

MICROENTERPRISE RFP PROCESS FY 2015 – Q & A

WHY IS THE CITY OF TUCSON SOLICITING MICROENTERPRISE PROPOSALS?

- City's emphasis and commitment to economic development activities:
 - Consolidated Plan Goals & Priorities
 - General Plan Goals & Priorities
- Assess community resources and needs, both technical and credit
- Plan for upcoming 5-year Con Plan (July 2015-June 2020)
- Looking to define future economic development goals and integrate these efforts with other community initiatives
- To identify community partners with existing programs, or develop new programs

WHAT TYPES OF ACTIVITIES CAN BE FUNDED THROUGH THIS PROCESS?

- Technical assistance, advice and business services to owners of microenterprises and persons developing microenterprises
- General support to owners of microenterprises and persons developing microenterprises. General support may include such activities as peer support programs, counseling, childcare, or transportation

WHAT IS A MICROENTERPRISE?

The CDBG regulations provide the following definitions:

- A "microenterprise" is a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise
- "Persons developing microenterprises" means persons who have expressed interests in and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed

CAN YOU GIVE SOME EXAMPLES OF MICROENTERPRISES?

- Home-based daycare provider
- Roving automobile mechanic
- Hairdresser serving a neighborhood

WHICH GEOGRAPHICAL AREA CAN WE SERVE?

- Agencies are to primarily serve microenterprises within the city limits of Tucson, with an emphasis on assisting entrepreneurs within the city's target areas – see: <http://cms3.tucsonaz.gov/files/hcd/2014AAPadoptedr.pdf>

HOW DOES A NON-PROFIT CHECK THAT A MICROENTERPRISE OWNER IS OF LOW/MODERATE INCOME?

- The owner of a business may qualify for project assistance if s/he is of low/moderate income. To document the microenterprise owner's income, a self-certification form can be used – guidance and current income limits will be provided to funded agencies. Current DHUD income limits can be found at: <http://www.huduser.org/>

WHAT IF OUR AGENCY WANTS TO ASSIST A MICROENTERPRISE THAT IS NOT OWNED BY A LOW/MODERATE INCOME INDIVIDUAL?

- If the microenterprise owner is not of low/moderate income your agency can still assist the owner, however, the business must meet low/moderate income job creation requirements

HOW LONG ARE PROJECTS FUNDED FOR?

- Contracts with non-profits will be for a one year period, from 7/1/14 – 6/30/15

WHEN ARE PROPOSALS DUE, AND HOW?

- Download a PDF of the proposal at <http://cms3.tucsonaz.gov/hcd/whats-new> .
- Complete the forms, print out a copy, then either e mail it to HCDApplications@tucsonaz.gov or hand deliver it to the Housing & Community Development Department at 310 N. Commerce Park Loop, Tucson, 85745, attention: Elaine Raviele
- Deadline for receipt of proposals is 3:00 p.m. Friday, January 24, 2013

QUESTIONS?

- Elaine Raviele at 837-5324 or Elaine.Raviele@tucsonaz.gov
- Anna Steiner at 837-5317 or Anna.Steiner@tucsonaz.gov