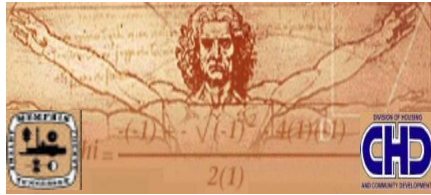


THE RENAISSANCE BUSINESS CENTER CONTRACTORS ASSISTANCE PROGRAM

Questions and Answers



**Honorable Willie W. Herenton
Mayor, City of Memphis**

**Robert Lipscomb, Executive Director, MHA
Director, HCD**

**Beverly A. Goines, Administrator
Renaissance Business Center**

**555 Beale Street
Memphis, TN 38103
Tel: (901) 526-9300**

1. What is the Contractors Assistance Program (CAP)?

Answer: The City of Memphis Division of Housing and Community Development (HCD) has established the Contractors Assistance Program (CAP) to provide technical assistance, classroom training and lending programs for small and/or minority contractors. The three (3) major components of the CAP Program are:

- Technical Assistance
- Bonding/Insurance and State Licensing Programs
- Contractors Revolving Loan Fund

2. What is the primary goal of the Contractors Assistance Program?

Answer: The primary goal of the Contractors Assistance Program is to assist small and minority contractors in becoming stronger “competitors” in the local construction industry.

3. Who are the service providers associated with the Contractors Assistance Program?

Answer: The City of Memphis HCD Division has established partnerships with several service providers to assist in the implementation of the technical assistance, training and lending programs. Listed below are the providers:

- C.P. Brown & Associates, L.L.C.
- Pete Mitchell, Inc.
- AFRAM Corporation
- Southeast Community Capital
- Memphis Area Minority Contractors Association (MAMCA)

4. Who is eligible to participate in the Contractors Assistance Program?

Answer: The CAP Program is an initiative of the City of Memphis, thus it is for the benefit of residents and businesses located within its geographical boundaries. Other service provider programs include boundaries set by the county, state and federal government districts.

5. What assistance is offered to small and minority contractors who participate in the CAP Program?

Answer: The Contractors Assistance Program provides a variety of technical assistance services that include one-on-one counseling, general contractors licensing assistance, various training classes, short-term contract financing, and bonding and insurance programs.

6. Where can I get more information on the Contractors Assistance Program?

Answer: The Renaissance Business Center (RBC), our one-stop-shop, provides accessibility to the Contractors Assistance Program and more. Other resources are available for contractors at the RBC include a map room for reviewing plans and bid documents. Internet access to procurement websites is also available.

We are located at 555 Beale Street, near downtown Memphis. Business hours are from 8:30 a.m. to 5:00 p.m., Monday - Friday.

7. What types of technical assistance are available under the Contractors Assistance Program?

Answer: The Contractors Assistance Program offers technical assistance that includes but may not be limited to the following:

- Estimating and bidding
- Obtaining job specifications
- Job cost controls and financial management
- The planning and scheduling process
- Assistance for inter-facing with other business development and procurement programs
- Information and referrals for public and private sector contractors and contract opportunities
- Dissemination of information on local Disadvantage Business Enterprise (DBE) research legislation, issues and initiatives
- Procurement of professional services
- Compliance with applicable state and Federal safety requirements
- Marketing
- Project Management
- Contract Licensing

8. What types of lending programs are there available for small and minority contractors under the CAP Program?

Answer: The City of Memphis has set aside a pool of funds under the CAP Program known as the Contractors Revolving Loan Fund. The fund is designed to provide small and minority contractors a short-term line of credit to be used for purchase order financing.