

NORTH DELTA PLANNING AND DEVELOPMENT  
DISTRICT, INC

MISSISSIPPI SMALL BUSINESS  
ASSISTANCE PROGRAM

APPLICATION PACKAGE

For More Information Contact:  
James Curcio or Darrell Dixon  
Post Office Box 1488  
Batesville, MS 38606  
(662) 561-4100  
(662) 561-4112 fax  
[www.ndpdd.com](http://www.ndpdd.com)

**GUIDELINES AND ELIGIBILITY REQUIREMENTS FOR THE  
MISSISSIPPI SMALL BUSINESS ASSISTANCE LOAN PROGRAM (MSBAP)**

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|--|--|
| <p><b>Purpose and Regulatory Authority</b></p>   | <p>The MSBAP is designed for the purpose of promoting job creation and small business development by providing low interest loans to small businesses.</p> <p><i>Pursuant to the Mississippi Code of 1972 as amended at ' 57-10-501, the MSBAP is administered by the Mississippi Department of Economic and Community Development, Post Office Box 849, Jackson, Mississippi, 39205.</i></p>  |
| <p><b>General Eligibility Requirements</b></p>   | <p>To be eligible for assistance, a small business must be a commercial enterprise with fewer than 100 full time employees, less than \$2 million in net worth or less than \$350,000 in net annual after tax profits during two of the last three years. As a result of the financial assistance, the business must provide evidence that it will create or retain full time jobs. At least 60% of the small business must be owned by individuals who have been residents of Mississippi for the past two years. Applicants must be creditworthy.</p>  |
| <p><b>Loan Criteria</b></p>                      | <p>MSBAP funds may be used to finance up to 50% of the total project costs to a maximum of \$250,000. Loan proceeds may be used for the start up or expansion of a small business and may be used to purchase fixed assets or inventory or to provide working capital, however, no more than one-third of the total loan proceeds may be used for working capital. Other funding sources must be secured to cover the remaining project costs. The applicant must have equity in the project.</p> <p>No small business shall receive assistance under the program in excess of \$250,000.</p> <p>The maximum interest rate which may be charged is 4% above the Federal Reserve Discount rate and is fixed for the life of the loan. The terms of repayment relate to the use of proceeds, but may not exceed 15 years.</p> <p>Adequate collateral must be pledged to secure the loan. Appropriate insurance and personal guaranties will be required.</p> |
| <p><b>Restrictions</b></p>                       | <p>Small businesses that are not eligible to participate in the program include charitable or non-profit enterprises, forms of media through which editorial opinions may be expressed, or businesses engaged in lending, directly or indirectly.</p> <p>Loan proceeds may not be used to payoff existing debt, to finance property held primarily for sale or investment, to provide funds for speculation in any kind of property, or as loans to owners or stockholders of the business.</p>  |
| <p><b>Application Process and Procedures</b></p> | <p>North Delta PDD will accept completed applications any weekday between the hours of 8:00 a.m. and 4:30 p.m.. Application deadlines are as follows: January 5<sup>th</sup>, March 5<sup>th</sup>, May 5<sup>th</sup>, July 5<sup>th</sup>, September 5<sup>th</sup>, October 20<sup>th</sup>. NDPDD staff will notify the applicant when the loan has been approved or disapproved. The applicant is normally phoned the morning after the committee meeting with a letter following shortly thereafter.</p>   |
| <p><b>Loan Closing Procedures</b></p>            | <p>If you are a successful applicant and receive an approval letter you are required to provide all items listed in the letter of conditions before the loan can be closed.</p>  |
| <p><b>Applicable Fees</b></p>                    | <p>Applicants are charged a one time credit report fee of \$20.00. Applicants are also responsible for all cost of closing the loan including a 1% fee to be paid to North Delta PDD.</p>  |

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**NORTH DELTA PLANNING AND DEVELOPMENT DISTRICT, INC.**  
**REVOLVING LOAN PROGRAM (NDPDD/RLF)**  
**POST OFFICE BOX 1488**  
**BATESVILLE, MISSISSIPPI 38606**

I. INFORMATION ON BUSINESS TO BE ASSISTED.

A. Date Submitted: \_\_\_\_\_

B. Name (Individual): \_\_\_\_\_

C. Name (Business): \_\_\_\_\_

Business Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Address:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

