

BUSINESS DEVELOPMENT

RESOURCE DIRECTORY



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KANSAS DEPARTMENT OF COMMERCE

Kansas Department of Commerce (Commerce): Commerce is the lead agency for economic development in Kansas. The Department's mission is to empower businesses and communities through bold leadership using strategic resources to realize prosperity in Kansas. This is accomplished through our six divisions in partnership with a network of regional leaders and business assistance providers throughout the state.

Kansas Department of Commerce, 1000 S.W. Jackson Street, Suite 100, Topeka, KS 66612-1354
Phone: (785) 296-3481 Fax: (785) 296-5055 e-mail: admin@kansascommerce.com
web site: www.kansascommerce.com

Operations: Provides support services for all programs within the Department of Commerce including budget/fiscal responsibilities, policy analysis, economic research, information systems, and marketing.

Contact: Matt Jordan, Director
Phone: (785) 296-3481 Fax: (785) 296-5055 e-mail: admin@kansascommerce.com

Agriculture Marketing: Created by the Kansas Legislature in 1996, the Agriculture Marketing Division offers assistance in four areas: international trade, value added activities, marketing, and the state's trademark program (*From the Land of Kansas*). The Division offers a wide variety of assistance in agricultural product marketing, cooperative development, value added business ventures, and promotion of Kansas agricultural products.

Contact: Patty Clark, Director
Phone: (785) 296-3737 Fax: (785) 296-3776 e-mail: agprod@kansascommerce.com

Business Development: As well as promoting the growth, diversification, and retention of existing business and industry in Kansas, the Division is also responsible for the recruitment of new business to the state and the creation of new job opportunities for Kansans. The Division is comprised of six sections: business assistance, business finance, national marketing, workforce training, the Office of Minority and Women Business Development, and the Kansas Film Commission.

In-State Regional Offices: The efforts of the professionals staffing the seven regional offices bring the Department's programs and activities to communities and businesses throughout the state. They partner with both communities and private businesses, acting as a conduit to identify and provide assistance that benefits and promotes the growth of all Kansas regions. Offices are located in and serve the regions surrounding the following cities: Garden City, Hays, Manhattan, Pittsburg, Topeka, and Wichita. (See the Appendix for contact information.)

Out-of-State Regional Offices: The three out-of-state regional offices perform prospect business recruitment activities in the East Coast, Great Lakes, and the West Coast regions of the country. The offices are staffed by individuals under contract who work exclusively for the Division. (See the Appendix for contact information.)

Kansas Film Commission: This office is the first point of contact for assistance with all levels of film production including commercials; independent, student, and/or feature films; industry contacts; and general consultation/direction. The Commission's purpose is to serve as a liaison between prospective filmmakers and the state of Kansas, as well as encourage statewide film education and awareness efforts. The Film Commission also provides locations scouting and comprehensive Kansas film crews/services information.

Contact: Steve Kelly, Deputy Secretary/Director

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: busdev@kansascommerce.com

Community Development: The Community Development Division provides funding, technical assistance, and coordination of community improvements for cities and counties throughout the state. The state of Kansas receives an annual allocation of approximately \$20 million from the U.S. Department of Housing and Urban Development (HUD) Small Cities Community Development Block Grant (CDBG) program. These block grant funds are targeted toward improving the lives of low-to-moderate income persons, primarily through community infrastructure improvements and private sector job creation. In addition to the CDBG resources, state funds provide tax credits through the Community Service Tax Credit program, the Incentives Without Walls program, and the Rural and Metropolitan Community Capacity Building Grant program.

Contact: Patty Clark, Director

Phone: (785) 296-3485 Fax: (785) 296-0186 e-mail: comdev@kansascommerce.com

Trade Development: The Trade Development Division works to increase international sales of Kansas' goods and services and to attract foreign investment to the state. With three foreign offices (Europe, Japan, and Mexico), the Division can provide companies with export counseling, market and regulations research, and distributor/agent searches. The Division also recruits for trade shows, leads trade missions, and hosts foreign delegations. Headquartered in Topeka, it also has offices located in Overland Park and Wichita. (See Appendix for regional offices contact information.)

Contact: John Watson, Director

Phone: (785) 296-4027 Fax: (785) 296-5263 e-mail: ksintl@kansascommerce.com

Travel & Tourism: This Division is charged with encouraging the traveling public to visit and travel within Kansas by promoting the recreational, historic, and natural advantages of the state and its facilities. It also administers the Attraction Development Grant fund providing limited financial assistance for the development of new, or the enhancement of existing, tourist attractions. The Division's efforts include promotion to travel writers, motor coach tour operators, individual travelers, and the international travel community by a cooperative advertising program, tradeshow, direct print advertising, and publication of the annual *Kansas Getaway Guide*. Approximately 450,000 Guides are printed and distributed each year, listing the state's attractions and events with travel agendas and editorial content. The Division also maintains a toll-free 800-2KANSAS and the www.travelKS.com web site for traveler inquiries and information requests. *KANSAS! Magazine*, the state's official magazine, features in-depth stories and photography of Kansas' life, culture, and travel opportunities.

Contact: Scott Allegrucci, Director

Phone: (785) 296-2009 Fax: (785) 296-6988 e-mail: travtour@kansascommerce.com

INCENTIVE PROGRAMS

Enterprise Zone (EZ): The Kansas EZ Act provides a business and job development tax credit and an exemption from sales tax for any Kansas taxpayer who invests in a qualified business facility and who hires a certain number of qualified employees as a direct result of that investment. There is no minimum amount of investment necessary to qualify; however, some investment must be made.

Business and Job Development Credit: The business and job development credit may be deducted from a taxpayer's Kansas income or privilege tax liability if the taxpayer invests in a new or expanded business facility and hires two, five or 20, depending upon the minimum number of employees necessary to qualify. A "retailer" and other taxpayers computing the \$100 credit may elect to defer the commencement of the ten year period to any taxable year not later than the third year following the commencement year. In the case of a "manufacturer or non-manufacturer" the credit is computed once and any remaining amount is carried forward. The "qualified business facility investment" shall mean the value of the real and tangible personal property, except inventory or property held for sale, which constitutes the qualified investment or is used in the operation of the qualified investment. The value of such property shall be its original cost if owned by the taxpayer or eight times the net annual rental rate if leased by the taxpayer. No credit will be allowed for any investment that leaves the facility per K.S.A. 79-32, 153(a) and 79-32,160a. This would include, but not be limited to, motor vehicles. The qualified investment shall be determined by dividing by 12 the sum of the total value of all property at that facility on the last business day of each calendar month of the taxable year assuming the taxable year is a 12 month period.

A "qualified business facility employee" is defined as a person who is employed by the taxpayer in the operation of the qualified investment during the taxable year for which the credit is claimed. A person will be deemed to be so engaged if they perform duties in connection with the operation of the qualified investment on a:

- a) regular full-time basis;
- b) part-time basis, providing the person normally performs this type of duty at least 20 hours each week throughout the taxable year; or
- c) seasonal basis, provided the employee performs duties for substantially all of the season for which employees are customarily hired.

The number of qualified business facility employees shall be determined by dividing by 12 the sum of all facility employees on the last business day of each month of the taxable year assuming the taxable year is a 12 month period. Where an employee performs services outside the qualified business facility, the employee shall be considered employed at the facility if: 1) the services performed outside the facility are incidental to the employee's service inside the qualified business facility, and/or 2) the place from which the service is directed or controlled is at the qualified business facility. (For complete information, please see the Kansas Department of Revenue (KDOR) "Instructions for Claiming the Kansas Business and Job Development Credit" and use Schedules K-34, K-34CO, and/or K-34T to claim the credit.)

Project Exemption from Sales Tax: An exemption from sales tax is allowed on all tangible personal property or services purchased for the construction, enlarging, or remodeling of a business. The sale and installation of machinery and equipment purchased for the installation at the business shall also be

exempt from sales tax. (Use KDOR form PR-70b *Request For Project Exemption Certificate pursuant to K.S.A. 79-3606(cc)* to apply for this project exemption certificate.)

Eligibility:

All jobs created must be hired as a direct result of the qualified investment:

- a) A "manufacturing business" means all commercial enterprises identified under Standard Industrial Classification codes 20-39 and NAICS 31-33. A manufacturing business must create at least two average new jobs.
- b) A "non-manufacturing business" means any commercial enterprise other than a manufacturing business or a retail business. A non-manufacturing business must create at least five average new jobs.
- c) A "business headquarters," "ancillary support operations," or an enterprise designated under "SIC codes 5961" or "7372" must create at least 20 average new jobs. A business headquarters means a qualified investment where principal officers of the business are housed and from which direction, management, or administrative support for transactions is provided. Ancillary support is a facility which is operated by a business and whose function is to provide services in support of the business, but is not directly engaged in the business' primary function.
- d) A "retail business" must create at least two average new jobs to qualify for the business and job development \$100 credit and the project exemption certificate. To receive a project exemption certificate, a retail business must also be either located within a community of 2,500 or less population (as determined by the latest U.S. federal census).

Benefits:

When the taxpayer meets the definition of "manufacturer or non-manufacturer" and the investments are located in:

- a) A "metropolitan county" (Douglas, Johnson, Leavenworth, Sedgwick, Shawnee, or Wyandotte), the taxpayer will receive a business job development credit of \$1,500 for each qualified average new employee and \$1,000 for each \$100,000 of qualified investment.
- b) A "non-metropolitan region," the taxpayer will receive \$2,500 for each qualified average new employee and \$1,000 for each \$100,000 of qualified investment. A "non-metropolitan region" is any county that is not a metropolitan county and has been designated as such by Commerce.
- c) Any other area, the taxpayer will receive \$1,500 for each qualified average new employee and \$1,000 for each \$100,000 of qualified investment.
- d) Tax credits may be used to offset up to 100 percent of state tax liability and carried forward indefinitely if minimum employment is maintained.

When the taxpayer does not meet the definition of "manufacturer or non-manufacturer," the retail business will receive \$100 for each qualified business facility employee and \$100 for each \$100,000 of qualified business facility investment. Credit is limited for each year at 50 percent of the tax on qualified business facility income and no carryover of unused credit is allowed.

Contact: Nadira Hazim-Patrick, Business Development Division

Phone: (785) 296-5298

Fax: (785) 296-3490

e-mail: busdev@kansascommerce.com

Kansas 1st: Commerce administers the Kansas 1st Initiative. Kansas 1st is a system that connects education, job seekers, and business-directed programs for the purpose of providing qualified employees, financial resources, and workforce training solutions to existing and new Kansas businesses. The vision of Kansas 1st is to provide qualified employees for any employer, anywhere in Kansas by linking job seekers, educators, and businesses into a seamless, integrated workforce development system.

Workforce Training: The KIT, KIR, and IMPACT programs focus primarily on Kansas "basic industries" – firms involved in manufacturing, distribution, regional or national service, agriculture, mining, research and development, interstate transportation, and tourism activities primarily aimed at attracting out-of-state tourists. Non-basic industries are eligible (under KIT and KIR programs) only if some compelling economic benefit to the state can be shown and/or if the project has an impact on occupations involved in businesses that play a supporting role in economic development efforts. Such projects might include those targeting severe labor shortages in specific occupations, housing shortages, and certain business services. Swine production facilities are not eligible.

