

MISSISSIPPI

SBA

U.S. Small Business Administration

SMALL

BUSINESS

RESOURCE



**Helping
Small Business
Start, Grow
and Succeed**

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2009 MISSISSIPPI

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“Everything you need to know about setting up, marketing and managing the revenue of your business.”

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WELCOME

America is a country of entrepreneurs. It was built by entrepreneurs, and over the years, our economy has grown on the strength of our entrepreneurs. America has an economy that regenerates, is flexible, and adapts to opportunity. And this is due in large part to the entrepreneurial spirit and drive of small business owners like you.

The U.S. Small Business Administration plays a vital role in enabling America's entrepreneurs and small business owners. Some of America's corporate icons, in fact, received some help from SBA along the way – companies like Intel, Apple, Staples, FedEx, Nike, and Under Armour, to name a few.

Through our wide array of services – loan guaranties, assistance for small businesses in federal contracting, and business counseling – the SBA has helped millions of entrepreneurs start and grow their small businesses. The agency continues to expand our support for small businesses. We currently guarantee more than \$75 billion in loans and investments; our resource partners' network of more than 1,500 centers provide counseling to more than 1 million entrepreneurs every year; and we helped small businesses secure close to \$80 billion in prime federal contracts.

This resource guide is your roadmap to all of our valuable products and services. We hope that you'll read it closely; the SBA team has worked hard to ensure the information here is useful and up to date. In addition, we encourage you to visit your local SBA District Office, which is a great portal to SBA assistance and can help you start and grow your business.

Entrepreneurs and small business owners will continue to drive our economy, and the SBA and our network of resource partners will continue to enable their success. In the pages of this resource guide, you'll be able to find important information about all of the products and services that the SBA offers to help you.

Running your own business is challenging: the hours are long and the demands are high. But it is also rewarding. As you work to realize your small business dreams, we hope that you'll keep in mind all that SBA can offer, and let us help you succeed.

About the SBA

www.sba.gov

Your Small Business Resource

Every day, the U.S. Small Business Administration and its nationwide network of partners help millions of potential and current small business owners start, grow and succeed.

Resources and programs targeting small businesses provide an advantage necessary to help small businesses effectively compete in the marketplace and strengthen the overall U.S. economy.

SBA offers help in the following areas:

- *Starting a Business*
- *Financing a Business*

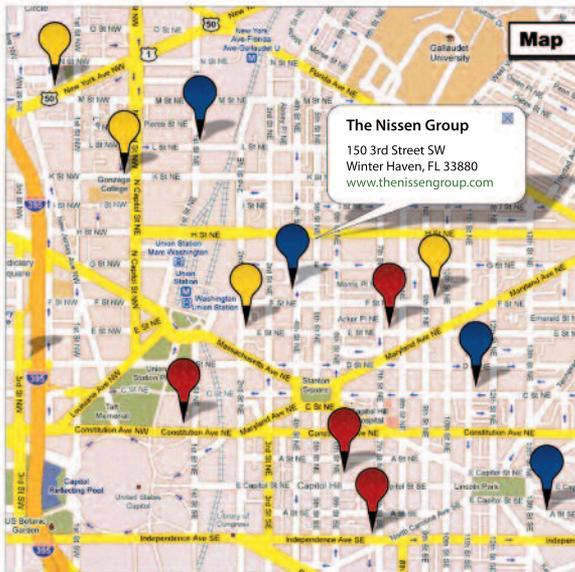
- *Growing a Business*
- *Opportunities in Contracting*
- *Recovering From Disaster*
- *A Voice for Small Business in Government*

Visit SBA online at www.sba.gov for 24/7 access to small business news, information and training for entrepreneurs.

All SBA programs and services are provided on a nondiscriminatory basis.



We don't just show you the money.
We show you where to find it.



(SmallBusiness)³ shows small business owners where to get the help they need to grow and expand their business. Our primary focus is on government loans such as SBA loans, and loans for minorities, women, and military service veterans.

With over 17,000 listings across the United States, we provide you with door-to-door directions to lenders, training, and support in your neighborhood.

Join us at www.smallbusiness3.com.

(SmallBusiness)³
Financing | Training | Networking

Message From The District Director

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Rules For Success

Like today's small businesses, large corporate success stories started with only an entrepreneur and a dream.

Once again, we are pleased to offer you the Mississippi Small Business Resource Guide, now updated as the 2009-2010 edition.

This guide has proven to be an extremely useful and valuable tool for individuals thinking of starting a new business and to existing small business owners needing a quick ready-reference guide to search for information on programs and services available in our state to help them expand and grow.

Inside this guide, you'll learn of SBA's business loans, venture capital, surety bonds, disaster assistance, certifications, and federal government contracting programs. You'll also find a comprehensive list of SBA's resource partners – including among others – the Mississippi Network of Small Business Development Centers (MSBDC); Service Corps of Retired Executives (SCORE); and our Women's Business Centers (WBC) – all which expertly provide free and confidential counseling and training, management and technical assistance to individuals and small businesses throughout Mississippi. This guide also provides contact information on state agencies, chambers of commerce, economic development organizations, lending partners, and other business advocates throughout our state with whom SBA participates.

We thank RENI Publishing for their continued partnership in producing the

guide and especially thank the advertisers appearing in this resource guide. It is through the advertisers' participation and support that this publication is made available to the Mississippi small business community – free of charge.

I invite you to read this guide, refer to it often, even share it with other entrepreneurs, so that all may take full advantage of SBA's finance, entrepreneurial development, and government contracting programs which have been designed with you, the small business owner, in mind.

For further information on SBA programs and services, conferences and seminars, free newsletters, as well as other initiatives affecting small businesses locally and nationally, please visit our website at www.sba.gov/ms, or call and/or visit our Mississippi District or Gulfport Branch Offices.

Remember that in our continuous journey of "supporting the formation, growth, prosperity and viability of Mississippi's small businesses," we are here to serve you! We want to help you, as an entrepreneur, make your dreams come true.

Sincerely,

Janita R. Stewart

*District Director of
SBA's Mississippi District Office*

Doing Business in Mississippi

■ The SBA helps business owners grow and expand their businesses every day.



THE MISSISSIPPI DISTRICT OFFICE

The Mississippi District Office is responsible for the delivery of SBA's many programs and services in 70 Mississippi counties. The District Director is Janita R. Stewart. The District Office is located at Regions Bank Plaza, 210 E Capitol Street, Suite 900, Jackson, MS 39201. Office hours are from 8:30 AM until 4:30 PM, Monday through Friday.

THE MISSISSIPPI BRANCH OFFICE

The Gulfport Branch Office is responsible for the delivery of SBA's many programs and services in the counties of Forrest, George, Greene, Harrison, Hancock,

Jackson, Jones, Lamar, Pearl River, Perry, Stone, and Wayne. The Branch Manager is Judith Adcock. The Branch Office is located at One Hancock Plaza, 2510 14th Street, Suite 103, Gulfport, MS 39501. Office hours are from 8:00 AM until 4:30 PM, Monday through Friday.

SERVICES AVAILABLE

Financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders.

Free counseling, advice and information on starting, better operating or expanding a small business through the Service

Corps of Retired Executives (SCORE), Small Business Development Centers (SBDC) and Women's Business Centers (WBC). They also conduct training events throughout the district - some require a nominal registration fee.

Assistance to businesses owned and controlled by socially and economically disadvantaged individuals through the Business Development Program.

A Women's Business Ownership Representative is available to assist women business owners. Please contact Judith Adcock at 228-863-4449 ext. 222 or e-mail: judith.adcock@sba.gov.

Special loan programs are available for businesses involved in international trade.

A Veterans Affairs Officer is available to assist veterans. Please contact Gary Reed at 228-863-4449 ext. 223 or e-mail: gary.reed@sba.gov.



SUCCESS STORY

Mississippi Security Police

OWNER: Nicky Maxwell

Nicky Maxwell didn't imagine it would come to this when he and a few other security guards talked about forming their own company a decade ago. Today, with the help of SCORE counseling and a SBA disaster loan, as President and Founder of Mississippi Security Police (MSP), he's grown his firm from three people to over three hundred fifty employees including a management staff of sixteen.

Those efforts garnered Maxwell the SBA's Mississippi Small Business Person of the Year award. As such, he represented the state in Washington on April 21-23, 2008 during National Small Business Week.

"I'm very humbled by it. It took a lot of people to get me where I am today," said Maxwell. "It

started with just a few guys on the tailgate of a truck in 1998 and today we have over 300 employees."

The Pascagoula-based company has numerous clients in the three Mississippi coastal counties and provides services ranging from providing staff at juvenile detention facilities in Jackson and Harrison counties to site protection for industrial and commercial sites.

Janita R. Stewart, director of the SBA's Mississippi District Office, said Maxwell has earned the honor. "The growth his company has experienced over the last 10 years with respect to its revenues and number of employees is phenomenal".

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We Welcome Your Questions

For extra copies of this publication or questions please contact:

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TDD: 601-965-5328

Website: www.sba.gov/ms



INTRODUCTION

GETTING STARTED

The SBA Can Help You Start And Expand Your Own Business



Every day, the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and current small business owners start, grow and succeed.

Whether your target market is global or just your neighborhood, the SBA and its resource partners can help at every stage of turning your entrepreneurial dream into a thriving business.

If you're just starting, the SBA and its resources can help you with loans and business management skills. If you're already in business, you can use the SBA's resources to help manage and expand your business, obtain government contracts, recover from disaster, and have your voice heard in the federal government.

You can access SBA help online 24 hours a day at www.sba.gov or visit one of our local offices for assistance.

Where To Go To Get Started

Our resources include the SBA's district offices serving every state and territory, nearly 400 chapters of SCORE – Counselors to America's Small Businesses, 885 Small Business Development Centers and approximately 114 Women's Business Centers located across the country. More information about SCORE, SBDCs and the WBCs is detailed later in this publication, or you can click on www.score.org, <http://www.sba.gov/aboutsba/sbaprograms/sbdc/index.html> for SBDCs or

www.sba.gov/services/ and choose "Women's Business Centers from the "Counseling & Assistance" heading at the bottom.

These professionals can also help with writing a formal business plan, locating sources of financial assistance, managing and expanding your business, finding opportunities to sell your goods or services to the government, recovering from disaster or acting as advocates for small businesses with Congress and regulatory agencies.

SBA'S RESOURCE PARTNERS

SCORE

SCORE is a 10,500-member volunteer nonprofit association which operates under cooperative agreement with the U.S. Small Business Administration. SCORE, with more than 40 years experience helping small businesses succeed, matches volunteer business-management coun-

selors with clients in need of expert advice. SCORE has experts in virtually every area of business management and maintains a national roster to help identify the best counselor for a particular client. Volunteer counselors, whose collective experience spans the full range of American enterprise, share their management and technical expertise with both current and prospective small business owners.

Most SCORE volunteers are retired business owners or managers, though some members are still actively employed. Volunteers work in or near their home communities providing management counseling and training to first-time entrepreneurs and current small business owners. They meet with clients at a SCORE chapter office, an SBA office or at the client's place of business.

Every effort is made to match a client's needs with a counselor who is experienced in a comparable line of business. All individual and team counseling is free; there may be a nominal fee for workshops and seminars.

Through in-depth counseling and training, SCORE volunteers help prospective and established small business owners and managers identify problems, determine the causes and find solutions.

Any small business can obtain help from SCORE. Whether you are considering starting your own business, have a business that is experiencing problems, are ready to expand, or need some other type of advice, SCORE can help. The approach is confidential and personal. You don't need to be applying for or have an SBA loan to participate in the program. In fact, an idea is all that is necessary; consultation and

ON THE UPSIDE

It's true, there are a lot of reasons not to start your own business. But for the right person, the advantages of business ownership far outweigh the risks.

- You get to be your own boss.
- Hard work and long hours directly benefit you, rather than increasing profits for someone else.
- A new venture is exciting.
- Earnings and growth potential are far less limited.
- Running a business will provide endless variety, challenge and opportunities to learn.

EVALUATE

Start by evaluating your strengths and weaknesses

1. Are you a self-starter?

It will be up to you – not someone else telling you – to develop projects, organize your time and follow through on details.

2. How well do you get along with different personalities?

Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, lawyers, accountants and consultants. Can you deal with a demanding client, an unreliable vendor or a cranky staff person?

3. How good are you at making decisions?

Small business owners are required to make decisions constantly, often quickly, under pressure.

4. Do you have the physical and emotional stamina to run a business?

Business ownership can be challenging, fun and exciting. But it's also a lot of hard work. Can you face 12-hour workdays six or seven days a week?

5. How well do you plan and organize?

Research indicates many business failures could have been avoided through better planning. Good organization – of financials, inventory, schedules, production – can help avoid pitfalls.

counseling before a business start-up is an important part of SCORE's service.

SCORE can also be found on the Internet at www.score.org. The Internet makes it possible to reach more small business clients with online mentoring and counseling.

Business owners use the Web to fulfill their needs for information and advice. SCORE is primed to meet their requests for help by offering e-mail counseling, maps to local SCORE chapters, hotlinks to other business resources on the Internet and more at the click of a mouse. E-mail counseling is provided by the Cyberchapter, which now includes more than 1,200 online members. You can choose from almost 800 unique skills to find the cybercounselor who best suits your individual needs, including special counseling for veterans, service-disabled veterans and Reserve component members. SCORE also offers more than 30 online training workshops on topics for small businesses. Log on to SCORE's Internet site at www.score.org to take advantage of the many services SCORE has to offer your business. Call or visit the Gulf Coast SCORE Chapter using the following information.

Gulf Coast SCORE Chapter

Ernie Sellers, Chapter Chairperson
Hancock Bank Plaza
2510 14th St., Ste. 105
Gulfport, MS 39501
228-863-0054
philos@cableone.net
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dsusbdc@deltastate.edu

James B. Job – SCORE

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Petal, MS 39465
601-582-2920

Randy Russ, Ph.D – SCORE

1500 Peachtree St./P.O. Box 610
Jackson, MS 39202-1789
601-965-7074
rruss@belhaven.edu

MISSISSIPPI SMALL BUSINESS DEVELOPMENT CENTER (MSBDC)

The MSBDC network is a part of a national partnership between the state and federal governments, the private sector,

colleges and universities. The program is designed to provide the highest quality of business assistance services to established enterprises and promising new starts, with the objective of increased employment and increased contributions to the federal and state treasuries.

The MSBDC Advantage

Are you conducting business as usual? In today's competitive business world, you need an advantage.

The MSBDC Network helps build businesses in Mississippi. Statistics show that small businesses account for approximately 98 percent of all business ventures in Mississippi today. Small business has become big business for employment and economic growth.

The MSBDC Network provides a variety of counseling, workshops and information services for growing companies and start-ups. Look at the MSBDC as a one-step resource center for assistance in business plan development, market analysis, sources of capital, technology transfer, inventor assistance and other managerial and technical support services.

Whether you are an established business person or a beginning entrepreneur, the MSBDC can help you gain an advantage in building your business.

Counseling

Counseling is the most requested form of MSBDC assistance. Business owners and entrepreneurs seek help in improving their prospects for success in today's complex business environment. The MSBDC helps businesses:

- Establish steps for starting a business
- Develop and update business plans
- Create marketing strategies
- Identify and access sources of capital
- Establish record keeping systems
- Analyze financial records
- Improve managerial skills
- Improve inventory management

No one knows your business better than you, and MSBDC counselors can help you increase your knowledge and sharpen your skills.

Education/Training

Workshops are conducted throughout the state at locations convenient to the small business community. The topics of these programs are designed to address many aspects of operating and maintaining a small business profitably!

Topics may include:

- Starting a small business
- Marketing
- Tax planning

WEBSITE

Business plan help

The nearest SCORE chapter can be located at: www.score.org.

For business plan help at the SCORE Web site, click on "Business Tools" from the left-hand menu, then click on "Template Gallery."

You can find the nearest VBOC at: www.sba.gov/vets.

To find WBCs, click on: www.sba.gov/services/ and choose "Women's Business Centers" from the "Counseling and Assistance" heading at the bottom.

You can also find business-plan help on the SBA's Web site at:

<http://www.sba.gov/smallbusinessplanner/> then choose "Writing a Business Plan" from the "Plan Your Business" menu along the bottom.

- Record keeping
- Doing business with the government
- Financial management
- ABC's of exporting
- Computer software application courses

Is your company the same as it was three years ago? Would your company benefit from new and innovative techniques? The MSBDC can help you attain goals for your business through education and training.

International Trade

Are you considering exporting your product or service and have no idea where to begin?

Start by contacting the MSBDCs international trade specialists who can help your company identify and take advantage of international market opportunities. Services include the following areas:

- Evaluating product and company readiness to export
- Accessing marketing data
- Developing market entry strategies
- Acquiring information on potential trade opportunities

Inventor Assistance

Do you have an idea about a new product, process or service? Where do you go from here? Should you try to patent your idea or can you trust someone else to do it for you? These are the right questions and you need to find the right answers. Call the SBDC nearest you. All calls and information are strictly confidential.

There are SBDCs located throughout Mississippi to meet your small business needs. For more information contact the SBDC in your area.

Mississippi Small Business Development Center State Office

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Business Incubators

Business incubators nurture young firms, helping them survive and grow during the start-up period, by offering shared office services, access to equipment, flexible leases, and expandable space all under one roof. Incubators also provide hands-on management assistance, access to financing and orchestrated exposure to critical business or technical support services. Some incubators accept a mix of industries, while others concentrate on industry niches. According to the National Business Incubation Association, incubators fall into classifications of Technology, Manufacturing, Service or Sectorally Targeted (i.e. - biomedical, wood products, arts, food production, fashion, etc.).