D. Nature of Business: \_\_\_\_\_

E. Federal Identification and Social Security Numbers: \_\_\_\_\_

F. Telephone Numbers: Business: \_\_\_\_\_ Fax: \_\_\_\_\_ Home: \_\_\_\_\_

G. Name of Principal Contact: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

H. Participating Bank: \_\_\_\_\_

Loan Officer: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

I. Do you have any immediate relatives on staff or on the Board of Directors of the North Delta Planning & Development District, Inc. (current or within the past two years)? Immediate relative is defined as spouse, parent, child, or sibling of the applicant.

Yes: \_\_\_ No: \_\_\_ **\*\*If you answered yes to this item you are not eligible to apply. \*\***

**II. REQUIRED ATTACHMENTS:**

All personal and historical financials must be accompanied by an accountant's compilation report.

A. Business Structure: \_\_\_ \*Corporation \_\_\_ \*\*Partnership \_\_\_ Sole Proprietor

\*If business is a corporation, attach articles of incorporation corporate resolution giving authority to borrow funds on behalf of corporation and a Certificate of Good Standing from the office of the Secretary of State.

B. Business Plans (typed) are to be included on all applicants (new and existing businesses). (If the applicant is a new business, provide a detailed description of the proposed business. If the applicant is an existing business, provide a history of the business and the basis for the expansion)

C. Resume(s) of principal officers.

D. Current personal financial statement of each principal with 20% or more (not more than thirty days old) and past three years Federal Tax Returns. Joint personal financial statements are required, when applicable.

- E. For an existing business, include company financial statement, balance sheets, a profit and loss statement for three years, Federal Tax Returns, include two years= projected balance sheet, profit and loss statement and cash flow statement.
- F. For a start-up business, two years= projected balance sheet, profit and loss statement and cash flow statement.
- G. Lease agreement.
- H. Evidence of Hazard Insurance.
- I. Documentation of applicant=s cash contribution to project.
- J. Description of collateral offered.
- K. Breakdown of costs associated with the purchase of land, buildings, machinery, equipment, furniture, fixtures, inventory and renovations. Cost estimates to support amounts requested for each category.
- L. Bank commitment letter for their portion of project.
- M. List of ownership - include anyone having 20% or more ownership in business.
- N. Acknowledgment and Job Commitment Certification form (attached).
- O. Completed credit consent form and a check or money order payable to North Delta PDD in the amount of \$20.00 (attached).
- P. Maps of the project area.

**III. PROJECT INFORMATION:**

- A. Is this a start-up (New) or existing business? \_\_\_\_\_
- B. Date business was established: \_\_\_\_\_
- C. Have you or your business declared bankruptcy in the past seven years?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_ (If you marked yes, please explain on separate sheet.)
- D. Have you ever applied for assistance through North Delta? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you marked yes, please explain outcome on separate sheet.)
- E. Are your taxes current? Yes: \_\_\_\_\_ No: \_\_\_\_\_
- F. Total Cost of Project: \$ \_\_\_\_\_
- G. Total NDPDD/RLF Dollars Requested: \$ \_\_\_\_\_
- H. Job Impact (Full time equivalent): Retained \_\_\_\_\_, Created \_\_\_\_\_, Total \_\_\_\_\_
- I. Annual Income (all sources): \_\_\_\_\_

**IV. PROJECT FINANCING:**

A. Source and Use of Funds:

|   | USE                                      | SOURCE |      |        |       |       |
|---|--|--------|------|--------|-------|-------|
|   |  | NDPDD  | BANK | OTHER* | OWNER | TOTAL |
| 1 | LAND ACQUISITION                         |        |      |        |       |       |
| 2 | LAND IMPROVEMENTS                        |        |      |        |       |       |
| 3 | PURCHASE AND/OR REMODEL                  |        |      |        |       |       |
| 4 | NEW CONSTRUCTION                         |        |      |        |       |       |
| 5 | EQUIPMENT                                |        |      |        |       |       |
| 6 | FURNITURE AND FIXTURES                   |        |      |        |       |       |
| 7 | WORKING CAPITAL                          |        |      |        |       |       |
| 8 | INVENTORY                                |        |      |        |       |       |
| 9 | <b>TOTAL</b>                             |        |      |        |       |       |
|   | <b>*Identify Other Source of Funding</b> |        |      |        |       |       |

