

# **THREE RIVERS PLANNING & DEVELOPMENT DISTRICT LOAN APPLICATION**

Three Rivers Planning & Development District (Three Rivers) fosters economic development and job creation through the management of various business-financing programs. The programs are designed to supplement existing commercial financing programs and are to be used for business start-ups and expansions. Three Rivers' loan programs are designed to finance a portion of the loan project cost and offer low cost, low fixed rates, and long-term loans for eligible small businesses. Each loan program has specific eligibility criteria, conditions, and loan limits. Three Rivers will use the information provided to help match the needs of the business with the appropriate loan program(s).



**LOAN DIVISION  
THREE RIVERS PDD  
POST OFFICE BOX 690  
PONTOTOC, MS 38863  
PHONE: (662) 489-2415  
FAX: (662) 489-6815  
[www.trpdd.com](http://www.trpdd.com)**

April 20, 2016

## 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 documents.

- Business plan or company history:**
  - 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.
- Company financial statements on Existing Business:**
  - Previous two years including balance sheets, income statements or federal tax returns.
  - Interim financial statement (current within 90 days)
- Two year's projected balance sheets, income statements, and cash flow statements (New Business)
- Personal financial statement (current within 90 days) of each principal of the business; when applicable, joint financial statements are required (Enclosed)
- Resume of principals and key management personnel
- Cost estimates to support amounts requested for each category (include purchase agreements, appraisals if available, quotes, bids, etc.)
- Description of collateral offered**
  - Include a copy of the deed(s) or property description and plat map(s) on all property involved in this project.
  - Detailed list of Machinery and Equipment.
  - Detailed list of any other collateral that will be used to secure the loan.
- Bank commitment letter or a commitment from another funding source to include the terms of the proposed loan; a statement indicating Three Rivers participation is needed should also be included
- Required certifications and credit consent form by each principal of the business (Section 2.)
- Each stockholder, member, partner, or individual owner/applicant must provide two forms of personal identification with one having a picture ID
- Three Rivers requires that any existing building, financed or used as collateral, be tested for any hazardous contaminants (this may require a Phase I environmental audit)
- Other:

# THREE RIVERS PLANNING & DEVELOPMENT DISTRICT LOAN APPLICATION

## SECTION 1. PROJECT INFORMATION

### **A. Applicant Information**

Name of Business:
Date of Application:
Business Address:
Mailing Address:
Telephone Number:
Fax Number:
E-Mail:
Principal Contact & Title:
Business Federal ID Number (Applied For <input type="checkbox"/> ):
DUNS Number (Applied For <input type="checkbox"/> ):
SIC/NAICS Code:

### **B. Brief Project Description**

- Describe business, the product produced or service provided, how loan proceeds will be used, etc.
- Include summary of owners'/managers' experience in business enterprise being financed



**G. Current Business Indebtedness**

➤ List all existing business debts, contracts, notes, and mortgages payable

Name of Noteholder(s)	Original Balance	Original Date	Current Balance	Payment Amount	Frequency (Monthly, Etc.)	Secured by
<b>TOTAL</b>	0.00		0.00	0.00		

**H. Projected Use of Funds**

Land Acquisition	
Land Improvements	
New Construction	
Purchase of Existing Building	
Remodeling/Renovation	
Furniture & Fixtures	
Equipment	
Inventory	
Working Capital	
Contingencies	
Fees	
Other: _____	
Other: _____	
Other: _____	
<b>TOTAL PROJECT COST</b>	<b>\$0.00</b>

## I. Projected Source of Funds

Bank Loan Amount	
Three Rivers Loan Amount	
Equity Injection	
Other: _____	
Other: _____	
<b>TOTAL PROJECT COST</b>	<b>\$0.00</b>

## J. Commercial Lender Information

- List all existing business debts, contracts, notes, and mortgages payable

Participating Bank:
Loan Officer of Participating Bank:
Telephone Number of Participating Bank:
Amount Committed to Project:
Interest Rate / Term: _____% / _____ Years
Collateral Requirement of Participating Bank:

## K. Collateral (This section will be completed by Three Rivers staff)

Source of Collateral	Value	Type Valuation		Discounted Value	Prior Liens	Collateral Value (Discounted Value – Prior Liens)
		Cost	Appraisal			
Land & Buildings		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Machinery & Equipment		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Furniture & Fixtures		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Inventory		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Accounts Receivable		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Other (Real Estate)		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Other (Personal Property)		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Other (Cash, CDs, Etc.)		<input type="checkbox"/>	<input type="checkbox"/>			0.00
Other (_____)		<input type="checkbox"/>	<input type="checkbox"/>			0.00
<b>TOTAL</b>	0.00			0.00	0.00	0.00

**L. Personal Guarantees**

- List all owners and spouses

Name	Social Security Number	Net Worth

Will anyone other than the owners offer to guarantee the loan as additional security?