Alcorn State University Technology Incubator

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Kemper County Industrial Incubator Center, Inc

102 Industrial Park Dr.
DeKalb, MS 39328
601-743-2754 • 601-743-2760 Fax
Manager: Brian Henson
kceda@bellsouth.net

Mississippi Enterprise for Technology

Bldg. 1103, Ste. 143
Stennis Space Center, MS 39529
228-688-2083 • 228-688-1064 Fax
Manager: Charlie Beasley
www.mset.org/

Mississippi Technology Alliance Innovation Center

1230 Raymond Rd./P.O. Box 600
Jackson, MS 39204
601-965-0352 • 601-965-0362 Fax
Manager: DeAnna Adams-Executive Director
www.innovationcenter.ms

Neshoba Business Enterprise Center

1016 Saxon-Airport Rd.
Philadelphia, MS 39350
601-389-0803
Contact: David Vowell, President, CDP
Contact: Wade Hollingworth, IT Officer
www.neshoba.org

Northeast Mississippi Business Incubation System Corinth Facility

1828 Proper St.
Corinth, MS 38834
662-287-4369 • 662-287-1214 Fax
Manager: Ray McClellan, Executive Director

Northeast Mississippi Business Incubation System Iuka Facility

2021 Seago Rd.
Luka, MS 38852
662-287-4369 • 662-287-1214 Fax
Contact: Ray McClellan, Executive Director

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Suite 1100 / Regions Plaza / Jackson, Mississippi 39201
601/948-2924 • Fax 601/960-9154

Northeast Mississippi Business Incubation System Ripley Facility

401 CR 565
Ripley, MS 38663
662-287-4369 • 662-287-1214 Fax
Contact: Ray McClellan, Executive Director

North Miss Enterprise Initiative Batesville Enterprise Center

275 Nosef Dr.
Batesville, MS 38606
662-281-0720
Contact: Holly Kelly, Executive Director
www.northmiss.org

North Miss Enterprise Initiative Oxford Enterprise Center

#9 Industrial Park Dr.
Oxford, MS 38655
662-281-0720
Contact: Holly Kelly, Executive Director
www.northmiss.org

North Miss Enterprise Initiative Grenada Enterprise Center

2063 Papermill Rd.
Grenada, MS 38901
662-281-0720
Contact: Holly Kelly, Executive Director
www.northmiss.org

Renasant Center For IDEAs

Tupelo/Lee County Regional Business Incubator
398 E. Main St.
Tupelo, MS 38804
662-823-IDEA • 662-823-7234 Fax
Manager: Wayne Averett
www.renasantcenterforideas.com

The Innovation Center

1636 Popps Ferry Rd.
Biloxi, MS 39532
228-392-9741 • 228-293-9743 Fax
Manager: Stephen Whitt
www.innovatems.com

Winston County Economic Development District

P.O. Box 551
Louisville, MS 39339
662-773-8719 • 662-773-8719 Fax
Manager: Gerald Mills
www.winstoncounty.com

WOMEN'S BUSINESS CENTERS

The SBA's Women Business Centers are a nationwide network of 114 community-based centers that provide business training, counseling, mentoring and other assistance geared to women, particularly those who are socially and economically disadvantaged. To meet the needs of women entrepreneurs, the WBCs offer their services at convenient times and locations. Some offer child care during training and many provide assistance and materials in

different languages, depending on the needs of the individual communities they serve. Classes are either free or offered at a small fee, and scholarships are often available to those who need them. A number of WBCs also provide courses and counseling via the Internet, mobile classrooms and satellite locations.

Both SBA district offices and women's business centers often offer mentoring roundtables. If there is not an existing roundtable nearby, women's business centers may be able to help women entrepreneurs set them up.

To find the nearest SBA women's business ownership representative or women's business center, and to learn more about SBA programs and services, visit the Office of Women's Business Ownership at www.sba.gov/women.

ARE YOU RIGHT FOR SMALL BUSINESS OWNERSHIP?

Most new business owners who succeed have planned for every phase of their success. Thomas Edison, the great American inventor, once said, "Genius is 1 percent inspiration and 99 percent perspiration." That same philosophy also applies to starting a business.

First, you'll need to generate a little bit of perspiration deciding whether you're the right type of person to start your own business.

IS ENTREPRENEURSHIP FOR YOU?

In business, there are no guarantees. There is simply no way to eliminate all the risks associated with starting a small business - but you can improve your chances of success with good planning, preparation, and insight. Start by evaluating your strengths and weaknesses as a potential owner and manager of a small business. Carefully consider each of the following questions:

- **Are you a self-starter?** It will be entirely up to you to develop projects, organize your time, and follow through on details.
- **How well do you get along with different personalities?** Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, and professionals such as lawyers, accountants, or consultants. Can you deal with a demanding client, an unreliable vendor, or a cranky receptionist if your business interests demand it?
- **How good are you at making decisions?** Small business owners are required to make decisions constantly -

often quickly, independently, and under pressure.

- **Do you have the physical and emotional stamina to run a business?** Business ownership can be exciting, but it's also a lot of work. Can you face six or seven 12-hour workdays every week?
- **How well do you plan and organize?** Research indicates that poor planning is responsible for most business failures. Good organization — of financials, inventory, schedules, and production — can help you avoid many pitfalls.
- **Is your drive strong enough?** Running a business can wear you down emotionally. Some business owners burn out quickly from having to carry all the responsibility for the success of their business on their own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.
- **How will the business affect your family?** The first few years of business start-up can be hard on family life. It's important for family members to know what to expect and for you to be able to trust that they will support you during this time. There also may be financial difficulties until the business becomes profitable, which could take months or years. You may have to adjust to a lower standard of living or put family assets at risk in the short-term.

Once you've answered those questions, you should consider what type of business you want to start.

FRANCHISING

There are more than 3,000 franchised businesses. The challenge is to decide on one that both interests you and is a good investment. Many franchising experts suggest that you comparison shop by looking at multiple franchise opportunities before deciding on the one that's right for you.

Some of the things you should look at when evaluating a franchise: profitability, effective financial management and other controls, a good image, integrity and commitment, and a successful industry.

In the simplest form of franchising, while you own the business, its operation is governed by the terms of the franchise agreement. For many, this is the chief benefit for franchising. You are able to capitalize on a business format, trade name, trademark and/or support system provided by the franchisor. But you operate as an independent contractor with the ability to make a profit or sustain a loss commensurate with your ownership.

If you are concerned about the risk involved in a new, independent business venture, then franchising may be the best business option for you. Remember that hard work, dedication and sacrifice are key

elements in the success of any business venture, including franchising.

For more information visit the SBA Web site at: <http://www.sba.gov/smallbusinessplanner/start/> and click on “Buy a Franchise” from the menu on the right side or call your local SBA office.

HOME-BASED BUSINESSES

Going to work used to mean traveling from home to a plant, store or office. Today many people do some or all their work at home.

Garages, basements and attics are being transformed into the corporate headquarters of the newest entrepreneurs – home-based business owners.

Getting Started

Before diving headfirst into a home-based business, you must know why you are doing it. To succeed, your business must be based on something greater than a desire to be your own boss. You must plan and make improvements and adjustments along the road.

Ask yourself these questions – and remember, there are no best or right reasons for starting a home-based business. But it is important to understand what the venture involves.

Working under the same roof where your family lives may not prove to be as easy as it seems. It's important to work in a professional environment. One suggestion is to set up a separate office in your home to create this professional environment.

Ask yourself:

- Can I switch from home responsibilities to business work?
- Do I have the self-discipline to maintain schedules?
- Can I deal with the isolation of working from home?
- Am I a self-starter?

Finding Your Niche

Choosing a home business must be approached carefully.

Ask yourself:

- Does my home have the space for a business?
- Can I identify and describe the business I want to establish?
- Can I identify my business product or service?
- Is there a demand for that product or service?
- Can I successfully run the business from home?

Legal Requirements

A home-based business is subject to many of the same laws and regulations affecting other businesses.

Some general areas include:

- Zoning regulations. If your business operates in violation of them, you could be fined or shut down.
- Product restrictions. Certain products cannot be produced in the home. Most states outlaw home production of fireworks, drugs, poisons, explosives, sanitary or medical products and toys. Some states also prohibit home-based businesses from making food, drink or clothing.

Be sure to consult an attorney and your local, city and state departments of labor to find out which laws and regulations will affect your business. Additionally, check on registration and accounting requirements needed to open your home-based business. You may need a work certificate or license from the state. Your business name may need to be registered with the state. A separate business telephone and bank account are good business practices.

Also remember, if you have employees you are responsible for withholding income and social-security taxes, and for complying with minimum wage and employee health and safety laws.

If you're convinced that working from home is for you, it's time to create your business plan. The SBA and its resource partners, such as SCORE, SBDCs and WBCs can help make the process easier.

WRITING A BUSINESS PLAN

After you've thought about what type of business you want, the next step is to develop a business plan. Think of the business plan as a roadmap with milestones for the business. It begins as a pre-assessment tool to determine profitability and market share, then expands as an in-business assessment tool to determine success, obtain financing and determine repayment ability, among other factors.

Creating a comprehensive business plan can be a long process, and you need good advice. The SBA and its resource partners, including Small Business Development Center, Veterans Business Outreach Centers, SCORE and Women's Business Centers, have the expertise to help you craft a winning business plan.

In general, a good business plan contains:

Introduction

- Give a detailed description of the business and its goals.
- Discuss ownership of the business and its legal structure.
- List the skills and experience you bring to the business.
- Discuss the advantages you and your business have over competitors.

Marketing

- Discuss the products and services your company will offer.
- Identify customer demand for your products and services.
- Identify your market, its size and locations.
- Explain how your products and services will be advertised and marketed.
- Explain your pricing strategy.

Financial Management

- Develop an expected return on investment and monthly cash flow for the first year.
- Provide projected income statements, and balance sheets for a two-year period.
- Discuss your break-even point.
- Explain your personal balance sheet and method of compensation.
- Discuss who will maintain your accounting records and how they will be kept.
- Provide “what if” statements addressing alternative approaches to potential problems.

Operations

- Explain how the business will be managed day-to-day.
- Discuss hiring and personnel procedures.
- Discuss insurance, lease or rent agreements, and issues pertinent to your business.
- Account for the equipment necessary to produce your goods or services.
- Account for production and delivery of products and services.

Concluding Statement

Summarize your business goals and objectives and express your commitment to the success of your business. Once you have completed your business plan, review it with a friend or business associate and professional business counselor like SCORE or SBDC representatives, SBA district office business development specialists or Veterans Business Development specialists.

Remember, the business plan is a flexible document that should change as your business grows.

REACHING UNDERSERVED AUDIENCES

Women Business Owners

Women entrepreneurs are changing the face of America's economy. In the 1970's, women owned less than five percent of the nation's businesses. Today, they are at least equal owners of nearly half the nation's businesses and are majority owners of about a third of all small businesses. SBA

serves women entrepreneurs nationwide through its various programs and services, some of which are designed especially for women. Many of these are overseen by SBA's Office of Women's Business Ownership.

Women's business ownership representatives in every SBA district office coordinate services for women, helping them access appropriate training, counseling, mentoring, federal contracting opportunities, financing, and more. They can also provide information on other local resources, including SBA resource partners and lenders.

SBA Services to Help Women Succeed in Business

The Women's Network for Entrepreneurial Training (WNET) Program - WNET, a program of the SBA's Office of Women's Business Ownership, provides networking opportunities through the WNET Round-tables. These gatherings allow participants to share their experiences, and receive practical support and guidance from a wide range of knowledgeable business counselors in an informal setting. Women entrepreneurs can use this medium to attain a wealth of expert knowledge that can make the difference between success and failure.

Mississippi Women's Business Centers

The Mississippi Action for Community Education, Inc. (MACE) offers to the Delta region, the Mid-Delta Women's Entrepreneurial Training and Technical Assistance Program (WE-TAP). The program is designed to create an alternative and non-traditional means of economic support for low-income women in rural Mississippi through a hands-on approach to business counseling services, long-term training and technical assistance. Since 1967, MACE has been in the forefront of economic development initiatives in the Delta by utilizing and building on the human resource potential of Delta residents.

Mississippi Action for Community Education, Inc. Women's Business Center

William M. Brown, Director
119 S. Theobald St.
Greenville, MS 38701
662-335-3523 • 662-334-2939 Fax
macetop@bellsouth.net

The Crudup-Ward Activity Center, open since December 2006, provides services designed for women seeking to start a new business or improve their existing business. Along with traditional one-on-one business and financial

counseling, technical assistance services to women, minority and low wealth entrepreneurs, the program also offers WNET Roundtable sessions, workshops in preparing a business proposal and plan, financial and tax matters, management and marketing assistance, government procurement and certification assistance, computer/software and internet training, legal issues and youth entrepreneur training among other topics. The center serves Scott, Jasper, Lauderdale, Clarke, Kemper, Leake, Smith, Neshoba and Newton counties.

Crudup-Ward Activity Center

Annie Ward, Executive Director
630 Longview St.
Forest, MS 39074
601-469-3357
annieward@nctv.com

Online Women's Business Center

The SBA also makes available the Online Women's Business Center which offers resources via the Internet for those unable to utilize the services of the Women's Business Center. Visit the Online Women's Business Center at:

www.sba.gov/aboutsba/sbaprograms/onlinewbc

VETERANS AND RESERVISTS BUSINESS DEVELOPMENT

The SBA offers a variety of services to American veterans who have made or are seeking to make the transition from service member to small business owner. Each of SBA's 68 district offices throughout the country has designated a veterans business development officer to help veterans prepare, plan and succeed in entrepreneurship. The Veterans Business Outreach Centers provide online and face-to-face entrepreneurial development services such as business training, counseling and mentoring to eligible veterans owning or considering starting a small business. SBDCs and SCORE also provide targeted management assistance to veterans who are current or prospective small business owners. SCORE also provides resources and counseling services online at: www.score.org.

The SBA offers special assistance for small businesses owned by activated Reserve and National Guard members. Any self-employed Reserve or Guard member with an existing SBA loan can request from their SBA lender or SBA district office, loan payment deferrals, interest rate reductions and other relief after they receive their activation orders.

Additionally, the SBA offers special low-

interest-rate financing to small businesses when an owner or essential employee is called to active duty. The Military Reservist Economic Injury Disaster Loan Program provides loans to eligible small businesses to cover operating costs that cannot be met due to the loss of an essential employee called to active duty in the reserves or National Guard. Small businesses may apply for MREIDLs of up to \$2 million if they have been financially impacted by the loss of an essential employee. The SBA has created a special Web page specifically for Reserve and Guard members at: <http://www.sba.gov/aboutsba/sbaprograms/reservists/index.html>.

To ensure that veterans, service-disabled veterans and Reserve and National Guard member entrepreneurs receive special consideration in all its entrepreneurial programs and resources, the SBA has established an Office of Veterans Business Development. OVBD develops and distributes various informational materials for entrepreneurship such as the Veterans Business Resource Guide, VETGazette, Getting Veterans Back to Work, and various other materials. Veterans may access these resources and other assistance from OVBD by visiting the Web site at: www.sba.gov/VETS/.

For more information or special assistance with government contracting, including programs for veterans and service-disabled veterans, please check the Contracting Opportunities section of this publication, and the Web site above.

SBA's Patriot Express Initiative has new and enhanced programs and services for veterans and members of the military community wanting to establish or expand small businesses. See the Financing section for more information on Patriot Express.

NATIVE AMERICAN BUSINESS DEVELOPMENT

The SBA is also working to ensure that entrepreneurship opportunities are available for American Indians, Native Alaskans and Native Hawaiians seeking to create, develop and expand small businesses. These groups have full access to the necessary business development and expansion tools available through the agency's entrepreneurial development, lending and procurement programs. More information is at: <http://www.sba.gov/aboutsba/sbaprograms/naa/index.html>.

REGULATIONS

KNOWING THE RULES

Paying Attention to Detail Can Save Time and Money



Even if your consulting service or hand-knit sweater business is based from your home, it will have to comply with many of the numerous local, state, and federal regulations. Avoid the temptation to ignore regulatory details. Doing so may avert some red tape in the short term, but could be an obstacle as your business grows. Taking the time to research the applicable regulations is as important as knowing your market. Bear in mind that regulations vary by industry. If you're in the food-service business, for example, you will have to deal with the health department. If you use chemical solvents, you will have environmental compliances to meet. Carefully investigate the regulations that affect your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties and jeopardize your business.

BUSINESS.GOV

Business.gov is the official business link to the U.S. government providing a one-stop shop for federal resources from the federal government agencies that regulate or serve businesses.

Business.gov's new "Permit Me" feature provides a single source for obtaining federal and state permits and professional licenses for businesses. While most businesses in the United States are required to obtain a permit, professional license, or

identification number to operate, finding the right license can be a major challenge for potential business owners.

"Feature Topics" focuses on common business concerns. It provides context to the compliance information provided on the site and helps business owners understand in plain language the regulatory requirements their businesses face. Additional topics are added on a regular basis in response to the most frequent searches on the site.

The Content Partners Program encourages government agencies, trade associations and professional organizations to develop compliance assistance tools and resources for small- and medium-sized businesses that can then be featured on the site's Feature Topics and Compliance Guides pages.

Business.gov partners with the SBA and 21 other federal agencies. You're just a computer click away from help 24-hours a day at www.business.gov.

BUSINESS ORGANIZATION

There are many forms of legal structure you may choose for your business. Each legal structure offers organizational options which are appropriate for different personal situations and which affect tax and liability issues. We suggest you research each legal structure thoroughly and consult a tax accountant and/or attorney prior to making your decision.

