



COUNTY OF MENDOCINO CDBG MICROENTERPRISE PROGRAM GUIDELINES 2025

August 2025

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1. INTRODUCTION

1.1 MICROENTERPRISE PROGRAM INTRODUCTION

The County of Mendocino, here after called "Grantee," has established a microenterprise Technical Assistance (TA) program, here after called the "Program". TA will allow program participants to be more successful in their efforts to create businesses or expand existing businesses. TA provides technical assistance services including business review and business plan development, one-on-one and peer-to-peer training and counseling classes, ecommerce, on-going mentoring, etc. These TA Program guidelines have been formally adopted by the Grantee and approved by the California Department of Housing and Community Development, here after called "the Department".

1.2 BACKGROUND

Microenterprise assistance programs are crucial in supporting the backbone of the local economy, as microenterprises play a significant role in job creation and innovation. By providing customized support to these small businesses, the County of Mendocino aims to stimulate economic growth and enhance the community's overall prosperity.

As such the County of Mendocino has historically invested in microenterprise programs. Currently, the County of Mendocino provides CDBG Microenterprise Technical Assistance services funded by 21-CDBG-ED-10007 through an agreement with WEST Business Development Center, a local 501(c)(3) nonprofit entity with offices in Ukiah and Fort Bragg and remote services. This organization provides consultant services utilizing the SBA Small Business Development Center platform and specializes in providing technical assistance in the following areas: marketing, use of social media, business plan development, forecasts, business networking, customer service, and employee development.

Local microenterprises have identified several notable obstacles that are currently not being adequately addressed by the existing microenterprise program. The County, with its unique qualifications, seeks to address and remediate these obstacles. These challenges, which include navigating regulations, permits, and licensing, can impede microenterprise growth, sustainability, and competitiveness. Recognizing this, the County, with its regulatory authority, access to resources and information, infrastructure, partnership opportunities, and economic development mandate, is uniquely qualified to provide technical assistance. By leveraging these advantages, the County can effectively deliver technical assistance to microenterprises, helping them overcome regulatory challenges, achieve compliance, and thrive in a competitive marketplace. The County has identified areas of need that are not being satisfied by the current program and can be best provided by in-house County Executive Division staff. The areas of need to be met by the CDBG PI funded County In-House Microenterprise Program are assistance with permit processes, guidance with permitting and entitlement applications, assistance with accessing capital, assistance with site selection and development, providing liaison services with multiple County Departments, regional, State and Federal agencies, and facilitating access and utilization of workforce development programs.

2. PROGRAM OVERVIEW

2.1 COUNTY IN-HOUSE PROGRAM OPERATIONS

The Grantee will:

- Market the TA program;
- Accept and process participant applications;
- Document participant CDBG income eligibility and adequate number of employees; and
- Document provided services and associated costs, ensuring proper reporting per the CDBG program guidelines.

Grantee will work with program participants and ensure CDBG compliance with these program guidelines.

2.2 PROGRAM FUNDING SOURCE

The County of Mendocino's In-House Microenterprise Technical Assistance Program is paid for with CDBG funds provided by HUD to the Grantee, as such, these funds have a number of federal requirements that must be met, as described below. CDBG funds come to the Grantee from Department grant awards that are administered under a formal grant contract or from local CDBG program income (PI) funds.

2.3 CDBG MICROENTERPRISE DEFINITION

Applicants for this Program must meet the CDBG definition of a microenterprise business. The CDBG definition of a microenterprise business is one that has five (5) or fewer employees, including the owner(s). All employees, part or full time, on the business payroll at the time of application will be counted. The term "employee" includes all owners of the business on the payroll, even if the owner's "salary draws" are not done on a regular basis. The program operator will require all program applicants to certify the number of employees at the time of application using the Microenterprise Income Self-Certification Form. The County will also review the most recent business payroll to verify employee hours and the confirm the number of employees.

2.4 ELIGIBLE MICROENTERPRISE BUSINESSES AND PERSONS

Eligible applicants must meet the definition of a microenterprise, be located within the unincorporated areas of Mendocino County, and must be income eligible.

An eligible applicant may be an existing microenterprise business that needs program services to build capacity or a person without a business that wants to create one. Most existing microenterprise business applicants will be sole proprietorships. However, eligible applicants may include private for-profit corporations or partnerships that are legal and operating in an unincorporated area of the county.

