

MANAGEMENT TECHNICAL ASSISTANCE

The Management Technical Assistance (MTA) Program offers small business owners the opportunity to work with experienced consultants at NO COST. This is made possible by a Community Development Block Grant sponsored by the U.S. Housing and Urban Development Department.



SERVICES PROVIDED BY MTA

Accounting and Finance

- Accounting Systems
- Break-even Analyses
- Working Capital Needs
- Operational Reporting Systems and Procedures

Loan Packaging / Public and Private Procurement

- Financial Statements
- Loan Applications
- Cash Flow Analysis
- Public and Private Procurement – Feasibility, Bid Proposals, MWSBE Program

General Business and Marketing

- Business Plans / Needs Assessment
- Business Risk Assessments
- Quality Control
- Marketing/Social Media/Branding
- Web Enhancements

Information Technology

- Design and Development of Information Technology Systems
- Challenges and Resolutions
- Reporting Systems and Procedures
- Cyber Security

Human Resource Planning and Workforce Development

- Recruitment and Retention
- Training and Productivity
- Organization Development
- Benefits and Compensation



ELIGIBILITY FOR MTA

To be eligible for the MTA Program, the business must be located in the city of Phoenix. Also, the business must meet at least one of the following qualifications:

- Business is a micro enterprise (fewer than 5 employees) and the owner is considered to have low or moderate income.
- Business is located in a low-mod census tract and owner agrees to expand with the help of this program by creating a job for a low/moderate income individual within two years of receiving management technical assistance.
- Any business willing to create permanent, full-time jobs for low-income residents of the area.

Apply for MTA online at phoenix.gov/NSD and click on Neighborhood Revitalization

For more, contact Jesse Garcia with the Neighborhood Services Department at 602-261-8697 or jesse.garcia@phoenix.gov.



MANAGEMENT TECHNICAL ASSISTANCE (MTA) CLIENT PROGRAM APPLICATION

For assistance, please call MTA Program at 602.534.4444 or email: mta@phoenix.gov

Business owner to complete. Please PRINT or TYPE.		NAICS CODE	
TODAY'S DATE :		COUNCIL DISTRICT	
BUSINESS NAME :		CENSUS TRACT	
COMPANY'S LEGAL STATUS:			
BUSINESS DESCRIPTION:			

BUSINESS ADDRESS				
Street Address	Suite, Unit, Floor	City	State	Zip Code

BUSINESS OWNER'S HOME ADDRESS				
Street Address	Suite, Unit, Floor	City	State	Zip Code

PRINCIPAL OWNER (S)				
First	Last	Gender		% Ownership
		Female <input type="checkbox"/>	Male <input type="checkbox"/>	%

PRINCIPAL CONTACT		
First	Last	Title
Web Site Address:		Business Telephone No.:
E-Mail:		Home Telephone No.: Fax No. :

BUSINESS DATA						
Business Type	<input type="checkbox"/> Retail	<input type="checkbox"/> Service	<input type="checkbox"/> Wholesale	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Construction	Start date (year)
Have you or are you now working with a business assistance provider?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, whom?			
Are you currently providing services to the City of Phoenix?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you own or lease your property?			
If no, are you interested in procurement opportunities at the City?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What is the square footage?			
Are you certified as an S/DBE with the City of Phoenix?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	What is the average hourly salary?			
If not, would you like to receive information about the process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you considering expansion?			Yes___ No___
# Current employees, including owner(s) # full-time (40 hours or more per week) employees # part-time (less than 40 hours per week) employees	<input type="checkbox"/>	Small Business Enterprise (SBE)			Expires:	
	<input type="checkbox"/>	Disadvantaged Business Enterprise (DBE)			Expires:	
	<input type="checkbox"/>	Other Federal Program Certifications:			Expires:	
	<input type="checkbox"/>					

Please describe the business problems/issues you'd like to address with a consultant from the MTA program.

The City of Phoenix MTA Program is funded through a grant from the United States Department of Housing and Urban Development.

