

# Business Technical Assistance Program B-TAP

City of Minneapolis - CPED

Request for proposals due 10/17/2014

CITY OF MINNEAPOLIS  
COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT  
**BUSINESS TECHNICAL ASSISTANCE PROGRAM B-TAP**  
**REQUEST FOR PROPOSALS**

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## 1. INTRODUCTION

The City is seeking proposals from local non-profit organizations that provide direct technical assistance services to small businesses and microenterprises located in Minneapolis. The total funding available for the Business Technical Assistance Program (B-TAP) in 2014 is \$500,000.00 and we expect to receive multiple proposals. During the contracting process, the selected service providers and the City will agree upon the contract outcomes and deliverables. These will be *outcomes-based* contracts for up to two years. Recipients will submit quarterly invoices in accordance with the terms of their contracts. Contract payments are based on successful completion of the outcomes in the contract (see Exhibit A for contract Scope of Services template).

## 2. OBJECTIVES

The goal of the Small Business Technical Assistance Program is to help Minneapolis-based businesses start or expand, and to support job creation in the City.

For the 2014 funding round, B-TAP is seeking to achieve the following objectives:

- Provide financial and technical support to create new business in the City of Minneapolis.
- Support business growth, job creation and real estate acquisition for existing businesses conducting operations in the City of Minneapolis.
- Provide technical assistance tools to retain existing business in the City of Minneapolis.

## 3. PROGRAM DETAILS

Funding for the Small Business Technical Assistance Program will be separated into three categories. Organizations may apply for one or more categories. Your proposal should clearly indicate which category or categories you are applying for.

- **Category 1:** \$150,000 for new business development
- **Category 2:** \$ 175,000 to support business growth
- **Category 3:** \$100,000 for general technical assistance for existing businesses
- **Bonus:** \$75,000 for bonus for strategic growth

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**a. CATEGORY 1 – NEW BUSINESS DEVELOPMENT (\$150,000 available funding / \$50,000 cap)**

The selected service provider will provide one-on-one consultation, training and/or networking opportunities to develop new businesses located in the City of Minneapolis. B-TAP will pay up to \$5,000 for every new business created in Minneapolis. Additionally, service providers may be eligible to receive bonus dollars if the assisted businesses meet the bonus dollars criteria (see p. 3). Service providers must prove how the provided services made a significant contribution to the development of the new business. To be reimbursed, City Staff will request the following documentation:

- Business profile report and description of the services provided (exhibit E)
- CDBG Income verification form (exhibit G)

**b. CATEGORY 2 – TARGETED BUSINESS GROWTH (\$175,000 available funding / \$50,000 cap)**

The selected service provider will provide one-on-one consultation, training and/or networking opportunities to businesses that results in new jobs created, physical expansion or substantial sales growth. Service recipients must be located in Minneapolis. The contractor must demonstrate how the provided services made a significant contribution to the business growth. B-TAP will pay \$5,000 for each business successfully served. Additionally, service providers may be eligible to receive bonus dollars if the assisted businesses meet the bonus dollars criteria (see p. 3). To be reimbursed, City Staff will request the following documentation:

- Business profile report and description of the services provided (exhibit E)
- Proof of significant outcome: financial statements, job creation documentation or real estate transaction.

**c. CATEGORY 3 – GENERAL BUSINESS TECHNICAL ASSISTANCE (\$100,000 available funding / \$25,000 cap)**

The selected service provider will provide one-on-one consultation to existing businesses to retain existing jobs and business operations in the City of Minneapolis. B-TAP will pay up to \$50 per hour for technical assistance, up to 10 hours per business. Service providers must report how the provided services made a significant contribution for business retention. This category is not eligible for bonus dollars. To be reimbursed, City Staff will request the following documentation:

- Technical Assistance report (exhibit F)
- CDBG Income verification form (exhibit G)

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**d. BONUS DOLLARS: Bonus dollars will be available to incentivize strategic growth (\$75,000 available funding)**

Service providers may be eligible to receive a bonus for each business assisted. Bonus dollars will operate under the first-come, first-served basis until available funds are exhausted. To receive bonus dollars, assisted businesses must fulfill one or more of the following characteristics:

Criteria	Detail	Amount	Eligibility for bonuses		
			Category: 1 New	Category: 2 Expansion	Category: 3 Retention
Geographical Sector	Located in MET Council <u>Racially Concentrated Areas of Poverty</u>	\$2,500	Yes	Yes	No
Industry	Manufacturing Food manufacturing Technology	\$2,500	Yes	Yes	No
Jobs Created	Created at least 5 full time jobs employing residents of Minneapolis	\$2,500	Yes	Yes	No
City of Minneapolis DBE Certification	To submit, process and receive the <u>Disadvantage Business Enterprise (DBE)</u> certification	\$1,000	Yes	Yes	Yes

**Only 1 bonus per business**

**e. Program Details Summary**

Objective	Expected Outcome	Dollar per unit
New Business (Category 1)	30 businesses	\$ 5,000
Business Expansion (Category 2)	35 businesses	\$ 5,000
Business Retention (Category 3)	Approx.- 250 businesses 2000 Hours	\$ 50
Bonus	30 to 50 businesses	\$1,000 to \$2,500 (see bonus details)

**Note: All the categories are mutually exclusive. For example if a client is claimed under category 1, it cannot be claimed under category 3 in the same funding round.**

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## **f. CDBG Requirements: (apply to categories 1 and 3).**

Community Development Block Grant (CDBG) funds have been used in Minneapolis since 1981 to support neighborhood revitalization, economic development and improved community facilities and services. CDBG funds may be used for financial assistance to business enterprises through grants, loans, loan guarantees, and by providing training, technical assistance, and support services for small businesses. The City of Minneapolis is deploying a portion of these funds to increase the level of technical assistance available to Minneapolis-based businesses that can be specifically categorized as microenterprises. By definition, microenterprises have 5 or fewer employees with at least one being the business owner. Organizations will need to comply with reporting requirements such as income verification.

It is important that applicants understand that CDBG funds must be used only to serve persons qualifying as low- and moderate-income individuals that own or wish to establish a microenterprise. Organizations must be able to collect information on each person receiving assistance, including, but not limited to: data on the individual's family size and income. The assistance provided must support a federally identified national objective. The City will not reimburse any organization that fails to document and support the established criteria.

## **g. Contract Term**

Recognizing the lead time for business starts and expansions, the contracts will be for up to two years in duration. Provided that there is continued budgetary support for the program, we expect to issue an RFP in late 2015 for another set of two-year contracts, open to service providers that have either substantially drawn down their contract from this round or that were not awarded a contract in this round. Contract dollars can be drawn on a quarterly basis as services are provided and outcomes achieved.

## **4. ELIGIBILITY**

### **a. Eligible Areas**

The program is available throughout the city of Minneapolis.

