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Application

Application Details

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1096 - CDBG Economic Development- 2010 Microenterprise Development Assistance Allocation

1111 - CDBG- Economic Development: Microenterprise Development Assistance- Sample application

CDBG- Economic Development: Microenterprise Development Assistance

Status: Editing

Submitted Date:

Applicant Information

Primary Contact:

Name:\*

Salutation First Name Middle Name Last Name

Title:

Email:

Address:

\* City State/Province Postal Code/Zip

Phone:\*

Phone (999-999-9999) Ext.

Authorized Official

Fax:

Second Address

County

Organization Information

Name:

Type:

Tax ID:

Website:

Year Founded:

Address:

\* City State/Province Postal Code/Zip

County

Phone:\*

(999-999-9999) Ext.

Fax:

Don't have a DUNS #? Click [here](#) to apply.

DUNS Number (Required):

NAICS Code

Number of Paid Staff:

Number of Board of Directors:

Geographic Area Served:



**Community Activities:**  
**(Mission Statement)**  
What program(s) are you interested in?

**Project Information**

**Project Overview**

Are you using a  
Grant Writer

If Yes, what is  
his/her name

Grant Writer's  
Phone

Grant Writer's  
Address

Is this a Joint  
Application

**Joint Applicant**

Joint Applicant, if  
any

Street Address/P.O.  
Box

City CityCountyZip Code

Contact Person

Phone

Email

**Sub Grantee**

The Sponsor or  
Intermediary  
Organization (Sub  
grantee)

Street Address/P.O.  
Box

City CityCountyZip Code

Contact Person

Phone

Email

**Project Information**

Location of Project

Total number of jobs CreatedRetained

Number of jobs that  
will be filled by  
low/moderate  
income  
beneficiaries

Type of Economic  
Development Grant

LMI Beneficiaries  
receiving training  
and technical  
assistance

Expected time  
required for project  
completion

LMI Beneficiaries  
receiving loans.



LMI Beneficiaries receiving support services.  
LMI Beneficiaries receiving jobs.  
Total Unduplicated low/moderate income beneficiaries.  
Total grant request \$0  
Project cost \$0  
Administrative costs (municipality) \$0  
Total grant request/  
Total number of low and moderate beneficiaries

**Other Information**

**NAICS Codes**

Don't have a DUNS #? Click [here](#) to apply.

DUNS #

TIN Number

**Threshold Instructions and Checklist**

**Statutory Requirements (All CDBG Applications)**

**Part I – Public Noticing Requirements**

Ten-calendar-day notice period met  
Published in a newspaper of general circulation  
Electronic or scanned tear sheet is uploaded  
Documentation that Public Notice was posted in three public places is uploaded  
Documentation includes dates and places posted  
Documentation is signed and dated by municipality  
Held prior to governing body's final action regarding the filing of the application

Public Notice states:

Specific grounds for the public hearing  
Date of the public hearing  
Time of the public hearing  
Location of the public hearing

**Part II – Public Hearing Requirements**

Minutes of public hearing are uploaded  
Handout was made available (and noted in minutes)  
General explanation of CDBG was given (and noted in minutes)  
Views of the Citizens were solicited (and noted in minutes)  
Range of possible community development activities were described (and noted in minutes)  
Amount of funds available was stated (and noted in minutes)  
Submittal of CDBG application for proposed project was approved (and noted in minutes)  
Chief Executive Officer (or designee) was authorized to execute any and all documents related to this CDBG project

**Part III – Application Certification and HUD Disclosure Report**

Application Certification Form complete, signed, and uploaded  
HUD Disclosure Report complete, signed, and uploaded  
Will project have a negative environmental impact on the project area? If yes, please contact CDFA immediately to discuss. (603) 226-2170.