Mississippi Secretary of State

Business Services
700 North St.
Jackson, MS 39202
601-359-1633 or 800-256-3494
www.sos.state.ms.us/

CHOOSING YOUR BUSINESS STRUCTURE

You may operate your business under one of many organizational structures. The most common organizational structures are sole proprietorships, general and limited partnerships, "C" and "S" corporations and limited liability companies.

Each structure offers unique tax and liability benefits. If you're uncertain which format of business is right for you, you may want to discuss options with a business counselor or attorney.

Sole Proprietorship

One person operating a business as an individual is a sole proprietorship. It's the most common form of business organization. Profits are taxed as income to the owner personally. The personal tax rate is usually lower than the corporate tax rate. The owner has complete control of the business, but faces unlimited liability for its debts. There is very little government regulation or reporting required with this business structure.

General Partnership

A partnership exists when two or more persons join together in the operation and management of a business. Partnerships are subject to relatively little regulation and are fairly easy to establish. A formal partnership agreement is recommended to address potential conflicts such as: who will be responsible for performing each task; what, if any, consultation is needed between partners before major decisions, and what happens when a partner dies, and so on. Under a general partnership each partner is liable for all debts of the business. Profits are taxed as income to the partners based on their ownership percentage.

Limited Partnership

Like a general partnership, a limited partnership is established by an agreement between two or more persons. However, there are two types of partners.

- A general partner has greater control in some aspects of the partnership. For example, only a general partner can decide to dissolve the partnership. General partners have no limits on the dividends they can receive from profit so they incur unlimited liability.
- Limited partners can only receive a share of profits based on the proportional amount on their investment, and the liability is similarly limited in proportion to their investment.

“C” Corporation

A “C” corporation is a legal entity created under state law by the filing of articles of incorporation. A corporation is a separate entity having its own rights, privileges and liabilities, apart from those of the individual(s) forming the corporation. It’s the most complex form of business organization and is comprised of shareholders, directors and officers. Since the corporation is an entity in its own right it can own assets, borrow money and perform business functions without directly involving the owners. Corporations are subject to more government regulation and it offers the owners the advantage of limited liability, but not total protection from lawsuits.

Subchapter “S” Corporation

Subchapter “S” references a special part of the Internal Revenue Code that permits a corporation to be taxed as a partnership or sole proprietorship, with profits taxed at the individual, rather than the corporate rate. A business must meet certain requirements for Subchapter “S” status. Contact the IRS for more information.

LLCs and LLPs

The limited liability company is a relatively new business form. It combines selected corporate and partnership characteristics while still maintaining status as a legal entity distinct from its owners. As a separate entity it can acquire assets, incur liabilities and conduct business. It limits liability for the owners. LLC owners risk only their investment, not personal assets. The limited liability partnership is similar to the LLC, but it is for professional organizations.

LOGISTICS OF STARTING YOUR BUSINESS

BUSINESS LICENSES

There are many types of licenses, both state and local as well as professional. Depending on what you do and where you plan to operate, your business may be required to have various state and/or municipal licenses, certificates or permits.

Licenses are typically administered by a variety of state and local departments. Consult your state or local government for assistance.

Special Licenses, Permits and Other Regulations

Some businesses require special licenses and permits, or must meet additional regulations. Ventures which entail the handling and/or processing of foods must meet sanitary standards of the Mississippi State Board of Health; an owner of this type of business should contact the county health department. Stove ventilation systems in restaurants must conform with local fire prevention codes; a restaurant owner should contact the local fire department for guidance. Businesses which sell alcoholic beverages, tobacco, firearms or ammunition should contact the following agencies which have control over the sale of these items: United States Treasury Department’s Bureau of Alcohol, Tobacco and Firearms and the Mississippi State Tax Commission’s Alcoholic Beverage Control Bureau (ABC). The ABC not only grants or denies licenses for the sale of alcoholic beverages, but it is the state’s only wholesaler of wines and liquors.

The Office of the Secretary of State can direct businesses to state agencies, which may require special licenses, permits, examinations and other types of certification. The Secretary’s office compiles the Mississippi Official and Statistical Register, which provide information on such groups as the Board of Barber Examiners, the Board of Public Accountancy and the Commission on Health Care.

Contact the city or county fire department; county health department; United States Treasury Department, Mississippi State Tax Commission; Office of the Secretary of State of Mississippi Special Licenses.

Building Codes, Permits and Zoning

It is important to consider zoning regulations when choosing a site for your business. You may not be permitted to conduct business out of your home or engage in industrial activity in a retail district. Contact the business license office in the city or town in which the business is located.

Barrier-Free Design

In 1992, the Americans with Disabilities Act mandated federal requirements concerning barrier-free design. These regulations are intended to ensure that public facilities are accessible to and usable by all citizens, including elderly persons, wheelchair users and individuals with permanent or temporary conditions that reduce coordination or mobility or make walking difficult and insecure. Structures that undergo an alteration must comply to a certain degree with the barrier-free requirements. For more information, contact the U.S. Department of Justice ADA information line at 800-514-0301. Request Publication, ADA Guide for Small Business.

FICTITIOUS BUSINESS NAME

Registering your business name, after doing a search to make sure that it is not already in use, protects you from others who might be using the same name. For more information, contact the county clerk’s office in the county where your business is based. But if you are a corporation, you’ll need to check with the state.

BUSINESS INSURANCE

Like home insurance, business insurance protects the contents of your business against fire, theft and other losses. Contact your insurance agent or broker. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, other simply make good business sense. The types of insurance listed below are among the most commonly used and are merely a starting point for evaluating the needs of your business.

Liability Insurance – Businesses may incur various forms of liability in conducting their normal activities. One of the most common types is product liability, which may be incurred when a customer suffers harm from using the business product. There are many other types of

liability, which are frequently related to specific industries. Liability law is constantly changing. An analysis of your liability insurance needs by a competent professional is vital in determining an adequate and appropriate level of protection for your business.

Property – There are many different types of property insurance and levels of coverage available. It is important to determine the property you need to insure for the continuation of your business and the level of insurance you need to replace or rebuild. You must also understand the terms of the insurance, including any limitations or waivers of coverage.

Business Interruption – While property insurance may pay enough to replace damaged or destroyed equipment or buildings, how will you pay costs such as taxes, utilities and other continuing expenses during the period between when the damage occurs and when the property is replaced? Business Interruption (or "business income") insurance can provide sufficient funds to pay your fixed expenses during a period of time when your business is not operational.

"Key Man" – If you (and/or any other individual) are so critical to the operation of your business that it cannot continue in the event of your illness or death, you should consider "key man" insurance. This type of policy is frequently required by banks or government loan programs. It also can be used to provide continuity in operations during a period of ownership transition caused by the death, incapacitation or absence due to a Title 10 military activation of an owner or other "key" employee.

Automobile – It is obvious that a vehicle owned by your business should be insured for both liability and replacement purposes. What is less obvious is that you may need special insurance (called "non-owned automobile coverage") if you use your personal vehicle on company business. This policy covers the business' liability for any damage which may result for such usage.

Officer and Director – Under most state laws, officers and directors of a corporation may become personally liable for their actions on behalf of the company. This type of policy covers this liability.

Home Office – If you are establishing an office in your home, it is a good idea to contact your homeowners' insurance company to update your policy to include coverage for office equipment. This coverage is not automatically included in a standard homeowner's policy.

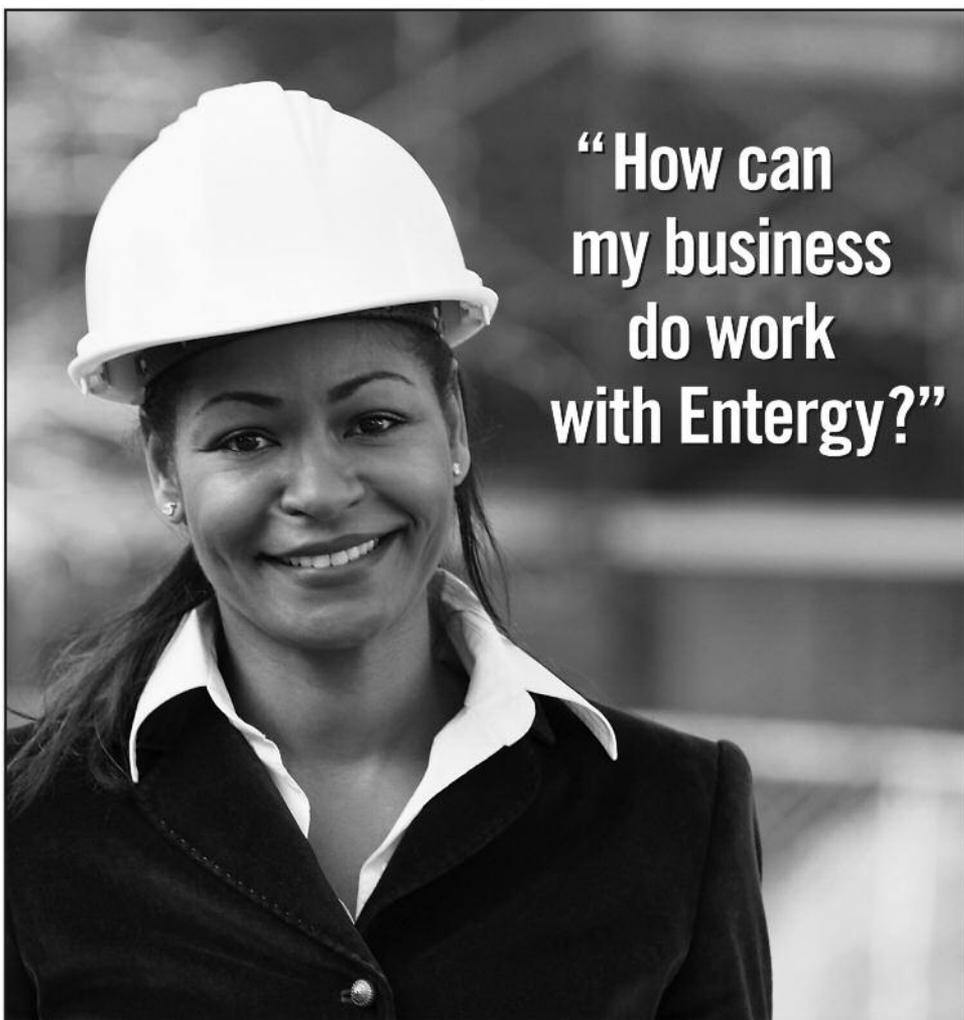
EMPLOYER IDENTIFICATION NUMBER

An EIN, Form SS-4, also known as a federal tax identification number, is used to identify a business entity. Generally all businesses need an EIN. You may apply for an EIN in a variety of ways, including online, phone, fax. Taxpayers can obtain an EIN immediately by calling 800-829-4933, Monday through Friday, from 7:30 a.m. to 5:30 p.m. customer's local time.

Taxpayers can fax EIN requests seven days a week/24 hours a day by dialing the fax number to one of three IRS campuses

that accept applications. The instructions on the newly revised Form SS-4, Application for Employer ID Number, indicate which IRS Campus is assigned to their specific state. Detailed information and an electronic SS-4 can be found at the IRS Small Business/Self Employed Community Web site at: <http://www.irs.gov/businesses/small/index.html>, click on New Businesses. Faxed applications are processed in four days. The IRS Campus' accepting faxed applications are:

Holtsville, NY	631-447-8960
Cincinnati, OH	859-669-5760
Philadelphia, PA	215-516-3990



“How can my business do work with Entergy?”

At Entergy, the answer to that question is 'come visit with us'. Through our Supplier Diversity Program, we actively seek passionate business partners who reflect the diversity of the communities we serve. From construction to office supplies and everything in between, we welcome the opportunity to connect with you and your business. Join us in building a better, brighter future.

For more information, please visit us at entergy.com/supplierdiversity.



THE POWER OF PEOPLE™

A message from Entergy Corporation
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EINs are also issued automatically online. Visit the IRS Web site, <http://www.irs.gov/businesses/small/article/0,,id=102767,00.html> for more information.

FEDERAL SELF-EMPLOYMENT TAX

Everyone must pay Social Security and Medicare coverage. If you are self-employed, your contributions are made through the self-employment tax.

The IRS has publications, counselors and workshops available to help you sort it out. For more information, contact the IRS at 800-829-1040.

BUSINESS TAX INFORMATION

If you plan to hire employees you are also required to obtain a Federal Employee Identification Number from the IRS. To obtain the registration form and reference documents, contact the IRS at 800-829-1040 or visit their website: <http://www.irs.gov/businesses/small/index.html> for complete information.

SALES TAX EXEMPTION CERTIFICATE

If you plan to sell products, you will need a Sales Tax Exemption Certificate. It allows you to purchase inventory, or materials, which will become part of the product you sell, from suppliers without paying taxes. It requires you to charge sales tax to your customers, which you are responsible for remitting to the state. You will have to pay penalties if it is found that you should have been taxing your products and now owe back taxes to the state. For information on sales tax issues, contact your state's government.

TAXES

Complying with local, state and federal tax regulations is one of the most critical aspects of financial management for the small business owner. Failure to comply with these regulations may result in substantial penalties or even the closure of your business. The following information is not intended as a comprehensive discussion of tax regulations; it is merely an overview of some of the most common types of tax requirements.



INCOME TAXES

Different types of businesses (i.e., sole proprietorships, partnerships and corporations) have different income tax requirements. One of the primary considerations in choosing a legal structure for your business is the tax implications of a particular structure. Each of the various types of legal structures has different requirements regarding filing dates, forms required and tax calculations. The fact that a business does not show a profit does not release it from its obligations to file the proper income tax forms.

Both state and federal income tax returns are due by April 15 of each year. Profits or losses from sole proprietorships, partnerships, S corporations and limited liability companies are reported on individual or joint income tax returns. Generally, a sole proprietor or an individual who has an interest in a partnership, S corporation or a limited liability company files state and federal declarations of estimated income. The state and federal government have somewhat different rules governing individual estimated income taxes.

However, the installment due dates are the same which are April 15, June 15, September 15 and January 15. Self-employment taxes are imposed at the federal level and can be paid to the Internal

Revenue Service when an individual files his annual income tax return for the past year.

Contact the Internal Revenue Service; Mississippi State Tax Commission; an Accountant

PAYROLL TAXES

Any business with employees of any type must comply with federal and state payroll requirements. This is true even if you are the sole employee of a corporation which you own. It is critical that you understand the various deadlines and requirements, or that you use the services of someone who does. The major types of payroll taxes in Mississippi are: Income Tax Withholding (federal and state); Federal Social Security Tax (FICA); Federal Unemployment Tax (FUTA); and Mississippi Unemployment Tax.

SALES TAX

The sale of many types of tangible goods in Mississippi incurs a sales tax. It is the responsibility of the business to collect this tax, keep accurate records and remit the funds according to established guidelines. Failure to comply with the sales tax requirements can result in serious financial consequences for the business. For more information contact the: Mississippi State Tax Commission at 601-923-7000 or visit their website at:

www.mstc.state.ms.us/index.html

SOCIAL SECURITY CARDS

All employees must have a social security card. It must be signed by its owner, and you should always ask to see and personally record the social security number. Failure to do so may cause your employee to lose benefits and considerable trouble for yourself in back tracking to uncover the error.

Each pay day, your employees must receive a statement from you telling them what deductions were made and how many dollars were taken out for each legal purpose. This can be on the check as a detachable portion or in the form of an envelope with the items printed and spaces for dollar deductions to be filled in. No deductions may be made by any employer for any reason unless the employee has previously signed a paper authorizing the deduction. There are no exceptions.

EMPLOYEES

The decision of whether or not to hire employees can be a difficult one. There are a number of critical questions you must answer in making this decision, such as:

- Do you have the skills necessary for the operation of your business or do you need to hire someone with those skills?
- If you need to hire someone with necessary skills, should the individual be an employee of your business or should he or she be an outside contractor?
- If you hire employees, do you have the necessary management procedures in place to ensure that hiring and managing your employees conforms to all necessary government regulations?
- Do the expenditures related to hiring employees (salary or wages, benefits, federal taxes and so on) make sense given the projected financial situation of your business?

Examining these questions and others before you hire employees can help you avoid many potential problems. You also need to understand your legal obligations as an employer. The most important of these obligations are discussed below.

Employees vs. Contract Labor

Individuals may provide services to your business as either employees or as contractors. Which status an individual has affects your taxes, liability, benefit costs and many other areas of your business. The question of employee vs. contractor is therefore critical, but it is not simple. There are many different tests the IRS may apply to determine whether an individual is an employee or a contractor. Improperly classifying someone whom the IRS considers an employee as a contractor can result in very stiff penalties. If you wish to consider using contractors instead of employees in your business, it is important that you consult with a competent tax advisor prior to making a decision. Contact the IRS for more information on contract/labor services at 800-829-1040.

IRS WEB PRODUCTS FOR SMALL BUSINESSES

To provide the most timely and up-to-date tax information, the Small Business Resource Guide (SBRG), formerly a CD-ROM, is available exclusively online at <http://www.irs.gov/businesses/small/article/0,,id=155439,00.html>.

Designed to equip small business owners with the skills and knowledge needed to successfully start and manage a business, IRS has ensured the SBRG 2009

Web site offers the same quality of information the SBRG CD was known for, covering a wide range of tax topics, Web links to business forms, publications, other useful governmental Web sites, and much more.

SMALL BUSINESS VIDEO AND AUDIO PRESENTATIONS

A new page at <http://www.irs.gov/businesses/small/article/0,,id=97726,00.html> on IRS.gov features video and audio presentations on a variety of topics for small businesses and self-employed taxpayers, highlighted by an audio podcast reenactment of the May 2008 IRS National Phone Forum for first-time Schedule C filers. Also included are:

- Adjusting Employment Taxes: New for 2009
- Backup Withholding for Form 1099-MISC
- Bartering Income
- Choosing a Tax Preparer
- Employer Identification Numbers
- Small Business Tax Workshops
- Schedule C: Who needs to file and how to do it

In addition to these video and audio presentations, please visit the Small Business/Self-Employed Virtual Small Business Tax Workshop at <http://www.irs.gov/businesses/small/article/0,,id=200274,00.html> for instructional lessons.