### **b. Eligible Activities**

Activities are eligible if they support the economic vitality of local small businesses and microenterprises through technical assistance, which may include, but is not limited to: one-on-one sessions on legal, regulatory, and tax issues, financial record keeping, marketing and merchandizing, financial management, business operations, workforce planning and training, networking, DBE certifications, marketing plan development, loan packaging, real estate contract review, strategic and business planning.

### **c. Eligible Organizations**

Eligible organizations include non-profit business consulting organizations that have demonstrated capacity to perform the work. This includes staff devoted to business development, establishment, and expansion activities, past organizational and staff experience providing assistance to businesses, and managing contracts. If a consultant will do some of the work through a subcontract, identify that consultant (or pool of possible consultants) and provide the consultants' qualifications.

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## 5. PROPOSAL CONTENTS

Please number your answers and provide succinct narrative that addresses the following. Be sure to review and address the evaluation criteria (see page 5) in your answers.

### a. Cover Page:

- A cover page that includes the following information:
  - a. Applicant's name, mailing address, and federal ID number.
  - b. Contact person's name, title, phone number, and e-mail address.
  - c. Category for which you are applying (1, 2, 3 or all)
  - d. If your organization currently has a B-TAP contract, please provide a contract update.
  - e. Signature of an individual authorized to sign on behalf of the proposing organization.

### b. Organizational Background

- Provide a brief overview of the organization's mission, vision objectives and main accomplishments.

### c. Organizational Capacity and Historical Performance:

- Provide a description of your organization's experience in accomplishing a similar scope of work.
- Please provide historical performance of clients served, new businesses developed and /or experience working with established businesses.

### d. Staff and Leadership:

- Describe staff and consultants involved in the project as well as a description of the roles they will play.

### e. Project Approach and Service Model

- Include a description of the model of service delivery including how the services will be marketed and to whom, how participants will be selected, and how services will be evaluated and measured.
- For categories 1 and 2, describe the type (training, TA, other) and amount (estimated) of services to be provided to each business and how the provided services will contribute to reach the outcome (new business or business growth).
- If the organization is unable to assist a client, will the client be referred to another service provider or to a workforce training provider? If so, please describe your referral process and network. Include a description of the organization's intake and screening process.

### f. Project Timeline

- Provide a project timeline.(Remember that the length of the contract is 2 years and the invoices must be submitted quarterly).

### g. Project Budget

- Provide a numeric and narrative budget. (Exhibit C). If your organization will collaborate with other partners, then describe how they will be compensated.

### h. Other Information

- Any other information that would help City staff understand and evaluate the concept. If your organization has experience working with CDBG funds, please provide a narrative of your experience and familiarity with the documentation process.

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Your proposal must include an executed "Consent for Release of Response Data" form (Exhibit B), included in this RFP document. Proposals that do not include an executed "Consent for Release of Response Data" form shall be considered incomplete. Omission is grounds for rejection of the entire proposal.

The contents of the proposal and any clarification to the contents submitted by the successful proposer may become part of the contractual obligation and be incorporated by reference into the contract between the proposer and the City.

## 6. EVALUATION CRITERIA

In reviewing Small Business Technical Assistance Program proposals, the review team will consider the following criteria. The maximum score a proposal can receive is 100.

- a. **Leverage (10 points):** Do the City funds leverage other resources? Leveraged funds are those that are committed to the specific activity of the RFP and add value in multiple areas.
- b. **Target Population (15 points):** Would the activity directly strengthen the economic vitality in sectors with high levels of unemployment, concentration of low income residents and building vacancy in the City? Does the organization have experience working with economically disadvantage businesses?
- c. **Capacity (30 points):** What is the organizational capacity to provide business consulting services? How is the organization's intake and screening process? Does the organization have the experience and capacity to conduct the work proposed? Does the organization have a track record and the ability to keep appropriate documentation? In this contract we are emphasizing in quality over quantity of services. Proposals that show a strong service model will score higher. The current contract performance will be evaluated (only for current B- TAP providers).
- d. **Feasibility and Readiness (15points):** Does the organization have the structure in place to begin delivering services immediately? Are other necessary resources committed?
- e. **Evaluation (15 points):** Does the organization currently have evaluation methodology in place? Does the organization measure impact? Are there "best practices" or "lessons learned" that will be transferrable? Are the proposed activities the most effective way to deliver technical assistance to Minneapolis-based businesses?
- f. **Alignment with City Goals (15 points):** Does the organization's proposed activities and outcomes support multiple City goals? The City strives to provide assistance to underserved populations and minority-and woman-owned businesses. Will the proposed activities fill an unmet need in these populations?

The City may, in its sole discretion, expand or reduce the criteria upon which it bases its final decisions regarding selection of which business district support activities to fund.

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## 7. RFP SUBMISSION AND TIMELINE

### a. Proposal Submission and Deadline

Applicants must submit one unbound copy and five bound or stapled copies of the proposal and one electronic version. Proposals must be on standard 8½" by 11" paper. All supporting documentation must be on paper no larger than 11" by 17". Proposals and supporting documentation must be submitted in a sealed envelope labeled "Business Technical Assistance Program Proposal." Additionally, a copy of your application can be submitted by email (up to 10mb file), with subject "B-TAP Application". Submissions will not be returned.

### b. RFP Deadline

Proposals shall be delivered to the City on or before:

**October 17<sup>th</sup>, 2014, 4:00 pm**

To:

**Contract Services  
Department of CPED  
105 Fifth Avenue South, Suite 200  
Minneapolis, MN 55401  
Attn: Daniel Bonilla**

**Proposals received after the deadline will not be accepted.** It is neither CPED's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner. Please make sure your proposal is complete.

### c. RFP Inquiries

Prospective responders should direct questions in writing to the department contact person:

Daniel Bonilla  
Community Planning and Economic Development  
105 Fifth Avenue South, Suite 200  
Minneapolis, MN 55407  
Email: [Daniel.bonilla@minneapolismn.gov](mailto:Daniel.bonilla@minneapolismn.gov)

All questions are due no later than October 3rd, 2014. Questions will be answered in writing and posted on the CPED web site ([www.minneapolismn.gov/cped](http://www.minneapolismn.gov/cped)). The department contact cannot vary the terms of the RFP. **A pre-proposal meeting will be held on September 22nd, 2014 from 10:00 – 11:00** at the Crown Roller Mill located at 105 Fifth Ave. South, Suite 200. Attendance is recommended but not required.

### d. Review and Selection Process

A committee of City staff and partner organizations will review proposals that have been received by the due date of October 17<sup>th</sup>, 2014 and make a recommendation to City Council for funding.