**Part IV – Residential Antidisplacement and Relocation Assistance Plan (RARA)**

Plan submitted and uploaded  
Certification of compliance with the Uniform Relocation Act (URA) and Section 104(d) of the Act, as amended  
Minutes of the hearing at which the Plan was adopted are uploaded

**Part V – Housing and Community Development Plan (HCDP)**

Current (HCDP) is uploaded and is less than three years old  
Plan is referenced in the narrative of the application

- Plan identifies community development and housing needs which currently exist or are anticipated to exist in the next three years
- Plan identifies short- and long-term objectives which are consistent with federal and state objectives
- Plan states that as a matter of policy, the municipality will minimize the involuntary displacement of households from their neighborhoods
- Minutes of the hearing at which the Plan was adopted are uploaded
- Statutory public hearing requirements have been met
- Statutory public notice requirements have been met
- Date HCD Plan was adopted/readopted

## Thresholds Attachments

### Attachment

DescriptionFile Type  
Name

1. A PDF of the original newspaper tear sheet, evidencing the newspapers name and date published
2. Documentation that the Public Notice has been posted in three (3) places within the community (or proposed project area if County is applying), and names of posted areas listed, signed and dated by municipality
3. Minutes of public hearing
4. An original newspaper tear sheet, evidencing the newspapers name and date published
5. Documentation that the Public Notice has been posted in three (3) places within the community (or proposed project area if County is applying), and names of posted areas listed, signed and dated by municipality
6. Minutes of public hearing
7. Copies of Intergovernmental Agreements related to the application, that addresses which municipality will be administering the grant if awarded .
8. Completed HUD Disclosure Form 2880
9. Adopted RARA Plan
10. Current HCD Plan less than 3 years old
11. Most recent Audit from Grantee
12. Most recent Audit from Subrecipient
13. Certification that all planning and zoning requirements have been met
14. Map of proposed project site or service area
15. Department of Environmental Services Violation Determination for all water and sewer
16. Non profit corporation articles of agreement and by-laws (non profit affordable housing development and non profit owner occupied service facility);
17. Letter of commitment from a for-profit developer and a draft contract outlining the mechanism by which the long term benefit will be achieved (for-profit affordable housing development).
18. Cost estimates indicating the percentage of funds to be used for single family owner occupied rehabilitation; or
19. 20-year lease agreement with public service providers for a center/facility project and an operating budget of the service providers indicating long-term viability.

## Project Description

### Project Description

#### Executive Summary \*

*Provide a brief description, which is fully explained below.*

*Note: 200 character limit*

#### Detailed Narrative Description of the Project.\*

*Provide a full description of the project, including, but not limited to:*

1. A description of the organization's experience in providing services to microenterprises
2. An outreach/marketing plan
3. Process for screening participants to determine eligibility for beneficiary status
4. A description of any screening and training to determine entrepreneurial potential and gaps in entrepreneurial skills
5. A description of business skill and peer training provided, including training outcomes
6. A description of any business technical assistance provided, including both scope and time of the assistance provided and

identification and qualifications of the technical assistance providers

7. A description of any support services provided

8. A description of lending services provided, including the following:

- a. a letter of commitment of lending funds and a lending budget;
- b. cost of capital to borrower;
- c. underwriting and lending guidelines, including screening procedures for approving loans;
- d. procedures for loan origination, closing, disbursement and collection, including procedures for identifying problem loans;
- e. organization's loan collection history and availability of a loan loss reserve, if any.

Note: 8000 character limit.

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**Management Capacity of Microenterprise Development Assistance Provider**

Please describe the organization's experience in providing business skills training to owners of microenterprises.\*

Please describe the organization's experience in providing technical assistance to owners of microenterprises.\*

Please describe the organization's experience in providing support services to owners of microenterprises.\*

Please describe the organization's experience in providing loans to owners of microenterprises.\*

Please describe the organization's experience in loan processing, tracking and collection.\*

**Public Benefit**

How many low and moderate income beneficiaries will be served by this project?

Of those served, how many are from special needs groups?

How many loans will be made to qualified beneficiary businesses?

How many jobs will be created?

How many jobs will be retained?

Of those jobs created or retained, how many will be filled by low and moderate income persons?

How will beneficiary income improvement be documented?\*

**User Demand\***

Document the user demand by listing the following:

- 1. A listing of users waiting for service and historical statistical data of service usage
- 2. The need for services including training, technical assistance, credit and support services.

To what degree will the project reduce the local demand on social services?\*

**Project Budget**

**Project self-sufficiency \***

Please provide a plan for project self-sufficiency with milestones and goals.