An eligible applicant must provide documentation that the physical location of the business is within the county unincorporated areas. If the business is located within one of the cities in the county (Point Arena, Fort Bragg, Ukiah or Willits) the business is eligible if the City has signed an agreement with the County to allow services within their jurisdiction. If the business's physical address is outside of the program service area, then

they are not an eligible applicant. A business owner may have their personal residence outside the program service area if the business's principal operating location is within the service area.

Eligible applicants can also be individual persons who do not have a business but wish to start a business. These persons may receive technical assistance services to help them the necessary steps to build capacity and set up a new business. The services provided to these persons will typically be much more time consuming and require more work from the applicant as they seek to start a for-profit business. Applicants that are persons without an existing business must document that their primary residence is in the unincorporated areas of the county, or if in a participating incorporated city.

All participants household income must be at or less than 80% the area median income (AMI) adjusted for family size, as defined by HUD each year, to participate in this program (see Attachment B). Participants must sign a self-certification attesting to the income reported in the application.

Eligible applicants documented as meeting the definition of microenterprise are here after referred to as "program participants".

2.5 INELIGIBLE PROGRAM APPLICANTS

An ineligible existing business applicant is one that has a physical business location outside of the service area. An ineligible person applying for the program is one with a residence outside of the service area. Non-profits are not an eligible microenterprise business.

As HCD is a pass-through entity for CDBG funding from the federal level, the County of Mendocino must abide by federal, state, and local laws when administering CDBG funds, and as such, offering microenterprise TA to cannabis-related businesses is federally prohibited. HCD recommends advising interested cannabis-related business participants to contact additional potential sources of state assistance such as the California Office of the Small Business Advocate, the California Department of Cannabis Control, and the California Department of Tax and Fee Administration.

2.6 CDBG NATIONAL OBJECTIVE REQUIREMENT

Under federal regulations, the use of CDBG funds for microenterprise activities must meet the national objective of low-income benefit. This means that a person who does not have a business in operation yet must be income eligible as defined by the CDBG household income amounts based on family size. This eligibility is documented by way of completion of the program self-certification form by the applicant, which will be verified by the program operator.

If the applicant is not eligible, they may receive a formal letter of ineligibility from the program operator. Ineligible program applicants may be referred to other non-CDBG small business services as available from other local agencies.

2.7 TIME LIMIT ON TECHNICAL ASSISTANCE (TA) PROGRAM SERVICES

Under federal regulations, a program participant may receive services for up to three (3) years, after being verified as an eligible microenterprise (having five or fewer employees). Program services may be provided for less than three years if CDBG funding terminates during a participant's service period. It is expected that most

participants will complete all program services well before the three-year limit. Those participants that repeat services shall have a justification in their file.

2.8 ELIGIBLE TA PROGRAM COSTS

Use of CDBG funds for technical assistance services is restricted to certain eligible costs. CDBG TA service costs are: 1) costs to provide business development workshops or classes restricted to CDBG eligible participants; 2) costs to provide "one-on-one" consulting and technical assistance, 3) costs to provide opportunities for peer networking; 4) providing access to online business training courses and webinars. Due to the County In-House Microenterprise Program design to meet specific needs in the areas of permit assistance, guidance with permitting and entitlement applications and procedures, assistance with accessing financing, help with site selection and development, providing liaison services with County, State and Federal agencies, as well as help with accessing workforce development services. The majority of program costs will be from providing one-on-one technical assistance directly to the microenterprise.

2.9 INELIGIBLE TA PROGRAM COSTS

Unless the County amends the Program to include a Business Assistance Loan Program, Microenterprise "direct financial assistance" costs will not be funded under this program. Direct financial assistance may be provided only under an approved CDBG microenterprise financial assistance program. Direct financial assistance activities are typically any costs associated with day-to-day business operations. These operations costs are ineligible, whether the business is operating out of a private leased commercial space, their home, or a public facility.