**The City reserves the right to reject any or all proposals or parts of proposals, negotiate modifications to an entire proposal or specific components of the scope of work within a proposal to create a project of lesser or greater magnitude than described in this RFP or the submitted proposal.**

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## e. Anticipated Timeline

RFP Issued:	September 15 <sup>th</sup> , 2014
Informational Meeting	September 22 <sup>nd</sup> , 2014
Submission deadline for proposals:	October 17 <sup>th</sup> , 2014
Staff evaluation of proposals:	October 24 <sup>th</sup> , 2014
Recommendation to City Council	November 18 <sup>th</sup> , 2014
Contracting:	January 5 <sup>th</sup> , 2015

## f. Contracts

This is a *reimbursable* performance-based contract. Organizations with contracts will submit invoices for payment for the delivery of outcomes in accordance with the terms of their contracts. During the contracting period, organizations will work with City contract managers to develop a Scope of Services (see Exhibit A). The Scope of Services will be the basis for contract payments. By signing the contract the organization is committing to *completion of all of the deliverables* in the Scope of Services.

## 8. CITY CONTRACTING REQUIREMENTS

City and Federal requirements are extensive. The following list is not exhaustive.

- a. **Data Practices** – The recipient must agree to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality and hold the City, its officers and employees harmless from any claims resulting from the recipient's unlawful disclosure or use of data protected under state and federal laws.
- b. **Intellectual Property** – The recipient must agree to provide the City with the right to royalty-free, non-exclusive license to reproduce, publish or otherwise use and to authorize others to use any intellectual property created using the grant funds. Work covered by this provision shall include inventions, improvements, discoveries, databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, electronic files, specifications, materials, tapes or other media.
- c. **Billboard Advertising** – Through Minneapolis Section 544.120, City and City-derived funds are prohibited from use to pay for billboard advertising as a part of a City project or undertaking.
- d. **Conflict of Interest/Code of Ethics** – The recipient must agree to be bound by the City's Code of Ethics, Minneapolis Code of Ordinances.
- e. **Hold Harmless** – The recipient shall agree to defend, indemnify and hold the City harmless from any and all claims or lawsuits that may arise from the recipient's activities under the provisions of the Contract, that are attributable to the acts or omissions, including breach of specific contractual duties of the recipient or the recipient's independent contractors, agents, employees or officers.
- f. **Insurance** – Prior to starting the services described herein, Grantee shall provide evidence of (including endorsements to policies) and continually maintain throughout the term of this Agreement, workers' compensation insurance in accordance with statutory requirements. The Grantee shall also provide evidence of and continually maintain: (i) commercial general liability insurance which shall include contractual liability coverage, (ii) automobile insurance for any vehicles owned by the

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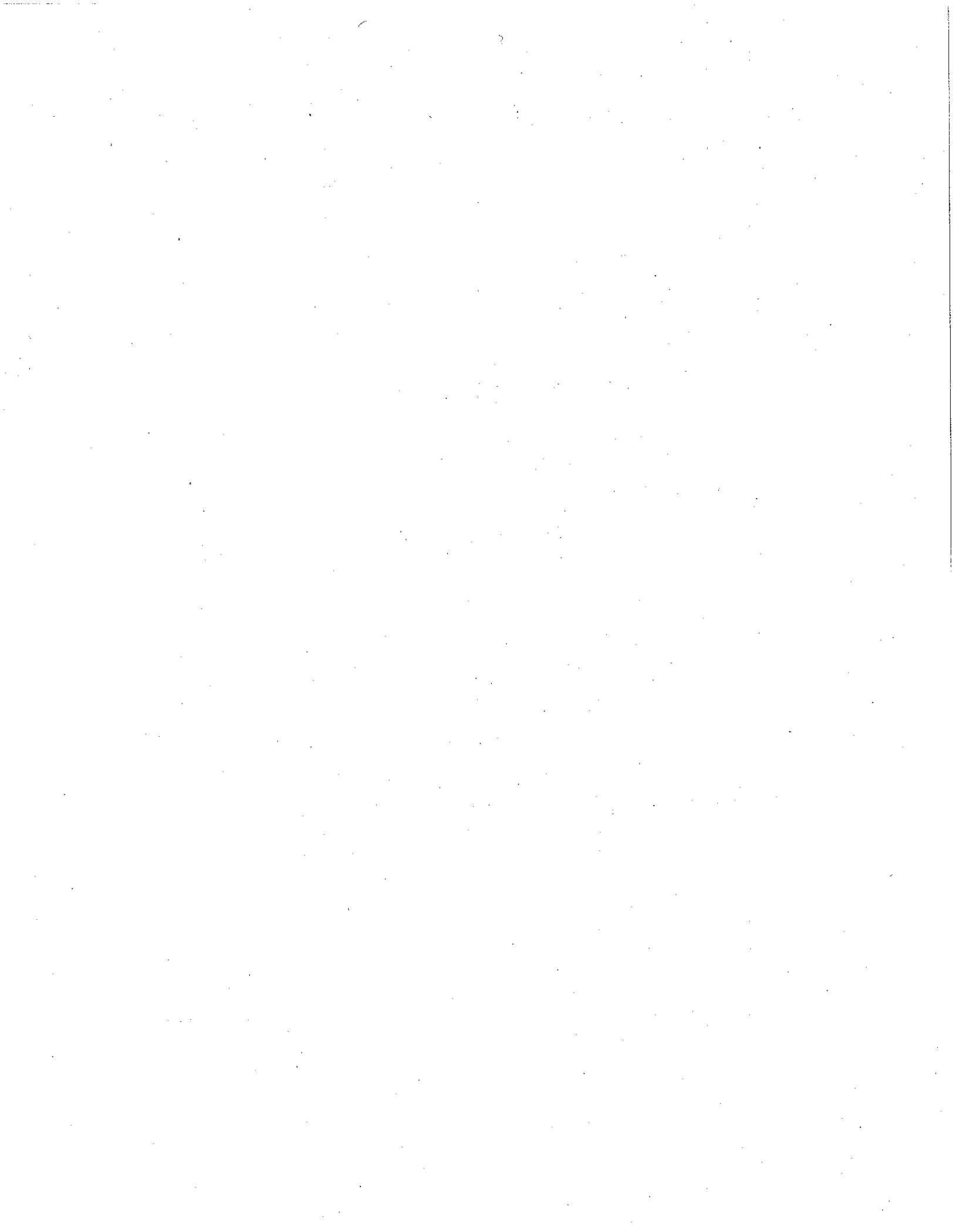
Grantee, and (iii) hired/non-owned automobile insurance (if Grantee will be driving automobiles not owned by the Grantee while performing services under this Agreement) in amounts sufficient to indemnify the City, but in no event less than \$1,000,000 per occurrence with aggregate coverage of \$1,000,000. Said insurance policy (ies) shall name the City as an additional insured and may not be cancelled without days' notice to the City.

## 9. EXHIBITS

- A. Scope of Services template
- B. Form of Consent for Release of Response Data
- C. Budget template

Reports templates:

- D. Invoice template (all categories)
- E. Business profile template (categories 1 and 2)
- F. Technical Assistance report (category 3 only)
- G. CDBG reporting requirement (categories 1 and 3)



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**This is for informational purposes. Do not complete this form.**

## EXHIBIT A Scope of Services

### OBJECTIVES

List the objectives that will be achieved within the contract period.

