

CCD Microenterprise Regional Business Education Program Intake Form

2270 Aviation Dr., Ste 4
PO Box 1938
Roseburg, OR 97470
(541) 672-6728
Fax: (541) 672-7011



Please complete this application along with the attached Community Facility User Certification Form

Applicant Information

Applicant Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email Address _____

Business Information

If business address is different than from above, please provide business address, city, state, and zip code

What is the current stage of your business?

- ☐ Concept (no current business) ☐ New business (Under 12 months) ☐ Existing (12 months or more)
☐ Other _____

Is your business currently

- ☐ Full Time ☐ Part Time ☐ Seasonal ☐ N/A

Current number of employees including owner?

- ☐ 1 ☐ 2-5 ☐ 5+

Please take a moment to explain your business concept.

What barriers or challenges are you experiencing in starting/operating your business?

Referred by? (Mark all that apply.)

- ☐ CCD or CCD Website ☐ Lender ☐ Business Owner ☐ City ☐ SBDC ☐ Local Economic Development Official ☐ Internet
☐ Chamber of Commerce ☐ Educational Institution ☐ Business Oregon ☐ Newspaper/Radio ☐ Other Client
☐ Other (specify) _____

Applicant Signature _____ Date _____

Please return this form to either the Roseburg or Coos Bay CCD office at:

**2270 Aviation Dr., Ste 4
Roseburg, OR 97470**

**540 Anderson Ave
Coos Bay, OR 97420**

Or e-mail the completed form to: microenterprisecdbg@ccdbusiness.com

CCD IS AN EQUAL OPPORTUNITY PROVIDER

A special thanks to the City of Roseburg for applying for the Community Development Block Grant Funds to make this opportunity possible.

Mission Statement

To encourage economic development, diversify local economies, support industry, and enhance quality of life for all in the region.

Community Facility User Certification Form

The information below is being requested because the City of Roseburg received an Oregon Community Development Block Grant (CDBG) and, as part of the operation of a CDBG funded community facility, must provide the family size and income and ethnicity/race of the persons who use the Microenterprise Assistance Regional Business Education program. Your answers will be treated confidentially.

FAMILY SIZE—The HUD definition of family is, all persons living in the same household who are related by blood, marriage or adoption, this includes any related dependent persons over 65 or working dependent children over 18.

NOTE: A family is not a household. A household is defined as all persons occupying the same housing unit regardless of their relationship to each other. If there is more than one family residing within the housing unit, each family must complete a separate Community Facility User Certification Form.

Check the appropriate box for your family size:

- | | |
|--|--|
| <input type="checkbox"/> Single individual | <input type="checkbox"/> Family of 5 |
| <input type="checkbox"/> Family of 2 | <input type="checkbox"/> Family of 6 |
| <input type="checkbox"/> Family of 3 | <input type="checkbox"/> Family of 7 |
| <input type="checkbox"/> Family of 4 | <input type="checkbox"/> Family of 8 or more |

Annual Family Income—Annual family income is defined as, the total income earned before taxes by all family members, including job earnings (wages, salary, tips, bonuses, commissions), interest, dividends, child support, alimony, welfare, social security, disability, unemployment, retirement payments, net income from business activities, farms, rents, royalties, trusts, estates, and any other income received regularly by all family members.

Check the appropriate box for your family's annual total gross income *before taxes* for the most recent tax reporting year.

Coos and Curry County Residents

	Annual Gross Income		Annual Gross Income
	\$0 to \$34,400		\$53,050 to \$57,000
	\$34,400 to \$39,300		\$57,000 to \$60,900
	\$39,300 to \$44,200		\$60,900 to \$64,850
	\$44,200 to \$49,100		\$64,850 or more
	\$49,100 to \$53,050		

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Douglas County Residents

	Annual Gross Income		Annual Gross Income
	\$0 to \$35,000		\$54,000 to \$58,000
	\$35,000 to \$40,000		\$58,000 to \$62,000
	\$40,000 to \$45,000		\$62,000 to \$66,000
	\$45,000 to \$50,000		\$66,000 or more
	\$50,000 to \$54,000		

Ethnicity and Race—As a person who uses a Community Facility funded by an Oregon Community Development Block Grant, you are asked to **voluntarily** respond to the Ethnicity and Race items below. If you do not provide responses, the operator of the community facility is **required** to supply responses based on their determination of your ethnicity and race.

Check the appropriate box of your **ethnicity**: ☐ Hispanic ☐ Not Hispanic.

Check the appropriate box of your **race**:

- ☐ White
☐ Black/African American ☐ Asian
☐ American Indian/Alaskan Native
☐ Native Hawaiian/Other Pacific Islander ☐ Two or more races
☐ Other

Signatures and Certifications—This information is subject to verification by the grant recipient, Business Oregon or the U.S. Department of Housing and Urban Development officials.

- **Community Facility User** (Person that completed this form)—By my signature below on this Community Facility User Certification Form, I am certifying that the information provided is valid and accurate.

Signature

Date

- **Community Facility Organization** (Entity that collected the information from the user)—**CCD Business Development Corporation** has reviewed the supporting documentation provided by the community facility user and has determined that the user:

____ **Meets** the HUD requirements contained in the most current Method of Distribution.

____ **Does Not** meet the HUD requirements contained in the most current Method of Distribution.

Signature

Date

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