**Microenterprise
Supporting Documents List:**

Each of the items listed below are associated with an individual question within the CFA Portal.

REQUIRED

Program Information:
___ Program Design Plan,
___ Draft program application and other application forms that are to be completed by each program beneficiary
___ List of Grant Committee members and experience (Grant committee is a panel chosen by the applicant to review grant applications and to make recommendation and/or approval of grant award)
___ Entrepreneurial Training Program Syllabus
___ Draft CDBG Grant Agreement (Agreement between Recipient and Microenterprise)

Project Budget Related Documents:
___ Commitment Letter(s) from all other funding sources, including proposed terms
___ Documentation of unsuccessful attempts at pursuing non-CDBG funding sources (if applicable)
___ Documentation for all third-party costs (Applicants proposing Microenterprise projects that include soft costs such as classroom instruction, technical assistance to businesses, marketing, etc. must provide supporting cost documentation)

Compliance with Citizen Participation requirements:
___ Copies of public hearing notices to demonstrate compliance with Citizen Participation requirements.
___ Affidavit of Publication, Meeting Minutes, and List of Attendees

Civil Rights
___ Fair Housing Statement/Documentation
___ Section 3 Plan

Certifications:
___ Applicant Certification

Other Supporting Documentation (as applicable):
___ Documentation from the business owners interested in participating in the program
___ Written Documentation of Support for the Project
___ If businesses are identified in the application, business plan, with resumes of principles, market analysis, marketing strategy, and impact on local competitors
___ Program Income Report
___ Documentation of attempts to pursue non-CDBG funding