### OUTCOMES

List the specific outcomes that will be achieved within the contract period.

Item	Number units	Amount	Total
New business development		\$ 5,000.00 p/business	\$
Business Growth		\$ 5,000.00 p/business	\$
Business Retention		\$ 50.00 p/hour	\$
Total			\$

### CONTRACT TIMELINE AND DELIVERABLES

List the *specific* deliverables, estimated implementation timeline and the associated *dollar amount* that will be paid to the contractor that will serve as documentation that the agreed outcomes have been achieved and the objectives set forth in this document have been accomplished.

### REIMBURSEMENT SCHEDULE

Year 1	Date	Year 2	Date
I Quarter		I Quarter	
II Quarter		II Quarter	
III Quarter		III Quarter	
IV Quarter		IV Quarter	

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Send each invoice to the City Contract Manager listed above by mail or email.

## Exhibit B (Continued)

### City Contract Manager:

(PC's Name)

105 5<sup>th</sup> Ave S, Suite 200

Crown Roller Mill

Minneapolis, MN 55401

612-673- phone

612-673-5113 fax

### EQUAL OPPORTUNITY

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The services provided by will be available without discrimination due to race, color, creed, religion, ancestry, national origin, sex, affection preference, disability, or other handicap, age, marital status with regard to public assistance.

In accordance with Chapter 139.50, - The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age (forty (40) to seventy (70)), marital status, or status with regard to public assistance. ... race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, disability, age (forty (40) to seventy (70)), marital status, or status with regard to public assistance.

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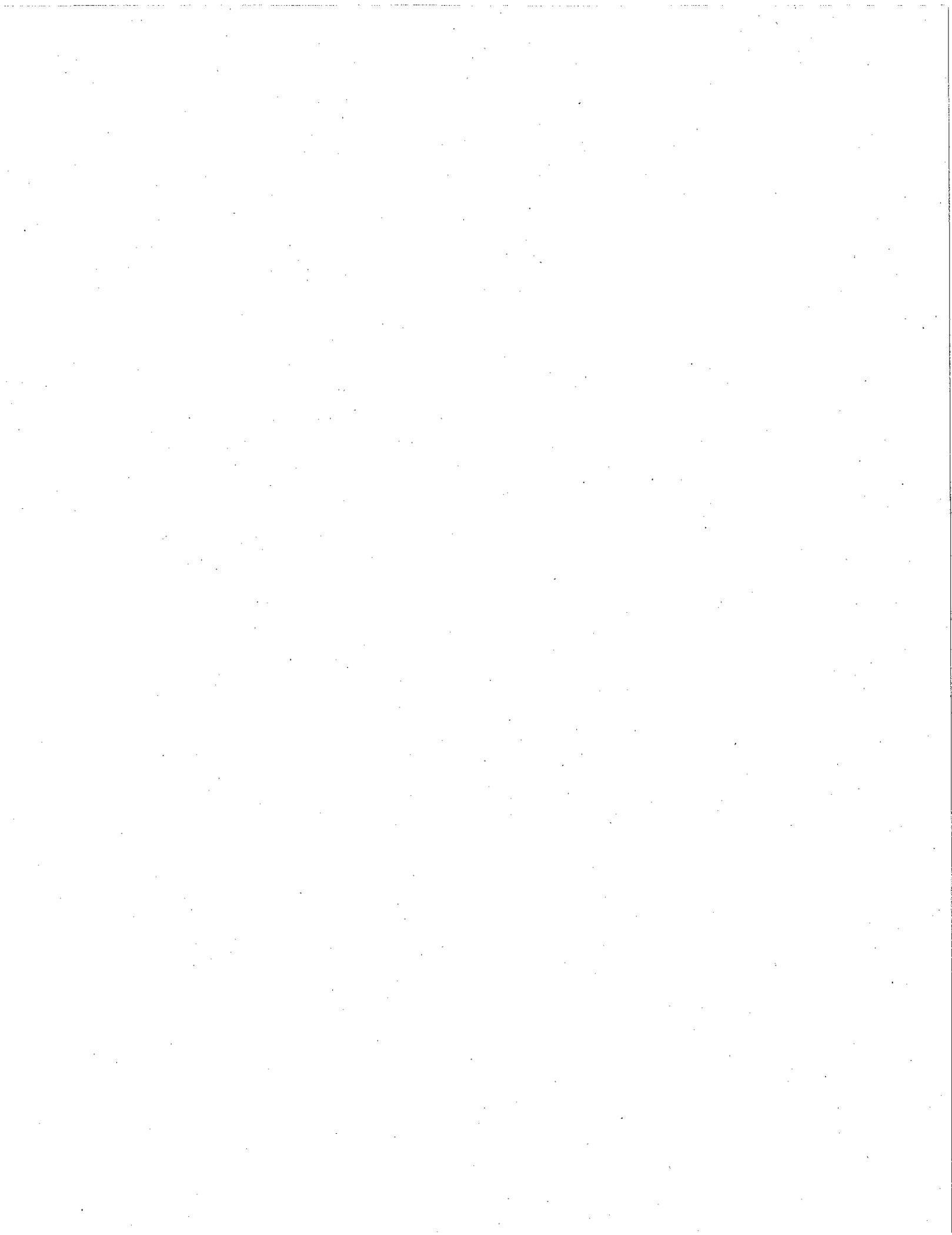
**EXHIBIT B**  
Form of Consent for Release of Response Data

\_\_\_\_\_, 201\_  
City of Minneapolis  
Department of Community Planning and Economic Development  
105 5<sup>th</sup> Avenue S.  
Minneapolis, MN 55401

Re: Small Business Technical Assistance Program Request for Proposals Consent for Release of Response Data

\_\_\_\_\_, on behalf of  
\_\_\_\_\_, hereby consents to the release of its proposal in response to the Small Business Technical Assistance Program Request for Proposals and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public.

\_\_\_\_\_  
By  
\_\_\_\_\_  
Its  
\_\_\_\_\_



# Business Technical Assistance Program

City of Minneapolis

## CPED CONTRACT PAYMENT FORM

Invoice #	#	Contract #	
From		To:	
Name:		Daniel Bonilla	
Organization:		Business Development, CPED	
Street:		City of Minneapolis	
Minneapolis, MN 55		105 5th Ave S #200	
Phone#		Minneapolis, MN 55401	