The KIT, KIR, and IMPACT programs can pay for the costs of training new employees or retraining existing workers. Instructors may come from your supervisory staff, community colleges, area technical schools, consultants, vendors, or other sources. Training may take place at your business, a local school, or temporary rental facility.

Kansas Industrial Training (KIT): The KIT program is designed to help new and expanding companies offset the costs of training workers for new jobs. Training funds can be used to reimburse negotiated costs for pre-employment, on-the-job, and/or classroom training. The maximum amount of assistance available under the program is \$2,000 per trainee.

Eligibility: Creation of one new job (excluding recalled workers, replacement workers, or formerly existing jobs) that pays an average wage of at least \$8.50 per hour in Douglas, Johnson, Leavenworth, Sedgwick, Shawnee, and Wyandotte counties, and at least \$8.00 per hour in the rest of the state.

Benefits: Examples of eligible costs include:

- a) Instructors' salaries
- b) Curriculum planning and development
- c) Travel expenses
- d) Materials and supplies
- e) Training aids
- f) Minor equipment
- g) Training facilities

Contact: Kim Young, Business Development Division

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Kansas Industrial Retraining (KIR): For restructuring companies whose employees are likely to be displaced due to obsolete or inadequate job skills or knowledge. The maximum amount of assistance available under the program is \$2,000 per trainee.

Eligibility: Companies restructuring due to the incorporation of new or existing technology, product diversification, and/or new production activities. Must be retraining one existing employee with an average wage of at least \$8.50 per hour in Douglas, Johnson, Leavenworth, Sedgwick, Shawnee, and Wyandotte counties, and at least \$8.00 in the rest of the state. Company must provide a dollar-for-dollar match.

Benefits: Examples of eligible costs include:

- a) Instructors' salaries
- b) Curriculum planning and development
- c) Travel expenses
- d) Materials and supplies
- e) Training aids
- f) Minor equipment
- g) Training facilities

Contact: Candace Molzhon, Business Development Division
Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: cmolzhon@kansascommerce.com

Investments In Major Projects and Comprehensive Training (IMPACT): The IMPACT program, reserved exclusively for Kansas "basic industries," is designed to respond to the training and capital requirements of major business expansions and locations in the state. Under certain circumstances, IMPACT can also be used to retrain existing employees. The IMPACT program has two major components: *State of Kansas Investments in Lifelong Learning (SKILL)* and *Major Project Investment (MPI)*. SKILL funds may be used for expenses related to training a new or existing workforce. MPI funds may be used for other expenses such as the purchase or relocation of equipment, labor recruitment, and/or building costs.

Eligibility: New and expanding basic enterprises (individual firms or consortiums of businesses) that are creating a large number of new jobs at a higher than average wage. The company and a Kansas public educational institution must jointly submit a proposal.

To be eligible for the MPI component, the employer must spend more than two percent of payroll on workforce training or utilize funds from SKILL for employee education and training. While there is no statutory limit on the percentage of an individual project's IMPACT funds that may be utilized for MPI, these funds are limited to ten percent of the total funding available under the IMPACT program.

Benefits: Examples of eligible expenses that SKILL funds may be used for:

- a) Instructors' salaries
- b) Curriculum planning and development
- c) Travel expenses
- d) Materials and supplies
- e) Training aids
- f) Minor equipment
- g) Training facilities

Also, up to 50 percent of the SKILL funds may be used to lease or purchase training equipment for local educational institutions. Up to ten percent of the available SKILL funding may be used to cover administrative costs of the school.

Contact: David Cleveland, Business Development Division

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: dcleveland@kansascommerce.com

Workforce Investment Act of 1998: The Workforce Investment Act (WIA) provides the framework for a workforce preparation and employment system designed to meet the needs of businesses as well as job seekers. This framework allows Local Workforce Investment Boards to direct resources toward the training needs of area employers. WIA services include classroom and on-the-job training, work experience, job coaching, job development, and job placement for eligible individuals. All of these services are geared toward developing individuals with the skills and work ethic to meet employment needs.

Contact: Armand Corpolongo, Business Development Division

Phone: (785) 296-7876 Fax: (785) 296-3490 e-mail: acorpolongo@kansascommerce.com

Foreign Labor Certification: Does your business require workers who are in short supply in this country? If you can't find qualified and available U.S. workers to fill vacancies in your company, you may qualify to hire foreign workers through the Foreign Labor Certification (FLC) program.

Contact: Jane Burbridge, Business Development Division

Phone: (785) 291-3470 Fax: (785) 296-3490 e-mail: jburbridge@kansascommerce.com

Federal Bonding: The Federal Bonding program provides individual fidelity bonds to employers for job applicants who are (or may be) denied coverage because of a record of arrest, conviction, or imprisonment; history of alcohol or drug abuse; poor credit history; lack of employment history; or dishonorable discharge.

Contact: Joyce Heiman, Business Development Division

Phone: (785) 296-7435 Fax: (785) 296-3490 e-mail: jheiman@kansascommerce.com

Work Opportunity Tax Credits: The Work Opportunity Tax Credit (WOTC) and Welfare-to-Work tax credit are federal income tax credits that encourage employers to hire job seekers who face the greatest barriers to employment.

Contact: Joyce Heiman, Business Development Division

Phone: (785) 296-7435 Fax: (785) 296-3490 e-mail: jheiman@kansascommerce.com

Apprenticeships: Are you an employer who has need of a skilled workforce? Do you need to train your workers in the latest technologies and not lose valuable production time? Apprenticeship may be a viable option for you.

Apprenticeship offers a number of benefits including reduction of employee turnover and improved employer/employee relationships. Apprenticeship training combines actual work experience with classroom-related instruction and produces workers skilled in their occupation and capable of exercising independent judgment.

Contact: Loretta Shelley, Business Development Division
Phone: (785) 296-4161 Fax: (785) 296-3490 e-mail: lshelley@kansascommerce.com

Local Workforce Centers: These centers are located throughout Kansas and offer complete employee recruitment services including assessment, testing, screening, job development, and job placement. The staff will work with you to ensure that only qualified candidates are referred to you. Workforce development personnel are available to come to your office to discuss your employment needs and work with you to fill those needs.

If don't have time to meet your local workforce development personnel face-to-face, you can also fax your job orders to the nearest office or enter them on www.kansasjoblink.com.

Are you hiring several workers? Most workforce centers can provide an office where you or your human resources staff can interview candidates.

Contact: See complete listing of Workforce Centers in Appendix.

Labor Market Information Services: The Kansas Labor Market Information Services website provides regularly updated wage studies for the state as well as for local areas. If you are thinking of opening a business anywhere in Kansas, you can learn what your industry typically pays for a particular occupation, and you can learn about labor availability. You can also access information on job outlooks by occupational title for a 10-year period, affirmative action data for your area, and monthly labor market and unemployment insurance newsletters.

Contact: <http://laborstats.org>

High Performance Incentive Program (HPIP): The HPIP provides an investment tax credit and other incentives to companies that pay above average wages and have a strong commitment to skills development for their workers. This program recognizes the need for Kansas companies to remain competitive through capital investment in facilities and technology and continued training and education for their employees. A substantial investment tax credit for new capital investment in Kansas is the primary benefit of this program. (Use Schedule K-59 to claim tax credits for investment and training.)

Eligibility: At its qualifying work site, a business must:

- a) Pay an above average wage;
- b) Invest two percent of payroll in training or participate in one of Commerce's workforce training programs;
- c) Business activities must fall within NAICS codes other than those for agriculture, mining, construction, and retailing, or the work site must be a regional headquarters or a back-office operation of a national or multi-national corporation;
- d) If qualifying for HPIP certification due to classification in an eligible non-manufacturing NAICS category, more than half of revenues must come from sales to some combination of Kansas manufacturers and/or out-of-state commercial or governmental customers;
- e) **Submit a "Capital Investment Project Description" form prior to committing to the defined investment;**

- f) Actual investment must occur while the company's work site is HPIP certified.

- Benefits:*
- a) A tax credit for capital investment, with a ten year carry-forward, equal to up to ten percent of the eligible investment that exceeds \$50,000. (**Note:** The credit calculation is affected by whether the investment at the qualifying work site occurs earlier or later in the company's tax year);
 - b) Exemption from sales tax for eligible capital investment/services;
 - c) A potential workforce training tax credit up to \$50,000 per year on training expenditures above two percent of company payroll;
 - d) Potential matching funds for approved consulting services used to accelerate business growth. (**Not currently funded**);
 - e) Priority consideration for other assistance programs offered through Commerce, KTEC, and MAMTC.

Contact: David Bybee, Business Development Division

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Fax: (785) 296-3490

e-mail: dbybee@kansascommerce.com

Kansas Economic Opportunity Initiative Fund (KEOIF): This financial aid is used to secure economic benefits and to avoid or remedy economic losses. Forgivable loans are available by application only and are dependent on the size of the project and level of local commitment. The city or county on behalf of the qualified business must submit the application.

- Eligibility:* Companies wishing to use these funds are required to commit to specific employment and payroll performance levels. Awards are based on established criteria related to the project including:
- a) A major expansion of an existing commercial enterprise; or
 - b) The potential location of a major employer in Kansas; or
 - c) As a matching requirement for significant federal or private grants; or
 - d) The departure or substantial reduction of operations of a major employer; or
 - e) The closure of a major state or federal facility.

Rate/Term: Funds may be provided as zero percent interest loans or low interest loans. Zero interest loans may be “forgiven” based on performance criteria. Loan term is generally five years.

Contact: Nadira Hazim-Patrick, Business Development Division

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e-mail: npatrick@kansascommerce.com

Kansas Existing Industry Expansion Program (KEIEP): This program addresses the expansion needs of existing Kansas businesses. Like the KEOIF program, this program is intended to encourage the growth or retention of jobs. Forgivable loans are available by application only and are dependent on the size of the project and level of local commitment. The city or county on behalf of the qualified business must submit the application.

Eligibility: Funding assistance is available to existing Kansas commercial enterprises for expansion and retention projects. Companies wishing to use these funds are required to commit to specific employment and payroll performance levels.

Rate/Term: Like the KEOIF program, funds may be provided as zero percent interest loans or low interest loans. Zero interest loans may be “forgiven” based on performance criteria. Loan term is generally five years.

Contact: Nadira Hazim-Patrick, Business Development Division

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: npatrick@kansascommerce.com

Kansas International Trade Show Assistance Program (KITSAP): KITSAP offers financial support to Kansas companies exhibiting in foreign and domestic trade shows attracting substantial international buyers.

Eligibility: Any Kansas company with products or services originating within the state. To qualify for assistance, the company must be exhibiting for the first time and submit an application prior to attending the trade show.

Benefits: Reimbursement of one-half of a company’s eligible direct exhibition-related expenses:

- a) Up to \$3,500 per foreign show;
- b) Up to \$1,500 per domestic show (annual maximum of \$3,000);
- c) \$7,000 annual maximum in total combined assistance;
- d) Reimbursable expenses include: booth space rental; design and construction; booth space assembly and disassembly; booth furniture and/or equipment rental; booth utilities; interpreter fees at show and translation of materials/literature; freight of equipment/materials (for shows outside U.S.); custom broker fees, foreign value added tax, and visas.