Self-Employed Individuals Tax Center

Small businesses and the self-employed will also find information and resources in the Self-Employed Individuals Tax Center at <http://www.irs.gov/businesses/small/selfemployed/>.

e-News for Small Businesses

To learn about other IRS products and services, and to keep up with the latest IRS announcements for small businesses, start a free subscription to e-News for Small Businesses; just go to IRS.gov at <http://www.irs.gov/businesses/small/content/0,,id=154826,00.html>, type in your e-mail address and submit.

SOCIAL SECURITY CARDS

All employees must have a social security card. It must be signed by its owner, and you should always ask to see and personally record the social security number. Failure to do so may cause your employee to lose benefits and considerable trouble for yourself in back tracking to uncover the error.

Each pay day, your employees must receive a statement from you telling them what deductions were made and how many dollars were taken out for each legal purpose. This can be on the check as a detachable portion or in the form of an envelope with the items printed and spaces for dollar deductions to be filled in.

EMPLOYEE CONSIDERATIONS

Taxes

If you have any employees, including officers of a corporation but not the sole proprietor or partners, you must make periodic payments of, and/or file quarterly reports about payroll taxes and other mandatory deductions. You may contact these government agencies for information, assistance and forms.

Social Security Administration

800-772-1213
<http://www.ssa.gov>

Federal Withholding

U.S. Internal Revenue Service
800-829-1040
<http://www.irs.gov>

Social Security's Business Services Online

The Social Security Administration now provides free electronic services online at www.socialsecurity.gov/employer/. Once registered for Business Services Online, business owners or their authorized representative can:

- file W-2s online; and
- verify Social Security Numbers through the Social Security Number Verification Service, used for all employees prior to preparing and submitting Forms W-2.

Federal Withholding

U.S. Internal Revenue Service
800-829-1040
<http://www.irs.gov>

Employee Insurance

If you hire employees you may be required to provide unemployment or workers' compensation insurance.

WORKPLACE PROGRAM

Americans with Disabilities (ADA): For assistance with the ADA, call 800-669-3362 or visit: <http://www.ada.gov>.

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new

employees. The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Services Office of Business Liaison offers a selection of information bulletins and live assistance through the Employer Hotline. For forms call 800-870-3676, for the Employer Hotline call 800-357-2099.

SAFETY & HEALTH REGULATIONS

All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. The Occupational Safety and Health Administration outlines specific health and safety standards adopted by the U.S. Department of Labor.

Federal Occupational Safety & Health Administration

Department of Labor
820 First St. N.E.
Washington, DC 20002
202-693-5000
www.osha.gov

Jackson Area Office

3780 I-55 N., Ste. 210
Jackson, MS 39211
601-965-4606

Use of hazardous substances in businesses is highly regulated and there are heavy fines for non-compliance.

U.S. Environmental Protection Agency

Ariel Rios Bldg.
1200 Pennsylvania Ave. N.W.
Washington, DC 20460
202-272-0167
www.epa.gov

Mississippi Department of Environmental Quality

P.O. Box 20305
Jackson, MS 39289-1305
601-961-5171 or 888-786-0661 Toll Free

Workers' Compensation Insurance

All employers that regularly employ four or more part-time employees at one time, or employed one or more persons for at least 13 weeks during the preceding 52 weeks, are required to have workers' compensation insurance. The majority of employers in Mississippi obtain workers' compensation coverage through policies purchased from commercial insurance companies. Premium rates may vary widely, so it may pay to shop carefully. Contact the Mississippi Workers'

Compensation Commission toll free at 1-866-473-6922 or via email at: www.mwcc.state.ms.us/.

Unemployment Insurance

Unemployment insurance protects workers who lose their jobs through no fault of their own. The funds to pay workers who are covered under this type of insurance are accumulated from taxes on the wages of employees during their employment. Both state and federal unemployment taxes are paid by employers. No deductions can be made from an employee's wages to cover these taxes. The publication, Employer Rights and Responsibilities, provides a good, easy-to-understand overview of Mississippi's unemployment system. To obtain a copy of this publication, or to obtain registration forms, contact the:

Mississippi Employment Security Commission

Employment Security Bldg.
1520 W. Capitol St.
Jackson, MS 39203
601-354-8711

Federal Unemployment Insurance (FUTA) is collected by the IRS. When you file your application for a Federal Employer Identification Number (FEIN) with the IRS and indicate you have employees, the IRS will send you a packet of forms.

BAR CODING

GS1 US™ (not a government agency) provides a unique company number to create bar codes (including UPCs) for your products. Many stores require bar coding on packaged products. Many industrial and manufacturing companies use bar coding to identify items they receive and ship. GS1 US, formerly the Uniform Code Council, Inc., provides tools and assistance to help you meet these requirements. For information, visit www.gs1us.org/pc. For additional questions, contact:

GS1 US

7887 Washington Village Dr., Ste. 300
Dayton, OH 45459-8605
937-435-3870

Federal Registration of Trademarks and Copyrights

Trademarks or service marks are words, phrases, symbols, designs or combinations that identify and distinguish the source of goods. Trademarks may be registered at both the state and federal level. To register a federal trademark, contact:

Patent and Trademark Office:

P.O. Box 1450
Alexandria, VA 22313-1450
800-786-9199
<http://www.uspto.gov/>

Trademark Information Hotline

703-308-9000

State Registration of a Trademark

Trademarks and service marks may be registered in a state.

Caution: Federally registered trademarks may conflict with and supersede state registered business and product names.

Patents

A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office. It provides the owner with the right to exclude others from making, using, offering for sale or selling the patented item in the United States.

Additional information is provided in the publications, General Information Concerning Patents and other publications distributed through the U.S. Patent and Trademark Office. For more information, contact the:

U.S. Patent and Trademark Office

800-786-9199 • <http://www.uspto.gov>

Copyrights

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyright does not protect facts, ideas and systems, although it may protect the way these things are expressed. For general information contact:

U.S. Copyright Office

U.S. Library of Congress
James Madison Memorial Building
Washington, DC 20559
202-707-9100 - Order Line
202-707-3000 - Information Line
www.copyright.gov



FINANCING

GETTING APPROVED

Financing Options to Start or Grow Your Business



The American Recovery and Reinvestment Act may affect some SBA loan guarantee programs. For the latest information, see your local SBA district office or www.sba.gov.

Many entrepreneurs need financial resources to start or expand a small business themselves and must combine what they have with other sources of financing. These sources can include family and friends, venture-capital financing, and business loans.

This section of the Small Business Resource guide discusses SBA's primary business loan and equity financing programs. These are: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the MicroLoan Program and the Small Business Investment Company Program. The distinguishing features for these programs are the total dollar amounts that can be borrowed, the type of lenders who can provide these loans, the uses for the loan proceeds, and the terms placed on the borrower.

Note: The SBA does not offer grants to individual business owners to start or grow a business. The only grants the SBA is authorized to provide are for entities to provide businesses management technical assistance to other businesses.

When you seek a business loan, familiarize yourself with the SBA's business

loan programs to see if they may be a viable option. The three principal players in most of these programs are — the applicant small business, the lender and the SBA. SBA guarantees a portion of the loan (except for MicroLoans). The business should have its business plan prepared before it applies for a loan. This plan should explain what resources will be needed to accomplish the desired business purpose including the cost of everything, the applicants' contribution, use of loan proceeds, collateral, and most important, an explanation of how the business will be able to repay the loan in a timely manner.

The lender will analyze the application to see if it meets the lender's criteria as well as SBA's requirements. SBA will look to the lender to do much, if not all, of the analysis before it provides its guaranty on the lender's loan or provides the microlenders with funds to re-lend to the business. The SBA's business loan programs provide a key source of financing for viable small businesses that have real potential, but cannot qualify for loans on their own.

7(A) LOAN PROGRAM

The 7(a) Loan Program is the SBA's primary business loan program. It is the agency's most used non-disaster financial assistance program because of its flexibility in loan structure, variety of loan proceeds uses, and availability. This program has broad eligibility requirements and credit

criteria to accommodate a wide range of financing needs.

The business loans that SBA guarantees do not come from the agency, but rather from banks and other approved lenders. The loans are funded by these organizations and they make the decisions to approve or not approve the applicants' requests.

The SBA guaranty reduces the lender's risk of borrower non-payment. If the borrower defaults, the lender can request SBA to pay the lender that percentage of the outstanding balance guaranteed by SBA. This allows the lender to recover a portion from SBA of what it lent if the borrower can't make the payments. The borrower is still obligated for the full amount.

To qualify for an SBA guaranty, a small business must meet the lender's criteria and the 7(a) requirements. In addition the lender must certify that it would not provide this loan under the proposed terms and conditions unless it can obtain an SBA guaranty. If the SBA is going to provide a lender with a guaranty, the applicant must be eligible creditworthy and the loan structured under conditions acceptable to SBA.

PERCENTAGE OF GUARANTIES AND LOAN MAXIMUMS

The SBA only guarantees a portion of any particular loan so each loan will also have an unguaranteed portion giving the lender a certain amount of exposure and risk on each loan. The percentage SBA guarantees depends on either the dollar amount or the program the lender uses to obtain its guaranty. For loans of \$150,000 or less the SBA will guaranty as much as 85 percent and for loans over \$150,000 the SBA can provide a guaranty of up to 75 percent. **(NOTE: These percentages may be temporarily increased up to 90 percent as part of the American Recovery and Reinvestment Act of 2009 Check with your local SBA district office for more information.)**

The maximum loan amount is \$2 million and the maximum guaranty amount to any one business (including affiliates) is \$1.5 million. The one exception is when a

business needs both working capital and fixed assets to promote exporting in which case the SBA can provide a maximum guaranty of \$1.75 million.

Loans made under the SBAExpress program, which is discussed subsequently, have a 50 percent guaranty.

INTEREST RATES AND FEES

The actual interest rate for a loan guaranteed by SBA is negotiated between the applicant and lender and subject to SBA maximums. Both fixed and variable interest rate structures are available. The maximum rate is comprised of two parts, a base rate and an allowable spread. There are three acceptable base rates (Wall Street Journal Prime, London Interbank One Month Prime plus 3 percent, and an SBA Peg Rate). Lenders are allowed to add an additional spread to the base rate to arrive at the final rate. For loans with maturities of less than seven years the maximum spread will be no more than 2.25 percent. For loans with maturities of seven years or more the maximum spread will be 2.75 percent. Loans under \$50,000 and loans processed through Express procedures are permitted to be higher.

Loans guaranteed by SBA are assessed a guaranty fee. This fee is based on the loan's maturity and the dollar amount guaranteed, not the total loan amount, and the loan's maturity. The guaranty fee is generally paid by the borrower and can be included in the loan proceeds.

On any loan with a maturity of one year or less, the fee is just 0.25 percent of the guaranteed portion of the loan. On loans with maturities of more than one year, the normal guaranty fee is 2 percent of the SBA guaranteed portion on loans up to \$150,000; 3 percent on loans over \$150,000 but not more than \$700,000; and 3.5 percent on loans over \$700,000. There is also an additional fee of 0.25 percent on any guaranteed portion over \$1 million. * **All references to the prime rate refer to the lowest prime rate as published in the Wall Street Journal on the day the application is received by the SBA.**

(Note: These fees will be temporarily lowered for some loans as part of the American Recovery and Reinvestment Act.)

7(A) LOAN MATURITIES

SBA loan programs are generally intended to encourage longer term small business financing, but actual loan

maturities are based on the ability to repay, the purpose of the loan proceeds and the useful life of the assets financed. However, maximum loan maturities have been established: 25 years for real estate; up to 10 years for equipment (depending on the useful life of the equipment); and generally up to seven years for working capital. Short-term loans and revolving lines of credit are also available through the SBA to help small businesses meet their short-term and cyclical working capital needs.

STRUCTURE

Most loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same whereas for variable rate loans the lender can re-establish the payment amount when the interest rates change or at other intervals as negotiated with the borrower. Applicants can request that the lender establish the loan with interest-only payments during the start-up and expansion phases (when eligible) to allow the business time to generate income before it starts making full loan payments. There are no balloon payments or call provisions allowed on any 7(a) loan. The lender may not charge a prepayment penalty if the loan is paid off before maturity, but the SBA will charge the borrower a prepayment fee if the loan has a maturity of 15 or more years and is pre-paid during the first three years.

COLLATERAL

The SBA expects every loan to be fully secured, but, the SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, provided all available collateral is offered. What these two policies mean is that every SBA loan is to be secured by all available assets (both business and personal) until the recovery value equals the loan amount or until all assets have been pledged to the extent that they are reasonably available, to adequately secure the loan. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may be required.

ELIGIBILITY

7(a) loan eligibility is based on four different factors. The first is size, as all loan recipients must be classified as "small" by SBA. The basic size standards are outlined below. A more in-depth listing of standards

can be found at: <http://www.sba.gov/services/contractingopportunities/index.html> then select "Size Standards" from the "Contracting Opportunities" menu in the right hand column.

SBA Size Standards:

- Manufacturing from 500 to no more than 1,500 employees
- Wholesaling — No more than 100 employees
- Services from \$4.5 million to no more than \$33.5 million in average annual receipts
- Retailing from \$7 million to no more than \$29.5 million
- General construction from \$7 million to no more than \$33.5 million
- Agriculture from \$750,000 to no more than \$17.5 million in average annual receipts

Nature of Business

The second eligibility factor is based on the nature of the business and the process by which it generates income or the customers it serves. The SBA has general prohibitions against providing financial assistance to businesses involved in such activities as lending, speculating, passive investment, pyramid sales, loan packaging, presenting live performances of a prurient sexual nature, businesses involved in gambling and any illegal activity.

The SBA will also not support non-profit businesses, private clubs that limit membership on a basis other than capacity, businesses that promote a religion, businesses owned by individuals incarcerated or on probation or parole, municipalities, and situations where the business or its owners previously failed to repay a federal loan or federally assisted financing.

Use of Proceeds

The third eligibility factor is usage of proceeds. 7(a) proceeds can be used to: purchase machinery, equipment, fixtures, supplies, leasehold improvements, as well as land and/or buildings that will be occupied by the business borrower.

Proceeds can also be used to:

- Expand or renovate facilities;
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

7(a) loan proceeds cannot be used (except for compensation for services rendered) for floor plan financing or to have funds for the purpose of making investments. They also

cannot be used to provide perks to an owner of the business.

Miscellaneous Factors

The fourth factor involves a variety of requirements such as SBA's credit elsewhere test and utilization of personal assets requirements where the business and its principal owners must use their own resources before getting a loan guaranteed by SBA. It also includes SBA's anti-discrimination rules and prohibitions on lending to agricultural enterprises because there are other agencies of the federal government with programs to fund such businesses.

Generally, SBA loans must meet the following:

- Every loan must be for a sound business purpose;
- There must be sufficient invested equity in the business so it can operate on a sound financial basis;
- There must be a potential for long-term success;
- The owners must be of good character and reputation; and
- All loans must be so sound as to reasonably assure repayment.

For SBA's eligibility requirements check: <http://www.sba.gov/services/> then select "Loan Eligibility" from the "Financial Assistance" list along the bottom.

WHAT TO TAKE TO THE LENDER

Documentation requirements may vary; contact your lender for the information you must supply.

Common requirements include the following:

- Purpose of the loan.
- History of the business.
- Financial statements for three years (existing businesses).
- Schedule of term debts (existing businesses).
- Aging of accounts receivable and payable (existing businesses).
- Projected opening-day balance sheet (new businesses).
- Lease details.
- Amount of investment in the business by the owner(s).
- Projections of income, expenses and cash flow as well as the assumptions.
- Personal financial statements on the principal owners.

- Resume(s) of the principal owners and managers.

HOW THE 7(A) PROGRAM WORKS

Applicants submit their loan application to a lender for the initial review. The lender will generally review the credit merits of the request before deciding if they will make the loan themselves or if they will need an SBA guaranty. If a guaranty is needed, the lender will also review eligibility, and the applicant should be prepared to complete some additional documents before the lender sends its request for guaranty to the SBA.

There are five different ways a lender can apply for a 7(a) guaranty from SBA. The main differences between these methods are related to the documentation which the lender provides, the amount of review which SBA conducts, the amount of the loan and the lender responsibilities in case the loan defaults and the business' assets must be liquidated. The five methods are:

- Standard 7(a) Guaranty participants,
- Certified Lender Program participants
- Preferred Lender Program participants



The Road to Small Business Recovery

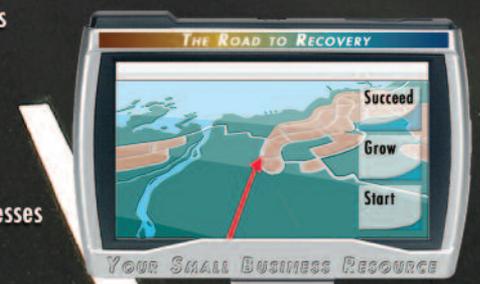


Check out SBA's programs & services to help you *start, grow and succeed!*

www.sba.gov/recovery

- Temporary elimination of fees on some SBA-backed loans
- Increased SBA guarantees on loans up to 90 percent
- Additional funding for SBA's Microloan Program
- Financing available for start-ups or existing small businesses

All SBA programs and services are provided on a nondiscriminatory basis.



- SBA Express, and Community Express participants.