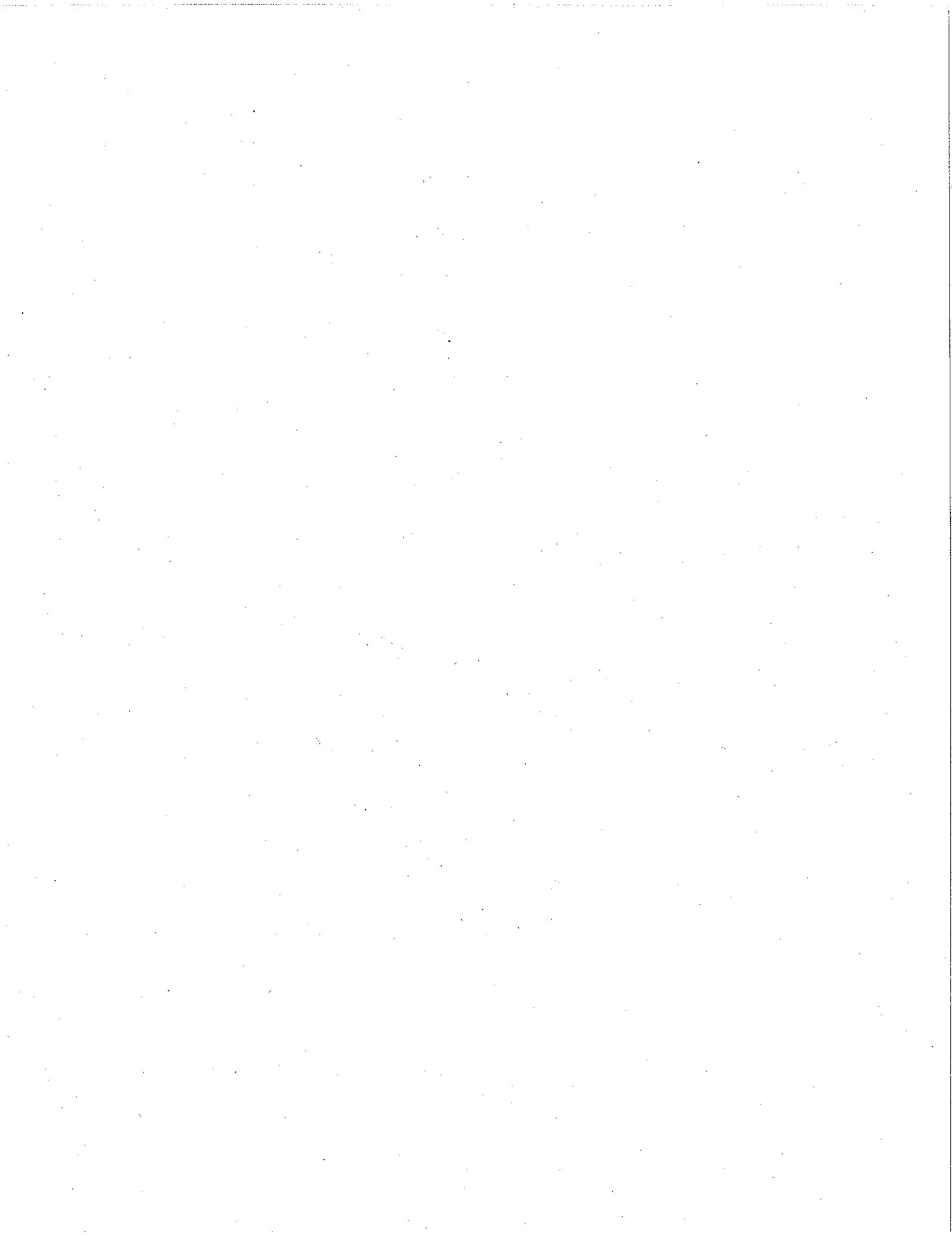
Quarter:	0	Date:	
Description of Services	# of Businesses	Rate	Total
Category 1- New Businesses	0	\$ 5,000.00	\$ -
Bonus	0	\$ 2,500.00	\$ -
			\$ -
Category 2- Business Expansion	0	\$ 5,000.00	\$ -
Bonus	0	\$ 2,500.00	\$ -
Description of Services	# of hours	Rate	Total
Category 3- TA Business Retention	0	\$ 50.00	\$ -
<b>Total Payment Amount</b>			<b>\$ -</b>

Comments:

Contract management			
Contract Total:	\$ -	Total Bonus claimed:	0
Total amount paid (including current request)	\$ -	Applicable Contract extension (for bonus only)	\$ -

Note: Please process 1 (one) invoice per contract.

updated 05/2014



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**EXHIBIT C**



**SERVICE PROVIDER NAME**  
**PROPOSAL BUDGET**

**SOURCES**

Item	#	Amount	Total
New business development (# of businesses)			\$ -
Business Growth (# of businesses)			\$ -
Business Retention (# of hours)			\$ -
Total			\$ -

Do not include bonus businesses in the budget

**USES**

Item	Total
Description of uses by service provider	\$ -

Comments

Created 09/2013



## BUSINESS PROFILE BUSINESS TECHNICAL ASSISTANCE PROGRAM CITY OF MINNEAPOLIS

Logo or Picture

17. Provide a brief description of: business model, products/ services and any other important information in regards to the business. This information can be imported from the business plan. (1500 characters max)

### A. BASICS

1	Business Name	
2	Industry:	
3	Number of Employees:	
4	Sales: \$	
5	Years in Operation:	
6	DBE certified:	
7	Sponsor Organization:	

### B. BUSINESS DESCRIPTION

8	Principal/ Owner:	
9	Phone:	
10	E-mail:	
11	Web:	
12	Street address:	
13	City: Minneapolis	State: MN Zip Code

### C. BUSINESS DESCRIPTION

14	Minority owned business?	Yes
15	Women owned business?	Yes
16	Licenses and Certifications (300 characters max)	

18. Provide a description of community involvement, certifications obtained, accomplishments, memberships, etc. (400 characters max)

19 Prepared by:

Date

[Click here to enter a date.](#)

TECHNICAL ASSISTANCE PROVIDED BY:



### A. TECHNICAL ASSISTANCE (TA) REPORT

<sup>1</sup> TA Starting Day: [Click here to enter a date.](#) TA End Day: [Click here to enter a date.](#)

<sup>2</sup> Stage of business Assisted: (new, existing, expansion)      Number of Jobs retained:

<sup>3</sup> Number of Jobs created: <sup>4</sup> Approximate amount of TA hours:

<sup>5</sup> Trainings provided:

Empty space for providing training details.

<sup>6</sup> Technical Assistance Detail: Describe the type of technical assistance provided to this business. Please state any other relevant support that you provided to contribute with the success of this business.

Large empty space for providing technical assistance details.