Contact: April Wang, Trade Development Division

Phone: (785) 296-4027 Fax: (785) 296-5263 e-mail: awang@kansascommerce.com

Export Finance Counseling: The Trade Development Division advises Kansas small business on organizing effective export strategies. For financing of export customers and to secure working capital for export transactions, the division staff provides information on access to providers of export finance. Division staff is knowledgeable on federal government programs of the U.S. Small Business Administration and the U.S. Export-Import Bank. The division advises on private sector contacts in the international banking community. The program goal is to assist Kansas small business in securing finance for export transactions.

Contact: April Wang, Trade Development Division

Phone: (785) 296-4027 Fax: (785) 296-5263 e-mail: awang@kansascommerce.com

International Market Research: Market research assistance is available at no cost for your product in international markets. The professional, multilingual staff in our Kansas state offices in Europe, Mexico, and Japan, offer direct and immediate assistance, information, introductions, and qualified agent/distributor searches around the globe.

Contact: April Wang, Trade Development Division

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TAX CREDITS

Research and Development Tax Credit: Taxpayers investing in research and development conducted within Kansas may claim credits against their state income tax liability. (Use Schedule K-53)

Eligibility: Qualified research expenditures are defined in federal internal revenue code of 1986, as amended.

Benefits: Maximum credit is 6.5 percent of the amount to which the qualified R&D expenditures in the taxable year exceeds the taxpayer's average of the actual expenditures made in the taxable year and the two immediate preceding taxable years.

The credit allowed in any tax year is limited to 25 percent of the credit plus any carry forward (up to the liability amount). Any remaining unused credit may be carried forward until exhausted.

Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org

Child Day Care Assistance Tax Credit: K.S.A. 79-32,190 provides an income or privilege tax credit if, during the taxable year, the taxpayer: 1) pays for child day care services for its employees, or 2) locates child day care services for its employees, and/or 3) provides facilities and necessary equipment for child day care services to its employees. (Use Schedule K-56)

Eligibility: Day care facilities must be licensed or registered pursuant to Kansas law.

Benefits: The amount of credit is based on the amount spent by the taxpayer less any contribution from its employees or any other source(s). Any approved credit that exceeds the taxpayer's tax liability for the tax year will be refunded. The amount of allowable credit is as follows:

- a) **Taxpayer provides facilities and necessary equipment for child day care services (initial year):** Fifty percent (50%) of the net amount spent by the taxpayer or by the taxpayer in conjunction with other taxpayers during the initial tax year in which a facility providing child day care services is established and operated by those taxpayers in Kansas for use primarily by the dependent children of the taxpayer's employees. The amount of credit in the initial year may not exceed \$45,000 for any taxpayer.
- b) **Taxpayer pays for or locates child day care services:** Thirty percent (30%) of the net amount spent by the taxpayer during the tax year for child day care services purchased in Kansas to provide care for the dependent children or for the service of locating child day care services for the taxpayer's employees. The credit may not exceed \$30,000 for any taxpayer during any taxable year.

- c) **Taxpayer provides the facility and necessary equipment for child day care services (subsequent years):** Thirty percent (30%) of the net amount spent by the taxpayer or by the taxpayer in conjunction with other taxpayers during the years subsequent to the initial year in which a facility providing child day care services was established and operated by those taxpayers in Kansas for use primarily by the dependent children of the taxpayer's employees. The credit in the years subsequent to the initial year may not exceed \$30,000 for any taxpayer during any taxable year.

*Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org*

Disabled Access Credit: Allows tax credit for any taxpayer incurring expenditures for the purpose of making all or any portion of an existing building or facility accessible to persons with a disability. The disabled access credit is available to individual taxpayers who incur certain expenditures to make their property accessible to the disabled. The property may be a personal dwelling or an existing building facility, or equipment located in Kansas excluding new construction of additions to existing facilities. (Use Schedule K-37)

Eligibility: Modifications for making a building/facility accessible and usable must conform to Title I and III of Americans with Disabilities Act of 1990, 42 USCA 12101 et seq., and 28 CFR Part 36 and 29 CFR 1630 et seq.

Benefits:

- a) A business tax credit in the amount equal to 50 percent of such expenditures or the amount of \$10,000, whichever is less, against the business' income, privilege tax, or premium tax;
- b) A principal dwelling tax credit based on an individual's Kansas Adjusted Gross Income, not to exceed \$9,000;
- c) This credit may be carried forward for a period of four years.

*Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org*

Machinery and Equipment Property Tax Credit: K.S.A. 79-32,206 as amended by the 2002 Legislature provides a tax credit against the income tax, privilege tax, and insurance company premiums tax equal to 20 percent of the personal property tax paid on qualifying machinery and equipment. (Use Schedule K-64)

Eligibility: "Qualifying machinery and equipment" means commercial and industrial machinery and equipment required to be listed for property taxation on Schedule 2, Schedule 5, or Schedule 6 by a for-profit business required to file an income tax, privilege tax, or insurance company premiums tax return. The property tax must have been levied and timely paid during the tax year for which the credit is taken.

Benefits: A tax credit equal to 20 percent to offset a for-profit business taxpayer's state income tax, privilege tax, and/or insurance company premiums tax. The amount of credit that exceeds the tax liability will be refunded.

Note: The credit will be 20 percent of the property tax levied for property tax years 2005 and 2006, and 25 percent of the property tax levied for property tax year 2007 and after.

*Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org*

Employer Health Insurance Contribution Credit: An income tax credit is allowed to an employer for amounts paid during the taxable year on behalf of an eligible employee to provide health insurance or care. (Use Schedule K-57)

Eligibility: Any small business, association, or trust that has between two and 50 employees and has not provided health insurance as a benefit in the previous two years is eligible. Employees must work an average minimum of 30 hours per week. New businesses can also take advantage of the program.

Qualified employers desiring to organize and maintain a health benefit plan must receive approval from the commissioner of insurance. The commissioner shall issue a certificate to a qualified employer participating in any such small employer health benefit plan entitling the employer to claim the tax credit. For information regarding the approval process, contact the Kansas Insurance Department at (800) 432-2484 or (785) 296-3011 in Topeka.

*Terms &
Benefits:*

- a) The credit is \$35 per month per eligible employee or 50 percent of the total amount paid by the employer during the taxable year, whichever is less, for the first two years of participation;
- b) In the third year, the credit is equal to 75 percent of the lesser of \$35 per month per eligible employee or 50 percent of the total amount paid by the employer during the taxable year;
- c) In the fourth year, the credit is equal to 50 percent of the lesser of \$35 per month per eligible employee or 50 percent of the total amount paid by the employer during the taxable year;
- d) In the fifth year, the credit is equal to 25 percent of the lesser of \$35 per month per eligible employee or 50 percent of the total amount paid by the employer during the taxable year;
- e) For the sixth and subsequent years, no credit shall be allowed;
- f) If the credit allowed exceeds the tax liability for the taxable year, that portion of the credit that exceeds those taxes shall be refunded to the taxpayer.

*Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org*

Kansas Rural Development Tax Credits: The Kansas Economic Growth Act of 2004 authorized tax credits for individuals and businesses making cash contributions to selected regional foundations. These organizations provide services in the area of rural business development. "Rural communities" are those cities or counties that are under 50,000 in population, excluding unincorporated areas of counties, which must be under 100,000 in population. Each year, the Kansas Department of Commerce reviews funding proposals for tax credits from various regional foundations.

Eligibility: The following types of contributions are eligible for tax credits when contributed by qualifying Kansas businesses and/or individuals. Minimum contribution value allowed for all items is \$250.

- ◆ Cash
- ◆ Stocks and Bonds
- ◆ Personal Property Items
- ◆ Real Estate Contributions
- ◆ Payroll Deductions

Benefits: A tax credit percentage of 50 percent is authorized.

Contact: Community Development Division

Phone: (785) 296-3485

Fax: (785) 296-0186

Email: comdev@kansascommerce.com

Community Service Program: Through this program, the state annually authorizes selected non-profit organizations to offer tax credits to business donors making contributions for approved projects in three main categories: community service, crime prevention, and health care.

Eligibility: The non-profit organization must have one of the following designations:

- an IRS 501(c)3 ruling;
- incorporation in Kansas or any other state as a non-stock, or non-profit organization;
- designation as a community development corporation by the United States government;
- an organization chartered by the United States Congress; and/or
- city, county, or district hospitals, nursing homes, and health departments.

The three main categories of project eligibility under this program are:

- a) ***Community Service:*** The conduct of activities which meet a demonstrated community need, and which are designed to achieve improved educational and social services for Kansas children and their families, and which are coordinated with communities including, but not limited to, social and human service organizations that address causes of poverty through programs and services that assist low-income persons in areas of employment, food, housing, emergency assistance, and health care.
- b) ***Crime Prevention:*** Crime prevention is defined as any non-governmental activity which aids in the prevention of crime.
- c) ***Health Care Services:*** The term “health care services” shall include, but not limited to, (1) services provided by the local health department; city, county, district, or non-profit hospitals; city and county nursing homes; and other residential institutions; (2) health care services offered by a non-profit or community service organization including immunizations, prenatal care, and certain home health care services; and/or (3) community-based services which include services for people with a disability, mental health services, indigent health care, physician or health

care worker recruitment, health education, medical services, services provided by rural health clinics, and any non-profit health care providers.

Terms &

Benefits: After the non-profit organization is awarded state tax credits, the credits must be distributed within a period of 18 months.

The selected organizations located in rural areas (populations of less than 15,000) offer 70 percent state tax credits. Organizations located in non-rural areas are authorized to offer 50 percent state tax credits.

Contact: J.R. Robl, Community Development Division

Phone: (785) 296-3485

Fax: (785) 296-0186

Email: jrobl@kansascommerce.com

PROPERTY AND SALES TAX EXEMPTIONS
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Property Tax Exemption: City and county governments may exempt all or portions of a business' buildings, improvements, land, and tangible personal property from property tax for not more than ten years.

Eligibility: New businesses and existing businesses that are creating new jobs as a result of an addition or expansion. Property must be exclusively for manufacturing, conducting research and development, or storing goods that are sold or traded in interstate commerce.

A broader use of property tax exemptions may be granted for not more than ten years by the issuance of industrial revenue bonds (IRBs) for the purchase, construction, improvement or remodeling of a facility for agricultural, commercial, hospital, industrial, natural resources, recreational development, or manufacturing purposes (see K.S.A. 12-1741). A retail enterprise identified under the SIC codes 52-59, cannot qualify for exemption, unless the facility is used to house the headquarters or back office/ancillary support operations of the retail enterprise.

Benefits: Up to 100 percent property tax exemption for not more than ten years.

Contact: Local City/County Governing Authority or

Cary Catchpole, Business Development Division

Phone: (785) 296-5298

Fax: (785) 296-3490

e-mail: busdev@kansascommerce.com

Inventory Property Tax Exemption: A property tax exemption exists for merchants' and manufacturers' inventory.

Eligibility: Inventory includes those items that:

- a) are primarily held for sale in the ordinary course of business (finished goods);

- b) are in process of production for sale (work in progress); or
- c) are to be consumed either directly or indirectly in the production of finished goods (raw materials and supplies).