Examples of ineligible direct financial assistance costs are not limited to: 1) payment of costs to produce/purchase marketing materials (printing, language translations or professional design costs); 2) payment of marketing ads or distribution of marketing materials; 3) payment of third party costs for website building or hosting; 4) payment of rents / lease payments, utilities or other business fees or operating / overhead expenses; 5) payment of purchasing real property or furniture, fixtures or equipment for the business; 6) payment of any personal or business debt; 7) payment of any cash or wages; 8) paying for credit reports; and 9) paying for loan or grant underwriting services. In addition, no payment of food or drinks offered at the TA classes or other instruction sessions are eligible costs. Cash or like cash payments, undocumented TA costs are not eligible. Microenterprise direct financial assistance such as mini grants to the participant will not be funded under this program.

2.10 OTHER CDBG REQUIREMENTS

There are several federal laws and state requirements that are triggered by use of CDBG funding for a technical assistance services program. The County In-House Microenterprise Program staff will take the lead to ensure compliance with these CDBG regulations. Program staff will consult with state CDBG staff regarding activities where questions arise regarding compliance with federal regulations.

3. PROGRAM MARKETING FOR TA SERVICES

3.1 PROGRAM MARKETING AND OUTREACH

Upon the County receiving Standard Agreement to utilize CDBG PI Program funding, the County will conduct outreach and marketing in the program service area. Grantee staff and/or program operator will work together to implement the marketing plan for the program to outreach to businesses and persons in the

community regarding the availability and accessibility of the TA program. Program staff will arrange local media coverage announcing the program kickoff and use social media to let people know the program is available and how to access it. Periodic program updates and webinar announcements will be posted on the County of Mendocino Facebook page, the County of Mendocino Economic Development Division webpage as well as the local small business association webpages in the county. Virtual presentations will be scheduled for these groups as well as for local commercial banks and lenders to generate referrals.

3.2 EQUAL OPPORTUNITY COMPLIANCE

This program will be implemented in ways consistent with the County's commitment to state and federal equal opportunity laws. No person or business shall be excluded from participation in, denied the benefit of, or be subjected to discrimination under any program or activity funded in whole or in part with CDBG program funds on the basis of his or her religion or religious affiliation, age, race, color, ancestry, national origin, sex, marital status, familial status (number or ages of children), physical or mental disability, sexual orientation, or other arbitrary cause. The County and program operator will ensure that program marketing materials and services are available to those with disabilities. Marketing materials will be translated into common languages of community members (Spanish) based on information from current demographic / census data.

4. PROGRAM APPLICATION APPROVAL

4.1 PROGRAM APPLICATION PROCESSING

Applications will be processed on a first come first served basis. Program staff will accept applications and review them and the income self- certification forms for National Objective low moderate-income eligibility for persons who do not have a business yet, and to ensure that the number of employees meets the definition of microenterprise eligibility for existing business owners. All applications received will be logged and kept on file in accordance with the federal records retention act. Files will be set up for all eligible program participants to document compliance with all CDBG regulations, Department policy, and adopted guideline and all provided TA services. Applicants that do not meet eligibility requirements of the program will be provided information and referral to services dependent on their needs.

4.2 PROGRAM PARTICIPANT / APPLICANT CONFIDENTIALITY

All personal and business financial information will be kept confidential. Program staff will not allow public access to program application documents containing personal protected information. Any applicant or participant information, including confidential income or demographic information, will only be disclosed to persons required to view the information as part of program monitoring or administration oversight. All participant files with personal and business confidential information will be kept in a locked secured storage and not be available to persons outside of the program. If the Division receives a request for public records for an applicant or participant then only non-confidential information, as verified by legal counsel, will be provided.

4.3 PROGRAM DISPUTE RESOLUTION/APEALS PROCEDURE

Any person applying for program services through the CDBG PI program has the right to appeal if their application is denied. The appeal must be made in writing to the County. A written response to the appeal will be provided to the applicant by program staff within 30 days of receipt of the applicant's appeal letter.

Appeals may be sent to:

County of Mendocino Executive Office
ATTN: Economic Development Division
501 Low Gap Rd. Room 1010
Ukiah, CA 95482

4.4 PROGRAM PROHIBITION ON CONFLICT OF INTEREST

In accordance with Title 24, Section 570.611 of the code of Federal Regulations, no member of the governing body and no official, employee, or agent of the local government, nor any other person who exercises policy or decision-making responsibilities in connection with the planning and implementation of the CDBG program shall directly or indirectly be eligible for this program. Exceptions to this policy can be made only after public disclosure and formal approval by HCD upon review of a written request from the Jurisdiction.