### B. CLIENT'S DEMOGRAPHIC INFORMATION (optional)

<sup>7</sup> Gender:

<sup>8</sup> Ethnicity:

<sup>9</sup> Age:

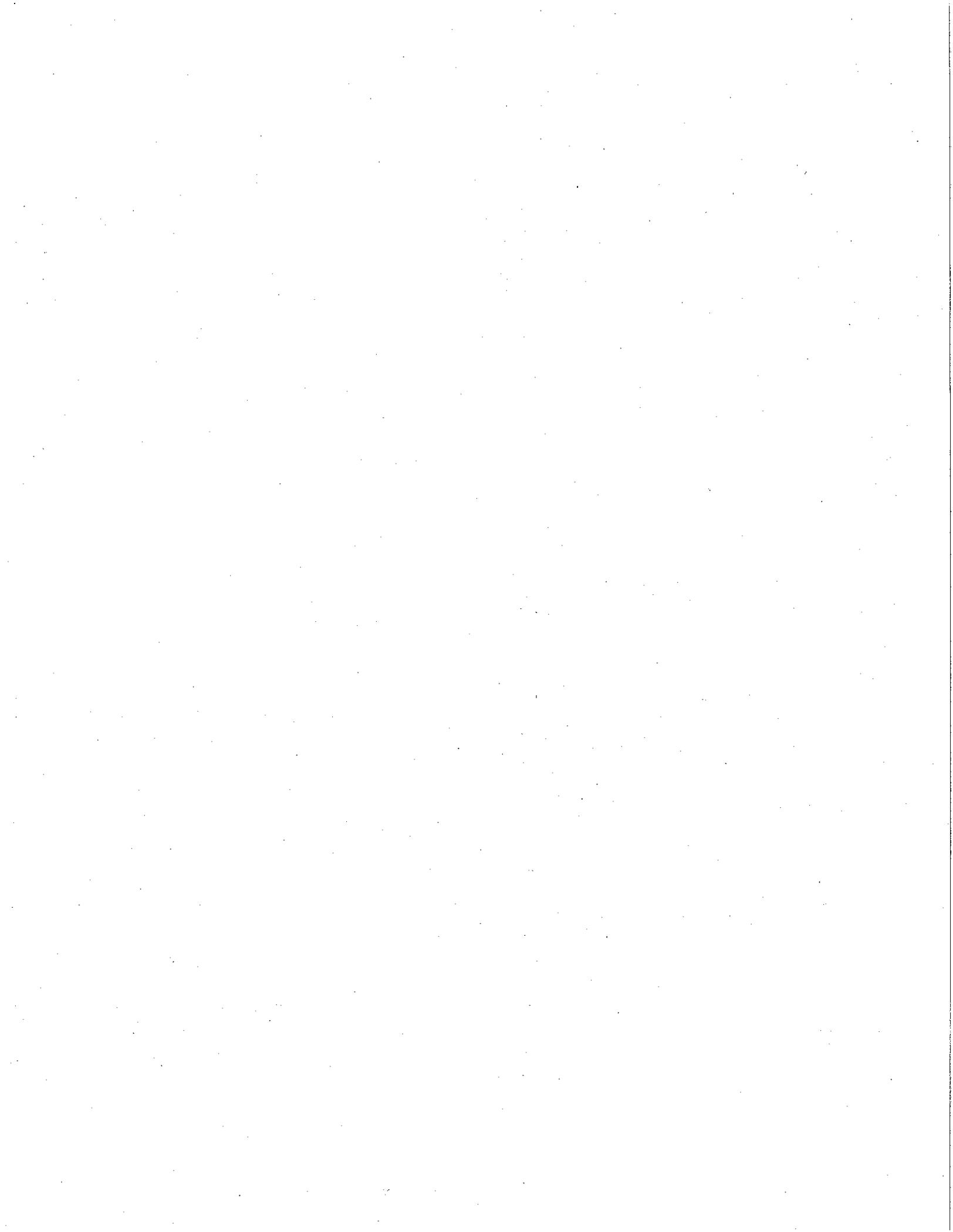
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#	Business Name	Business info				DBE Certified?	Other certifications?	Jobs		Hours	Technical Assistance (TA)	
		Street	City	State	Zip Code			Retained	Created		Type of TA	TA beginning date
1			Minneapolis	MN	55411							
2			Minneapolis	MN								
3			Minneapolis	MN								
4			Minneapolis	MN								
5			Minneapolis	MN								
6			Minneapolis	MN								
7			Minneapolis	MN								
8			Minneapolis	MN								
9			Minneapolis	MN								
10			Minneapolis	MN								
<b>Total</b>												

Created 09/2013  
 A CDBG income verification form must be submitted for each client listed in this report.

Check this box if you are submitting more than 1 technical assistance report (for over 10 businesses).



# B-TAP

( organization's name )

Client Information Form

## BUSINESS TECHNICAL ASSISTANCE PROGRAM CITY OF MINNEAPOLIS

This program uses Community Development Block Grant (CDBG) funds, which are intended to help low- and moderate-income individuals that own or wish to establish a Microenterprise in Minneapolis. A Microenterprise is defined as a business with 5 or fewer employees, with one or more of those employees being the owner. The information requested below is needed to describe the income levels of the people served. The data will be shared with the Minneapolis Department of Community Planning and Economic Development. In any reports, your data will be combined with data from other participants, and you will not be personally identified. In order to participate in this program, you are legally required to supply this information by the US Department of Housing and Urban Development.

### BASICS

1 Participant's name	2 Business Name or idea:		
3 Number of employees, including the owner (s):	Phone	E-mail:	
4 Business street address:	City: Minneapolis	State: MN	Zip Code

### PERSONAL INFORMATION

The following information is requested to describe the race and ethnicity of program participants:

6 Is your family's ethnicity Hispanic or Latino <input type="checkbox"/> Yes/ <input type="checkbox"/> No	7 Please check below ALL race designations appropriate for your family:				
<input type="checkbox"/> African immigrant	<input type="checkbox"/> American Indian	<input type="checkbox"/> Asian	<input type="checkbox"/> Black / African American	<input type="checkbox"/> Native Hawaiian	<input type="checkbox"/> White

### 8. Income Verification

- 1) First, check the box below next to the line that describes the total number of persons in your family.
- 2) Next, check the income level under that line that describes your total family income. When calculating total family income, please consider all income earned from the sources listed on the reverse side.

1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
<input type="checkbox"/> Less than \$17,400	<input type="checkbox"/> Less than \$19,900	<input type="checkbox"/> Less than \$22,400	<input type="checkbox"/> Less than \$24,850	<input type="checkbox"/> Less than \$27,400	<input type="checkbox"/> Less than \$29,450	<input type="checkbox"/> Less than \$31,450	<input type="checkbox"/> Less than \$33,500
<input type="checkbox"/> \$17,400 to \$29,050	<input type="checkbox"/> \$19,900 to \$33,200	<input type="checkbox"/> \$22,400 to \$37,350	<input type="checkbox"/> \$24,850 to \$41,450	<input type="checkbox"/> \$27,400 to \$45,650	<input type="checkbox"/> \$29,450 to \$49,050	<input type="checkbox"/> \$31,450 to \$52,400	<input type="checkbox"/> \$33,500 to \$55,800
<input type="checkbox"/> \$29,050 to \$44,750	<input type="checkbox"/> \$33,200 to \$51,150	<input type="checkbox"/> \$37,350 to \$57,550	<input type="checkbox"/> \$41,450 to \$63,900	<input type="checkbox"/> \$45,650 to \$69,050	<input type="checkbox"/> \$49,050 to \$74,150	<input type="checkbox"/> \$52,400 to \$79,250	<input type="checkbox"/> \$55,800 to \$84,350
<input type="checkbox"/> More than \$44,750	<input type="checkbox"/> More than \$51,150	<input type="checkbox"/> More than \$57,550	<input type="checkbox"/> More than \$63,900	<input type="checkbox"/> More than \$69,050	<input type="checkbox"/> More than \$74,150	<input type="checkbox"/> More than \$79,250	<input type="checkbox"/> More than \$84,350

I certify that the information on this form is accurate and complete. I authorize the City of Minneapolis to verify information provided, if necessary.