**Please return this application via U.S. Mail or fax to: MTA Program, City of Phoenix,
Neighborhood Services Department, 200 West Washington Street, 4th Floor,
Phoenix, AZ 85003-1611
Phone 602.534.4444; Fax 602.534.1555; Email: mta@phoenix.gov TTY 7-1-1 Friendly**

**COMMUNITY DEVELOPMENT BLOCK GRANT/MANAGEMENT TECHNICAL ASSISTANCE
PROGRAM AGREEMENT**

The purpose of this program is to assist low and moderate income individuals. If you hire an employee as a result of the technical assistance provided, we ask that you make your best effort to hire a low/moderate income individual.

Please fill out this page in its entirety. Incomplete applications cannot be processed.

This program is funded in full by a U.S. Department of Housing and Urban Development (HUD) grant, administered through the City of Phoenix. The primary intent of this program is to assist low and moderate income individuals. To be eligible for this program you must meet one of the following criteria:

1. You agree to expand your business with the help of this program in order to create a job for a low/moderate income individual.
- or
2. You are a micro-enterprise owner with 5 or fewer employees and you are considered low or moderate income.

Please consider total **family** income when determining income eligibility.

2017 Income Limits	1 Person	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household	7 Person Household	8 Person Household
80% of Median	37,100	42,400	47,700	52,950	57,200	61,450	65,700	69,900

Please check one box to indicate your race from one of the 10 options below:

White	American Indian/Alaskan Native & White
Black/African American	Asian and White
Asian	Black/African American and White
American Indian/Alaskan Native	Am. Indian/Alaskan Native and Black
Native Hawaiian/Other Pacific Islander	Other Multi-Racial

PLEASE CHECK ONE BOX HERE ALSO: Additionally, do you consider yourself of Hispanic heritage? Yes No

The entire household's income should be considered when determining low and moderate income. A person is considered low/moderate income if their **Household Income is less than 80% of the Median Income.**

Please indicate the number of people in your household _____ and check your total annual family income range:

\$ 1 - \$ 37,100 ___ \$ 47,701 - \$ 52,950 ___ \$ 61,451 - \$ 65,700 ___
 \$ 37,101 - \$ 42,400 ___ \$ 52,951 - \$ 57,200 ___ \$ 65,701 - \$ 69,900 ___
 \$ 42,401 - \$ 47,700 ___ \$ 57,201 - \$ 61,450 ___ \$69,901 - over ___

Does your business plan to create a new job in the next 2 years? Yes No

If yes, please indicate the title of the position(s) to be created and hourly wage: _____
Title Wage

Please check the box which describes your eligibility for this program:

- Your business will create a job for a low or moderate income person within the next two years.**
- Business is located in the Poverty Census Tract (PCT) and will create a job. [Click here to see the map.](#)**
- You are a low to moderate income with micro enterprise ownership (5 or fewer employees). [***Please provide last year's tax record or pay stubs with this application to substantiate your eligibility.](#)**

The City of Phoenix and/or HUD staff will periodically verify income of the business owner and any employees whose jobs were created as a result of the technical assistance provided. Verification can include tax records or pay stubs.

If your business is unable to fulfill this requirement, you may not be eligible for future economic development programs offered through the city of Phoenix.

By signing below you certify that you have answered the questions above accurately and that you understand the terms of the assistance provided to you. Please feel free to call with any questions regarding this form: Jesse Garcia, City of Phoenix, Neighborhood Services Department 602.261.8697. This information is required for reporting and documentation purposes only.

Print Name of Business Owner

Date

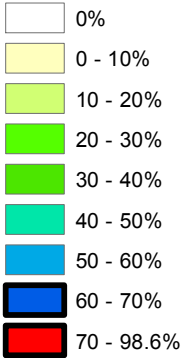
Business Owner's Signature

Referred by (if known)

Census Tracts & Block Group Numbers

70% or More Low to Moderate Income HUD Criteria Map

Low to Moderate Income



Freeway

Census Block Groups 70% or More Low to Moderate Income (HUD Criteria)

Notes:

- 1) Large yellow single digit numbers are the block group numbers. Orange outlines fit the HUD criteria.
- 2) The smaller yellow six digit numbers are the tract numbers. Red areas fit HUD criteria.
- 3) By adding for example "114400" tract with a number "2" block group, the official tract-block group number is "1144002".