Name	Social Security Number	Net Worth

**M. Description of Owners Injection**

- Identify the source and value of owner equity injection (i.e., cash, land, machinery, etc.)

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**N. Certification**

Do any owners or managers of the applicant firm also have ownership or management control of any other business operations?

Yes  No      If yes, please attach a list of affiliated businesses and provide copies of current financial statements of each

Are any owners or managers (a) presently under indictment, on parole, or on probation or (b) have they ever been charged with, arrested, or convicted of any criminal offense other than a vehicle violation?

Yes  No      If yes, please describe on an attachment

Have any of the owners or managers, the applicant firm, or affiliates (a) been involved in bankruptcy or insolvency proceedings or (b) have pending personal or business judgments, unsettled lawsuits, or major disputes?

Yes  No      If yes, please describe on an attachment

Are all owners, managers, and directors of the applicant firm U.S. citizens and residents of Mississippi?

Yes  No      If no, please describe on an attachment and include a copy of Alien Registration Card (Form 1151 or 551) for non-citizens

**O. Acknowledgement**

No assistance shall be provided to a small business that displays discrimination against any employee or against any applicant for employment because of race, religion, color, national origin, sex, or age.

The small business will agree to respond to all requests from Three Rivers Planning & Development District concerning servicing activities consisting of semi-annual job request statements, semi-annual and year-end financial statements, copies of insurance declarations, and property tax receipts.

The undersigned hereby agrees that all the information submitted in this application is true and correct.

**Company Name:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Three Rivers Planning & Development District**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**LOAN REQUEST SUMMARY (This page will be completed by Three Rivers staff)**

Use	Source						
	Bank	RLF	IRP	MSBAP	MBLF	EQUITY	Total
Land Acquisition							0.00
Land Improvements							0.00
New Construction							0.00
Purchase of Building							0.00
Equipment							0.00
Furniture & Fixtures							0.00
Working Capital							0.00
Inventory							0.00
Contingencies							0.00
Improvements							0.00
Other (____)							0.00
<b>Total Project Cost</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Term (Years)							
Rate (%)							
Monthly Payment							0.00
Annual Debt Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Notes:							

**Collateral Recommendation:**

Bank:

Three Rivers:

## **SECTION 2. REQUIRED CERTIFICATIONS**

### **CREDIT CONSENT FORM**

Three Rivers 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 of the application process. In addition, Three Rivers is authorized to pull additional credit reports as needed over the life of the loan.

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

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

Home Address: \_\_\_\_\_

\_\_\_\_\_

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

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

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

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

**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 positions with the qualified entity no less than twelve 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 hereby 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 Three Rivers Planning & Development District, 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\_\_.

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

## **APPALACHIAN REGIONAL COMMISSION BORROWER RELATED LEGAL REQUIREMENTS**

**ARC RLF borrowers must comply with the requirements of applicable Federal, State and Local laws, including those listed below:**

