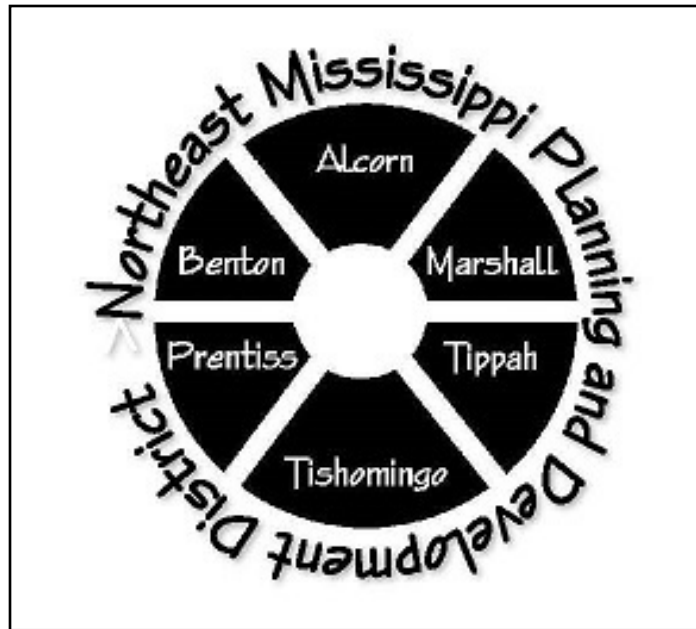


MINORITY BUSINESS ENTERPRISE MICRO LOAN PROGRAM



APPLICATION PACKAGE

P. O. Box 600
Booneville, MS 38829
Ph: 662.728.6248 Fax: 662.728.2417 Web: www.nempdd.com

*Northeast Mississippi Planning and Development District
is an equal opportunity employer and lender.*

NEMPDD RLF APPLICATION PROCESS

1. Initial interview and / or pre-app submitted.
2. Staff reviews pre-app, and if project meets NEMPDD's guidelines, an RLF application and applicable documentation is requested.
3. Review by RLF Review Committee / Review by RLF Committee.
4. Applicant is notified in writing of NEMPDD RLF Review / RLF Committee decision.
5. Upon approval, a commitment letter is issued by NEMPDD.
6. If construction is involved, the applicant will secure a construction loan from a lending institution.
7. Upon completion of the construction, and business is ready for operation, the loan is sent to NEMPDD's attorney to begin the closing process.
8. The applicant's attorney is notified and prepares the closing documents.
9. Once all the necessary documentation is secured and approved by the District's attorney, a closing date is set.
10. Once the loan is closed, payments normally begin 30 (thirty) days after closing, or the nearest first of the month, given the applicant has at least 30 (thirty) days from the closing date.

The NEMPDD RLF Committees generally meet every other month, beginning in January of each year.

**NORTHEAST MISSISSIPPI PLANNING
AND DEVELOPMENT DISTRICT**

REVOLVING LOAN FUND PREAPPLICATION

Date: _____

1. Name of Business: _____
Business Address, City / ST / Zip: _____
Federal Employer ID Number: _____
DUNS # (required for IRP / RDLF funds): _____
New or Existing? _____
Minority Owned? _____ Female Owned? _____
2. Contact Person: _____
Business Telephone # _____ Cell Phone # _____
Home Telephone # _____ Email: _____
Home Address, City / ST / Zip: _____
Social Security Number: _____ Date of Birth: _____
3. Project Cost:
 - a. Amount requested from NEMPDD: _____
 - b. Your investment in project: _____
 - c. Other funds: _____
Source of other funds: _____
 - d. Total Project Cost (total of a + b + c) _____
Proposed use of NEMPDD funds: _____
4. Jobs:
Present number of persons employed: _____
New jobs estimated, two years after loan: _____
5. Collateral Available: _____
6. Personal Financial Statements:
List owners of 20% or more and attach their current financial statements.

