# **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

#### General Business and Marketing

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

#### Human Resource Planning and Workforce Development

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

#### Loan Packaging / Public and Private Procurement

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

#### Information Technology

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



### **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.