1. Facility access for the physically handicapped P.L. 90-480 as amended (42 U.S.C. 4151, et seq.).
2. The Davis-Bacon Act (40 U.S.C. 276a-276a-5) when any contract for construction, alteration and/or repair including painting and decorating in excess of \$2,000 is financed in whole or in part by an ARC RLF (42 U.S.C. 3222),
3. Civil Rights requirements in Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000d-2000d-4), and 15 CFR Part 8, as it pertains to the exclusion of persons on the ground of race, color, or national origin. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101, et seq.) and 15 CFR Part 20 as it pertains to denying the benefits of receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) prohibits discrimination on the basis of handicap in any program. The Public Works and Economic Development Act of 1965 (42 U.S.C. 3121, 3123 et seq.), as it pertains to denying persons participation on the basis of sex in any program receiving federal financial assistance.
4. All State and local environmental review requirements with all applicable Federal, State and local standards; including:
  - a. The clean Air Act, as amended (42 U.S.C. 7401 et seq.)
  - b. The Federal Water Pollution Control Act, as amended (33 U.S.C. 1251, et seq.)
  - c. The Flood Disaster Protection Act of 1973, P.L. 93-234, as amended (42 U.S.C. 4002, et seq.) Executive Order 11988, Floodplain Management (May 24, 1977), and regulations and guidelines issued thereunder;
  - d. Executive Order 11990, Protection of Wetlands (May 24, 1977);
  - e. The Endangered Species Act of 1973 P.L. 93-205, as amended, (16 U.S.C. 1531, et seq.)
  - f. The Safe Drinking Water Act, P.L. 93-523, as amended, (42 U.S.C. 300f-300j-9);
  - g. The Wild and Scenic Rivers Act, as amended, (16 U.S.C. 1271, et seq.)
  - h. The Comprehensive Environmental Response, Compensation and Liability Act of 1980, P.L. 96-510, as amended, (42 U.S.C. 9601, et seq.) and
  - i. The National Historic Preservation Act P.L. 89-665 (16 U.S.C. 470, et seq.).
5. Providing a drug free workplace as defined by the Controlled Substances Act (21 U.S.C. 812) and 21 CFR 1308.11.

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Signature of Applicant

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Date

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

<b>Purpose &amp; Regulatory Authority</b>	<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 Development Authority, Post Office Box 849, Jackson, Mississippi, 39205.</i></p>
<b>General Eligibility Requirements</b>	<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>
<b>Loan Criteria</b>	<p>MSBAP funds may be used to finance up to 50% of the total project costs to a maximum of \$100,000. 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 \$100,000.</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>
<b>Restrictions</b>	<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 pay off 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>
<b>Application Process &amp; Procedures</b>	<p>The loan applicant must first complete the enclosed application. Then, the loan applicant should contact Three Rivers' loan staff to set a meeting time in order to review the loan request. From this stage a decision is made whether to proceed with the application to the loan review committee. If the loan application is approved by the loan review committee, the application will then be submitted to the Three Rivers Board of Directors for final approval. If loan funds consist of Intermediary Relending Program (IRP) dollars, the application will have to meet state clearinghouse standards. If approved, a commitment letter will be sent to the loan applicant, the participating bank, and to Three Rivers' loan closing attorney.</p>
<b>Loan Closing Procedures</b>	<p>The borrower should contact Three Rivers' loan staff to coordinate the loan closing date. Upon execution of all closing documents and collection of closing fees from the borrower, the loan proceeds check will be issued to the borrower.</p>
<b>Applicable Fees</b>	<p>Three Rivers Planning &amp; Development District requires a closing fee equal to 1% of the loan amount up to \$100,000, plus ½ of 1% on any loan proceeds exceeding \$100,000 (if more than one funding source is used, the above calculation will be used on each funding source). In addition, the borrower will be responsible for all costs associated with title work. The closing fees will be collected from the borrower by Three Rivers at the loan closing and then issued to the appropriate closing attorney.</p>

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

\_\_\_\_\_  
Date

**INTERMEDIARY RELENDING PROGRAM (IRP)  
GENERAL GUIDELINES, ELIGIBILITY REQUIREMENTS AND CERTIFICATIONS**

**PURPOSE:** The purpose of the IRP program is to finance business facilities and community development projects in rural areas (populations of 25,000 or less). This purpose is achieved through loans made by USDA-Rural Development to intermediaries that establish programs to provide loans to ultimate recipients for business facilities and community development in a rural area.

**ELIGIBLE RECIPIENT:** The ultimate recipient will comply with the following criteria in order to be eligible for assistance through the IRP: (1) must be a citizen of the United States, (2) project must be located in a rural area [population of 25,000 or less], (3) will provide proof that it is unable to finance the proposed project from its own resources or through commercial credit or other Federal, State, or local programs *at reasonable rates and terms*, (4) must hold no legal or financial interest or influence in the intermediary, (5) does not have any delinquent debt outstanding with the Federal government.

**ELIGIBLE LOAN PURPOSES:** Financial assistance involving Rural Development IRP funds may include but are not limited to: (1) business acquisitions, (2) business construction, conversion, enlargement, repair, modernization or development, (3) purchase and development of land, easements, rights-of-way, buildings, facilities, leases or materials, (4) purchase of equipment, leasehold improvements, machinery or supplies, (5) pollution control and abatement, (6) transportation services, (7) start-up operating costs and working capital, (8) interest [including interest on interim financing] during the period before the facility becomes income-producing, but not to exceed three years, (9) feasibility studies. (Examples of ineligible loan purposes are listed in Rural Development Instruction 4274-D, Section 4274.319.)