4.5 PROGRAM EXCEPTIONS/SPECIAL CIRCUMSTANCES

Exceptions are defined as any action which would depart from policy and procedures stated in the guidelines.

5. PROGRAM TECHNICAL ASSISTANCE SERVICE DELIVERY

5.1 PARTICIPANT ASSESSMENT

Eligible participants will meet with program staff to receive an individualized initial assessment. This assessment process will be done via virtual or face-to-face interview and will include completion of a business needs assessment questionnaire. The initial assessment will result in the development of participant goals and milestones as well as assessment of the business owner's/applicant's strengths and weaknesses and specific needs. A brief scope of work will be prepared based on the needs assessment and will be agreed upon by the program staff and the participant.

5.2 PARTICIPANT SCOPE OF WORK

Based on the completed assessment, program staff will work with the participant to prepare a brief scope of work. The scope will outline the services needed by the participant and give a timeline for scheduling the services and completing the tasks within the scope. The scope of work will outline challenges and expected outcomes from the services and explain how those outcomes will be achieved. The scope of work will clearly state the expectations for the participant and the program and provide an agreement of what the participant and the program staff will do to reach their common goals. Copies of the scope of work will be provided to the participant and included in that person's file for periodic reference.

5.3 TECHNICAL ASSISTANCE VIA ONE-ON-ONE COUNSELING

Business development one-on-one technical assistance services will be offered as needed based on the participant's scope of work. Follow up one-on-one TA services will be provided, as needed, and as determined by the participant's active engagement in the program and the achievement of the goals inherent in the scope of work.

The program operator will document the date and time for each meeting. There will be required sign-in sheets for each meeting to document attendance. Notes on discussions and activities conducted at the meeting will be recorded and provided as documentation of services.

5.4 TECHNICAL ASSISTANCE VIA WORKSHOPS & CLASSES

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Business development classes will be offered when sufficient demand for the classes is present. "Mixed TA classes" (eligible CDBG participants and non-eligible CDBG participants) may be offered by the Grantee or Program Operator.

Some examples of topics for the classes may include: 1) Basics of licensing & permitting small food businesses; 2) Navigating the permitting process for small business signage; 3) The basics of sales taxes for small businesses & how to register for a sales tax permit for your new business; 4) The basics of starting your cottage food-based business. Other classes may be offered based on the needs of the program participants.

5.5 REQUIRED PARTICIPATION AND COMPLETION OF SERVICES

Participants will commit to completion of clearly defined services as outlined in the initial assessment and scope of work. Program staff will commit to providing the services identified in the initial assessment and scope of work. The participant and the County understand that the CDBG microenterprise services are a limited public resource that must, to the greatest degree possible, be used for as many eligible participants as possible.

Therefore, if during receiving services, a participant does not follow through on a consistent basis and attend one-on-one counseling sessions, or fails to make progress toward identified milestones, then the participant may be disqualified from receiving further CDBG microenterprise services. Disqualification will be in writing and fully documented in the participant file.

6. PROGRAM OVERSITE BY THE COUNTY

6.1 PROGRAM OVERSITE

County staff will serve as the formal contact with the Department CDBG PI program representative. County staff will be responsible for implementing the program in a timely manner, securing services of a qualified consultant to assist the county as needed, complete financial and activity reports, and providing microenterprise technical assistance as defined in the Program Overview Section of these guidelines in compliance with CDBG program requirements.

6.2 TRACKING SERVICES PROVIDED TO PROGRAM PARTICIPANTS

Program staff will document County In-House Microenterprise Program activities and services, participate in monthly virtual meetings to review the program status regarding: 1) marketing efforts; 2) applications received; 3) eligible program participants being served; 4) successful Program Participants; 5) demand for different services and need for more resources or partners; 6) review of program tracking forms; 7) review of Department reports and funds request for reimbursement of CDBG services; and 8) preparation for Department monitoring of grant contract and TA services. The County shall keep all personal and financial information in program tracking forms and participant files confidential.