For the Standard, Certified and Preferred methods, the applicant fills out SBA Form 4, and the lender completes SBA Form 4-1. When requests for guarantees are processed using Express methods, the applicant uses more of the regular forms of the lender and just has a few federal forms to complete. When SBA receives a request that is processed through Standard or CLP procedures, it either reanalyzes or reviews the lender's eligibility and credit analysis before deciding to approve or reject. For requests processed through PLP, Community Express and SBA Express procedures, lenders are permitted to make SBA-guaranteed loans without SBA's credit approval of the borrower.

In guaranteeing the loan, the SBA assures the lender that, in the event the borrower does not repay the loan, the government will reimburse the lending institution for a portion of its loss. By providing this guaranty, the SBA is able to help tens of thousands of small businesses every year get financing they might not otherwise obtain.

After SBA approval, the lender is notified that its loan has been guaranteed. The lender then will work with the applicant to make sure the terms and conditions are met before closing the loan, disbursing the funds, and assuming responsibility for collection and general servicing. The borrower makes monthly loan payments directly to the lender. As with any loan, the borrower is responsible for repaying the full amount of the loan in a timely manner.

What the SBA Looks for:

- Ability to repay the loan on time from the projected operating cash flow.
- Owners and operators who are of good character.
- Feasible business plan.
- Management expertise and commitment necessary for success.
- Sufficient funds, including the SBA guaranteed loan, to operate the business on a sound financial basis (for new businesses, this includes the resources to meet start-up expenses and the initial operating phase).
- Adequate equity invested in the business.
- Sufficient collateral to secure the loan or all available collateral if the loan cannot be fully secured.

SBA Loan Clinics

SBA provides free Loan Clinics monthly. The speaker covers the variety of SBA guaranty loan programs available

ranging from \$5,000 to \$2 million. Attendees will also learn of the approved and participating lenders in their area that may help them obtain the capital they need to start or grow their business. Workshop attendance is not required to apply for an SBA loan.

Mississippi District Office

Occur on the 1st Tuesday of each month from 4:30 p.m. to 5:30 p.m. at the SBA Office. Call 601-965-4378 ext. 11 to register for this free clinic and to confirm the location.

Gulfport Branch Office

Occur on the 1st Thursday of each month from 5:30 p.m. to 6:30 p.m. at the SBA Office. Call 228-863-4449 ext. 222 to register for this free clinic and to confirm the location.

SBAEXPRESS

SBAExpress is available to lenders as a way to obtain a guaranty on smaller loans up to \$350,000. The program authorizes selected experienced lenders to use mostly their own forms, analysis and procedures to process, service and liquidate SBA-guaranteed loans. The SBA guarantees up to 50 percent of an SBAExpress loan. Loans under \$25,000 do not require collateral. Like most 7(a) loans, maturities are usually five to seven years for working capital and up to 25 years for real estate or equipment. Revolving lines of credit are allowed for a maximum of seven years. For a list of lenders in your area, contact your local SBA office available at:

www.sba.gov/localresources/index.html

For more information on the SBAExpress program, please contact the Mississippi District Office at 601-965-4378 or the Gulfport Branch Office at 228-863-4449. A list of authorized SBAExpress lenders in Mississippi appears below (subject to change).

American Express–Centurion Bank

Steven Weiler, Manager
4315 S. 2700 West St.
Salt Lake City, UT 84184
801-945-6571 • 866-305-2042 Fax

BancorpSouth Bank

Gary W. Martin, Vice President
One Mississippi Plaza
209 S. Spring St. (38804)
P.O. Box 789
Tupelo, MS 38802-0789
662-680-2345 • 662-680-2317 Fax

Bank of the West (California)

Bryan Borders, Senior Vice President
1400 River Park Dr., Ste. 200
Sacramento, CA 95815
916-563-2958 • 530-582-2956 Fax

BankPlus

Paul Howell, Senior Vice President
1068 Highland Colony Pkwy., Ste. 200
Ridgeland, MS 39157
601-898-8300 • 601-898-2873 Fax

Borrego Springs Bank, NA

Fred Crispen, Executive Vice President
12121 Panama City Beach Pkwy.
Panama City Beach, FL 32407
866-644-0042 • 866-717-7718 Fax

Century Bank

Kathryn Keel, Vice President
4282 Main St.
Lucedale, MS 39452
601-766-4010 • 601-766-4052 Fax

Community Bank of Mississippi

Mike Cooper, Vice President
2015 E. Pass Rd.
Gulfport, MS 39507
228-897-6083 • 228-897-2960 Fax

Community Bank

Ralph Hall, Senior Vice President
1255 W. Government St.
Brandon, MS 39042
601-825-4323 • 601-825-3940 Fax

Covington County Bank

Patricia Speed, Senior Vice President
102 S. Dogwood Ave.
Collins, MS 39428
601-765-6551 • 601-765-0312 Fax

Hancock Bank

Thomas N. Collins, Vice President
888 Howard Ave.
Biloxi, MS 39531
601-432-3110 • 601-435-5387 Fax

Innovative Bank

Jim Bek, Vice President
360 14th St.
Oakland, CA 94612
866-812-1216 • 510-899-6896 Fax

Peoples Bank

Dennis Ammann, Sr. Vice President
611 5th Ave. S.W.
Magee, MS 39111
601-849-2210 • 601-849-2157 Fax

SouthTrust Bank

Juan F. Lago, Group VP & Manager
360 Interstate Parkway, N., Suite 500
Atlanta, GA 30339
678-627-3770 • 678-627-3779 Fax

State Bank & Trust Company

Beverly Mims, Vice President
916 Hwy. 82/P.O. Box 8287
Greenwood, MS 38935-8287
662-453-6811 • 662-455-4784 Fax

The First, National Association

Jeremy A. Felder, Senior VP
110 S. 40th Ave./P.O. Box 15549
Hattiesburg, MS 39404
601-450-8888 • 601-579-9213 Fax

The Peoples Bank

Patrick Wild, Vice President
152 Lameuse St./P.O. Box 529
Biloxi, MS 39533
228-435-5511 • 228-435-8417 Fax

Trustmark Bank

Patricia McMahon, Vice President
P.O. Box 291
Jackson, MS 39205
601-208-7391 • 601-208-7394 Fax
Physical Address:
201 Country Place Dr., Ste. A
Pearl, MS 39208

PATRIOT EXPRESS

The Patriot Express pilot loan initiative is for veterans and members of the military community wanting to establish or expand a small business. Eligible military community members include:

- Veterans;
- Service-disabled veterans;
- Active-duty servicemembers eligible for the military's Transition Assistance Program;
- Reservists and National Guard members;
- Current spouses of any of the above, including a servicemember;
- The widowed spouse of a servicemember or veteran who died during service or of a service-connected disability.

The Patriot Express loan is offered by SBA's widest network of lenders nationwide and features our fastest turnaround time for loan approvals. Loans are available up to \$500,000 and qualify for SBA's maximum guaranty of 85 percent for loans of \$150,000 or less and 75 percent for loans over \$150,000 up to \$500,000. For loans above \$350,000, lenders are required to take all available collateral.

The Patriot Express loan can be used for most business purposes, including start-up, expansion, equipment purchases, working capital, inventory or business-occupied real-estate purchases.

Patriot Express loans feature SBA's lowest interest rates for business loans, generally 2.25 percent to 4.75 percent over prime depending upon the size and maturity of the loan. Your local SBA district office will have a listing of Patriot Express lenders in your area. More information is at: <http://www.sba.gov/patriotexpress>.

Gulf Opportunity Pilot Loan (GO Loan) Program

www.sba.gov/ms/ms_goloans.pdf

The U.S. Small Business Administration initiated a one year Gulf Opportunity Pilot Loan (GO Loan) Program to expedite small business financing to those communities severely impacted by Hurricanes Katrina and Rita. Under this unique initiative, the Agency will provide its full guaranty and streamlined and centralized loan processing to qualified lending partners that agree to make expedited SBA loans up to \$150,000 available to small businesses located in those disaster areas. The GO Loan program is set to expire September 30, 2009. A list of authorized GO Loan lenders in Mississippi appears under the SBAExpress list in this section (subject to change).

www.sba.gov/services/disasterassistance/2005gulfcoasthurricanes/homeowners/SERV_GOLOAN.html.

COMMUNITYEXPRESS PILOT LOAN PROGRAM

The CommunityExpress Pilot Loan Program provides streamlined business financing and management and technical assistance to small businesses located in distressed or underserved markets. The CommunityExpress program is offered through hundreds of selected SBA lenders throughout the nation. Under CommunityExpress, approved lenders may use streamlined and expedited loan review and approval procedures to process SBA-guaranteed loans. These lenders may thus use, to the maximum extent possible, their own loan analysis, loan procedures, and loan documentation to process SBA loans to \$250,000. However, borrowers must receive technical assistance to qualify for this program.

Borrego Springs Bank, NA

Fred Crispen, Executive Vice President
12121 Panama City Beach Pkwy.
Panama City Beach, FL 32407
866-644-0042 • 866-717-7718 Fax
Visit Borrego Springs Bank, NA's Community Express application and information at www.borregospringsbank.com/sba_express.asp

Central Mississippi Planning & Development District

Central Mississippi Development Company, Inc.

1170 Lakeland Drive, Jackson, MS 39296

Phone (601) 981-1625 or 981-1511 • Fax (601) 981-1515

Financial assistance is available for small and minority owned businesses. If you need financial assistance for your business, please inquire about one or more of the following loan programs.

- 504 Loan Program - U.S. Small Business Administration loan program for fixed assets. Loans can be made up to \$4.0 million for 10 or 20 years at a very attractive rate.
- Export Working Capital Loan Program - U.S. Small Business Administration
- Women's Pre-Qualification Program - U.S. Small Business Administration
- Minority Business Enterprise Loan Program - State of Mississippi
Loans can be made up to \$250,000 on terms up to 15 years.
Also, Micro-Loans can be made up to \$35,000.
- Small Business Assistance Loan Program - State of Mississippi
Loans can be made up to 250,000 on terms up to 15 years.
- Revolving Loan Fund - U.S. Department of Commerce
Loans can be made up to \$200,000.

For more information, please contact Thelman Larry Anderson or Dwayne Perkins.

Community Bank of Mississippi

Mike Cooper, Vice President
2015 E. Pass Rd.
Gulfport, MS 39507
228-897-6083 • 228-897-2960 Fax

Community Bank

Ralph Hall, Senior Vice President
1255 W. Government St.
Brandon, MS 39042
601-825-4323 • 601-825-3940 Fax

Innovative Bank

Danny Alfonso, First VP, SBA Department Manager
360 14th St.
Oakland, CA 94612
510-899-6880 • 510-899-6894 Fax
Visit Innovative Bank's web page for SBA Community Express application and information at:
www.innovativebank.com/site/loan_soho.html

Superior Financial Group

Sue Malone, Business Development
165 Lennon Ln., Ste. 101
Walnut Creek, CA 94598
877-675-0500 Toll Free
www.superiorfg.com

Technical Assistance

Technical Assistance has been recognized by both the National Community Reinvestment Coalition (NCRC) and the SBA as often crucial to the success of small businesses. As a result, the CommunityExpress program includes a specific technical assistance component. Borrowers must receive pre- and post-loan

closing technical and management assistance from local non-profit providers and/or from participating lenders, with that assistance coordinated, arranged and, when necessary, paid for by CommunityExpress lenders. CommunityExpress lenders may also consider this technical assistance as a collateral enhancement. Following is a list of Technical Assistance (TA) providers servicing Mississippi:

Central Mississippi Planning and Development District

Dwayne Perkins
1170 Lakeland Dr.
Jackson, MS 39296
601-981-1625

The Innovation Center

Stephen Whitt, Executive Director
1636 Popp's Ferry Rd.
Biloxi, MS 39532
228-392-9741

Gulf Coast SCORE Chapter

2510 14th St., Ste. 105
Gulfport, MS 39501
228-863-0054

Mississippi Band of Choctaw Indians

101 Industrial Rd.
Choctaw, MS 39350
601-650-1612

Small Business Development Centers

See the list of SBDC's listed in the Entrepreneur Development section of this guide or call 800-725-7232 for the SBDC nearest to you.

South Delta Planning & Development District

Chuck Herring, Small Business Developer
124 S. Broadway
Greenville, MS 38702
662-335-6889

YO, Inc.

Sandra Edwards
330 N. Mart Plaza, Ste. 6
Jackson, MS 39215
601-954-6315

SPECIAL PURPOSE 7(A) LOAN PROGRAMS

The 7(a) program is the most flexible of SBA's lending programs. The agency has created several variations to the basic 7(a) program to address the particular financing need of certain small businesses. These special purpose programs are not necessarily for all businesses but may be very applicable to some small businesses. They are generally governed by the same rules, regulations, fees, interest rates, etc. as the regular 7(a) loan guaranty. Lenders can advise you of any variations.

CAPLines

The CAPLines program is designed to help small businesses meet their short-term and cyclical working capital needs. There are five loan programs under the CAPLines umbrella. The programs can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts; finance the direct cost associated with commercial and residential construction; finance operating capital by obtaining advances against existing inventory and accounts receivable; and consolidate short-term debt. SBA provides up to an 85 percent guarantee. There are five distinct programs under the CAPLine umbrella:

- **The Contract Loan Program** is used to finance material and labor needs for a specific contract or contracts. Proceeds can be disbursed before the work begins. If used for one contract, it is generally not revolving; if used for more than one contract at a time, it can be revolving. The loan maturity is usually based on the length of the contract, but no more than five years. Contract payment must be sent directly to the lender.
- **The Seasonal Line of Credit Program** is used to support buildup of inventory, accounts receivable or labor and materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must have a definite

SUCCESS
STORY

Mississippi Security Police

continued from page 7

Depending on clients' needs and government regulations regarding security at businesses such as shipbuilding or shipping concerns, Maxwell said, MSP can provide unarmed or armed guards.

Staff for detention centers must complete a state-mandated training course for jail officers. Maxwell said a lack of training sites led MSP to open a certified jail officers training facility at the old Naval Station Pascagoula to train their own employees.

An initial bump Maxwell overcame was lack of experience in running a business. For that he turned to the Service Corps of Retired Executives (SCORE), a non-profit that provides free mentoring for entrepreneurs. SCORE is a partner organization of the SBA.

In 2005, as with thousands of people along the gulf coast, Hurricane Katrina dealt Nicky a

severe blow. His home was heavily damaged, his business office in shambles and employees were in disarray. He realized this was the time when his services were needed more than ever. He immediately applied for and received a \$150,000 SBA disaster loan to stem the tide.

Growing along with his clients, Maxwell expects to have about 400 employees by year's end, including some who were there in the beginning. "It's really exciting, because they're like family," he said. Nicky resides in Pascagoula with his wife Jarina and their two sons, Chad and Drew.

For more information on SBA's traditional and disaster loan programs, visit the Mississippi SBA website at www.sba.gov. To nominate someone for an SBA small business award, call the SBA Gulfport Branch Office at 228-863-4449 ext. 223.

established seasonal pattern. The loan may be used over again after a “clean-up” period of 30 days to finance activity for a new season. These also may have a maturity of up to five years. The business may not have another seasonal line of credit outstanding but may have other lines for non-seasonal working capital needs.

- **The Builders Line Program** provides financing for small contractors or developers to construct or rehabilitate residential or commercial property. Loan maturity is generally three years but can be extended up to five years if necessary to facilitate sale of the property. Proceeds are used solely for direct expenses of acquisition, immediate construction and/or significant rehabilitation of the residential or commercial structures. The purchase of the land can be included if it does not exceed 20 percent of the loan proceeds. Up to 5 percent of the proceeds can be used for physical improvements that benefit the property.
- **The Small Asset-Based Line** is a revolving line of credit (up to \$200,000) that provides short term working capital. These lines are generally used by businesses that provide credit to their customers. Disbursements are based on the size of a borrower’s accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory. It does require periodic servicing and monitoring of the collateral for which the lender can charge up to two percent annually to the borrower.
- **The Standard Asset-Based Line** is similar to the Small Asset-Based Line, but for loan amounts over \$200,000. It does require stricter servicing and monitoring and the lender may pass these costs along to the borrower.

EXPORT ASSISTANCE TRADE FINANCING

The SBA has help for existing small businesses wanting to export goods and services.

U.S. EXPORT ASSISTANCE CENTER (USEAC)

U.S. Export Assistance Centers, a partnership between SBA, U.S. Department of Commerce staff and the Export-Import Bank of the U.S. in a single location, provide trade promotion and export-finance assistance for small businesses. The USEACs also work closely with other federal, state and local international trade organizations. To find the nearest USEAC, go to: <http://www.sba.gov/aboutsba/sbaprograms/internationaltrade/useac/index.html>.

U.S. Export Assistance Center

Ray Gibeau, Regional Manager
International Trade Programs
Sumbelt U.S. Export Assistance Center
75 Fifth St. N.W., Ste. 1055
Atlanta, GA 30308
404-897-6089 • 404-897-6085 Fax
raymond.gibeau@sba.gov

EXPORT WORKING CAPITAL PROGRAM

The SBA’s Export Working Capital Program assists lenders in meeting the needs of exporters seeking short-term export working capital. This program enables U.S. exporters to obtain loans to fund their direct export costs. The EWCP supports single transactions or revolving lines. The maximum dollar amount of an export line of credit under this program is \$2 million. SBA guarantees up to 90% of a loan amount or \$1.5 million, whichever is less. Loan maturities are generally for a term of 12 months. The guaranty can be reissued for an additional 12 months through an abbreviated application process. The guaranty fee the SBA charges is 0.25 percent of the guaranteed amount of the loan for the initial 12 months. The borrower negotiates the interest rate and all other fees with the lender. The program offers flexible terms, low fees and a quick processing time. For information, see www.sba.gov/services/financialassistance/sbaloantopics/SpecialPurposeLoans/ewcp/index.html

Eligibility of Exporter

You must have an operating history of at least one year – not necessarily in exporting. The SBA may waive this requirement if you have sufficient export trade experience or other managerial experience.