**V. LOAN REQUEST SUMMARY:**

|    |                             | NDPDD | BANK | OTHER* | OWNER | TOTAL |
|----|-----------------------------|-------|------|--------|-------|-------|
| 1. | <b>Amount</b>               |       |      |        |       |       |
| 2. | <b>Term (years)</b>         |       |      |        |       |       |
| 3. | <b>Rate (%)</b>             |       |      |        |       |       |
| 4. | <b>Monthly Debt Service</b> |       |      |        |       |       |

**VI. SUMMARY OF COLLATERAL:**

|    | ITEM         | VALUE | BALANCE | EQUITY | TOTAL |
|----|--------------|-------|---------|--------|-------|
| 1. |              |       |         |        |       |
| 2. |              |       |         |        |       |
| 3. |              |       |         |        |       |
| 4. |              |       |         |        |       |
| 5. |              |       |         |        |       |
| 6. |              |       |         |        |       |
|    | <b>TOTAL</b> |       |         |        |       |

As an authorized agent of the applicant company, I have stated that everything in the application and information submitted along with the application is true and correct.

\_\_\_\_\_  
**Signature**                      **Title**                      **Date**

*In order for this application to be processed all questions must be answered, all requested items must be supplied, and all blanks must be completed. Please call James Curcio or Darrell Dixon for an initial appointment before completing the application.*

**Small Business Development Centers**

James Carden, Director  
Small Business Development Center  
B 19 Jeanette Phillips Drive  
Post Office Box 1848  
University, Mississippi 38677  
662-915-1291  
[umsbdc@olemiss.edu](mailto:umsbdc@olemiss.edu)  
[www.mssbdc.org](http://www.mssbdc.org)

**CONFLICT OF INTEREST STATEMENT:**

A member of the Qualified Entity's board of directors, employees of the Qualified Entity or their immediate family members are ineligible for assistance under this program. Immediate family members are defined as a spouse, parent, child or sibling of the applicant. To be eligible for funding, former board members or employees must have vacated their position with the Qualified Entity no less than twelve (12) months prior to applying for assistance. The undersigned certifies that he or she is not aware that any conflict of interest exists.

\_\_\_\_\_  
Signature of Applicant                      Date

**STATEMENT OF NON-DISCRIMINATION**

The undersigned certifies that he or she will not engage in discrimination against any employee or applicant for employment because of race, religion, color, national origin, sex or age.

\_\_\_\_\_  
Signature of Applicant                      Date

**JOB COMMITMENT CERTIFICATION**

The undersigned representative of \_\_\_\_\_ does hereby certify that, within twenty-four months from the date financial assistance is received through the Small Business Assistance Loan Program, the company will create \_\_\_\_\_ net new full time equivalent jobs at the company's location in \_\_\_\_\_ County, Mississippi. The borrower acknowledges that failure to do so without acceptable reasons shall give the Planning and Development District or Qualified Entity the option of declaring the loan in default and demanding payment in full.

The company further agrees that it will respond in a timely manner to any requests by the Planning and Development District or Qualified Entity to provide verifications of employment.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone #: \_\_\_\_\_

## CREDIT CONSENT FORM

North Delta Planning and Development District, Inc. is hereby authorized to obtain credit information deemed necessary in its evaluation of a proposed loan. The credit report will remain on file for the life of the loan and NDPDD may obtain a credit report whenever it deems necessary. As a part of the application, certain state agencies, federal agencies or participating organizations may require a copy of the applicant's credit report. The undersigned acknowledges and authorizes the Planning and Development District or Qualified Entity to obtain credit information and provide this information to the appropriate agencies as may be required as part the application process. The undersigned acknowledges that all documents submitted to the Planning and Development District become the property of the PDD and will not be returned.

Signed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Name of Borrower: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Street Address (Business): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Street Address (Home): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Cell / Pager Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

**There is a one-time non-refundable credit report fee of \$20 due at time of application submission.**