Benefits: Items of inventory are exempt from property tax.

Contact: Taxpayer Assistance, Kansas Department of Revenue

Phone: (785) 368-8222 Web site: www.ksrevenue.org

Original Construction Sales Tax Exemption: A sales tax exemption exists for all services used in the original construction of a building or facility.

Eligibility: All businesses. “Original construction” is defined as:

- a) The first or initial construction of a new building or facility;
- b) The addition of an entire room or floor to an existing building or facility;
- c) The restoration, reconstruction, or replacement of a building or facility damaged or destroyed by fire, flood, tornado, lightning, explosion, or earthquake;
- d) The completion of any unfinished portion of an existing building or facility; or
- e) The construction, reconstruction, restoration, replacement, or repair of a bridge or highway;
- f) Since July 1, 1998 labor services for the installation of tangible personal property at any residence is also exempt.

Benefits: Exemption from state and local sales tax.

Contact: Taxpayer Assistance, Kansas Department of Revenue

Phone: (785) 368-8222 Web site: www.ksrevenue.org

Consumed in Production Sales Tax Exemption: K.S.A. 79-3606(n) exempts Kansas sales and compensating use tax for items that are “consumed in production” meeting certain qualifications. The item must be: necessary and essential to the process; used in the actual process; consumed or dissipated by the process within one year; used to produce, manufacture, process, mine, drill, refine, or compound tangible personal property, the treatment of by-products or wastes from any such production process; the providing of services; the irrigation of crops; or the storage and processing of grain; and not reusable for such purposes. (Use KDOR Form ST-28C in *Kansas Exemption Certificates* booklet.)

Contact: Taxpayer Assistance, Kansas Department of Revenue

Phone: (785) 368-8222 Web site: www.ksrevenue.org

Utilities Sales Tax Exemption: Electricity, natural gas, water, or heat consumed by machinery and equipment actually used to produce, manufacture, process, mine, drill, refine, or compound tangible personal property, provide taxable services or irrigate crops for resale in the regular course of business qualify for exemption from sales tax as consumed in production. (Use KDOR Form ST-28B in *Kansas Exemption Certificates* booklet.)

Eligibility: Utilities used in the following industries and ways are exempt from sales tax:

- a) Agricultural – utilities needed to operate agricultural machinery or equipment is exempt from the state sales tax but subject to any local sales tax.

- b) Irrigation of crops – utilities used to run an irrigation pump and the water applied to crops are exempt from sales tax.
- c) Noncommercial residential – utilities used in your home for non-business purposes is exempt from state sales tax but subject to any local tax.
- d) Ingredient or component part – an ingredient or component part: is necessary and essential to the finished product; is used in or on the finished product; becomes a physical part of the finished product; and becomes an ingredient or compound part of property or service for retail sale.
- e) Consumed in production – a consumed in production item must be: necessary and essential to the process; used in the actual process; consumed or dissipated by the process within one year; used to produce, manufacture, process, mine, drill, refine, or compound tangible personal property, the treatment of by-products or wastes from any such production process; the providing of services, the irrigation of crops; or the storage and processing of grain; and not reusable for such purposes.
- f) Providing taxable services – to qualify, the service provided must be subject to sales tax. Utilities used by those who provide non-taxable services (doctors, lawyers, child care centers, etc.) are taxable. Utilities actually used in sleeping rooms occupied by hotel guests are exempt.
- g) Movement in interstate commerce – utilities purchased to pump or push oil or gas through an interstate pipeline is exempt.
- h) Severing of oil – utilities used to power pumps that remove oil or gas from the ground is exempt.

Contact: Business Tax Bureau, Kansas Department of Revenue

Phone: (785) 296-2406

Fax: (785) 296-2073

Web site: www.ksrevenue.org

Ingredient or Component Part Sales Tax Exemption: K.S.A. 79-3606(m) exempts Kansas sales and compensating use tax for items that become a part of a finished product to be sold to the final consumer. To be considered an ingredient or component part, the item must: be necessary and essential to the finished product; be used in or on the finished product; become a physical part of the finished product; and become an ingredient or compound part of property or service for retail sale. As a “general rule,” if the item leaves with the product and is not returned for reuse by the manufacturer or retailer, it is an ingredient part. (Use KDOR Form ST-28D in *Kansas Exemption Certificates* booklet.)

Contact: Taxpayer Assistance, Kansas Department of Revenue

Phone: (785) 368-8222

Web site: www.ksrevenue.org

Agricultural Use Sales Tax Exemption: Many items used in agriculture are exempt either as ingredient or component parts or are consumed in production and are part of the Agricultural Exemption Certificate (KDOR Form ST-28F).

Other exempt agricultural uses are:

- 1) Agricultural animals (cattle, hogs, sheep, chickens, ostriches, etc.) and aquatic animals and plants are exempt when used in the production of food for human consumption; the production of animal, dairy, poultry, or aquatic plant and animal products, fiber, or fur; or the production of offspring for the above purposes. The purchase of pleasure animals or pets is taxable.

- 2) Agricultural soil erosion prevention including seeds, tree seedlings, chemicals, and services purchased and used for the purpose of producing plants to prevent soil erosion on land devoted to agricultural use are exempt from sales tax.
- 3) The purchase of new and used farm equipment and machinery and all parts and labor.

*Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org*

Integrated Production Machinery & Equipment Sales Tax Exemption: K.S.A. 79-3606(kk) exempts all sales of manufacturing machinery and equipment used directly and primarily for the purposes of manufacturing, assembling, processing, finishing, storing, warehousing, or distributing items of tangible personal property in Kansas intended for resale by a manufacturing or processing plant or facility, or a storage, warehousing or distribution facility from Kansas sales and compensating use tax.

Eligibility: Businesses that manufacture, assemble, process, finish, store, warehouse, or distribute tangible personal property.

Terms &

Benefits: Above listed businesses may purchase or rent manufacturing machinery and equipment exempt from sales tax. Exempt machinery and equipment includes but is not limited to the following:

- a) Mechanical machines that contribute to a manufacturing, assembly, or finishing process;
- b) Molds and dies that determine the physical characteristics of the finished product or its packaging material;
- c) Testing equipment that determines the quality of the finished product;
- d) Computers and related peripheral equipment that directly control or measure the manufacturing process, are used in engineering the finished product, or are used for research and development and product design;
- e) Effective July 1, 1998, all repair and replacement parts and accessories including but not limited to: jigs, patterns, belts, drill bits, grinding wheels, cutting bars and saws, refractory brick, and other refractory items for kiln equipment;
- f) Effective July 1, 2000, labor to install, repair and service integrated production machinery and equipment is also exempt.

*Contact: Taxpayer Assistance, Kansas Department of Revenue
Phone: (785) 368-8222 Web site: www.ksrevenue.org*

FINANCING

Community Development Block Grant Economic Development (CDBG ED): The purpose of the CDBG ED program is to enhance the Kansas economic base by creating or retaining permanent jobs, which will be filled principally by persons of low- and moderate-income. The CDBG program is funded by an annual Congressional appropriation through the U.S. Department of Housing and Urban Development (HUD). The program has three financial mechanisms available: business finance and infrastructure assistance (regular program), Section 108 guarantee, and third party loan guarantee.

- Eligibility:*
- a) Applicant – A non-entitlement city or county government must be the legal applicant/grantee for the funds. The city or county applies on behalf of a participating private for-profit business located in their community.
 - b) Eligible Businesses – Private for-profit businesses are eligible to participate in the program if they can demonstrate a need for CDBG financing, the ability to create or retain permanent jobs, and have the ability to service all debt involved in the project.
 - c) Applicant Eligibility –The applicant must have completed all other CDBG grants awarded two years prior and all CDBG ED grants awarded three years prior to the current year. The applicant must also retain a state-certified grant administrator.
 - d) National Objective – Projects must create or retain permanent jobs within the grant performance period. At least 51 percent of the persons hired must have prior family incomes that meet HUD’s low- and moderate-income (LMI) standard.
 - e) Job Creation – Job creation refers to the business entity’s net increase in its labor force in Kansas on a full-time equivalent (FTE) basis. Moving existing jobs from one Kansas community to another, or from one company to another, does not qualify as job creation.
 - f) Job Retention – Retained jobs refer to those jobs that would be lost if the business fails to receive CDBG assistance. During the application process, the employer must notify those jobholders whose positions are at risk.
 - g) Funding Ceiling – The applicant may request up to \$35,000 per job created or retained. The maximum limit is \$750,000 for the regular program, \$7 million for the Section 108, and \$1 million for the Loan Guarantee. One company, same location, is limited to \$1.5 million from all regular and special categories, with the exception of Section 108.
 - h) Use of Funds – CDBG funds may be used for infrastructure improvements, land, buildings, machinery and equipment, inventory, payroll, and other working capital items.
 - i) Match Requirements for Regular Assistance – CDBG funding in excess of \$500,000 requires a \$1 for \$1 match; \$500,000 or less requires a \$0.50 for \$1 match. Match can come from private or public sources. To qualify as match, the injection must take place after the award date.
 - j) Application Deadlines – The regular program has six competitive rounds per year in February, April, June, August, October, and December. Award announcements for the regular program are usually made within 45 days of the deadline. Applications for the Section 108 and loan guarantee programs are received any time.

*Terms &
Benefits:*

- a) Business Finance – The term of the loan varies with the type of assets being financed: working capital, one to five years; machinery/equipment, one to ten years; land and building, one to 15 years. Combined projects will receive a term based on a blended average. The interest rate offered will normally be not less than 3.5 percent below prime rate with a minimum of four percent.
- b) Infrastructure – Infrastructure projects will be funded as a half grant/half loan with the loan portion having a ten year term at a rate of two percent.
- c) Third Party Loan Guarantee – This mechanism allows the State to provide a 75 percent guarantee to a third party (bank or lending institution).
- d) Section 108 Guarantee – HUD provides a guarantee for notes issued by a local governmental unit to enable a private business to implement an economic development project. The market determines the rate.

Contact: Terry Marlin, Community Development Division

Phone: (785) 296-3004

Fax: (785) 296-0186

e-mail: tmarlin@kansascommerce.com

Small Business Administration (SBA): The U.S. SBA was established in 1953 to provide financial, technical, and management assistance to help Americans start, run, and grow their businesses.

504 Loan: Long-term, subordinated, fixed-rate financing for up to 90 percent of a business' fixed assets. Program combines SBA and bank financing. SBA participation is limited to 40 percent of the project.

Eligibility:

- a) Most for-profit businesses; personal guaranties of principals are required;
- b) Existing businesses with sufficient net worth are responsible for at least a ten percent capital injection. Existing businesses with an insufficient net worth and start-up businesses are required to inject more than ten percent down payment. Projects involving special or limited use facilities require an additional down payment of five percent;
- c) Business must be financially sound; net worth must be less than \$7 million and average net profit after tax must not exceed \$2.5 million for the last two years;
- d) Borrower must use or occupy assets purchased with the loan though some exceptions are permitted;
- e) Other special eligibility criteria.

