS AND ENTREPRENEURIAL SUBJECT AREAS, COMMON BUSINESS TYPES, A HELP AND ADVICE SECTION, AND PROVIDES INFORMATION ON HOW TO CREATE BUSINESS PLANS.

**SMALL BUSINESS REFERENCE CENTER** – SMALL BUSINESS REFERENCE CENTER PROVIDES ENTREPRENEURS THE NECESSARY TOOLS TO ADDRESS A WIDE RANGE OF SMALL BUSINESS TOPICS. CONTAINING FULL-TEXT REFERENCE BOOKS, FULL-TEXT MAGAZINES, AND COMPREHENSIVE COLLECTION OF DIVERSE CONTENT TO HELP AN ENTREPRENEUR STARTING, GROWING OR SELLING A SMALL BUSINESS. THIS RESOURCE ALSO INCLUDES SPECIFIC KANSAS BUSINESS STARTUP INFORMATION, SUCH AS DEMOGRAPHIC DATA, FASTEST GROWING CITIES, LICENSES AND PERMITS, ORGANIZATIONS, AND OTHER PERTINENT INFORMATION IMPORTANT TO THE START AND DEVELOPMENT OF ANY SMALL BUSINESS.



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