**STATUTES AND REGULATIONS:** The ultimate recipient must comply with all statutes, regulations, and other credit stipulations that are required by the Rural Development Intermediary Relending Program, to include: (1) Review of the proposal under the intergovernmental review process [State and Regional Clearinghouse Comments], (2) Environmental requirements under the National Environmental Protection Act, (3) Equal Opportunity Act, Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title III of the Americans with Disabilities Act of 1990, Equal Credit Opportunity Act. Refer to RD Instruction 4274-D.

**NONDISCRIMINATION STATEMENT:** In accordance with Federal law and the U. S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.)

Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotope, etc.) should contact USDA 's TARGET Center at (202)720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights; Room 326- W, Whitten Building; 14th and Independence Avenue, SW; Washington, DC 20250-9140; or call (202) 720-5964 (voice and TDD). USDA is an Equal Opportunity Provider and Employer.

**EQUAL CREDIT OPPORTUNITY ACT STATEMENT:** The Federal Equal Credit Opportunity Act (ECOA) prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with the law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

If an applicant or borrower believes he or she has been discriminated against for any other reason, that person can write the Secretary of Agriculture, Washington, DC 20250.

**DISCLOSURE STATEMENT:** The following information is requested by the Federal government for certain types of loans in order to monitor the lender's compliance with the Equal Credit Opportunity Act (ECOA). You are not required to furnish this information but are encouraged to do so. The law provides that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations this lender is required to note race and sex on the basis of visual observance or surname. If you do not wish to furnish this information, please mark "X" here: \_\_\_\_\_.

**Choose one:**

Hispanic:   
Non-Hispanic:

**Choose one:**

Male:   
Female:

**Choose one:**

American Indian/Alaskan Native:   
Asian:   
Black or African American:   
Native Hawaiian:   
White:

**Mark if applicable:**

Disabled:

The ultimate recipient must also collect and update this data on its employees.

**SIGNATURES:**

\_\_\_\_\_  
Signature of Applicant (Ultimate Recipient)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Intermediary

\_\_\_\_\_  
Date



**GUIDELINES AND ELIGIBILITY REQUIREMENTS FOR THE  
MINORITY BUSINESS ENTERPRISE LOAN PROGRAM (MBELP)**

<p><b>Purpose &amp; Regulatory Authority</b></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><i>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.</i></p>
<p><b>General Eligibility Requirements</b></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><b><u>CERTIFICATION BY MDA AS AN ELIGIBLE WBE OR MBE IS REQUIRED.</u></b></p>
<p><b>Loan Criteria</b></p>	<p>Loan proceeds may be used for the start up or expansion of a minority owned business and may be used to purchase fixed assets or inventory or to provide working capital. MBELP funds may be used to finance up to 50% of the total project costs or \$250,000, whichever is less. Other funding sources must be secured to cover the remaining project costs. The applicant must have at least 5% tangible equity in the project.</p> <p>The maximum interest rate which may be charged is 2% 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 and the type of collateral offered, 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>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><b>Application Process &amp; Procedures</b></p>	<p>The loan applicant must first complete the enclosed application. Then, the loan applicant should contact Three Rivers' loan staff to set a meeting time in order to review the loan request. From this stage a decision is made whether to proceed with the application to the loan review committee. If the loan review committee approves the loan application, it will then be submitted to the Three Rivers Board of Directors. Upon approval of the Three Rivers Board of Directors, applications are submitted for final approval to the Mississippi Business Finance Corporation. If approved, a commitment letter will be sent to the loan applicant, the participating bank, and to Three Rivers' loan closing attorney.</p>
<p><b>Loan Closing Procedures</b></p>	<p>Borrower should contact Three Rivers' loan staff to coordinate the loan closing date. Upon execution of all closing documents and collection of closing fees, the loan proceeds check will be issued to the borrower.</p>