Benefits:

- a) Fixed interest rate
- b) Long-term financing
- c) Low down payment
- d) Low fees (approximately 1.5 percent of total project)

Rate/Term:

- a) SBA provided funds are at a fixed rate based upon long-term treasury securities. The bank/lender portion is based on competitive market rate;
- b) Loan length is ten or 20 years for land and buildings and ten years for certain equipment and machinery;
- c) SBA exposure is typically limited to \$1,000,000 in non-rural areas and up to \$1.3 million in rural areas.

7(a) Loan Guaranty: Under this program, participating lenders provide the funds and the SBA guarantees a portion of the loan for a variety of needs such as fixed assets and working capital.

Eligibility:

- a) Most for-profit businesses; personal guaranties of principals are required;
- b) Borrower must use or occupy assets purchased with the loan;
- c) Business must be financially sound; net worth must be less than \$7 million and average net profit after tax must not exceed \$2.5 million for the last two years. Total employment cannot exceed 500;
- d) The business is expected to have approximately 30 percent equity after the SBA loan;
- e) Other general eligibility criteria.

Benefits:

- a) Competitive interest rates

- b) Long-term financing
- c) Low down payment
- d) Reasonable fees (one percent up to \$150,000; 2.5 percent up to \$700,000; 3.5 percent over \$700,000)

- Rate/Term:*
- a) Loans under seven years, up to 2.25 percent over prime; loans over seven years, up to 2.75 percent over prime (some exceptions for loans under \$50,000);
 - b) Loan length depends on use of the proceeds, generally five to 25 years;
 - c) Guarantees up to 85 percent of loans up to \$150,000 or 75 percent of loans up to \$1 million;
 - d) \$750,000 is the maximum guarantee amount.

Low Documentation Loan (LowDoc): LowDoc is designed to eliminate the overwhelming paperwork and red tape involved in a small business loan.

- Eligibility:*
- a) New businesses (certain industries are ineligible);
 - b) Growing businesses whose average sales for the preceding three years do not exceed \$5 million and employment of 100 or less;
 - c) The business and its owners have good credit and are of good character;
 - d) Personal guaranties of the principals are required.

- Benefits:*
- a) SBA guarantees 85 percent of loans up to \$150,000;
 - b) Reasonable interest rates;
 - c) Long-term financing;
 - d) Simplified application process and rapid response from SBA.

- Rate/Term:*
- a) Interest rate terms are negotiated with your lender. Interest rates may be fixed or variable and cannot exceed SBA maximums: Loans for less than seven years (up to 2.25 percent over prime), and loans of seven years or longer (up to 2.75 percent over prime), loans under \$50,000 may be subject to slightly higher rates;
 - b) Length of time for repayment depends on your ability to repay and the use of the loan proceeds. Maturity generally is five to ten years; up to 25 years for fixed asset loans;
 - c) Loan must be \$150,000 or less.

Contact: Certified Development Company (see Appendix for regional contact)

U.S.D.A. Rural Development (RD): The United States Department of Agriculture RD's Office of Rural Business-Cooperative Service (RBS) administers the following programs to promote a dynamic business environment in rural America. RBS works in partnership with the private sector and community-based organizations to provide financing assistance and business planning.

Business and Industry Guaranteed Loan (B&I): Guarantees loans by eligible local lenders to businesses to benefit rural areas. The primary purpose of this program is to create and maintain employment and improve the economic and environmental climate in rural communities.

- Eligibility:*
- a) Any legal entity, including individuals, public and private organizations and federally recognized Indian tribal groups, may borrow. There is no size restriction on the business. Local economic development organizations can be considered;
 - b) All collateral must secure the entire loan. A qualified appraisal report is required on property that will serve as collateral;
 - c) Personal and corporate guaranties are required;
 - d) B&I loans can be made by authorized lenders in rural areas including all areas other than cities of more than 50,000 people (and adjacent urban areas). Priority is given to applications in rural communities of 25,000 populations or less.

- Benefits:*
- a) Higher loan amounts
 - b) Lower interest rates
 - c) Longer repayment terms
 - d) Reasonable guarantee fees (two percent of guaranteed amount)

- Rate/Term:*
- a) Eighty percent for \$5 million or less; 70 percent for over \$5 million and up to and including \$10 million; 60 percent for loans exceeding \$10 million and up to and including \$25 million;
 - b) Maximum repayment terms are: seven years for working capital; 15 years (or useful life) for machinery and equipment; and 30 years for real estate;
 - c) Loan guarantees are limited to a maximum of \$10 million per borrower, although RBS administrator may approve loans up to \$25 million.

Business and Industry Direct Loan: The eligibility, benefits, and terms of this program are similar to the B&I Guaranteed Loan program above; however, direct loans are administered by the U.S.D.A. RD office.

Contact: U.S.D.A. Rural Development District Office (see Appendix for regional contact)

Industrial Revenue Bonds (IRBs): IRBs are a cost efficient method to finance up to 100 percent of a company's land, buildings, and equipment. IRBs are securities issued by cities and counties to finance the purchase of land, pay the cost of constructing and equipping new facilities or purchase, remodel, or expand existing facilities.

- Eligibility:*
- a) Businesses qualifying for taxable and tax-exempt IRBs must be creditworthy;
 - b) Specific projects eligible for tax-exempt financing include manufacturing facilities, airports, docks and wharves, mass commuting facilities, certain facilities for furnishing water, sewage and solid waste disposal, qualified residential projects, local district heating and cooling facilities, facilities furnishing electricity or gas on a local basis, and certain hazardous waste disposal facilities;
 - c) Businesses qualifying for taxable IRBs must meet the broad guidelines outlined in K.S.A. 12-1740 et seq.

- Benefits:*
- a) Tax-exempt IRBs allow holders an exemption from state and federal income tax, resulting in the cost to finance using IRBs to be two percent to 2.5 percent below conventional financing;
 - b) IRBs allow fixed rate financing for the life of the bond; adjustable rates may be negotiated;

- c) Only equity requirement is the cost of the bond issuance;
- d) Exemption from real and personal property taxation for up to ten years is allowed under Kansas law, whether the property is financed through tax-exempt or taxable IRBs, provided all procedural steps are followed.

- Rate/Term:*
- a) Most bonds are structured over 15 years;
 - b) Principal repayment terms are flexible and can be structured to meet your company's needs. The bonds are usually not callable before the third or fourth year;
 - c) IRBs can provide your company with up to \$1 million of tax-exempt bonds for a project regardless of the company or project size;
 - d) A maximum of \$10 million of tax-exempt IRBs can be issued for a manufacturing project;
 - e) A company may not have more than \$40 million outstanding nationwide at any one time;
 - f) Taxable IRBs have no upper limit.

Contact: Local City or County Governing Authority

Tax Increment Financing (TIF): TIF is a real estate redevelopment technique applicable to industrial, commercial, and residential projects. TIF covers the costs of publicly provided project improvements by using the anticipated increases in real estate tax revenues to retire the bonds sold to finance the redevelopment.

Eligibility: TIF is allowed only if private development would not occur without public improvements. City must designate an area to be improved as a redevelopment area. TIF works for both privately owned land and publicly owned land to be sold for redevelopment.

Benefits:

- a) TIF implementation allows the financing of land acquisitions and improvements with tax-free borrowing; thus, interest costs are reduced;
- b) TIF offers businesses the opportunity to purchase renovated sites and/or buildings at sub-market costs.

Rate/Term: Taxes resulting from improvements are apportioned to a fund to pay for the redevelopment. Maximum maturity on bonds cannot exceed 20 years.

Contact: Local City or County Governing Authority

Applied Research Matching Fund (ARMF): The Kansas Technology Enterprise Corporation (KTEC) ARMF provides direct investment in companies that are developing new technologies. The ARMF program makes royalty, equity, or convertible debenture investments in innovative technology companies. Financial returns are then reinvested in other projects.

Eligibility: A for-profit Kansas C-Corporation or Limited Liability Corporation demonstrating that their project has a sound technical approach toward developing a commercial product that has significant marketability. In some cases, an S-Corporation will be considered.

Rate/Term: Companies may apply for up to \$125,000 maximum total investment. KTEC monies must be matched 150 percent by the business (60/40 split).

Contact: Innovation Commercialization Corporations (see Appendix for regional contact)

Technology Commercialization Seed Fund (TCSF): Through direct investment, the TCSF program focuses on technology commercialization, investing in companies that are ready for venture funding. This program makes equity or convertible debenture investments in companies preparing for commercialization. Financial returns are then reinvested in other projects.

Eligibility: Business must be a for-profit Kansas C-Corporation or Limited Liability Corporation. Investment must be for technology commercialization.

Rate/Term: The maximum total investment is \$250,000. KTEC monies must be matched 150 percent by the business (60/40 split).

Contact: Innovation Commercialization Corporations (see Appendix for regional contact)

Seed Capital Funds: KTEC has developed a network of early-stage investment funds throughout the state of Kansas to provide seed capital to high-technology start-up companies. KTEC's commercialization corporations have formed strategic partnerships with their respective communities and/or local universities to assist in the successful development of promising young technology companies into thriving mature businesses.

Contact: Innovation Commercialization Corporations (see Appendix for regional contact)

Small Business Innovation Research (SBIR) Proposal Preparation Grant Program: The federal SBIR program is a highly competitive three-phase award system that provides qualified small businesses the opportunity to propose innovative ideas that meet the specific research and development needs of the federal government. KTEC has designed a program to increase the competitiveness of Kansas companies when applying for federal grant assistance and to supplement federal grants. The SBIR Proposal Preparation Grant Program assists small businesses in obtaining federal SBIR awards by providing grants of up to \$4,000 to support SBIR proposal preparation and review.

Contact: Elbruz Yilmaz, Kansas Technology Enterprise Corp., 214 S.W. 6th Street, Topeka, KS 66603
Phone: (785) 296-8586 *Fax:* (785) 296-1160 *e-mail:* eyilmaz@ktec.com

COMMERCE BUSINESS ASSISTANCE PROGRAMS

First Stop Clearinghouse: Created to advise persons wanting to expand or start a new business of all the registration procedures required in the State of Kansas. One phone call to the First Stop Clearinghouse will provide all information, rules, regulations, licenses, and forms necessary as a condition of doing business. This office will determine the registrations required specific to occupation, legal status, employment choices, and taxation and provide a packet of forms and expanded resource information. If the inquiry deserves further investigation, the First Stop Clearinghouse will coordinate a three-way conversation with the agency directly responsible for

regulation. It is the responsibility of this office to be aware of the most current issues affecting small businesses and where to seek assistance. Additionally, this office publishes the *Steps to Success: A Resource Guide for Starting a Business in Kansas*. The First Stop Clearinghouse is the small business community's liaison with state government.

Contact: Janice Millburn, Business Development Division

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: busdev@kansascommerce.com

Kansas Match: The Kansas Match program promotes economic growth by matching Kansas manufacturers who are currently buying products from outside Kansas with Kansas suppliers of those same products. Buyers enjoy reduced freight, warehouse, and communications costs. Suppliers benefit from increased sales and an expanded market. Contact us to register your company as a Kansas supplier or to request Kansas manufactured products or services.

