



# COMMUNITY DEVELOPMENT FINANCE AUTHORITY

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MICROENTERPRISE PROGRAM  
SUBRECIPIENT & GRANT ADMINISTRATOR TRAINING  
OCTOBER 21, 2020



# MICROENTERPRISE DEFINITION

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**Microenterprise:** Commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise.

**Persons developing microenterprises:** 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.

## ELIGIBLE ACTIVITIES:

- Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises.
- General support to owners of microenterprises and persons developing microenterprises, including peer support programs, counseling, childcare, or transportation.

# 2020 PARTNER ORGANIZATIONS

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NH Small Business Development Center



# 2020 MICRO AWARDS

Subrecipient	Program Award	Admin Award	Total Award	# of Clients
BEDC	207,500	21,688	229,188	83
NCIC	87,500	9,145	96,645	35
WREN	62,500	6,532	69,032	25
Grafton County Subtotal:	357,500	37,365	394,865	143
HGC	162,500	12,455	174,955	65
REDC	137,500	12,455	149,955	55
SBDC-PTW	117,500	12,455	129,955	47
Cheshire County Subtotal:	417,500	37,365	454,865	167
TOTALS:	<b>\$ 775,000</b>	<b>\$ 74,730</b>	<b>\$ 849,730</b>	<b>310</b>



# “CV” DEPLOYMENT STRATEGY

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Established and effective system to support microenterprises in New Hampshire

Increased demand for technical assistance services due to COVID-19

Filling the gap where other Federal funds were not meeting needs

Building on success of pilot program: \$100,000 donation from Citizens Bank assisted 67 microenterprises adjust to new business environment

Focus on the greatest need: **Grants to help microenterprises** adjust to new business circumstances in the COVID-19 environment



# BUILDING ON SUCCESS

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Distillery invested in essential raw ingredients to drive both hand sanitizer manufacturing and new brewery operations

Bakery improved online presence and create needed product visuals

Florist pivoted business from focus on weddings to Community Supported Agriculture and home deliveries

Juice bar purchased supplies needed to operate as takeout/curbside in COVID-19 environment



# CDBG-CV PROGRAM DESIGN

Direct grants – up to \$2,500 per microenterprise

Must cover costs ‘to prepare for, respond to, or recover from the COVID-19 pandemic’

- Working Capital
- Equipment Purchase
- Operating Expenses
- MINOR Construction/Modification (total cost <\$1,999)

20% of total direct-grant amount for ‘program activity costs’ for providers

# 2020 MICRO-CV AWARDS

Subrecipient	Program Award	Admin Award	Total Award	# of Clients
BEDC	204,000	21,688	225,688	68
NCIC	105,000	9,145	114,145	35
WREN	75,000	6,532	81,532	25
Grafton County Subtotal:	384,000	37,365	421,365	128
Hannah Grimes	150,000	14,365	164,365	50
REDC	240,000	23,000	263,000	80
Cheshire County Subtotal:	390,000	37,365	427,365	130
<b>TOTALS:</b>	<b>\$ 774,000</b>	<b>\$ 74,730</b>	<b>\$ 848,730</b>	<b>293</b>





# COMPLIANCE OVERVIEW

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Family Income Verification Form (FIVF)

DUNS #

Service Agreement

Duplication of Benefits (DOB)

Environmental Review

Business Tracking Spreadsheet

Financial Management



# INCOME VERIFICATION

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## Family Income Verification Form

<https://resources.nhcdfa.org/programs/community-development-block-grant/application/>

Uncertain which form to use? Go here and look up by municipality:

<https://www.huduser.gov/portal/datasets/il.html>



# DUNS#

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Guidance here – easy steps to obtain a DUNS #:

<https://resources.nhcdfa.org/wp-content/uploads/2020/08/FINAL-Instructions-for-Nonprofit-Subrecipients.pdf>

# SERVICE AGREEMENT

## CDBG-CV Microenterprise Direct-Grant Assistance Agreement

### Section 1 (Background Information)

Name of business ("Applicant"): \_\_\_\_\_

Type of business: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Authorized agent: \_\_\_\_\_

Number of employees: \_\_\_\_\_

Total funds sought: \_\_\_\_\_

Defined project: \_\_\_\_\_

### Section 2 (Certifications)

I hereby certify that the following statements are true and correct to the best of my knowledge and belief:

- On behalf of the above business, I seek reimbursement or funds for justifiable expenses of the business's defined project to prevent, prepare for, or respond to COVID-19.
- The above business has completed the duplication of benefit spreadsheet and has not received reimbursement from any other source for the expenses of the defined project.
- The above business agrees to notify (*Microenterprise Assistance Provider*) if additional funds are received and assist (*Microenterprise Assistance Provider*) in recapture of any duplicative benefits.
- The expenses for which reimbursements/funds are sought were incurred between March 1, 2020 and August 31, 2021.
- I have actual authority to act on behalf of the above business.

