

# Community Development Finance Authority Micro Enterprise Development Forms and Instructions

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Northern Community Investment Corporation (NCIC) is sometimes able to provide *free* services to businesses within our six county region. In order to continue providing these services at no cost to participating businesses and to assist us in offering micro loans to eligible businesses, we must collect some financial information from participating businesses to report back to our funders. In some circumstances these forms can assist your business in securing additional funding for projects that will help you grow or expand your business. ***It is extremely important that we collect these forms from businesses that are or have received assistance from NCIC.***

NCIC must collect two forms for the Community Development Finance Authority; the Economic Development Family Income Verification Form and Attachment IV Beneficiary Outcomes Report. Step by step instructions are provided on the following pages for both of these forms.

## **Economic Development Family Income Verification Form Instructions**

**Step 1:** Fill in *NAME OF BUSINESS* in upper left-hand corner of box. The rest of the information is filled in for you. Skip to *PART I*.

**Step 2:** Under *Number of Persons in Family*, circle the corresponding number that represents the total number of people living in your household—related or unrelated.

**Step 3:** Calculate all income for every person in your household. Moving horizontally across the page from the *Number of Persons in Family* column, circle the corresponding income range for your household size.

NOTE: There are four separate income ranges; *Income Category A*, *Income Category B*, *Income Category C*, and *Income Category D*. The Income Categories vary depending on your household size. As an example, if there are 4 people in your household and combined they earn \$32,400 per year you would circle “\$24,301 to \$35,700” which falls within *Income Category B*. If your household of 4 earns a total of \$62,400 per year you would circle “\$57,101 +” which falls within *Income Category D*.”

**Step 4:** Skip to *PART II*. Circle your corresponding *RACE*, *ETHNICITY*, and any applicable *HOUSEHOLD* information.

**Step 5:** Sign your *Signature* at the bottom of the page. Print your name on the *Printed Name* line, and *Date* the day you have signed the form.

CONTINUE ON TO ATTACHMENT IV BENEFICIARY OUTCOMES REPORT

## **Attachment IV, Beneficiary Outcomes Report Instructions**

**Step 1:** Print your *Name* and *Business Name* in the corresponding section at the top of the page.

**Step 2:** Skip to the *Baseline* column and write in the year of your most recent tax return information. Example: If 2015 is your most recent tax return, your form will read,

“*Baseline (most recent  
tax return info)  
FY 2015*.”

**Step 3:** *Income and Expenses:* Using your most recent tax return information, write in the total *Income and Expenses* your business received and paid in that tax year.

NOTE: If you would prefer to send NCIC your most recent tax return, we can fill this information in for you and return the form for your signature.

Step 4: Net Income: Calculate *Net Income* by subtracting expenses from your income. Example: If your business earned \$100,000 in fiscal year (FY) 2015 and incurred \$75,000 worth of expenses, your *Net Income* would total \$25,000 which is your income minus expenses, or  $\$100,000 - \$75,000 = \$25,000$ .

**REMEMBER, you are only completing information in the *Baseline* column.**

Step 5: Total Debt (loan) Capital Raised: If your business secured any new loans in the fiscal year indicated as the *Baseline*, write in the total amount of the new loan(s) only.

Step 6: Total Equity (investors) Capital Raised: If your business secured any capital from an investor in the fiscal year indicated as the *Baseline*, write in the total amount of the investment.

Step 7: Total Personal Equity Invested: If you put any of your own money (equity) into your business in the fiscal year indicated as the *Baseline*, write in the total amount of personal equity invested.

Step 8: Total Grant Funding Raised: If your business secured any grant funding in the fiscal year indicated as the *Baseline*, write in the total amount of grant funding raised.

Step 9: Have you merged with or purchased an existing business? Y/N: If your business merged with or purchased an existing business in the fiscal year indicated as the *Baseline*, write Y (Yes). If not, write N (No).

Step 10: SKIP CLOSURE QUESTION.

Step 11: FT Positions (including self): Write in the total number of full time jobs (30 hours or more per week) your business had at the end of the *Baseline* fiscal year. Remember to count your spouse or family members if they work in the business.

Step 12: PT Positions (including self): Write in the total number of part time jobs (less than 30 hours per week) your business had at the end of the *Baseline* fiscal year. Remember to count your spouse or family members if they work in the business.

Step 13: Salaries & Wages Paid (not including self): If you pay anyone other than yourself to work at your business, total their salary and wages and write it here.

Step 14: Owners Draw is the amount of money you paid yourself/took home from the business.

Step 15: Satisfaction with Business Performance: Circle only your *Baseline* satisfaction with business performance. (If you are asked to complete this form retroactively—after you have received assistance from NCIC—complete both the *Baseline* and *After Assistance Provided* sections.) This section is based on your own satisfaction and in no way affects your relationship with NCIC or your eligibility to work with us.

Step 16: Satisfaction with Personal Mgmt Performance: Circle only your *Baseline* satisfaction with your personal business management performance. (If you are asked to complete this form retroactively—after you have received assistance from NCIC—complete both the *Baseline* and *After Assistance Provided* sections.) This section is based on your own satisfaction and in no way affects your relationship with NCIC or your eligibility to work with us.

Step 17: Additional Comments: This section is optional. You may write about the assistance you received from NCIC, your impressions/satisfactions with the assistance, staff, or anything else you would like to comment on.

Step 18: Business Owners Signature and Date: Finally, please sign your name and date the day the form was completed.

Step 19: Return both forms to your provider at NCIC by mail, email, or fax.

NOTE: If this information is available for the Year to Date (date service begins) please follow the instructions above to complete column two *Year 1 To Date (as of date services begin) FY 20\_\_\_\_*. If your business receives assistance from NCIC in more than one fiscal year, we will return this form to you to complete columns three and four, *Year 2* and *Year 3* as applicable.