Signature _____ **Date:** _____

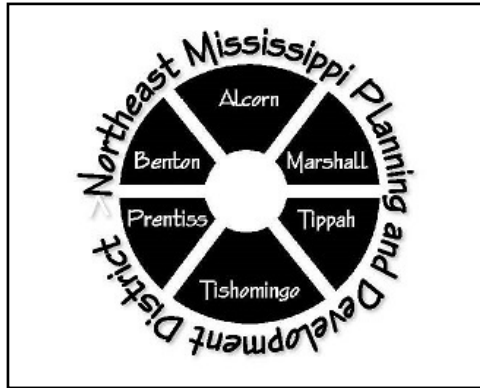
Please complete this preapplication and return it to one of the Loan Officers - by mail, fax (662.728.6248), or other. Preapplication does not assure loan approval. You will be contacted by a Loan Officer to discuss your project and the NEMPDD guidelines.

**GUIDELINES AND ELIGIBILITY REQUIREMENTS FOR
THE MINORITY BUSINESS ENTERPRISE MICRO LOAN PROGRAM (Micro Loan)**

<p>Purpose and Regulatory Authority</p>	<p>The MBELP is designed for the purpose of providing loans to socially and economically disadvantaged minority or women owned small businesses.</p> <p>Pursuant to the Mississippi Code of 1972 as amended at § 69-2-13(4), the MBELP is administered by the Mississippi Business Finance Corporation, Post Office Box 849, Jackson, Mississippi, 39205</p>
<p>General Eligibility Requirements</p>	<p>To be eligible for assistance, the business enterprise must be a socially and economically disadvantaged small business concern. The business must be organized for profit and perform a commercially useful function. The ownership and daily management of the business must be at least 60% minority or female. At least 50% of the ownership must be by Mississippi residents. Applicants must be creditworthy.</p>
<p>Loan Criteria</p>	<p>Micro Loan funds may be used to finance projects ranging from \$2,000 to \$35,000. Micro Loan proceeds may be used for the start up or expansion of a minority owned small business. Funds may be used to finance all of the costs associated with a specific project which may include and fixed assets or inventory purchases or working capital, but are not to be used as a part of a larger financing package. The applicant must have at least 5% tangible equity in the project.</p> <p>The interest rate is fixed at 4% over the Federal Reserve Discount rate. The terms of repayment relate to the amount of the loan and the type of collateral offered, but generally range from three to five years.</p> <p>Adequate collateral must be pledged to secure the loan.</p>
<p>Restrictions</p>	<p>Minority 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 for debt consolidation purposes, 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>Application Process and Procedures</p>	<p>To be determined by Qualified Entity</p>
<p>Loan Closing Procedures</p>	<p>To be determined by Qualified Entity</p>
<p>Applicable Fees</p>	<p>To be determined by Qualified Entity</p>

SIGNATURE OF APPLICANT _____

DATE: _____



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Celita Miller, Loan Officer
Email: cmiller@nempdd.com

RLF Micro Loan Fee Schedule

For office use only.

<input style="width: 80%; height: 40px;" type="text"/>	<p>\$100 - A non-refundable application fee must be paid upon submission of the micro loan application.</p> <p><i>Loan processing fees are as follows and are due at the date of the loan closing.</i></p>
<input style="width: 80%; height: 40px;" type="text"/>	<p>MBE-Micro \$100 for loan requests up to \$10,000 or 1% of loan amount for loan requests between \$10,001 - \$35,000</p>
<input style="width: 80%; height: 40px;" type="text"/>	<p>MBE 1% of loan amount up to \$100,000 plus 1/2% > \$100,000</p>
<input style="width: 80%; height: 40px;" type="text"/>	<p>ARC, EDA, & MSBA & IRP 1% of loan amount</p>
<input style="width: 80%; height: 40px;" type="text"/>	<p>Attorney fees and all other fees associated with the loan closing are the responsibility of the Applicant(s), not the NEMPDD.</p>

The deadline for this application to be completed and submitted to the NEMPDD office is **3:00 p.m. on** _____, which is two weeks prior to the next RLF Committee Meeting on _____.

The RLF Committee meets in the 2nd week of every other month, beginning in January.