Contact: Janice Millburn, Business Development Division

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: busdev@kansascommerce.com

Office of Minority and Women Business Development: Promotes business development with a focus on minority- and women-owned businesses. The office provides assistance by providing information and referrals in the following areas: procurement, contracting and subcontracting opportunities, financing, and business management. The office also partners with other business advocates to sponsor business education workshops and seminars. A statewide directory of minority- and women-owned businesses is published annually to assist those searching for businesses, products, and services. Owners wanting to add their business to the directory can do so on-line at www.kansascommerce.com. The Kansas Statewide Certification Program (KSCP) is also administered under this office.

Contact: Rhonda Harris, Business Development Division

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: busdev@kansascommerce.com

Kansas Statewide Certification Program (KSCP): This program is responsible for certifying disadvantaged, minority- and women-owned businesses as Disadvantaged Business Enterprises (DBE). Qualifying businesses can increase their opportunities to gain contracts and subcontracts with governmental and private entities committed to the inclusion of disadvantaged, minority- and women-owned businesses in the contracting and procurement process. The Kansas Department of Commerce, Office of Minority & Women Business Development and the Kansas Department of Transportation, Office of Engineering Support jointly administer the certification program utilizing 49 Code of Federal Regulations (CFR), Part 26 and 13 CFR 124.106. You may contact our office to obtain an application and program requirements and/or visit our web site at www.kansascommerce.com to print the necessary forms.

Contact: Linda Vargas, Business Development Division

Phone: (785) 296-5298 Fax: (785) 296-3490 e-mail: busdev@kansascommerce.com

Board of Tax Appeals (BOTA) Consultation: The purpose of this program is to provide technical assistance via phone discussions, mail correspondence, and community visits to entities during the abatement process in order to ensure accurate applications. This effort has provided more convenient and timely decisions by BOTA.

Contact: Cary Catchpole, Business Development Division

Phone: (785) 296-5298

Fax: (785) 296-3490

e-mail: busdev@kansascommerce.com

From the Land of Kansas: The *From the Land of Kansas* state trademark program offers marketing opportunities for Kansas produced food, arts, crafts, and plants. A directory of participating Kansas businesses is available from Commerce.

Contact: Ruth Smerchek, Agriculture Marketing Division

Phone: (785) 296-3736

Fax: (785) 296-3776

e-mail: rsmerchek@kansascommerce.com

Agriculture Value Added Center: Promotes the development, growth, and commercialization of agricultural value added products, processes, and technologies. The office assists agricultural entrepreneurs and existing companies by providing technical assistance, information, research, and a competitive loan program. The Value Added Center houses the Cooperative Development program, Foods and Feeds program, and the Industrial Agriculture program.

Contact: Ray Hammarlund, Agriculture Marketing Division

Phone: (785) 296-3736

Fax: (785) 296-3776

e-mail: rhammarlund@kansascommerce.com

Agriculture International Marketing: The international marketing group conducts trade missions, coordinates itineraries for foreign buying teams, and provides trade show assistance. It also works to build alliances with commodity commissions, agricultural organizations, and educational institutions, then helps direct marketing research projects in support of these alliances.

Contact: Jerry Dudley, Agriculture Marketing Division

Phone: (785) 296-3737

Fax: (785) 296-3776

e-mail: jdudley@kansascommerce.com

Attraction Development Grant Program (ADGP): Funds from the ADGP provide for the development of new, and the enhancement of existing, tourist attractions. Projects, which may receive up to 40 percent of their funding from the state, must be able to reasonably project an increase in visitation and jobs. The Division defines an attraction as any site that is of significant interest to tourists as a cultural, historic, scientific, educational, recreational or architecturally unique landmark, or one of natural beauty in an area suited for outdoor recreation. Grants are awarded on an annual basis to not-for-profit and for-profit groups.

Contact: Regina Nicol, Travel & Tourism Division

Phone: (785) 296-6777

Fax: (785) 296-6988

e-mail: rnicol@kansascommerce.com

OTHER BUSINESS ASSISTANCE RESOURCES

Kansas Small Business Development Centers (SBDCs): Provide support to help small businesses succeed through free professional consultation services and low-cost seminars. The centers provide

assistance in a variety of business management areas including accounting, business planning, market analysis, personnel, and procurement. The state SBDC office is located in Topeka. There are ten regional SBDC offices located throughout the state. The Appendix of this directory contains a listing of all Small Business Development Centers in Kansas.

*Contact: Wally Kearns , SBDC Lead Center, 214 S.W. 6th Street, Suite 301, Topeka, KS 66603-3719
Toll Free: (877) 625-7232 Fax: (785) 291-3261 e-mail: ksbdc@fhsu.edu*

Certified Development Companies (CDCs): The network of CDCs throughout the state provides financial packaging services to small businesses using a variety of private and government sources. 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.

Contact: See Appendix for regional contact

Kansas Technology Enterprise Corporation (KTEC): A quasi-public corporation established by the Kansas Legislature in 1987 to foster technology innovation in existing and developing Kansas enterprises. KTEC programs have several functions:

- a) Financing collaborative research and technology transfer between academic institutions and industry through Applied Research Matching Fund (ARMF) awards in order to move innovations toward commercialization. See Appendix for Innovation Commercialization Corporations contact information;
- b) Financing Centers of Excellence for basic and applied research and technology transfer. See Appendix for Centers of Excellence contact information;
- c) Engaging in seed and venture capital financing for emerging technology start-up companies;
- d) Providing technical information and referral services to new, emerging, or mature businesses;
- e) Supporting industrial liaison services to Kansas' existing industries;
- f) Providing matching grants for proposal development for submission to the federal Small Business Innovation Research (SBIR) program;

*Contact: Tracy Taylor, Kansas Technology Enterprise Corp., 214 SW 6th Street, Topeka, KS 66603
Phone: (785) 296-5272 Fax: (785) 296-1160 e-mail: ttaylor@ktec.com*

Mid-America Manufacturing Technology Center (MAMTC): A non-profit organization with the mission to improve the competitiveness of small and mid-sized manufacturers. MAMTC identifies and aids in solving technical problems in the manufacturing process by making the manufacturer aware of currently available technology and management techniques. MAMTC engineers are located in several Kansas cities and provide four main types of service including one-on-one consultations, training, equipment demonstration, and industry networks. The key service is hands-on consultation, with a focus on identifying problems or areas of improvement, implementing steps to address the problems, and developing strategies to address future challenges. (See Appendix for Kansas regional offices.)

*Contact: Lavon Winkler, CEO, MAMTC, 10561 Barkley, Suite 602, Overland Park, KS 66212
Phone: (913) 649-4333 Fax: (913) 649-4498 e-mail: lwinkler@mamtc.com*

Kansas Development Finance Authority (KDFA): The KDFA was created in 1987 by the Kansas Legislature. It is dedicated to improving access to capital financing for state agencies, political

subdivisions, public and private organizations, beginning farmers, and business enterprises through the issuance of bonds.

Kansas Housing Resources Corporation (KHRC): Pursuant to Executive Reorganization No. 30, the Housing Development Division of the former Kansas Department of Commerce & Housing transferred to the KDFA effective July 1, 2003. The KHRC manages the housing programs and may be reached at (785) 296-5865. For additional information, please see their web site at www.kshousingcorp.com.

Contact: Stephen Weatherford, KDFA, 555 S. Kansas Avenue, Suite 202, Topeka, KS 66603
Phone: (785) 357-4445 Fax: (785) 357-4478 e-mail: sweatherford@kdfa.org

Kansas Environmental Assistance: This comprehensive technical assistance program is administered by the Kansas Department of Health & Environment (KDHE). The KDHE provides pollution prevention and compliance assistance including on-site assessments, workshops, newsletters, and answers to questions about environmental issues.

Contact: Cathy Colglazier, Kansas Department of Health & Environment, Planning & Pollution Prevention Section, Division of Environment, Bldg. 283, Forbes Field, Topeka, KS 66620
Toll Free: (800) 357-6087 Fax: (785) 291-3266 e-mail: ccolglazier@kdhe.state.ks.us

Brownfields Cleanup Revolving Loan Fund (BCRLF): The KDHE, under a cooperative agreement with the federal Environmental Protection Agency (EPA), has been awarded \$1,000,000 to create a brownfield cleanup revolving loan fund for publicly owned property, as well as properties owned by not-for-profit organizations, across the state. The purpose of the BCRLF program is to facilitate the reuse and/or redevelopment of contaminated properties by making low interest loans available for financing environmental cleanups.

Types of activities that may be funded by the BCRLF program:

- a) Activities associated with the removing, mitigating, or preventing the release or threat of release of hazardous substances, pollutants, or contaminants;
- b) Site monitoring activities that are necessary during the cleanup process;
- c) Costs associated with meeting public participation requirements;
- d) Purchase of environmental insurance to limit the liability for future additional cleanup costs.

Contact: Bridget Wilson, Kansas Department of Health & Environment, Bureau of Environmental Remediation, 1000 S.W. Jackson Street, Suite 410, Topeka, KS 66612-1367
Phone: (785) 291-3246 Fax: (785) 296-7030 e-mail: bwilson@kdhe.state.ks.us

Brownfields Targeted Assessment (BTA): This program was initiated through approval of a federal grant from the EPA in 1998. The program is designed to perform BTAs (Phase I and II investigations as defined by the American Society of Testing and Materials), assist EPA in the review of contractor produced EPA-lead BTAs, and provide technical assistance to municipalities and the public concerning brownfields issues.

A BTA includes:

- 1) A screening (Phase I) assessment including a background and historical investigation and a preliminary site inspection;

- 2) A full (Phase II) site assessment including sampling activities to identify the types and concentrations of contaminants and the areas of contamination to be cleaned.

*Contact: Bridget Wilson, Kansas Department of Health & Environment, Bureau of Environmental Remediation, 1000 S.W. Jackson Street, Suite 410, Topeka, KS 66612-1367
Phone: (785) 291-3246 Fax: (785) 296-7030 e-mail: bwilson@kdhe.state.ks.us*

Kansas Department of Labor (KDL): The KDL's responsibilities include: the collection of employer tax (helping to provide human resources based programs), the provision of compensation to individuals who have lost employment or sustained an injury on the job, and the enforcement of state labor laws.

Publications: The KDL has available various publications providing statistical data on labor market, labor force, unemployment insurance, affirmative action, occupational outlook, employment, and wages.

Standard Industrial Classification (SIC) and North American Industry Classification System (NAICS): The KDL, Labor Market Information Services Division, is responsible for assigning each business a SIC/NAICS code upon their application for an unemployment insurance account number. In 1997, the U.S., Canada, and Mexico adopted the six-digit NAICS to provide comparable industrial production statistics. A company's assigned SIC/NAICS code generally determines its eligibility for various state incentive programs.

*Contact: Kansas Department of Labor, Labor Market Information Services Division,
401 S.W. Topeka Boulevard, Topeka, KS 66603-3182
Phone: (785) 296-5058 Fax: (785) 296-5286 e-mail: laborstats@hr.state.ks.us*

Kansas Department of Revenue (KDOR): The Kansas Department of Revenue provides an economic development outreach program that furnishes information about the tax incentives available to individuals and businesses in Kansas. The Department visits with cities, counties, chambers, businesses, and other groups to promote the Kansas tax incentives. To obtain additional information on all KDOR programs, forms, and publications, please visit their web site at www.ksrevenue.org.

