

BUSINESS PROFILE

City of Minneapolis
Community Planning and Economic Development
Business Technical Assistance Program

*Business picture or
logo here*

2. BUSINESS HIGHLIGHTS:

- Write here some of the business highlights.
- Community involvement
- Certifications obtained
- Accomplishments
- Memberships.

1. BASICS

- Name:
- Industry:
- Number of Employees:
- Sales:
- Years in Operation:
- DBE certified? Yes / No
- Sponsor Organization: (Service provider name)
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3. CONTACT INFO:

- Principal:
- Phone: (00)000-0000
- Email: name@domain.com
- Web: www.name.com
- Address:

4. BUSINESS DESCRIPTION:

- Here a brief description of :
 - The business model
 - Products/ services
 - Industry
 - Management
 - Any other important information.
 - This information can be imported from the business plan.



SPONSOR ORGANIZATION

City of Minneapolis
Community Planning and Economic Development
Business Technical Assistance Program

TECHNICAL ASSISTANCE PROVIDED BY (NAME OF SERVICE PROVIDER ORGANIZATION)

- Date:
- Type of Business Assisted: New Business / Business Growth
- Number of Jobs created:
- Trainings provided:
- Approximate amount of TA hours:
- 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.

BUSINESS TECHNICAL ASSISTANCE PROGRAM





EXHIBIT F
TECHNICAL ASSISTANCE REPORT FORM

BUSINESS TECHNICAL ASSISTANCE PROGRAM

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

Organization Name		Report date:	
Contract #		Prepare by:	
Quarter			

#	Business Name	Business Address	Type of TA	Hours	Consultant	DBE Certified?	Date of Service
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Sample

City of Minneapolis

B-TAP

CDBG Income Verification Form
(Agency Name)

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

1. Name:	First	Last	Gender		
2. Home Address / Business Address	Street		City	State	Zip
			Minneapolis	MN	
DEMOGRAPHIC INFORMATION					
3. Is your family's ethnicity Hispanic or Latino:					
4. Please check ALL race designations appropriate for your family:					

INCOME VERIFICATION					
5. Household size (select size)	3	6. Total Family Income (select level)	Less than \$17,300		

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 certify that the information on this form is accurate and complete. I authorize (agency name) and/or the City of Minneapolis to verify

5. Signed by Participant:	_____	6. Date:	_____
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Warning: Section 1001 of Title 18 of U.S. Code makes it a criminal offense to make false statements or misrepresentations to any Department or