

1. Introduction

Help us make the case for the great services you provide and the impact you're having in your communities by completing OMEN's 2011-2012 Resource Guide and Membership Directory Survey. OMEN will create your listing in the 2011-2012 Resource Guide and Directory based on the information your organization provides in this survey. Your organization will receive up to one full page listing in the Directory, which will be printed and distributed widely to entrepreneurs throughout Oregon and published online on OMEN's website, www.oregon-microbiz.org. OMEN will use the data collected from this survey to:

- inform policy efforts undertaken by OMEN and its members, all of whom are concerned with developing and advocating for the microenterprise field;
- promote microenterprise as a significant local and statewide economic development strategy;
- provide funders and investors with a better understanding of market trends and how they can support the field; and
- allow you to place your experience in context with that of peers statewide.

A high response rate yields more valid and valuable data for the microenterprise industry. To that end, we appeal you to take a few minutes to complete the survey and we thank you for your kind support and timely response. To view a PDF of this survey, copy and paste this URL into your browser:

<http://www.surveymonkey.com/s/OMEN2012ResourceGuideSurvey>. We recommend gathering your data prior to starting the survey to ensure that information is entered as accurately as possible.

The survey covers the following information:

Contact Information (2 questions)

Information about your organization (16 questions)

Client Information (8 questions)

Microlender Information (10 questions).

There are 36 questions in all and we anticipate it will take less than 20 minutes to complete the survey. If you have any questions or difficulties with the survey, please email directory@oregon-microbiz.org or call Kelsey at 503-546-9913.

Survey completion deadline: March 31, 2011.

To encourage survey participation, the first three organizations to complete the survey will each receive 50% off of one registration for the 2011 Oregon Summit on Entrepreneurship.

2. Contact Information

1. Contact information for survey respondent

Name:	<input type="text"/>
Company:	<input type="text"/>
Address:	<input type="text"/>
Address 2:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text" value="6"/>
ZIP:	<input type="text"/>
Country:	<input type="text"/>
Email Address:	<input type="text"/>
Phone Number:	<input type="text"/>

2. Client contact information

Your Organization's Website	<input type="text"/>
Name of Primary Client Contact	<input type="text"/>
Title of Primary Client Contact	<input type="text"/>
Email address	<input type="text"/>
Name of Other Client Contact	<input type="text"/>
Title of Other Client Contact	<input type="text"/>
Email address	<input type="text"/>

3. Information Regarding Your Organization

3. Organization type—Please choose the best description of your organization:

- CDFI
- Government Agency
- SBDC
- CDC
- nonprofit microenterprise service provider
- for profit microenterprise service provider

Other (please specify)

4. What year was your organization founded?

5. Mission statement of your organization (100 words maximum):

6. Is your program primarily credit-led (provides loans) or training-led (provides workshops, classes, other training programs)?

credit-led

training-led

7. General description of program services (200 words maximum):

8. Services Provided—check all that apply

- Business Plan Training
- Cooperative Development
- Personal Counseling
- Business Consulting
- IDAs for Microenterprise
- Business Incubator
- Bilingual Services
- Loan Packaging
- Microloans
- Loans other than Microloans
- Mentoring
- Office Services
- Peer Networks
- Topical Workshops
- Other (please specify)

9. Does your organization charge fees, and if so how?

10. Proportion of your program serving rural or urban clients:

Rural %

Urban %

11. What is the geographic area your organization serves?

12. Please answer based on data as of 12/31/10.

Annual agency operating budget:

13. Please answer based on data as of 12/31/10.

Annual operating budget for microenterprise program (if different):

14. Please answer based on data as of 12/31/10.

Sources of funding for operating budget (please indicate percent of total operating funds for those that apply—percentages should total to 100):

- % Federal government sources
- % Local or state government sources
- % Income from program activities
- % State government sources
- % Private sources (including foundations)

Other (please specify)

15. Total number of paid staff:

Full time

Part time

16. Total number of paid staff devoted to microenterprise:

Full time

Part time

17. What are some achievements from 2010 that you would like to highlight? (200 words maximum)

18. Is there any other information about your organization that you would like to include in the listing? (100 words maximum)

4. Client Information

19. Total number of participants served in 2010 (Participants = individuals who received any services from the organization, even a short workshop session):

Number of Participants

20. Total number of clients served in 2010 (Clients = individuals who had an active, outstanding loan and/or received at least ten hours of training or technical assistance):

Number of Clients

21. Please estimate what percentage of your clients fall into the following categories (do not enter "%" sign and totals do not need to equal 100%):

- Ethnic Minorities
- Immigrants or Refugees
- Low-income based on 80% of HUD income limits
- People with Disabilities
- Rural
- TANF Recipients
- Women
- Businesses with more than 5 employees

Other (please specify)

22. What percentage of your clients in 2010 were start-up businesses? (Pre-venture or generating revenues for twelve months or less)

%

23. What percentage of your clients in 2010 were existing businesses? (Generating revenues for at least twelve months)

%

24. How many new businesses did your clients create in 2010? (This means new businesses that were created and began operating in 2010 and should not include clients whose businesses existed previous to 2010)

#

25. How many new jobs were created in 2010 by the businesses your program assisted?

#

26. How many jobs were retained in 2010 by the businesses your program assisted?

#

5. Microlender information

27. Total number of loans requested in 2010:

#

28. Total number of loans issued in 2010:

#

29. Total number of borrowers served in 2010:

#

30. Total amount loaned in 2010:

\$

31. Loan capital amount available to lend in 2010:

\$

32. Average loan size in 2010:

\$

33. Average interest rate:

%

34. Smallest loan amount considered:

\$

35. Largest loan amount considered:

\$

36. Range of loan terms:

Thank you for completing the OMEN 2011-2012 Resource Guide and Membership Directory Survey!