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

\_\_\_\_\_  
Date

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

<b>Purpose &amp; Regulatory Authority</b>	<p>The Micro Loan is designed for the purpose of providing loans to socially and economically disadvantaged minority or women owned small businesses.</p> <p><i>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.</i></p>
<b>General Eligibility Requirements</b>	<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><b><u>CERTIFICATION BY MDA AS AN ELIGIBLE WBE OR MBE IS REQUIRED.</u></b></p>
<b>Loan Criteria</b>	<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 typically 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 ranges from three to seven years.</p> <p>Adequate collateral must be pledged to secure the loan.</p>
<b>Restrictions</b>	<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>
<b>Application Process &amp; Procedures</b>	<p>The loan applicant must first complete the enclosed application. Then, the loan applicant should contact Three Rivers' loan staff to set a meeting time in order to review the loan request. From this stage a decision is made whether to proceed with the application to the loan review committee. If the loan review committee approves the loan application, it will then be submitted to the Three Rivers Board of Directors. Upon approval of the Three Rivers Board of Directors, applications are submitted for final approval to the Mississippi Business Finance Corporation. If approved, a commitment letter will be sent to the loan applicant, the participating bank, and to Three Rivers' loan closing attorney.</p>
<b>Loan Closing Procedures</b>	<p>Borrower should contact Three Rivers' loan staff to coordinate the loan closing date. Upon execution of all closing documents and collection of closing fees, the loan proceeds check will be issued to the borrower.</p>
<b>Applicable Fees</b>	<p>Three Rivers Planning &amp; Development District requires a closing fee equal to 1% of the loan amount up to \$100,000, plus ½ of 1% on any loan proceeds exceeding \$100,000 (if more than one funding source is used, the above calculation will be used on each funding source). In addition, the borrower will be responsible for all costs associated with title work. The closing fees will be collected from the borrower by Three Rivers at the loan closing and then issued to the appropriate closing attorney.</p>

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

\_\_\_\_\_  
Date

# THREE RIVERS PLANNING & DEVELOPMENT DISTRICT

## PERSONAL FINANCE STATEMENT

As of \_\_\_\_\_, 20\_\_.

**Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or any person or entity providing a guaranty on the loan.**

Name:	Business Phone:
-------	-----------------

Residence Address:	Residence Phone:
--------------------	------------------

City, State, & Zip Code:

Business Name of Applicant/Borrower:

ASSETS (OMIT CENTS)		LIABILITIES (OMIT CENTS)	
Cash on Hand and in Banks		Accounts Payable	
Savings Accounts		Notes Payable to Banks and Others (Describe in Section 1)	
IRA or Other Retirement Account		Installment Account (Auto)	
Accounts and Notes Receivable		Installment Account (Other)	
Life Insurance: Cash Surrender Value Only (Complete Section 7)		Loan on Life Insurance	
Stocks and Bonds (Describe in Section 2)		Mortgages on Real Estate (Describe in Section 3)	
Real Estate (Describe in Section 3)		Unpaid Taxes (Describe in Section 5)	
Automobile(s): Present Value		Other Liabilities (Describe in Section 6)	
Other Personal Property (Describe in Section 4)		<b>Total Liabilities</b>	0
Other Assets (Describe in Section 4)		<b>Net Worth</b> <b>(Total Assets - Total Liabilities)</b>	0
<b>Total Assets</b>	0		

SOURCE OF INCOME (OMIT CENTS)		CONTINGENT LIABILITIES (OMIT CENTS)	
Salary		As Endorser or Co-Maker	
Net Investment Income		Legal Claims and Judgments	
Real Estate Income		Provision for Federal Income Tax	
Other Income (Describe Below)*		Other Special Debt	

**Section 1. Personal Notes Payable to Bank and Others (Use attachments if necessary. Each attachment must be identified as part of this statement and signed.)**

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (Monthly, Etc.)	How Secured or Endorsed Type of Collateral

**Section 2. Stocks and Bonds (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)**

Number of Shares	Name of Securities	Fair Market Value

**Section 3. Real Estate Owned (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)**

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name and Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment Per Month/Year			
Status of Mortgage			

**Section 4. Other Personal Property and Assets (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency.)**

**Section 5. Unpaid Taxes (Describe in detail as to type, to whom payable, when due, amount, and to what property, if any tax lien attaches.)**

**Section 6. Other Liabilities (Describe in detail.)**

**Section 7. Life Insurance Held (Give face amount and cash surrender value of policies, name of insurance company, and beneficiaries.)**

**I authorize Three Rivers Planning & Development District to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand false statements may result in forfeiture of benefits and possible prosecution.**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date