MICRO LOAN APPLICATION CHECKLIST

As an essential part of the application process, applicants must provide the information listed below. Use this checklist as a guide in preparing to make application for a loan. Other information may be required on a specific project basis. If you need assistance in preparing this information, ask your Qualified Entity about the nearest Small Business Development Center (SBDC). The SBDC may be able to assist you in preparing these necessary forms. *

- _____ Business plan or company history (If the applicant is a new business, provide a detailed description of the proposed business. If the applicant is a existing business, provide a history of the business and the basis for the expansion).
- _____ Company financial statements for the previous three years including balance sheets, income statements, or federal tax returns. If the applicant is a new business, provide two years' projected balance sheets, income statements, and cash flow statements.
- _____ Current personal financial statement of each principal with 20% or more ownership of the business. Joint personal financial statements are required, when applicable.
- _____ Resume of principals and key management personnel.
- _____ Breakdown of costs associated with the purchase of land, buildings, machinery, equipment, furniture, fixtures, inventory and renovations.
- _____ Description of owner equity in the project.
- _____ Description of collateral offered.
- _____ Current credit report of each owner or guarantor. (*To be obtained by the Qualified Entity, which is NEMPDD.*)
- _____ Legible photocopy of Drivers' license or photo id.

* Mississippi Small Business Development Centers are located throughout the state. Check their website at <http://www.mssbdc.org/> for the location nearest you or call 1-800-725-7232 (Mississippi toll free only) for more information.

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MINORITY BUSINESS ENTERPRISE MICRO-LOAN APPLICATION

1. APPLICANT INFORMATION (Type or Print)

NAME OF MINORITY BUSINESS		DATE OF APPLICATION	
STREET	CITY		COUNTY
STATE	ZIP		PHONE NO.
DESCRIPTION OF BUSINESS			
<input type="checkbox"/> EXISTING BUSINESS Date Established _____	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Other	FEDERAL TAX I.D. # _____	EMPLOYMENT INFORMATION CURRENT NUMBER OF EMPLOYEES _____ NUMBER OF JOBS CREATED _____
<input type="checkbox"/> NEW BUSINESS			

2. LIST OF OWNERSHIP

NAME	ADDRESS	SSN	% OWNED	SEX	RACE	ANNUAL INCOME (all sources)
SUMMARY OF OWNER'S EXPERIENCE						

3. LOAN INFORMATION

PURPOSE OF LOAN/PROJECT SUMMARY		
LOAN AMOUNT REQUESTED \$ _____	BORROWER'S INJECTION \$ _____	TERMS OF REPAYMENT _____ MONTHS MONTHLY PAYMENT AMOUNT \$ _____
SOURCES AND USES OF PROCEEDS	MBE LOAN AMOUNT	OWNER INJECTION
TOTAL		

4. COLLATERAL - List by category i.e M&E, F&F, Real Estate, Inventory

COLLATERAL	COST/BOOK VALUE	APPRAISED VALUE	PRIOR LIENS
TOTALS			

5. FINANCIAL INFORMATION

For existing businesses, provide 2 years prior financial information. For new businesses, provide 1st and 2nd year projections.

PROFIT & LOSS	20__	20__	PROJECTED	YEAR 1	YEAR 2
SALES/REVENUE					
COST OF GOODS SOLD					
OPERATING EXPENSES					
NET PROFIT					
ADD DEPRECIATION & INTEREST					
FUNDS AVAILABLE FOR DEBT SERVICE					

6. RECOMMENDED INFORMATION RETAINED BY QUALIFIED ENTITY (check items obtained)

- Project Narrative or Business Plan
- Resumes
- Loan Committee/Board Minutes
- Cost Estimates
- Financial Statements or tax returns
- 2 years prior (existing business)
- 2 years projected (new business)

7. REQUIRED ATTACHMENTS TO APPLICATION

- Current Credit Report
- Personal Financial Statement

8. CERTIFICATION

Under the penalties of perjury, I declare that all information contained above and in exhibits attached hereto is true and complete to the best of my knowledge.

BY: _____
Borrower's Signature

DATE: _____

Northeast Mississippi Planning and Development District

Name of Qualified Entity

Authorized Signature

DATE: _____

Funds for this loan program are authorized pursuant to Mississippi Code § 69-2-13(4). The Mississippi Business Finance Corporation is authorized by the Legislature to oversee the Minority Business Enterprise Loan Program. Comments or questions regarding the program may be addressed to the Mississippi Business Finance Corporation, Post Office Box 849, Jackson, MS, 39205

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

CREDIT CONSENT FORM

The Northeast MS Planning & Development District 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. 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.

Signed this the _____ day of _____ 20 ____ .

Name of Borrower: _____

Home Address: _____

Social Security Number: _____

Date of Birth: _____

Signature of Borrower: _____