9 Signed by Participant:	Date	Enter date
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## IRS Form 1040 Adjusted Gross Income Inclusions and Exclusions

**When calculating your IRS Form 1040 Adjusted Gross Income, include the following sources of income:**

- Wages, salaries, tips, etc.
- Taxable interest.
- Dividends.
- Taxable refunds, credits or offsets of State and local income taxes. There are some exceptions – refer to Form 1040 instructions.
- Alimony (or separate maintenance payments) received.
- Business income (or loss).
- Capital gain (or loss)
- Other gains (or losses) (i.e., assets used in a trade or business that were exchanged or sold).
- Taxable amount of individual retirement account (IRA) distributions. (Includes simplified employee pension [SEP] and savings incentive match plan for employees [SIMPLE] IRA.)
- Taxable amount of pension and annuity payments.
- Rental real estate, royalties, partnerships, S corporations, trust, etc.
- Farm income (or loss)
- Unemployment compensation payments.
- Taxable amount of Social Security benefits.
- Other income. (Includes: prizes and awards; gambling, lottery or raffle winnings; jury duty fees; Alaska Permanent fund dividends; reimbursements for amounts deducted in previous years; income from the rental of property if not in the business of renting such property; and income from an activity not engaged in for profit).

**Do not include the following in your Gross Income calculation:**

- Child support.
- Money or property that was inherited, willed or given as a gift.
- Life insurance proceeds received as a result of someone's death.

# I + II Quarter 2014 Performance Report

Jan-July, 2014

## Funds

Total Available Funds: \$500,000  
Amount paid up-to-date: \$101,000 (20%)  
Bonus paid: 50%  
Grantees: 11 Non-Profit Organizations

## Services Provided

Business Technical Assistance hours: 1301 approx.

## Service Recipients

Clients Served: 60  
Business Start-ups: 19 (32%)

## Jobs

Jobs Created: 180  
Jobs Retained: 176

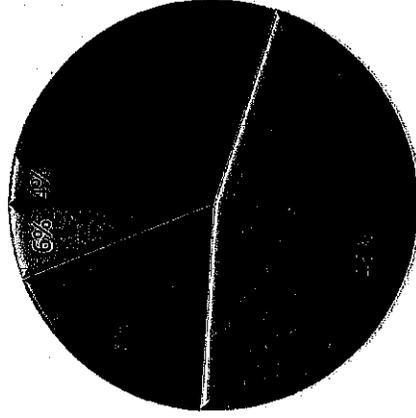
## Demographics (all categories)

Gender  
Female: 56%  
Male: 44%

## Race

Asian: 4%  
African: 26%  
American Indian: 0%  
Black: 46%  
Latino: 18%  
White: 6%

1<sup>st</sup> and 2<sup>nd</sup> Quarter 2014  
B-TAP Service Recipients Cultural Background



- Asian
- African
- Black
- Latino
- White

# 2012 -2013 Performance Report

Updated Dec 31st, 2013

**Funds**

Total Available Funds: \$500,000.00  
 Amount paid up to date: \$400,000.00 (80%)  
 Grantees: 6 Non- Profit Organizations

**Services Provided**

Business Technical Assistance hours: 6452  
 Business Trainings provided: 45

**Service Recipients**

Clients Served: 502  
 Business Start-ups: 186

**Jobs**

Jobs Created: 155  
 Jobs Retained: 673

**Demographics (CDGB only)**

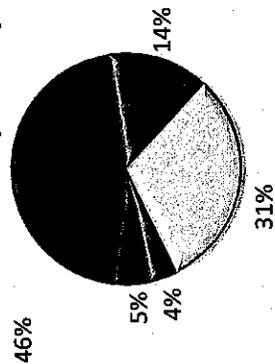
**Gender**

Female: 55%  
 Male: 45%

**Race**

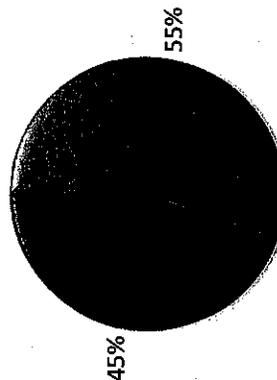
Asian: 4%  
 American Indian: 5%  
 Black: 46%  
 Latino: 14%  
 White: 31% (91% female)

**Service Recipients by Race**



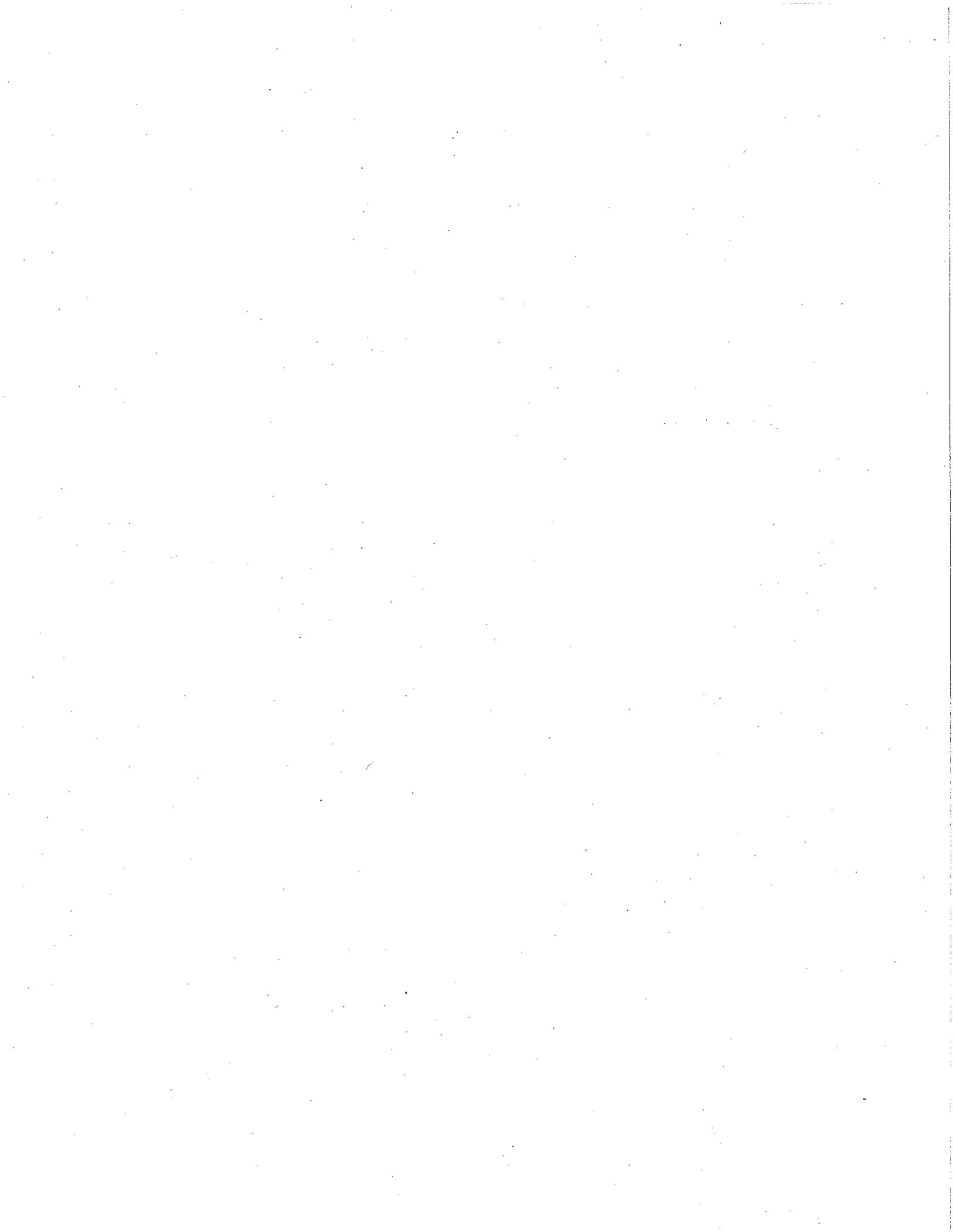
- Asian
- American Indian
- Black / African American
- Latino