ATTACHMENT A

GRANTEE'S EXECUTED RESOLUTION ADOPTING GUIDELINES

RESOLUTION NO. 25 - _____

RESOLUTION OF THE MENDOCINO COUNTY BOARD OF SUPERVISORS APPROVING THE GUIDELINES TO OPERATE THE COUNTY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDED 2025 MICROENTERPRISE TECHNICAL ASSISTANCE SERVICES PROGRAM

WHEREAS, the County is committed to support and stimulate economic growth by assisting eligible microenterprises in the county with Community Development Block Grant (CDBG) Economic Development Microenterprise Technical Assistance; and

WHEREAS, on February 24, 2025, the Board of Supervisors approved Resolution 25-0207, the County's application to the State Department of Housing and Community Development (HCD) for \$407,385.76 in CDBG funding; and

WHEREAS, on June 26, 2025 HCD approved the County's 2025 CDBG Program Income application which included the Microenterprise Technical Assistance Services Program Guidelines; and

WHEREAS, HCD requires that the Board of Supervisors approve Program Guidelines prior to implementation of the County's Microenterprise Technical Assistance Services Program.

NOW, THEREFORE, BE IT RESOLVED that the Mendocino County Board of Supervisors hereby approves the HCD approved Guidelines to operate the County's CDBG funded 2025 Microenterprise Technical Assistance Services Program.

The foregoing Resolution introduced by Supervisor _____, seconded by Supervisor _____, and carried this day of _____, 2025, by the following vote:

AYES:

NOES:

ABSENT:

WHEREUPON, the Chair declared said Resolution adopted and SO ORDERED.

ATTEST: DARCIE ANTLE
Clerk of the Board

JOHN HASCHAK, Chair

Mendocino County Board of Supervisors

BY: _____
Deputy

I hereby certify that according to the provisions of Government Code Section 25103, delivery of this document has been made.

APPROVED AS TO FORM:
CHARLOTTE SCOTT
County Counsel

BY: DARCIE ANTLE
Clerk of the Board

Deputy

ATTACHMENT B

MENDOCINO COUNTY CDBG MICROENTERPRISE TECHNICAL ASSISTANCE PROGRAM APPLICATION
& SELF CERTIFICATION VERIFICATION FORM

Eligible applicants must meet the definition of a microenterprise, be located within the unincorporated areas of Mendocino County or participating cities and meet specific income eligibility requirements. Please see section 2.5 of the County of Mendocino In-House CDBG Microenterprise Program Guidelines 2025 for further information.

PART I: Participant Information

Participant / Beneficiary Name(s): _____

Address (Home): _____

City: _____ State: _____ Zip Code: _____

- Is this address in the unincorporated areas of Mendocino County? Yes / No

Telephone (business): _____

Telephone (cellular): _____

Email: _____

Name of Business: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

- Is this address in the unincorporated areas of Mendocino County? Yes / No

Only businesses located in the unincorporated areas of Mendocino County or participating cities are currently eligible for this program.

1. What services are you seeking?

- | | |
|--|--|
| <input type="checkbox"/> Start-up Assistance | <input type="checkbox"/> Managing a Business |
| <input type="checkbox"/> Business Plan | <input type="checkbox"/> Business Accounting / Budgeting |
| <input type="checkbox"/> Licensing, Permitting & Regulation Assistance | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Financing / Capital | <input type="checkbox"/> eCommerce |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Other: _____ |

2. Confidential Participant / Beneficiary HUD Demographic Data *(This section is voluntary.)*

Ethnicity (Select One)	<input type="checkbox"/> Not Hispanic	<input type="checkbox"/> Hispanic
------------------------	---------------------------------------	-----------------------------------

Race (Select One)	Multi-Racial (select one)
<input type="checkbox"/> White	<input type="checkbox"/> Native American/Alaskan Nat. & White
<input type="checkbox"/> Asian	<input type="checkbox"/> Asian & White
<input type="checkbox"/> Black/African American	<input type="checkbox"/> Black/African American & White
<input type="checkbox"/> Native American/Alaskan Native	<input type="checkbox"/> Indigenous/Alaskan & Black/African
<input type="checkbox"/> Nat. Hawaiian/Other Pacific Isl.	<input type="checkbox"/> Other:
Other Demographic Data (Select each that Applies)	
<input type="checkbox"/> Female Head of Household <input type="checkbox"/> Participant Disabled <input type="checkbox"/> Veteran <input type="checkbox"/> 62 Years or Older	<input type="checkbox"/> Single / Non-Elderly <input type="checkbox"/> Single Parent Household <input type="checkbox"/> Two Parent Household <input type="checkbox"/> Other:

Part II: Confidential Participant / Beneficiary Income Certification*(Must be completed and signed before microenterprise services are provided)***Income Self Certification**

All participants household income must be at or less than 80% the area median income (AMI) adjusted for family size, as defined by HUD each year, to participate in this program. Participants must sign a self-certification attesting to the income reported in the application.