Kansas Exemption Certificates: KDOR provides a booklet designed to help businesses properly use Kansas sales and use tax exemption certificates as buyers and sellers. It explains the exemptions currently authorized by Kansas law and includes the exemption certificates to use.

*Contact: Tax Assistance Center, Kansas Department of Revenue, Docking State Office Building,
915 S.W. Harrison Street, Topeka, KS 66625
Phone: (785) 368-8222 Toll Free: (877) 526-7738 web site: www.ksrevenue.org*

Project Exemption Certificate Pursuant to K.S.A. 79-3606(cc): The Enterprise Zone program (pages 5, 6) allows an exemption from sales tax on all tangible personal property or services purchased for the construction, enlarging, or remodeling of a business or retail business. The sale and installation of machinery and equipment purchased for the installation at the business or retail business shall also be exempt from sales tax.

*Contact: Kathleen Smith, Kansas Department of Revenue, Docking State Office Building,
915 S.W. Harrison Street, Topeka, KS 66612-1588
Phone: (785) 296-3070 Fax: (785) 296-7928 e-mail: kathleen_smith@kdor.state.ks.us*

APPENDIX

Commerce In-State Regional Offices

Business Development Division

Don Ballek
109 W. 10th Street
Hays, KS 67601
(785) 625-4732 phone
(785) 628-0533 fax
e-mail: dballek@kansascommerce.com

Larry Meschke
1115 East Kansas Plaza, Suite C
Garden City, KS 67846
(620) 275-7643 phone
(620) 275-8981 fax
e-mail: lmeschke@kansascommerce.com

Craig VanWey
105 W. Euclid Street
Pittsburg, KS 66762
(620) 232-0955 phone
(620) 232-5952 fax
e-mail: cvanwey@kansascommerce.com

Rick Coon
2601 Anderson Avenue, Suite 206
Manhattan, KS 66502
(785) 776-6555 phone
(785) 776-1646 fax
e-mail: rcoon@kansascommerce.com

Susan NeuPoth Cadoret
1000 S.W. Jackson Street, Suite 100
Topeka, KS 66612-1354
(785) 296-5298 phone
(785) 296-3490 fax
e-mail: scadoret@kansascommerce.com

Rod Weinmeister
209 E. William, Suite 300
Wichita, KS 67202
(316) 264-6782 phone
(316) 264-6844 fax
e-mail: rodw@kansascommerce.com

Jim Knedler
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354
(785) 296-5298 phone
(785) 296-3490 fax
e-mail: jknedler@kansascommerce.com

Barbara Hake
9001 W. 110th Street, Suite 150
Overland Park, KS 66210
(913) 345-8347 phone
(913) 345-8548 fax
e-mail: bhake@kansascommerce.com

Community Development Division

Linda Hunsicker
109 W. 10th Street
Hays, KS 67601
(785) 625-0073 phone
(785) 628-0533 fax
e-mail: lhunsick@ruraltel.net

Trade Development Division

Greg Call
209 E. William, Suite 300
Wichita, KS 67202
(316) 264-6795 phone
(316) 264-6844 fax
e-mail: gcall@kansascommerce.com

Jamie Collop
9001 W. 110th Street, Suite 150
Overland Park, KS 66210
(913) 345-8072 phone
(913) 345-8094 fax
e-mail: jcollop@kansascommerce.com

Agriculture Marketing Division

Gabe Schlickau
Fort Hays State University
204-A Albertson Hall/600 Park Street
Hays, KS 67601
(785) 628-1971 phone
(785) 628-1951 fax
e-mail: agprod@kansascommerce.com

Commerce Out-Of-State Regional Offices

East Coast Office

William E. Graper
Economic Development Solutions, Inc.
352 Mohawk Avenue
Scotia, NY 12302
(518) 372-2898 phone
(518) 372-2899 fax
e-mail: kansas@capital.net

Great Lakes Office

Kellie Tackett-Danielson
950 Lacosta Avenue
Bartlett, IL 60103
(630) 830-1033 phone
(630) 830-1151 fax
e-mail: danielson1@ameritech.net

West Coast Office

Ron Frierson
Frierson & Associates
3760 S. Bentley Avenue, #203
Los Angeles, CA 90034
(310) 842-7650 phone
(310) 842-7651 fax
email: rfrierson@aol.com

Local Workforce Centers

Atchison Workforce Center
818 Kansas Avenue
Atchison, KS 66002-2396
(913) 367-3283 phone
(913) 367-3980 fax

Chanute Workforce Center
119 N. Grant Street
Chanute, KS 66720-0778
(620) 431-4950 phone
(620) 431-2375 fax

Colby Workforce Center
485 N. Chick Avenue
Colby, KS 67701-0984
(785) 462-6862 phone
(785) 462-8371 fax

Dodge City Workforce Center
2308 1st Avenue
Dodge City, KS 67801-1029
(620) 227-2149 phone
(620) 227-9667 fax

El Dorado Workforce Center
2318 W. Central
El Dorado, KS 67042
(316) 321-2350 phone
(316) 321-7653 fax

Emporia Workforce Center
512 Market Street
Emporia, KS 66801-0707
(620) 342-3355 phone
(620) 342-2806 fax

Garden City Workforce Center
107 W. Spruce Street
Garden City, KS 67846-0994
(620) 276-2339 phone
(620) 276-7306 fax

Great Bend Workforce Center
1025 Main
Great Bend, KS 67846-5446
(620) 793-5445 phone
(620) 793-3188 fax

Hays Workforce Center
332 E. 8th Street
Hays, KS 67601-4145
(785) 625-5654 phone
(785) 625-0092 fax

Hutchinson Workforce Center
518 N. Washington Street
Hutchinson, KS 67504-4819
(620) 663-6131 phone
(620) 669-0738 fax

Independence Workforce Center
200 Arco Place, Suite 101
Independence, KS 67301-3363
(620) 332-1669 phone
(620) 332-1668 fax

Junction City Workforce Center
1012 W. 6th Street, Suite A
Junction City, KS 66441-3231
(785) 762-8870 phone Voice & TTY
(785) 762-3078

Kansas City Workforce Center
552 State Avenue
Kansas City, KS 66101-2464
(913) 281-3000 phone
(913) 281-0069 fax
(913) 281-1942 TTY

Lawrence Workforce Center
2540 Iowa Street, Suite R
Lawrence, KS 66046-5754
(785) 840-9675 phone Voice & TTY
(785) 865-5465 fax

Leavenworth Workforce Center
515 Limit Street, Suite 200
Leavenworth, KS 66048-4495
(913) 682-4152 phone
(913) 682-1804 fax

Liberal Workforce Center
1801 N. Kansas Avenue
Liberal, KS 67905-2054
(620) 629-2791 phone
(620) 624-3355 fax

Manhattan Workforce Center
205 S. 4th Street, Suite 1A
Manhattan, KS 66502-6111
(785) 539-5691 phone Voice & TTY
(785) 539-5697 fax

Newton Workforce Center
116 E. 6th Street
Newton, KS 67114-2204
(316) 283-4220 phone
(316) 283-4201 fax

Olathe Workforce Center
460 E. Santa Fe
Olathe, KS 66061-3457
(913) 768-0606 phone
(913) 768-0633 fax

Overland Park Workforce Center
8417 Santa Fe Drive, Suite 100
Overland Park, KS 66212-2799
(913) 642-8484 phone
(913) 642-7260 fax
(913) 341-1507 TTY

Paola Workforce Center
501 Hospital Drive
Paola, KS 66071-9504
(913) 294-2134 phone
(913) 294-5186 fax

Pittsburg Workforce Center
105 W. Euclid
Pittsburg, KS 66762-5101
(620) 231-4250 phone
(620) 231-6448 fax

Salina Workforce Center
203 N. 10th Street
Salina, KS 67401-2115
(785) 827-0385 phone
(785) 827-2307 fax

Topeka Workforce Center
1430 S.W. Topeka Boulevard
Topeka, KS 66612-1897
(785) 235-5627 phone Voice & TTY
(785) 233-5899 fax

Wichita Workforce Center
402 E. 2nd Street
Wichita, KS 67205-2504
(316) 266-8600 phone
(316) 266-8656 fax

Winfield Workforce Center
(Strother Field Industrial Park)
22215 Tupper Street
Winfield, KS 67156-7326
(620) 442-3130 phone
(620) 229-8133 fax
(800) 326-0141 toll free

Small Business Development Centers

Emporia State University

Lisa Brumbaugh, Regional Director
1320 C of E Drive
Emporia, KS 66801-2584
(620) 341-5308 phone
(620) 341-5418 fax
e-mail: sbdc@emporia.edu
web site: www.emporia.edu/sbdc
Region served: See map on page ??

Fort Hays State University

Susan Bittel, Regional Director
109 W. 10th Street
Hays, KS 67601-3602
(785) 628-6786 phone
(785) 628-0533 fax
e-mail: sbdc@fhsu.edu
web site: www.fhsu.edu/sbdc
Region served: See map on page ??

Garden City Community College

Pat Veesart, Regional Director
801 Campus Drive
Garden City, KS 67846-6333
(620) 276-9632 phone
(620) 275-3249 fax
e-mail: pveesart@gcnet.com
web site: www.westernkansas.net/sbdc
Region served: See map on page ??

Johnson County Community College

Cheri Streeter, Regional Director
12345 College Boulevard, Carlsen Center
Overland Park, KS 66210-1299
(913) 469-3878 phone
(913) 469-2547 fax
e-mail: sbdc@jccc.net
web site: www.centerforbusiness.org
Region served: See map on page ??

Pittsburg State University

Kathryn Richard, Regional Director
Shirk Hall, 1501 S. Joplin
Pittsburg, KS 66762-7560
(620) 235-4920 phone
(620) 235-4919 fax
e-mail: krichard@pittstate.edu
web site: www.pittstate.edu/bti/sbdc.html
Region served: See map on page ??

Wichita State University

Marcia Stevens, Regional Director
Metropolitan Complex
1845 Fairmount, Campus Box 148
Wichita, KS 67260-0148
(316) 978-3193 phone
(316) 978-3647 fax
e-mail: wsusbdc@wichita.edu
web site: www.webs.wichita.edu/ksbdc
Region served: See map on page ??

Cloud County Community College
Linda Sutton, Consultant
2221 Campus Drive, P.O. Box 1002
Concordia, KS 66901
(785) 243-1435 (Ext. 324) phone
(800) 729-5101 (Ext. 324) toll free

University of Kansas

Curt Clinkinbeard, Regional Director
734 Vermont, Suite 104
Lawrence, KS 66044-2370
(785) 843-8844 phone
(785) 843-8878 fax
e-mail: kusbdc@cjnetworks.com
web site: www.kusbdc.net
Region served: See map on page ??

Washburn University

Les Streit, Regional Director
120 S.E. 6th Street, Suite 110
Topeka, KS 66603
(785) 234-3235 phone
(785) 234-8656 fax
e-mail: zzsbdc@washburn.edu
web site: www.washburn.edu/sbdc/index.html
Region served: See map on page ??