**Service Recipients by Gender**



- Female
- Male

**CURRENT  
B-TAP SERVICE  
PROVIDERS**





**B-TAP  
Providers**

B-TAP Providers	Contact	Clients Served	Services Provided	Funds for Start-Ups	Funds for Expansions
African Development Center (ADC)	Nasibu Sareva nsareva@adcmnnesota.org 612.877.8263 www.adcmnnesota.org	African Immigrant Community.	Business training, consultations, workshops, and loans.	✓	
Asian Economic Development Center (AEDA)	Va-Megn Tho va-megn@aeda-mn.org 651.222.7798 www.aeda-mn.org	Asian entrepreneurs.	In-language business development consultation to Asian small businesses.	✓	✓
Lake Street Council	Allison Sharkey asharkey@lakestreetcouncil.org 612.824.7420 www.lakestreetcouncil.org	Businesses located in the Lake Street area, South Minneapolis.	Financial and location analysis; business planning, marketing, merchandising, and other technical assistance aiding attraction, opening, maintenance and expansion of businesses.	✓	✓
Latino Economic Development Center (LEDC)	Mario Hernandez mario@ledc-mn.org 651.395.4040 www.ledc-mn.org	Latino immigrant community.	Micro-entrepreneurship classes, group technical assistance workshops and one-on-one technical assistance in Spanish to Latino entrepreneurs.	✓	✓
Metropolitan Consortium of Community Developers (MCCD)	Kris Maritz kmaritz@mccdmmn.org 612.843.3262 Eric Nathanson 612.843.3266 www.mccdmmn.org	Small and medium size businesses.	Provides one-on-one small business technical assistance and access to capital.	✓	✓
Metropolitan Economic Development Association (MEDA)	Jan Jordet jjordet@meda.net 612.259.6566 www.meda.net	Entrepreneurs of color seeking government contracts.	Access to comprehensive business consulting services, financing, and corporate and government contracting opportunities.	✓	✓
Midwest Minority Supplier Development Council (MMSDC)	Duane Ramseur dramseur@mmsdc.org 612.465.8881 www.mmsdc.org	Minority owned businesses.	Provides business development services to certified minority businesses and corporate members to enhance relationships and maximize business opportunities.	✓	✓
Neighborhood Development Center (NDC)	Brian Signer bsinger@ndc-mn.org 651.379.8422 www.ndc-mn.org	Entrepreneurs of color.	Provides entrepreneur training, technical assistance, small business lending, business incubators, and capacity building.	✓	✓
Northside Economic Opportunity Network (NEON)	Ashley Bennett ashley@neon-mn.org 612.302.1505 www.neon-mn.org	New and existing businesses located in North Minneapolis.	Provides business feasibility assessment, entrepreneur training and outreach, and technical assistance.	✓	
Seward Redesign	Brian Miller brian@redesigninc.org 612.435.0275 www.redesigninc.org	Businesses located in Seward Neighborhood and Hiawatha Corridor, South Minneapolis.	Technical assistance to businesses and property owners to facilitate real estate development projects from concept through design, financing, construction and lease-up or sale.	✓	✓
Women Venture	651.346.3808 www.womenventure.org	Low- and moderate-income women.	Helps women to start and grow their small businesses through education, business consulting, and micro-loans up to \$50,000.	✓	



# Business Technical Assistance Program

*Supporting business development in the City of Minneapolis*

## What is B-Tap?

The Business Technical Assistance Program or B-TAP program was created to provide consulting support to businesses located in the City of Minneapolis.

## How does it work?

Through B-TAP, the City contracts with local non-profit organizations focused on entrepreneur training and economic development to provide direct services to new and existing businesses.

## Who is eligible to receive the services?

Small and medium sized businesses located in Minneapolis.

## What kind of services can small and medium sized businesses receive?

B-TAP can assist entrepreneurs who are:

- Considering starting a new business in Minneapolis,
- Looking to expand business operations in Minneapolis,
- Pursuing certification as a Minority- or Woman- Owned Disadvantaged Business,
- Need general business advice (i.e. guidance on payroll withholding, ensuring their business licenses are in order, creation or improving their business marketing strategy) to retain their existing business operations in Minneapolis.

## How can businesses access the services?

For 2014-2015, the City contracted with 11 service providers, several of which specialize in serving particular ethnic groups or geographic areas. Minneapolis businesses interested in receiving services can contact the service provider of their choice directly. Details about services provided and contact information for each organization listed is provided in the attached matrix. City staff may also provide guidance on which organization to contact.

African Development Center  
Asian Economic Development Association  
Lake Street Council  
Latino Economic Development Center  
Metropolitan Consortium of Community Developers  
Metropolitan Economic Development Association

Midwest Minority Supplier Development Council  
Neighborhood Development Center  
Northside Economic Opportunity Network  
Seward Redesign  
Women Venture

## For more information contact:

City of Minneapolis  
Daniel Bonilla | Business Development  
612.763.5253 | [daniel.bonilla@minneapolismn.gov](mailto:daniel.bonilla@minneapolismn.gov) | [www.minneapolismn.gov/business/WCMS1-097859](http://www.minneapolismn.gov/business/WCMS1-097859)