Eligible Buyers

The foreign buyer must be a creditworthy entity located in an acceptable foreign country, to both the lender and SBA.

Use of EWCP Proceeds:

- To acquire inventory for export or to be used to manufacture goods for export.
- To pay the manufacturing costs of goods for export.
- To purchase goods or services for export.
- To support standby letters of credit related to export transactions.
- For pre-shipment working capital directly related to export orders.
- For post-shipment foreign accounts receivable financing.

Ineligible Use of Proceeds

- To support the applicant’s domestic sales.
- To acquire fixed assets or capital goods for the applicant’s business.
- To support a sale where the exporter is not taking title to the goods.
- To acquire, equip, or rent commercial space overseas.
- To serve as a warranty letter of credit.

Collateral Requirements

- Collateral for the manufacturing sector typically consists of a first lien on all export-related inventory and export related accounts receivable.
- Collateral for the service sector typically consists of assignment of proceeds of export-related contracts or purchase orders and a first lien on export-related accounts receivable.
- Other collateral may be required.

How to Apply

A small business exporter seeking a guaranteed EWCP loan must apply to a lender.

SBA Ex-Im Bank Co-Guarantee

This is designed to provide small business exporters the ability to obtain larger export working capital loans through the Export Working Capital Program than SBA could support alone. This program enables U.S. exporters to obtain loans that facilitate the export of goods or services. Under this program, the total export working capital line, with a 90 percent guarantee, cannot exceed \$2 million. Loan maturities are generally for a term of 12 months. At the end of the 12-month maturity, a borrower may reapply for a new guarantee. The SBA guarantee fee is 0.25 percent of the guaranteed amount of the loan for the initial 12 months. The guarantee fee that Ex-Im Bank charges is 0.25 percent on the loan amount that is guaranteed by them. The borrower negotiates the interest rate and all other fees with the lender.

Eligibility of Exporter

The same as for the SBA EWCP Program.

Eligible Buyers

The foreign buyer must be a creditworthy entity located in an acceptable country in conformity with the Ex-Im Bank’s Country Limitation Schedule.

Use of Proceeds

Same as the SBA EWCP.

Ineligible Use of Proceeds

- Goods or services with less than 50 percent U.S. content.
- To support the export of any Defense Articles or Defense Services.
- To support the applicant's domestic sales.
- To acquire fixed assets or capital goods for the applicant's business.
- To acquire, equip, or rent commercial space overseas.
- To serve as a Warranty Letter of Credit.

Collateral Requirements

Same as the SBA EWCP.

How to Apply

A small business exporter seeking a co-guaranteed loan must apply to a lender that is a participant in SBA's 7(a) Loan Guaranty Program. PLP and SBAExpress processing are not permitted. The lender must submit a completed Joint Application for Working Capital Guarantee and loan package to SBA. SBA evaluates and processes the application in accordance with SBA rules for its Export Working Capital Program.

INTERNATIONAL TRADE LOAN PROGRAM*

The program helps small businesses engaged or preparing to engage in international trade as well as small businesses adversely affected by competition from imports. This program allows for an increased maximum dollar amount of SBA guaranty outstanding to any one business (and affiliates) from \$1.5 million to \$1.75 million. In order to reach the \$1.75 million SBA guaranty ceiling, the borrower must have an international trade loan as well as an SBA working capital loan or line of credit. The international trade loan provides an SBA guarantee up to \$1.5 million of a term loan used for the acquisition, construction, renovation, modernization, improvement or expansion of long-term fixed assets or the refinancing of an existing loan used for these same purposes. In addition a borrower may have a separate working capital loan (term or line of credit) with a maximum SBA guaranty of \$1.25 million. When combined, the maximum SBA guaranty outstanding to any one business is \$1.75 million. The SBA guaranty fee and interest rates are the same as for any standard 7(a) loans.

Eligibility of Exporter

- Applicants must meet the same eligibility requirements for a 7(a) loan.

- Applicant must establish the loan will significantly expand or develop an export market, or the applicant has been adversely affected by import competition, and, in addition the applicant must show that upgrading equipment or facilities will improve its competitive position.
- If eligibility is based on entering or expanding export sales, the applicant must submit a one or two page international business plan, including sufficient information to reasonably support the likelihood of expanded export sales.

Use of Proceeds

- For facilities or equipment, including purchasing land and building(s); building new facilities; renovating, improving, or expanding existing facilities; purchasing or reconditioning machinery, equipment and fixtures; and making other improvements that will be used within the United States for producing goods or services.

Collateral Requirements - Collateral requirements are the same as for regular 7(a) loans.

How to Apply - A small business exporter seeking a guaranteed loan must apply to an SBA participating lender. Call your local SBA District Office for a list of participating lenders.

****The International Trade Loan is currently being reviewed for modification. Please check with your local SBA District Office or U.S. Export Assistance Center for the latest information on this loan program.***

EXPORT EXPRESS*

The Export Express program is designed to help SBA meet the export financing needs of small businesses. It is a subprogram of SBAExpress and is therefore subject to the same loan processing, making, closing, servicing, and liquidation requirements as well as the same maturity terms, interest rates, and applicable fees as for other SBA loans except as noted below. The total Export Express loan cannot exceed \$250,000. SBA guarantees 85 percent for loans of \$150,000 and under and 75 percent for loans over \$150,000 to \$250,000. SBA allows participating lenders to make their own credit decisions. SBA provides a quick processing time, less than 36 hours.

Eligible Buyers - The foreign buyer must be a creditworthy entity located in an acceptable country.

Use of Proceeds

- Finance standby letters of credit used for either bid or performance bonds;
- Finance export development activities such as export marketing and promotional activities, participation in foreign trade shows, translation of product literature for foreign markets, and other activities designed to initiate or expand the applicant's export of its products/services from the U.S.;
- Provide transaction-specific financing for overseas orders;
- Provide revolving lines of credit for export purposes, the term of which must not exceed seven years. In some instances, as a normal course of business, the borrower may use portions of revolving lines of credit for domestic purposes, but no less than 70 percent of the revolver to be used for export related purposes;
- Provide term loans and other financing to enable small business concerns, including small business export trading companies to develop foreign markets; and
- Acquire, construct, renovate, modernize, improve or expand production facilities or equipment to be used in the U.S. in the production of goods or services to be exported from the U.S.

Ineligible Use of Proceeds

Proceeds may not be used to finance overseas operations, other than those strictly associated with the marketing and/or distribution of products/services exported from the U.S.

How to Apply

The application process is the same for the SBAExpress, except the applicant must demonstrate that loan proceeds will enable it to enter a new export market or expand an existing export market. The applicant must submit to the lender a plan that includes projected export sales for the upcoming year as well as the dollar volume of export sales for the previous year.

****Terms and conditions of the Export Express, as noted above, are being evaluated for modification to include increased lending limit and transparency of processing.***

COMMUNITY ADJUSTMENT AND INVESTMENT PROGRAM

The Community Adjustment & Investment Program helps communities that suffered job losses due to changing trade patterns following the North American Free Trade Agreement. The North American Development Bank has partnered with the SBA and the U.S.

Departments of Agriculture and the Treasury to make credit available to businesses in affected communities to help create or retain jobs.

SBA's non-7(a) Loan Programs

In addition to the 7(a) Loan Program SBA has four other non-disaster assistance programs which can help small businesses gain access to capital and bonding.

CERTIFIED DEVELOPMENT COMPANY LOAN PROGRAM (504 LOANS)

The 504 Loan Program is an economic development program that supports American small business growth and helps communities through business expansion and job creation. This SBA program provides long-term, fixed-rate, subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Most for-profit small businesses are eligible for this program. The types of businesses excluded from 7(a) loans (listed previously) are also excluded from the 504 loan program.

Loans are provided through Certified Development Companies. CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Redevelopment Act credit.

The SBA 504 loan is distinguished from the SBA 7(a) loan program in these ways:

The maximum debenture, or long-term loan, is:

- \$1.5 million for businesses that create a certain number of jobs or improve the economy of the locality;
- \$2 million for businesses that meet a specific public policy goal, including veterans; and
- \$4 million for manufacturers.

Recent additions to the program allow \$4 million for each project that reduces the borrower's energy consumption by at least 10 percent; and \$4 million for each project that generates renewable energy fuels, such as biodiesel or ethanol production. Projects eligible for up to \$4 million under one of these two requirements do not have to meet the job creation or retention requirement, so long as the CDC portfolio average is at least \$50,000.

- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment. Working capital is not an eligible use of proceeds.
- Most borrowers are required to make an injection (borrower contribution) of just 10 percent which allows the business to conserve valuable operating capital. A

further injection of 5 percent is needed if the business is a start-up or new (less than 2 years old) and a further injection of 5 percent is also required if the primary collateral will be a single purpose building.

- Two-tiered project financing: a lender finances approximately 50 percent of the project cost and receives a first lien on the project assets (but no SBA guaranty); A CDC (backed by a 100% SBA-guaranteed debenture) finances up to 40% of the project costs secured with a junior lien. The borrower provides the balance of the project costs.
- Fixed interest rate on SBA loan. SBA guarantees the debenture 100 percent. Debentures are sold in pools monthly to private investors. This low, fixed rate is then passed on to the borrower and establishes the basis for the loan rate. A recent history of debenture rates may be found at www.nadco.org.
- All project-related costs can be financed, including acquisition (land and building, land and construction of building, renovations, machinery and equipment) and soft costs, such as title insurance and appraisals. Some closing costs may be financed.

- Collateral is typically a subordinate lien on the assets financed; allows other assets to be free of liens and available to secure other needed financing.
- Long-term real estate loans are up to 20-year term, heavy equipment 10 or 20-year term and are self-amortizing.

Businesses that receive 504 loans are:

- Small — net worth under \$8.5 million, net profit after taxes under \$3 million, or meet other SBA size standards.
- Organized for-profit.
- Most types of business — retail, service, wholesale or manufacturing.

The SBA's 504 certified development companies serve their communities by financing business expansion needs. Their professional staffs work directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower's business. For information, visit www.sba.gov/services, then choose "SBA Loans" from the links in the right-hand column. Click on "CDC/504 Program."

The 2009 Recovery Act temporarily eliminates lender participation fees and CDC processing fees.

Want to fast-forward your SBA business loan application?

Call 1-800-965-LOAN.

As an SBA Express Lender, Hancock Bank can streamline SBA business loans, with answers on your application in days—not weeks. When you're ready to expand or begin a new business venture, Hancock Bank is here to help. We'll make the process easy, with personal service and quick answers. Contact your nearest Hancock Bank branch or call Tom Collins at 1-800-965-LOAN.



Equal Housing Lender. Member FDIC. All loans subject to credit approval. hancockbank.com

Central Mississippi Development Company, Inc.

1170 Lakeland Dr.
Jackson, MS 39296-4935
601-981-1511 or 601-981-1625
www.cmpdd.org
Contact: Larry Anderson
l.anderson@cmpdd.org

Three Rivers Local Development Company, Inc.

75 S. Main St.
Pontotoc, MS 38863
662-489-2435
www.trpdd.com
Contact: Mitch Montgomery
mmontgomery@trpdd.com

MICROLOAN PROGRAM

The Microloan Program provides small loans ranging from under \$500 to \$35,000. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the loans directly to entrepreneurs, including veterans. Proceeds can be used for typical business purposes such as working capital, machinery and equipment, inventory and leasehold improvements. Interest rates are negotiated between the borrower and the intermediary.

For more information, go to www.sba.gov/services, then choose "SBA Loans" from the links in the right-hand column. From there, click on "Micro Loans."

SMALL BUSINESS INVESTMENT COMPANY PROGRAM

There are a variety of alternatives to bank financing for small businesses, especially business start-ups. The Small Business Investment Company Program fills the gap between the availability of venture capital and the needs of small businesses in start-up and growth situations. Licensed and regulated by the SBA, SBICs are privately owned and managed investment funds that make capital available to qualifying U.S. small businesses through investments or loans. They use their own funds plus funds obtained at favorable rates with SBA guarantees. SBICs are for-profit firms whose incentive is to share in the success of a small business. In addition to equity and debt investments, SBICs provide managerial, operational and technical assistance. The SBIC Program provides funding for a broad range of industries and stage of investment, in areas across the country. Some SBICs invest in a particular

field or industry while others invest more generally. Most SBICs concentrate on a particular stage of investment such as start-up or expansion and focus on a specific geographic area. For more information visit <http://www.sba.gov/aboutsba/sbaprograms/inv/index.html>.

CapSource 2000 Fund L.P.

James R. Herndon
499 Keywood Cir., Ste. B
Flowood, MS 39232
601-939-3224 • 601-939-3225 Fax
jherndon@capsources.com

THE SURETY BOND GUARANTEE PROGRAM

The Surety Bond Guarantee Program is a public-private partnership between the federal government and the surety industry providing small businesses with the bonding assistance necessary for them to compete for government and private contracting opportunities. The guarantee provides the necessary incentive for sureties to bond small businesses that would otherwise be unable to obtain bonding. The program is aimed at small businesses that lack the combination of working capital and performance track record necessary to secure bonding on a reasonable basis through regular commercial channels.

Through this program, the SBA guarantees bid, payment, performance and necessary ancillary bonds issued by surety companies for individual contracts of up to \$2 million (\$5 million under the American Recovery and Reinvestment Act) on behalf of eligible small construction, service, and supply contractors. The SBA reimburses sureties a predetermined percentage of losses sustained if a contractor breaches the terms of the contract.

The SBA has two program options available, the Prior Approval Program (Plan A) and the Preferred Surety Bond Program (Plan B). In the Prior Approval Program, SBA guarantees 90 percent of a surety's paid losses and expenses on bonded contracts up to \$100,000, and on bonds for socially and economically disadvantaged and HUBZone contractors and veterans and service-disabled veterans. All other bonds guaranteed in the Plan A Program receive an 80 percent guarantee. Sureties must obtain SBA's prior approval for each bond guarantee issued. Under the PSB Program, SBA guarantees 70 percent, but sureties may issue, monitor and service bonds without SBA's prior approval.

For more information on the Surety Bond Guarantee Program, visit SBA's Web site at www.sba.gov/osg.

SBA Office of Surety Guarantees

2401 Fourth Ave., Ste. 450
Seattle, WA 98121
206-553-0961 • 206-553-6259 Fax

Jean Deese Agency, Inc.

1211 2nd Ave. N.W.
Cullman, AL 35056
256-734-8711

C. P. Grace & Associates, Inc

4815 Jamestown Ave., Ste. 101
Baton Rouge, LA 70808
225-926-8783

Diversified Surety Underwriters, Inc.

3501 North Causeway Blvd., Ste. 810
Metairie, LA 70002
504-835-3106

Ellsworth Corporation

3636 S. I-10 Service Rd., Ste. 101
Metairie, LA 70001
504-455-4545

Hogan Agency, Inc

P.O. Box 1707
West Monroe, LA 71294
318-397-1212

R. A. Brunson, Inc.

5420 Corporate Blvd., Ste. 208
Baton Rouge, LA 70808
225-927-2282

Spenger-Stewart Agency, Inc.

P.O. Box 807
Alexandria, LA 71309
318-442-0269

Surety Bond Brokerage of LA, Inc

6715 Perkins Rd.
Baton Rouge, LA 70808-4263
225-757-9191

Bonds Southeast, Inc.

1030 17th Ave. S.
Nashville, TN 37212
615-321-9700

C.P. Brown & Associates, LLC

1407 Union Ave., Ste. 100
Memphis, TN 38104
901-725-4500

Douglas & Greer, Inc.