WU/MACC Outreach Center
501 Poyntz Avenue
Manhattan, KS 66502-6605
(785) 587-9917 phone

U.S. Small Business Administration

Kansas City District Office

Gary Cook, District Director
Lucas Place, 323 W. 8th, Suite 501
Kansas City, MO 64105
(816) 374-6708 phone
(816) 374-6759 fax
web site: www.sba.gov

Wichita District Office

Elizabeth Auer, District Director
271 W. 3rd Street North, Suite 2500
Wichita, KS 67202
(316) 269-6616 phone
(316) 269-6618 fax
email: nancy.scheuerman@sba.gov
web site: www.sba.gov

Certified Development Companies

Avenue Area, Inc.

Tom Overby, Executive Director
753 State Avenue, Suite 106
Kansas City, KS 66101
(913) 371-0065 phone
(913) 321-1585 fax
e-mail: aicdc@msn.com
Region served: See map on page ??

Citywide Development Corporation, Kansas City, Kansas, Inc.

Frank Viscek, Executive Director
701 North 7th Street, Room 421
Kansas City, KS 66101
(913) 573-5733 phone
(913) 573-5745 fax
e-mail: citywidedevelopment@juno.com
Region served: See map on page ??

Eastern Kansas Economic Development Group

Wayne Symmonds, Executive Director

Emporia State University
702 Commercial, Suite 3A
Emporia, KS 66801
(620) 342-7041 phone
(620) 342-6907 fax
e-mail: symmonds@swbell.net
Region served: See map on page ??

2601 Anderson Avenue, Suite 203
Manhattan, KS 66502
(785) 776-0417 phone
(785) 776-7204 fax
e-mail: ekedg@interkan.net

Great Plains Development, Inc.

Patty Richardson, Executive Director
100 Military Plaza, Suite 128
P.O. Box 1116
Dodge City, KS 67801
(620) 227-6406 phone
(620) 225-6051 fax
e-mail: gpdi@pld.com
Region served: See map on page ??

Johnson County Certified Development Company

David Long, Executive Director
12345 W. 95th Street, Suite 200
Lenexa, KS 66215
(913) 599-1717 phone
(913) 599-6430 fax
e-mail: info@jccdcloans.com
Region served: See map on page ??

Mid-America Certified Development Company

Bruce E. Fairbank, Executive Director
Business & Technology Institute
1501 S. Joplin, Shirk Hall
Pittsburg State University
Pittsburg, KS 66762
(620) 235-4920 phone
(620) 235-4919 fax
e-mail: bfairban@pittstate.edu
Region served: See map on page ??

Mo-Kan Development, Inc.

John Perrino, Business Finance Director
1302 Faraon Street
St. Joseph, MO 64501
(816) 233-3144 phone
(816) 233-8498 fax
e-mail: jwaltmath@ponyexpress.net
Region served: See map on page ??

Wakarusa Valley Development, Inc.

Mike O'Donnell, Executive Director
P.O. Box 586
Lawrence, KS 66044
(785) 865-4425 phone
(785) 865-4400 fax
e-mail: exec@wakarusavalley.org
Region served: See map on page ??

Pioneer Country Development, Inc.

Randall Hrabe, Executive Director
319 N. Pomeroy Avenue
Hill City, KS 67642-0248
(785) 421-3488 phone
(785) 421-3496 fax
e-mail: nwkpdc@ruraltel.net
Region served: See map on page ?

Michele Kippes

109 W. 10th Street
Hays, KS 67601
(785) 625-6116 phone
(785) 628-0533 fax
e-mail: mkippec@ruraltel.net

South Central Kansas Economic Development District (SCKEDD)

Bill Bolin, Executive Director
209 E. William, Suite 300
Wichita, KS 67202
(316) 262-7035 phone
(316) 262-7062 fax
e-mail: bill@sckedd.org
Region served: See map on page ??

David O'Dell
214 E. Euclid
P.O. Box 41
McPherson, KS 67460
(620) 241-3927 phone
(620) 241-3927 fax
e-mail: odellcpa@alltel.net

Four Rivers Development, Inc.

Debra Peters, General Manager
108 E. Main
P.O. Box 365
Beloit, KS 67420-0365
(785) 738-2218 phone
(785) 738-2185 fax
e-mail: dpeters@nckcn.com

218 N. 7th Street
Salina, KS 67401
(785) 823-6106 phone
(785) 738-2185 fax
Region served: See map on page ??

USDA Rural Development - Business & Industry (B&I) Programs

Area 1

Jeff Schminke
2615 Farm Bureau Road
Manhattan, KS 66502
(785) 776-7582 phone
(785) 539-2733 fax
web site: www.rurdev.usda.gov
Region served: See map on page ??

Area 2

Randy Snider
202 W. Miller Road
Iola, KS 66749
(620) 365-2901 x4 phone
(620) 365-5785 fax
web site: www.rurdev.usda.gov
Region served: See map on page ??

Area 3

Brandon Prough
2715 Canterbury Drive, Suite 103
Hays, KS 67601
(785) 628-3081 phone
(785) 625-6065 fax
Region served: See map on page ??

Regional Planning Commissions ***Central Plains Tri-County Planning Commission***

Jamsheed Mehta, Executive Director
455 N. Main Street, 10th Floor
Wichita, KS 67202
(316) 268-4561 phone
(316) 268-4390 fax
e-mail: mehta_j@ci.wichita.ks.us
Region served: See map on page ??

Mid-America Regional Council

David A. Warm, Executive Director
600 Broadway, Suite 300
Kansas City, MO 64105
(816) 474-4240 phone
(816) 421-7758 fax
e-mail: dwarm@marc.org
Region served: See map on page ??

Mo-Kan Regional Council

Tom Bliss, Executive Director
1302 Faraon
St. Joseph, MO 64501
(816) 233-3144 phone
(816) 233-8498 fax
e-mail: jean@mo-kan.org
Region served: See map on page ??

North Central Kansas Regional Planning Commission

John Cyr, Executive Director
110 E. Main Street
P.O. Box 565
Beloit, KS 67420
(785) 738-2218 phone
(785) 738-2185 fax
e-mail: jcyr@nckcn.com
Region served: See map on page ??

Northwest Kansas Planning & Development Commission

Randy Hrabe, Executive Director
319 N. Pomeroy
P.O. Box 248
Hill City, KS 67642
(785) 421-2151 phone
(785) 421-3496 fax
e-mail: nwkpc@ruraltel.net
Region served: See map on page ??

Southeast Kansas Regional Planning Commission

Linda Weldon, Executive Director
Martin-Johnson Airport
1709 W. Seventh Street
Chanute, KS 66720
(620) 431-0080 phone
(620) 431-4805 fax
e-mail: Linda@sekrpc.org
Region served: See map on page ??

Mid-America Manufacturing Technology Centers (MAMTC)

Western Kansas MAMTC

Western Kansas Technology Corporation
Richard Sidles, Regional Director
1922 Main Street
Great Bend, KS 67530
(620) 793-7964 phone
(620) 792-4850 fax
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web site: www.mamtc.com
Region served: See map on page ??

Anne Brown

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(620) 276-9523 fax
e-mail: annebrown7@earthlink.net

Darren Heyka
Fort Hays State University
600 Park Street
Hays, KS 67601
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(785) 628-4046 fax
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Manhattan MAMTC

Scott Case, Regional Director
510 McCall Road
Manhattan, KS 66502
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(785) 532-7031 fax
e-mail: scase@ksu.edu
web site: www.mamtc.com
Region served: See map on page ??

Overland Park MAMTC

Mark Minter, Regional Director
10561 Barkley, Suite 600
Overland Park, KS 66212
(913) 967-1260 phone
(913) 649-7056 fax
e-mail: mminter@mamtc-op.com
web site: www.mamtc.com
Region served: See map on page ??

Pittsburg MAMTC

Steve Davis, Regional Director
Pittsburg State University
1501 S. Joplin, Shirk Hall
Pittsburg, KS 66762
(620) 235-4114 phone
(620) 235-4030 fax
e-mail: sdavis@pittstate.edu
web site: www.mamtc.com
Region served: See map on page ??

Wichita MAMTC

Elaine Hanna, Regional Director
8441 E. 32nd Street North, Suite 100
Wichita, KS 67226
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(316) 978-3677 fax
e-mail: hanna@mamtc-wichita.com
web site: www.mamtc.com
Region served: See map on page ??

Centers of Excellence

Advanced Manufacturing Institute

Bradley Kramer, Director
Kansas State University
158 Rathbone Hall
Manhattan, KS 66506
(785) 532-3434 phone
(800) 292-4186 toll free
(785) 532-7031 fax
e-mail: ami@ksu.edu
web site: www.amiksu.org

Kansas Polymer Research Center

Steve Robb, Interim Executive Director
Pittsburg State University
1501 S. Joplin, Shirk Hall
Pittsburg, KS 66762
(620) 235-4920 phone
(620) 235-4919 fax
e-mail: rrobb@pittstate.edu
web site: www.kansaspolymer.com

***Information and Telecommunication
Technology Center***

Dr. Victor Frost, Director
University of Kansas
2335 Irving Hill Road
Lawrence, KS 66045
(785) 864-4896 phone
(785) 864-0387 fax
e-mail: info@ittc.ku.edu
web site: www.ittc.ku.edu

Higuchi Biosciences Center

Dr. Charles Decedue, Director
University of Kansas
2099 Constant Avenue
Lawrence, KS 66047
(785) 864-5183 phone
(785) 864-3578 fax
e-mail: decedue@ku.edu
web site: www.hbc.ku.edu

National Institute for Aviation Research

Gerald (Skip) Loper, Director
Wichita State University
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Wichita, KS 67260
(316) 978-5234 phone
(316) 978-3175 fax
e-mail: gerald.loper@wichita.edu
web site: www.niar.twsu.edu

Innovation Commercialization Corporations

Lawrence Regional Technology Center

Matt McClorey, Director
1617 St. Andrews Drive, Suite 210
Lawrence, KS 66047
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(785) 832-8234 fax
e-mail: info@lrtec.biz
web site: www.lrtc.biz

Mid-America Commercialization Corporation

Dr. Ron Sampson, Director
1500 Hayes Drive
Manhattan, KS 66502
(785) 532-3900 phone
(785) 532-3909 fax
e-mail: macc@ksu.edu
web site: www.ksu.edu/tech.transfer/macc

Wichita Technology Corporation

Patricia Brasted, Director
7829 E. Rockhill Road, Suite 307
Wichita, KS 67206
(316) 651-5900 phone
(316) 684-5640 fax
e-mail: wtc@wichitatechnology.com
web site: www.wichitatechnology.com

Alliance for Technology Commercialization

Eric Ferrell, President
1501 S. Joplin/Shirk Hall
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(620) 235-4927 phone
(620) 235-4030 fax
e-mail: eferrell@pittstate.edu
web site: www.atckansas.com

Enterprise Center of Johnson County

Joe Kessinger, Director
8527 Bluejacket
Lenexa, KS 66214
(913) 438-2282 phone
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e-mail: jkessinger@ecjc.com
web site: www.ecjc.com

KUMC Research Institute

James Baxendale, Director
3901 Rainbow Boulevard
Kansas City, KS 66160
(913) 588-1495 phone
(913) 588-5242 fax
e-mail: kumcri@kumc.edu
web site: www.2.kumc.edu/research institute

Quest Business Center for Entrepreneurs

Richard French, Director
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(620) 665-8468 phone
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e-mail: qbc@hutchquest.com
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