I understand that funds awarded may be subject to audit, and if any statements contained in this Agreement are not true, awarded funds will be subject to recapture.

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Name and title (print)

### Instructions

**Name of business.** The registered name of the business or, if a sole proprietorship or a common law partnership, the name under which the entity does business.

**Type of business.** Sole proprietorship, partnership, limited partnership, corporation, limited liability company, professional entity, or other form of association.

**DUNS Number.** A unique, nine-digit identifier for a business. DUNS stands for "data universal numbering system," managed by Dun & Bradstreet. Every business must have a DUNS number before it can receive CDBG-CV direct-grant funds. Instructions on obtaining a DUNS# can be found here: [Link to subrecipient form on CDFA website](#)

**Authorized agent.** I am the sole proprietor, or a partner, limited partner, general partner, managing member, member, or shareholder, or an officer, and I am actually authorized to submit this application on behalf of the business.

**Number of employees.** Only Microenterprises are eligible for this program. A microenterprise is defined as a commercial enterprise that has five or fewer employees, one or more of whom owns the enterprise. The term "employee" includes all full-time or part-time employees and all owners of the business on the payroll at the time of intake application (this applies even if all owner's salary draws are not on a regular basis).

**Total funds sought.** Eligible expenses are funds actually or planned to be expended by the Business to prevent, prepare for, or respond to the coronavirus. Total amount requested cannot exceed \$2,500. Of the total requested amount, up to (but not more than) \$1,999 may be used for minor construction activities.

**Defined Project.** The purpose for which the business is seeking funds as defined by the Business and Microenterprise Provider and justified by the federal environmental review process. The defined project cost includes requested microenterprise funds and all other funds needed for project completion



# DUPLICATION OF BENEFITS

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Duplication of Benefit – CDFA Policy:

[https://resources.nhcdfa.org/wp-content/uploads/2020/07/CDBG-CV-Duplication-of-Benefit-Policy\\_FINAL.pdf](https://resources.nhcdfa.org/wp-content/uploads/2020/07/CDBG-CV-Duplication-of-Benefit-Policy_FINAL.pdf)

Duplication of Benefit – CARES Act Programs

<https://resources.nhcdfa.org/wp-content/uploads/2020/07/CARES-Programs-for-CDBG-Grantees-Enterprise.pdf>

Duplication of Benefit Spreadsheet:

<https://resources.nhcdfa.org/programs/community-development-block-grant/application/>



# DOB TIPS

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Read the policy

Potential for Reassessment

DOB training in Early November - All Recipients of CDBG-CV funds.



# ENVIRONMENTAL REVIEW

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24 CFR 58.35(b) Economic development activities, including but not limited to, equipment purchase, inventory financing, interest subsidy, operating expenses and similar costs not associated with construction or expansion of existing operations.

58.35(a) (3). Rehabilitation of buildings and improvements when the following conditions are met:

- 58.35(a) (3) (iii). In the case of non-residential structures, including commercial, industrial, and public buildings:
  - The facilities and improvements are in place and will not be changed in size or capacity by more than 20 percent; AND
  - The activity does not involve a change in land use, such as from non-residential to residential, commercial to industrial, or from one industrial use to another



# BUSINESS TRACKING SS

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ONE Excel Spreadsheet with multiple tabs:

- SFY 2020 Technical Assistance Clients
- SFY 2021 Technical Assistance Clients
- CDBG-CV Direct Grant Clients





CDFA Microenterprise Technical Assistance Program												
Beneficiary Tracking Sheet												
Microenterprise TA Partner:												
CDBG					CDBG-CV					Beneficiary Information		
Beneficiary #	Claim #	Enrollment Date MM/DD/YY	Other Micro Provider? Y/N	If Y, Provider Name	Envrionmental Review MM/DD/YY	Service Agreement MM/DD/YY	DOB Analysis MM/DD/YY	DUNS Number	Direct Grant Amount	Last Name	First Name	Town
1												
2												
3												
4												
5												
6												
9												
8												



# FINANCIAL MANAGEMENT

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Chart of Accounts – separate cost centers for:

- 1) Technical Assistance funds (“regular” CDBG micro funding for TA)
- 2) CDBG-CV Direct Grant funds (flow-thru funds to microenterprises)
- 3) CDBG-CV “Program Activity Costs” – Organization staff time
  - DIRECT ASSISTANCE to help clients navigate direct-grant funding:
    - Getting a DUNS #
    - Calculating DOB
    - Filling out the Service Agreement
  - NOT GENERAL ADMINISTRATION/OVERHEAD
  - NOT “TECHNICAL ASSISTANCE” SERVICES



# GRANT ADMINISTRATION

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Contracts are still being formulated.

## Claim documentation

- Submit via “Dropbox” link (provided by CDFA)
- Two (2) weeks prior to the actual claim submission on GMS

CDFA to review claim materials, set up GMS for full claim



# **NH Community Development Finance Authority**

603.226.2170

[www.nhcdfa.org](http://www.nhcdfa.org)