5100 Poplar Ave., Ste. 300
Memphis, TN 38137
901-767-3083



LOAN GUARANTY PROGRAMS

(Information current as of April 2009)

U.S. Small Business Administration

Program	Maximum Amount	Percent of Guaranty	Use of Proceeds	Maturity	Maximum Interest Rates	Guaranty Fees	Who Qualifies	Benefits to Borrowers
7(a) Loans								
SBA approves	\$2 million gross (\$1.5 million guaranty)	Check with local SBA District Office for current information.	Expansion/renovation; new construction, purchase land or buildings; purchase equipment, fixtures, lease-hold improvements; working capital; refinance debt for compelling reasons; seasonal line of credit, inventory	Depends on ability to repay. Generally working capital & machinery & equipment (not to exceed life of equipment) is 5-10 years; real estate is 25 years.	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	Must be for profit & meet SBA size standards; show good character, credit, management, & ability to repay. Must be an eligible type of business.	Long-term financing; Improved cash flow; Fixed maturity; No balloons; No prepayment penalty (under 15 years)
www.sba.gov/services/financialassistance/sba.oantopics/7a/index.html								
SBAExpress Lender approves. Minimal SBA paperwork.	\$350,000	Check with local SBA District Office for current information.	May be used for revolving lines of credit (up to 7 year maturity) or for a term loan (same as 7(a)).	See 7(a)	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	See 7(a)	Faster turnaround; Streamlined process; Easy-to-use line of credit
www.sba.gov/services/financialassistance/7alenderprograms								
Community Express. Lender approves. Minimal SBA paperwork.	\$250,000	Check with local SBA District Office for current information.	May be used for revolving lines of credit (up to 7 year maturity) or for a term loan (same as 7(a)).	See 7(a)	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	HUBZones; LMI areas; All loans of \$25,000 or less	Faster turnaround; Streamlined process; Easy-to-use line of credit. Technical assistance provided
www.sba.gov/services/financialassistance/7alenderprograms								
Patriot Express Lender approves loan. Minimal additional SBA paperwork.	\$500,000	Check with local SBA District Office for current information.	See 7(a)	See 7(a)	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	See 7(a). In addition, small business must be owned & controlled by one or more of the following groups equaling 51% total ownership: veteran, active-duty military, reservist or National Guard member or a spouse of any of these groups, or a widowed spouse of a service member or veteran who died during service or of a service connected disability.	Lower interest rate maximums than other SBA Express programs. Less paperwork. Fast turnaround. Expanded eligibility. Electronic application
www.sba.gov/services/financialassistance/7alenderprograms								
CAPLines: Short-term/Revolving Lines of Credit; Seasonal Contract Builders Standard/ Small Asset-Based	\$2 million (small asset based limited to \$200,000)	Check with local SBA District Office for current information.	Finance seasonal working capital needs; cost to perform; construction costs, advances against existing inventory and receivables, consolidation of short-term debts.	Up to 5 years	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	See 7(a) Existing business	Funds short-term working capital. Various lines of credit; Allows business to obtain contracts; Larger in size for business growth; Can be used to create current assets; Can be used to finance existing current assets
www.sba.gov/services/financialassistance/SpecialPurposeLoans								
International Trade	\$2 million (separate working-capital loan & IT loan together may have \$1.75 million combined guaranty but the guaranty portion cannot exceed \$1.25 million)	Check with local SBA District Office for current information.	IT loan must be used only for the acquisition of long-term, fixed assets. A separate working-capital loan may be used for working capital needs associated with international trade.	Up to 25 years.	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	Small businesses (see 7(a) for qualifications) engaged/preparing to engage in international trade/adversely affected by competition from imports.	Long-term financing for land and building where assets are used to produce products for export.
www.sba.gov/services/financialassistance/SpecialPurposeLoans								
Export Working Capital Program 1-page application, fast turnaround, may apply for prequalification letter.	\$2 million (may be combined with International Trade loan)	Check with local SBA District Office for current information.	Short-term, working-capital loans for exporters	Matched single transaction cycle or generally 1 yr. for line of credit.	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	Small businesses 7(a) for other qualifications, those who need short-term working capital.	Short-term working capital for export needs; Inexpensive minimum guaranty fee 1/4, of 1%; Revolving or transaction based; Allows specific financing for exporting without disrupting domestic financing & business plan
www.sba.gov/services/financialassistance/SpecialPurposeLoans								
Non-7(a) Loans								
Microloans Loans through non-profit lending organizations; technical assistance also provided.	\$35,000 (total loan amount to small business borrower)	Check with local SBA District Office for current information.	Purchase machinery & equipment, fixtures, lease-hold improvements; finance increased receivables; working capital. Cannot be used to repay existing debt.	Shortest term possible, not to exceed 6 years	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	Same as 7(a) except non-profit day care	Direct loans from non-profit intermediary lenders; Fixed-rate financing; Very small loan amounts; Technical assistance available
www.sba.gov/services/financialassistance/sbaloantopics								
504 Loans Provided through Certified Development Companies (CDCs) which are licensed by SBA.	504 loan maximum amount ranges from \$1.5 million to \$4.0 million depending on type business.	Check with local SBA District Office for current information.	Long-term, fixed-asset loans; Lender (non-guaranteed) financing secured by first lien on project assets. 504 loan provided from SBA 100% guaranteed debenture sold to investors at fixed rate secured by 2nd lien.	504 Loan: 10- or 20-year term; Lender (unguaranteed) financing may have a shorter term.	Check with local SBA District Office for current information.	Check with local SBA District Office for current information.	For profit businesses that do not exceed \$8.5 million in tangible net worth and do not have average net income over \$3 million for past 2 years.	Long-term fixed rate; Low down payment; Full amortization; no balloons
www.sba.gov/services/financialassistance/sbaloantopics								

MCS 0036 04/02/09

BUSINESS PREPARATION

SMALL BUSINESS TRAINING NETWORK

How to Get Equipped With Business Intelligence



The Small Business Training Network is an Internet-based training site. It provides small businesses with free online courses, workshops, learning tools and direct access to electronic counseling and other forms of technical assistance.

Key Features of the SBTN:

- Training is available anytime and anywhere—all you need is a computer with Internet access.
- More than 23 free online courses and workshops available

- Online, interactive assessment tools are featured and used to direct clients to appropriate training.

Find the SBTN at
www.sba.gov/training.

CONTRACTING OPPORTUNITIES

FEDERAL PROCUREMENT OPPORTUNITIES

How to Apply for Government Contracts

The federal government is the largest purchaser of goods and services in the world. However, small businesses face challenges when trying to win federal contracts. The SBA can help small businesses work through these challenges. Working closely with federal agencies and the nation's leading large contractors, the SBA works to ensure that small businesses obtain a fair share of government contracts and subcontracts. The SBA has a number of programs to help small firms do business with the federal government. For more information, visit: www.sba.gov/gc



THE PRIME CONTRACTS PROGRAM

Through the Prime Contracts Program, the SBA helps to ensure small businesses get fair opportunities to share federal government prime contracts. SBA procurement center representatives work to expand contracting opportunities for small businesses. PCRs review contracting strategies and actions, to identify contracts for which small businesses can compete.

Visit the SBA's Office of Government Contracting home page at: www.sba.gov/gc for a listing of PCRs and buying installations nationwide.

THE SUBCONTRACTING ASSISTANCE PROGRAM

The Subcontracting Assistance Program promotes maximum use of small businesses by the nation's large prime contractors. The SBA's commercial market representatives work with large businesses

to identify and expand subcontracting opportunities for small businesses. CMRs conduct compliance reviews to ensure that large businesses comply with small business subcontracting requirements. They also provide guidance to assist small businesses in identifying subcontracting opportunities and marketing their products and services to these large contractors.

CMRs also work with agencies to ensure subcontracting with small and small, disadvantaged businesses, women-owned small businesses, HUBZone firms and small businesses owned by service-disabled veterans through inclusion of subcontracting evaluation factors and sub-factors.

THE CERTIFICATE OF COMPETENCY PROGRAM

The Certificate of Competency program allows a small business to appeal a contracting officer's determination that it is unable to fulfill the requirements of a

specific government contract on which it is the apparent successful offeror. The SBA will conduct a detailed review of the firm's technical and financial capabilities to perform on the contract. If the business demonstrates the ability to perform, the SBA issues a certificate of competency to the contracting officer, requiring award of that contract to the small business.

SMALL BUSINESS SIZE STANDARDS

The Small Business Act states that a small business concern is "one that is independently owned and operated and which is not dominant in its field of operation." The law also states that in determining what constitutes a small business, the definition will vary from industry to industry to reflect industry differences accurately. The SBA's Small Business Size Regulations (13 CFR Part 121, www.sba.gov/size/indexableofsize.html)

implement the Small Business Act's mandate to the SBA.

The SBA has also established a table of size standards, matched to North American Industry Classification System industries, used to determine eligibility for SBA programs and small business preferences for federal government contracts.

See more at: <http://www.sba.gov/services/>, then click on "Size Standards" under the "Contracting Opportunities" menu across the bottom.

Size Determination

The Size Determination Program, administered by SBA's six government contracting area offices, ensures that only small firms receive contracts and other benefits reserved exclusively for small businesses. When a firm's claim that it is small is challenged, the SBA determines if the firm, including all of its affiliates, meets established SBA size standards. Size determinations may also be made when requested in connection with other federal small business programs.

Additional information is available at the above "Size Standards" site.

SMALL BUSINESS VENDOR DATABASE

The SBA works with the integrated acquisition community to provide a database of vendors, including small businesses. The Central Contractor Registration System is the primary gateway vendor and grantee database for the federal government. CCR collects, stores and disseminates data to support agency acquisition and grants missions. Both current and potential federal government vendors and grantees are required to register in CCR to receive federal contracts or grants. Vendors are required to complete a one-time registration to provide basic information relevant to procurement, grant and financial transactions.

Vendors must update or renew their registration at least once a year to maintain an active status. The SBA provides the CCR with authoritative source information regarding certifications under 8(a) Business Development and HUBZone programs and provides the small business size status against each North American Industry Classification code listed in a registrant's profile.

SBA maintains the Dynamic Small Business Search function of the CCR. Businesses profiled on the DSBS can be

searched by NAICS codes, keywords, location, quality certification, bonding level business type, ownership, SBA certification, and by women, minority, veteran and service-disabled veteran ownership. The DSBS serves as a marketing tool for small businesses because the business profiles in the DSBS include information from SBA's files and other available databases plus additional business and marketing information on individual firms.

To search the DSBS for small businesses, click on: <http://dsbs.sba.gov/dsbs/search/dspdsbs.cfm> or select the "Dynamic Small Business Search" at the CCR Web site at: <http://www.ccr.gov>.

Registration in the DSBS is through the CCR. For more information on CCR, or to register, click the CCR Web site. Before registering in CCR, go to the top of the Web page and download the handbook which contains data for a successful registration.

HUBZONE PROGRAM

The Historically Underutilized Business Zone Program stimulates economic development and creates jobs in urban and rural communities by providing federal contracting assistance to small businesses.

The HUBZone program establishes preferences for award of federal contracts to small businesses located in historically underutilized business zones.

In general, small businesses may obtain HUBZone certification by employing staff who live in a HUBZone and maintaining a "principal office" in one of these specially designated areas.

SBA is responsible for:

- Determining whether or not individual concerns are qualified HUBZone small business concerns, and therefore eligible to receive HUBZone contracts;
- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program; and
- Adjudicating protests and appeals of eligibility to receive HUBZone contracts.

To qualify for the program, a business must meet the following criteria:

- It must qualify as a small business under SBA size standards, corresponding to its primary industry classification;
- Its principal office must be located within a HUBZone, which includes lands on federally recognized Indian reservations and covered by the phrase "Indian Country";
- It must be owned (at least 51 percent) by one or more U.S. citizens, Community Development Corporation, an agricultural cooperative, an Indian tribe; and

- At least 35 percent of its employees must reside in a HUBZone.

Existing businesses that choose to move to qualified areas are eligible. To fulfill the requirement that 35 percent of a HUBZone firm's employees reside in a HUBZone, employees must live in a primary residence within that area for at least 180 days or be a currently registered voter in that area.

For additional information regarding the HUBZone Program, please visit: <http://www.sba.gov/services/contractingopportunities/contracting/hubzone/index.html>.

ASSISTANCE FOR SMALL AND DISADVANTAGED BUSINESSES 8(a) Business Development Program

The SBA's Section 8(a) Business Development Program provides various forms of assistance (management and technical assistance, financial assistance, government contracting assistance and advocacy support) to foster the growth and development of businesses owned and controlled by one or more socially and economically disadvantaged individuals. SBA assists these businesses, (during a nine-year tenure in the 8(a) Business Development Program), to gain access to the resources necessary to develop their businesses and improve their ability to compete in the mainstream of the American economy.

Business development assistance includes one-to-one counseling, training workshops, and other management and technical guidance required to expand into the federal government contracting arena.

The SBA enters into contracts with other federal agencies and subcontracts the performance of such contracts to eligible 8(a) program participants.

Eligibility Criteria:

To participate in the 8(a) program, a business must be:

- a small business concern
- owned by one or more U.S. citizens
- at least 51 percent unconditionally owned and controlled by one or more an individual(s) who qualify as socially and economically disadvantaged
- established for two full years before applying (or qualifying for a waiver of the two-year rule)

Social disadvantage:

Socially disadvantaged is defined as individuals who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual

capabilities. The following individuals are presumed to be socially disadvantaged: Black Americans, Native Americans, Hispanic Americans, Asian Pacific Americans and Subcontinent Asian Americans. An individual who is not a member of one of the groups presumed to be socially disadvantaged must establish individual social disadvantage by a preponderance of the evidence. Anyone may apply for 8(a) Program certification.

For additional information regarding evidence of social disadvantage, please visit: <http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>.

Economic disadvantage:

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free-enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged.

Net worth:

For initial 8(a) Program certification, the net worth of an individual claiming disadvantage, must be less than \$250,000. For continued 8(a) Program eligibility after admission, net worth must be less than \$750,000. In determining such net worth, SBA will exclude the ownership interest in the applicant business and the equity in the primary residence.

Day-to-Day Management:

- Management and daily business operations must be controlled by the disadvantaged individual(s) upon whom eligibility is based.
- The individual(s) must have management or technical expertise.

For additional information on the 8(a) Business Development Program, visit: <http://www.sba.gov/aboutsba/sbaprograms/8abd/index.html>.

Small Disadvantaged Business Certifications

To qualify as a small disadvantaged business, a firm must be owned and controlled by one or more individuals who are socially and economically disadvantaged. Congress has directed that individuals who are members of certain ethnic groups are presumed to be disadvantaged. Other persons, including women and persons of any race, can also qualify by establishing their disadvantaged status.

Firms seeking to be SDB-certified may certify themselves for federal prime

contracts and federal subcontracts without submitting any application to SBA for SDB certification.

To self-represent as small disadvantaged businesses, firms should:

- 1) Update their Central Contractor Registration (CCR) profile, ensuring they select they are a self-certified Small Disadvantaged Business; and
- 2) Update their company's Online Representation and Certification Application - specifically, the Federal Acquisition Regulation clause at 52.219-1(b)(2), entitled "Small disadvantaged business concern," and check the box indicating they are a self-certified SDB.

Other than its list of certified 8(a) firms, SBA will no longer maintain a list of certified SDB firms. The 8(a) Business Development Program is not affected by this rule. Firms may continue to apply on-line for 8(a) Certification.

Applying Online For 8(a) Program Certification

Prior to applying for the 8(a) Program, each firm is urged to take an on-line training and self-evaluation course. To get to the course, click on www.sba.gov, then choose the

drop-down menu "Services." Click on "Contracting Opportunities For Small Business Owners," then open the "SBA Program Office" listing underneath "Local Resources" on the right-hand column. From there, click on 8(a) Business Dev. Then from the center area, click on "Apply for 8(a) Business Development Program Certification. The first section of the online course explains the 8(a) Program in detail, ending in an eligibility self-assessment test. The test consists of a series of simple yes or no questions that evaluate the degree to which your firm meets the basic qualifications for the 8(a) Program. If you meet the basic eligibility criteria, you will be allowed to apply immediately for the 8(a) Program via the electronic on-line system. If key eligibility criteria are not met, you will be directed to the SBA resource deemed most appropriate to help you at this time. If you would still prefer at this time to apply using the electronic system, please send an e-mail to BDMIS@sba.gov for further guidance and assistance. The average processing time for an electronic application is ninety days.



What are *you* waiting for?

If you have ever thought about starting your own business, now is the time to explore your options. Give us a call. Our team of small business experts will guide you through the steps of taking your idea and converting it into your own business. There's no charge for our confidential advice. Your future is waiting.

Business Resource Center
Madison County WIN Job Center
601-859-7609 152 Watford Parkway Canton MS

The partner agencies of the Madison County WIN Job Center are equal opportunity employers. Auxiliary aids and services are available upon request to individuals with disabilities. The U.S. Department of Labor provides funding for the WIN Job Centers under the Workforce Investment Act. The Mississippi Department of Employment Security oversees the statewide program and the Southcentral Mississippi Works Local Workforce Board administers the program in Madison County and nine other full service WIN Job Centers in southwest and central Mississippi. The Central Mississippi Planning and Development District manages the day-to-day activities of the Center.

Paper Applications for 8(a) BD Program Certification

For a paper application, simply send a written request to:

U.S. Small Business Administration

Associate Administrator for Business Development
Office of Business Development
409 Third St., S.W., 8th Fl.
Washington, DC 20416

A paper application will be forwarded to you. Please complete the paper application and return it to the above address. Data in your application will be retyped in the electronic system, printed out, and sent back to you for verification. If any errors are found, you must return the application to the SBA with the corrections. They will be entered into the on-line application, and another paper copy will be sent to you for verification. This process will continue until the application contains no errors. At that time, please sign and return the completed application to the SBA for processing within the 90-day timeframe.

The Mentor-Protégé Program for 8(a) Participants

Through the SBA's Mentor-Protégé Program, 8(a) Program participants can receive in-depth business advice to assist them in becoming more competitive in obtaining federal government contracts. The SBA's Mentor-Protégé Program encourages private-sector relationships and broadens efforts to address the needs of clients in the 8(a) Program.

If you are an 8(a) participant, mentors can provide you with technical and management assistance, financial assistance in the form of equity investments or loans, subcontract support, and assistance in performing prime contracts through joint-venture arrangements with 8(a) businesses.

For more information, visit:
<http://www.sba.gov/aboutsba/sbaprograms/8abd/mentorprogram/index.html>.

MANAGEMENT AND TECHNICAL ASSISTANCE

SBA's Section 7(j) Management and Technical Assistance Program authorizes the SBA to enter into grants, cooperative agreements and contracts with public or private organizations to pay all or part of the cost of technical or management assistance for individuals or concerns eligible for assistance under sections: 7(a) (11), 7(j) (10), or 8(a) of the Small Business Act. Specifically, the following are eligible to receive management and technical assistance including businesses which qualify as small under 13/CFR part 121 of

this title: concerns located in urban or rural areas with high proportions of unemployed or low-income individuals, or which are owned by such low-income individuals; and businesses eligible to receive 8(a) contracts.

The types of assistance available to eligible individuals through the Management and Technical Assistance Program include counseling and training in the areas of:

- Finance
- Management
- Accounting
- Bookkeeping
- Marketing and presentation analysis
- Advertising
- Loan packaging
- Proposal bid preparation
- Feasibility studies
- Industry specific technical assistance
- The identification and development of new business opportunities

More information is at:

<http://www.sba.gov/aboutsba/sbaprograms/8abd/grantinfo/index.html>.