**Salaries and Benefits**

Row	Name	% on Project	CDBG	Non-CDBG
		%	\$0	\$0
		%	\$0	\$0
		%	\$0	\$0
<b>Totals</b>			<b>\$0</b>	<b>\$0</b>

### Grant Administrator (Consultant)

Row	CDBG	Non-CDBG
Grant Administrator	\$0	\$0

### Operations

Row	CDBG	Non-CDBG
Rent	\$0	\$0
Telephone	\$0	\$0
Utilities	\$0	\$0
Supplies	\$0	\$0
Equipment	\$0	\$0
Printing	\$0	\$0
Advertising	\$0	\$0
Travel	\$0	\$0
Legal	\$0	\$0
Audit	\$0	\$0
Other	\$0	\$0
Grant Writing Fee	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>

### Column Definition- Fields

- Other 1
- Other 2
- Other 3
- Other- uses 1
- Other- uses 2

### Project Sources and Uses

Row	CDBG	Bank Financing	Equity Financing	Other 1	Other 2	Other 3	Total
Training	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Technical Assistance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Lending	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Support Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Sub-Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
CDBG Admin Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Sources

Row	CDBG	Bank Financing	Equity Financing	Other 1	Other 2	Other 3	Total
Sources Committed	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sources Pending	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>							<b>\$0</b>

## Sources and Uses - Assumptions

*This is a list of the total amounts contributed by each source and the list how those funds will be used. Below is a listing of the eligible uses of CDBG funds and the requirements to keep in mind when documenting the cost of use:*

*Three categories of assistance may be provided to public and private organizations, as follows:*

*(1)credit (including direct loans and loan guarantees, establishing revolving loan funds and facilitating peer lending programs) for the establishment, stabilization and expansion of microenterprises;*

*(2)technical assistance, advice and business support services (including assistance, advice and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in microenterprise activities) to owners of microenterprises and persons developing microenterprises; and*

*(3)general support (such as peer support programs and counseling) to owners of microenterprises and persons developing microenterprises.*

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### Sources and Uses assumptions

## Business Attachments

### Attachment

- Organizational by-laws
- Organizational Chart
- Job Descriptions of Proposed Staff
- Job Descriptions and Resumes for Current Staff Applicable to the Proposed Project
- Financial statements for at least the last three years
- Business Plan
- Projected financial statements for 3 to 5 years forward
- Employee personnel manual
- Financial information for affiliated companies
- Detailed personal financial statement for the principals of the business
- Independent appraisals for any real estate to be acquired as a result of the project
- Independent appraisals or vendor quotations for machinery, equipment, or inventory to be acquired for the project
- Project proforma that shows cash flow status
- Firm letters of commitment from all external funding sources for the project
- Documentation of equity/internal sources of funds
- A letter of commitment to create/retain the jobs
- Corporate resolution certifying business's commitment both to the project and to the job creation
- Purchase & Sales Agreement or Lease Agreement
- Agreement with partner service agency
- Certificate of Good Standing from the New Hampshire Secretary of State

### currentpayroll

- Current Payroll
- Income Survey for Affected Employees

Description File Name Type

## Other Attachments

Description

File Name

## Project Specific Thresholds

### All Project Compliance Requirements:

**Most recent Audit from Grantee is included**

**Most recent Audit from Subrecipient is included**

### Economic Development - Microenterprise Assistance Development Thresholds:

**Firmly committed match funds at a minimum of 1:2 ratio.**

**Lending and technical assistance must be available to recipients.**

**One (1) eligible beneficiary served for each \$5,000 requested.**

**National Objective of Benefit to Low and Moderate Income persons:**

*Criteria for meeting the National Objective of Benefit to Low and Moderate Income persons: Please check which one or more criteria will be used.*

**Job creation or retention: at least 60% of the jobs created or retained, computed on a full time equivalent basis, will be held by or made available to low- and moderate-income persons (for training programs, the jobs may be aggregated).**

**Limited clientele: 100% of the benefit of the CDBG assistance will go to low- and moderate-income persons.**

**Municipal Certification**

*To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the governing body of the municipality. The municipality will comply with all federal and state laws, rules, regulations and requirements, including those in PART Cdfa 300 - CDBG Administrative Rules.*

*Furthermore, I certify that:*

***The municipality affirmatively furthers fair and affordable housing; and Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been met; and Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project.***

**Certification**

**Name of Designated CEO/Authorized Official**

**Title of Designated CEO**

**PDF of Signed Municipal CEO Certification**



SAMPLE

Dulles Technology Partners Inc.

Dulles Technology Partners Inc.