1) Number of Employees & Owners:

The total number of employee(s) is: _____. The total number of Owner(s) is: _____. Combined Employee(s) and Owner(s) = _____.

2) Number of Family Members & Gross Income:

My total family size consists of _____ members, and the total gross annual income* for all adult members is \$_____.

**Gross annual income must include all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc., but does not include the income of live-in aids, per 24 CFR 5.403).*

I certify that the information given on this form is true and accurate to the best of my knowledge. I am aware that there are penalties for willfully and knowingly giving false information on an application for Federal or State funds, which may include immediate repayment of all Federal or State funds received and/or prosecution under the law. I understand that the information on this form is subject to verification by state and federal personnel as part of compliance monitoring.

Participant / Beneficiary Signature: _____ Date: _____

Participant / Beneficiary Name (print): _____ Date: _____

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-The following section to be completed by County of Mendocino / Program Operator –

Microenterprise Program Information:

Name of Microenterprise Program Operator: County of Mendocino

Source of CDBG funding: ☐ Grant #: _____ - Or - ☐ PI Waiver Fiscal Year: _____

Microenterprise Business Size (# of Employees & Owners) Verification:

- Business has:** ☐ No employees, as the Participant does not have an operating business
☐ Five or fewer employee positions with owners
☐ More than five employee positions with owners (**NOT ELIGIBLE for CDBG ASSISTANCE**)

Microenterprise Participant/Beneficiary Income and Location Verification:

Effective Date of the Income Limit Chart being used: _____

- Family is:** ☐ 30% or less (Extremely Low Income)
☐ 31%-50% (Low Income)
☐ 51%- 80% (Moderate Income)
☐ Over 80% of median income: (**NOT ELIGIBLE for CDBG ASSISTANCE**)

Program Operator must:

- 1)** Print the current HCD Income limits from the HCD website (NOT HUD's); and
- 2)** Circle the applicable family size and annual income on HCD limit printout and place in participant file.
- 3)** Must complete confidential demographic data if participant/beneficiary leaves blank.

Participant / Beneficiary Name: _____

Participant / Beneficiary Physical Home Address: _____ ☐ In Jurisdiction Limits

Business Physical Address: _____ ☐ In Jurisdiction Limits

NOTE: Physical location of business must be in Jurisdiction. If no business, then Participants / Beneficiary must live in Jurisdiction.

Program Operator Certification: *I certify that Participant / Beneficiary demographic data provided is true and correct, to the best of my knowledge. I certify that, using the current HCD annual income publication compared to stated family size and gross income, resulted in the income level indicated above. I certify that the information regarding microenterprise business size is correctly indicated above. I certify that the residency of the Participant / Beneficiary and business address is true and correct per the requirements of 24 CFR 570.486(b) and/or (c) as applicable.*

Note: This completed certification whether Participant / Beneficiary receives microenterprise TA or Support Services or not, must be maintained in the Confidential Program file for review at time of monitoring.

Program Operator Name (printed)

Job Title

Signature: _____

Date: _____

Eligibility is valid until (three years after certification signed) Date: _____

ATTACHMENT C

GRANTEE'S APPLICANT AND PROGRAM PARTICIPANT TRACKING FORMS FOR
TECHNICAL ASSISTANCE

Mendocino County Microenterprise Technical Assistance Program
Program Participant Services Tracking Form (DRAFT)

Participant Name: _____

Type of Business: _____

Services	Services Requested or Planned(x)	Services Provided(x)	Date Services Provided	Method Provided ('')	Service Provider	Verified By	Comments
Start-up Assistance							
Business Plan							
Permits/Licenses/Regulation							
Financial/Capital							
Managing a Business							
Human Resources/Managing Employees							
Business Accounting/Budgets							
Cash Flow Management							
Tax Planning							
Marketing/Sales							
Technology							
eCommerce							
Legal Issues							
Customer Relations							
Other:							

Reviewed By: _____