SERVICE-DISABLED, VETERAN-OWNED SMALL BUSINESS

In 1999, public law established federal procurement opportunities for veterans and service-disabled veterans. In 2003, the Small Business Act established procurement vehicles for small businesses owned and controlled by service-disabled veterans.

Contracting officers may award a sole-source or set-aside contract to a small business owned by a service-disabled veteran if:

- The business is a responsible contractor able to perform the contract, and the contracting officer does not reasonably expect two or more small businesses owned and controlled by service-disabled veterans will submit offers.
- The anticipated award price of the contract (including options) won't exceed \$5.5 million in case of a contract opportunity assigned a North American Industry Classification System code for manufacturing; or
- \$3.5 million in the case of any other contract opportunity;
- In the estimation of the contracting officer, the contract award can be made at a fair and reasonable price.

Additionally, a contracting officer may set aside contracts for competition restricted to small business concerns owned and controlled by service-disabled veterans if the contracting officer reasonably expects two or more small businesses owned and controlled by service-disabled veterans will submit offers

and that the award can be made at a fair market price.

Veterans and service-disabled veterans may participate in all SBA procurement programs. To determine your eligibility, contact your local veterans business development officer in your nearest SBA district office, visit the various program Web sites or contact the SBA's Office of Veterans Business Development at www.sba.gov/vets.

SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The SBIR Program encourages small businesses to explore their technological potential by reserving a specific percentage of federal research and development funds for small businesses. The program serves to fund the critical startup and development stages for a technology and encourages commercialization of the technology, product or service. In turn, this stimulates the U.S. economy.

SBIR Requirements:

Small businesses must meet the following eligibility criteria to participate in the SBIR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S. or be a for-profit business concern that is at least 51 percent owned and controlled by another for-profit business concern that is at least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the U.S.
- Be organized for profit.
- Principal researcher must be employed by small business.
- Company size cannot exceed 500 employees.

For more information on the SBIR Program visit www.sba.gov/aboutsba/sbaprograms/sbir/index.html.

Participating Agencies:

Each year, the following 11 federal departments and agencies are required to reserve a portion of their R&D funds for award to small business: Departments of Agriculture; Commerce; Defense; Education; Energy; Health and Human Services; Homeland Security; Transportation; Environmental Protection Agency; National Aeronautics and Space Administration; and National Science Foundation.

For more information on the SBIR Program, please visit:
<http://www.sba.gov/aboutsba/sbaprograms/sbir/index.html> or contact:

University of Southern Mississippi

Joe Graben, MBA
MS-FAST Director
Office of Research & Economic Development
Bldg. 1103, Rm. 131
Stennis Space Center, MS 39529
228-688-2280 • 228-688-2085 Fax
Joseph.Graben-1@nasa.gov
www.technologyalliance.ms/MSFast/index.php

SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

This STTR program reserves a specific percentage of federal R&D funding for award to small business and nonprofit research institution partners. Small business has long been where innovation and innovators thrive. But the risk and expense of conducting serious R&D efforts can be beyond the means of many small businesses. Conversely, nonprofit research laboratories are instrumental in developing high-tech innovations. But frequently, innovation is confined to the theoretical, not the practical. STTR combines the strengths of both entities by introducing entrepreneurial skills to high-tech research efforts. The technologies and products are transferred from the laboratory to the marketplace. The small business profits from the commercialization, which, in turn, stimulates the U.S. economy.

STTR Requirements:

Small businesses must meet the following eligibility criteria to participate in the STTR Program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S.
- Be organized for profit.
- Principal researchers need not be employed by small business.
- Small business must conduct at least 40 percent of the work.
- Company size cannot exceed 500 employees. (No size limit for nonprofit research institution).

The nonprofit research institution partner must also meet certain eligibility criteria:

- Be located in the United States and be one of the following:
 - Nonprofit college or university.
 - Domestic nonprofit research organization.
 - Federally funded R&D center.
- The research institution must conduct at least 30 percent of the work.

Participating Agencies:

Each year the following five Federal departments and agencies are required by STTR to reserve a portion of their R&D funds for award to small

business/nonprofit research institution partnerships: Department of Defense; Department of Energy; Department of Health and Human Services; National Aeronautics and Space Administration; and National Science Foundation.

TECH-NET

TECH-Net is an Internet-based database of information containing Small Business Innovation Research awards and Small Business Technology Transfer awards.

It is a search engine and electronic gateway of technology information and resources for and about small high-tech businesses. It is a tool for researchers, scientists, state, federal and local government officials, a marketing tool for small firms and a potential "link" to investment opportunities for investors and other sources of capital.

TECH-Net is a free service for those seeking small business partners, small business contractors and subcontractors, leading edge technology research, research partners, (e.g. small businesses, universities, federal labs and non-profit organizations), manufacturing centers and investment opportunities.

TECH-Net is available at:
<http://tech-net.sba.gov/index.cfm>.

Mississippi Contract Procurement Center (MCPC)

www.mspsc.com

This Procurement Technical Assistance Center (PTAC) is designed to assist Mississippi businesses in successfully competing for government contracts (federal, state, and local). The network is comprised of five regional offices (listed below) located throughout the state for easy access by businesses.

It provides such assistance in the form of "bid notices" to clients registered in our database. Clients are provided "bid notices" on current bid opportunities. In addition, assistance with price histories, MILSPECs, marketing, etc – all of which allow for the preparation of a more competitive bid from a well-informed bidder.

Counseling is also offered to assist a business in understanding a solicitation, which, in turn, will help with bid preparation.

Seminars, workshops, trade shows, and networking opportunities are conducted regularly in conjunction with other local resource partners such as the SBA, SBDC, chambers, etc.

Our services are restricted to Mississippi businesses only and are offered at no charge.

Central MS Procurement Center (CMPC)

Jonithan Hatcher, Director
c/o Mississippi Development Authority
P.O. Box 849, Woolfolk Bldg., 6th Fl.
Jackson, MS 39201
601-359-3485
cmcp@mspsc.com
Counties served: Adams, Claiborne, Copiah, Franklin, Hines, Jefferson, Jefferson Davis, Lawrence, Lincoln, Madison, Rankin, Simpson and Warren.

Delta Contract Procurement Center (DCPC)

H.L. "Lee" Woodyard, Director
900 Washington Ave., 2nd Fl.
Greenville, MS 38702
662-334-1518
dcpc@mspsc.com
Counties served: Bolivar, Carroll, Coahoma, DeSoto, Grenada, Holmes, Humphreys, Issaquena, LeFlore, Panola, Quitman, Sharkey, Sunflower, Tallahatchie, Tate, Tunica, Washington, Yalobusha and Yazoo.

East Central Contract Procurement Center (ECCPC)

Bill Mabry, Director
c/o Meridian Community College
910 Hwy. 19 N.
Meridian, MS 39307
601-482-7445
eccpc@mspsc.com
Counties served: Clarke, Covington, Jasper, Jones, Kemper, Lauderdale, Leake, Neshoba, Newton, Scott, Smith and Wayne.

Northeast MS Contract Procurement Center (NMCPC)

Bill Burge, Director
318 7th St. N./P.O. Box 1805
Columbus, MS 39703
662-329-1077
nmcpc@mspsc.com
Counties served: Alcorn, Attala, Benton, Calhoun, Chickasaw, Choctaw, Clay, Itawamba, Lafayette, Lee, Lowndes, Marshall, Monroe, Montgomery, Noxubee, Oktibbeha, Pontotoc, Prentiss, Tippah, Tishomingo, Union, Webster and Winston.

South MS Contract Procurement Center (SMCPC)

Marcia McDowell, Director
1636 Popp's Ferry Rd., Ste. 203
Biloxi, MS 39532
228-396-1288
smcpc@mspsc.com
Counties served: Amite, Forrest, George, Greene, Hancock, Harrison, Jackson, Lamar, Marion, Pearl River, Perry, Pike, Stone, Walthall and Wilkinson.

Satellite Offices

NMCPC – Tupelo

Bill Burge, Director
c/o Renaissance Center for IDEA's
398 E. Main St.
Tupelo, MS 38804-4026
662-329-1077
nmcpc@mspsc.com

DISASTER RECOVERY & DISASTER ASSISTANCE

Knowing the Types of Assistance Available for Recovery



The disaster program is SBA's largest direct loan program, and the only SBA program for entities other than small businesses. SBA is responsible for providing affordable, timely and accessible financial assistance to homeowners, renters, businesses of all sizes and private, non-profit organizations following declared disasters. By law, governmental units and agricultural enterprises are ineligible.

The SBA is authorized by the Small Business Act to make two types of disaster loans:

Physical Disaster Loans

Physical Disaster Loans are the primary source of funding for permanent rebuilding and replacement of uninsured or underinsured disaster damages to privately-owned real and/or personal property. SBA's physical disaster loans are available to homeowners, renters, businesses of all sizes and private nonprofit organizations of all sizes. The loan limit for personal property (for homeowners and renters) is \$40,000 and the loan limits for real estate are \$200,000 for homeowners and \$2 million for businesses.

Economic Injury Disaster Loans

Economic injury disaster loans provide the necessary working capital after a declared disaster until normal operations resume. The law restricts economic injury disaster loans to small businesses, small agricultural cooperatives and private nonprofit organizations of all sizes. The loan limit for economic injury, as a direct

result of the disaster event, is \$2 million. These working capital loans are intended to be made to entities without credit elsewhere, as determined by SBA, to help pay ordinary and necessary operating expenses that would have been payable barring the disaster event. The limit for physical and EIDL loans combined is \$2 million.

Military Reservist Economic Injury

Military Reservists Economic Injury Disaster Loans, a type of economic injury loan, are available for up to \$2 million to assist eligible small businesses meet their ordinary and necessary operating expenses that they could have met, but are unable to meet, because an essential employee was "called up" to active duty in his/her role as a military reservist. These loans are intended to provide only the amount of working capital needed by a small business to pay its necessary obligations as they mature until operations return to normal after the essential employee is released from active military duty.

For all disaster loans, SBA can only approve loans to applicants having a credit history acceptable to SBA and who also show the ability to repay all loans. The terms of each loan are established in accordance with each borrower's ability to repay. The law gives SBA several powerful tools to make disaster loans affordable: low-interest rates (around 4 percent), long-terms (up to 30 years), and refinancing of prior liens (in some cases). As required by law, the interest rate for each loan is based on SBA's determination of whether each applicant does or does not have credit

available elsewhere (the ability to borrow or use their own resources to overcome the disaster).

More information on all of SBA's disaster assistance programs is at: <http://www.sba.gov/services/disasterassistance/index.html>. Information for military reservists called to active duty is at www.sba.gov/reservists.

Disaster Preparedness

For small businesses, surviving a disaster doesn't begin with clearing the debris and returning to work.

Surviving begins long before the disaster strikes, or before active-duty orders are received – with proper planning. Your planning should include insurance coverage, emergency power, protection of company records, fire safety, medical emergencies, taking care of your employees and continuity planning – how your business will continue during and after the emergency or disaster.

Starting is as easy as clicking on the SBA's Disaster Preparedness Web site at: <http://www.sba.gov/services/disasterassistance/disasterpreparedness/index.html>. The site includes a wealth of information on the SBA's disaster recovery programs for homeowners and renters, and businesses of all sizes. There are articles on emergency planning for disasters, descriptions of SBA's programs, and links to government and industry Web sites with great planning information.

There is also a link to www.ready.gov, the Department of Homeland Security's Web site for home and business disaster planning.

Small- to medium-sized businesses are the most vulnerable in an emergency. A plan can help protect your company and enhance its potential to recover after an emergency.

The [ready.gov](http://www.ready.gov) site contains downloadable publications detailing the planning you'll need to stay in business after a disaster strikes. One publication, the Ready Business Mentoring Guide – User Edition, contains worksheets, checklists, testimonials and a sample emergency plan to use for study. You can order the publication or download it free.

Planning for a disaster is the best way of limiting its effects.

ADVOCACY

WATCHING OUT FOR YOU

The SBA is Your Voice in Washington



OFFICE OF ADVOCACY

The SBA's Office of Advocacy, the "small business watchdog" of the government, examines the role and status of small business in the economy and independently represents the views of small business to federal agencies, Congress, the President and federal appellate courts as friends of the court. Advocacy compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data. The office is headed by the Chief Counsel for Advocacy who is appointed by the President and confirmed by the U.S. Senate.

Advocacy also funds outside research of small business issues and produces numerous publications to inform policy makers about the important role of small business in the economy and the impact of government policies on small business. In addition, the office monitors federal agency compliance with the Regulatory Flexibility Act – the law that requires agencies to analyze the impact of their proposed regulations on small entities (including small businesses, small governmental

jurisdictions and small nonprofit organizations), and consider regulatory alternatives that minimize the economic burden on small entities.

Advocacy's mission is enhanced by a team of regional advocates, located in the SBA's 10 regions. They are Advocacy's direct link to small business owners, state and local government entities, and organizations that support the interests of small entities. The regional advocates help identify regulatory concerns of small business by monitoring the impact of federal and state policies at the grassroots level.

Learn more about the Office of Advocacy at: www.sba.gov/advo.

OFFICE OF THE NATIONAL OMBUDSMAN

If excessive fines, penalties or unfair regulatory enforcement by federal agencies are problems for your small business, you have a voice in Washington, D.C., through the SBA's Office of the National Ombudsman.

The Ombudsman receives comments regarding federal regulatory enforcement

from small business owners, nonprofit organizations and small government entities. Comments are forwarded to federal agencies for review, and in some cases fines may be lowered or eliminated and decisions changed in favor of the small business owners. Each year the National Ombudsman files a report with the U.S. Congress on the responsiveness of federal agencies regarding their actions of regulatory and compliance enforcement on small businesses.

To request help, send the National Ombudsman a complete Federal Agency Comment Form. You may do this by fax at 202-481-5719; online at the Ombudsman's Web page: <http://www.sba.gov/aboutsba/sbaprograms/ombudsman/index.html>; or by mail at 409 Third Street S.W., Mail Code 2120, Washington, DC 20416.

The Ombudsman also coordinates 10 regional regulatory fairness boards which meet regularly to receive comments about federal regulations affecting small businesses.

Learn more about the National Ombudsman from the Web site above or call 888-REG-FAIR.

OTHER ASSISTANCE

OTHER SOURCES OF ASSISTANCE

Mississippi Development Authority www.mississippi.org

The Mississippi Development Authority (MDA), formerly the Department of Economic and Community Development, provides a wide variety of services that encourage economic growth in the state. The MDA is the state agency having primary responsibility for assisting existing businesses with expansion plans and creating new businesses, both within the state and from national and international recruiting.

The department provides information and assistance on many business and industrial topics, markets, labor availability, site data, raw material sources and other related subjects in the area of existing industry and business.

Areas of Assistance for Existing Industry and Business

- Community Services
- Employment Training
- Energy
- Existing Industry and Business
- Financial Resources
- Foreign Trade Zones
- International Development
- National Development
- Minority and Small Business Division

Service Areas and Locations by County of Existing Industry and Business Field Offices

DISTRICT 1

MDA NORTH DELTA REGIONAL OFFICE

910 E.F. Hale Dr.
Senatobia, MS 38668
662-562-0410 • 662-562-0407 F
Serving Coahoma, DeSoto, Panola, Quitman, Tallahatchie, Tate and Tunica counties.

DISTRICT 2

MDA NORTHEAST REGIONAL OFFICE

330 W. Jefferson
Tupelo, MS 38804
662-844-5413 • 662-842-3667 F
Serving Alcorn, Benton, Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Marshall, Monroe, Pontotoc, Prentiss, Tippah, Tishomingo and Union counties.

DISTRICT 3

MDA NORTHWEST REGIONAL OFFICE

522 W. Park Village, Ste. O
Greenwood, MS 38930
662-455-4508 • 662-455-7903 F
Serving Attala, Bolivar, Carroll, Grenada, Holmes, Humphreys, Issaquena, LeFlore, Montgomery, Sharkey, Washington and Yalobusha counties.

DISTRICT 4

MDA EAST CENTRAL REGIONAL OFFICE

2401 11th St.
Meridian, MS 39301
601-692-2006 • 601-484-2579 F
Serving Choctaw, Clarke, Clay, Jasper, Kemper, Lauderdale, Leake, Lowndes, Neshoba, Newton, Noxubee, Oktibbeha, Scott, Smith, Webster and Winston counties.

DISTRICT 5

MDA WEST CENTRAL REGIONAL OFFICE

501 North West St., Ste. 428
Jackson, MS 39201
601-359-2457 • 601-359-5042 F
Serving Hinds, Madison, Yazoo, Warren, Copiah and Simpson counties.

DISTRICT 6

MDA SOUTHWEST REGIONAL OFFICE

P.O. Box 728
Summit, MS 39666-0728
601-276-3089 • 601-276-3870 F
Serving Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Lincoln, Pike, Walthall and Wilkinson counties.

DISTRICT 7

MDA SOUTHEAST REGIONAL OFFICE

420 W. Pine St.
Hattiesburg, MS 39403
601-545-4001 • 601-545-4006 F
Serving Covington, Jones, Wayne, Jefferson Davis, Marion, Lamar, Forrest, Perry and Greene counties.

DISTRICT 8

MDA GULF COAST REGIONAL OFFICE

1141 Bayview Ave., Ste. 401
Biloxi, MS 39530
228-523-4034 • 228-374-2973 F
Serving Hancock, Harrison, Jackson, George, Pearl River and Stone counties.

MISSISSIPPI DEVELOPMENT AUTHORITY

P.O. Box 849
Jackson, MS 39205
601-359-3449 • 601-359-2832 F

Mississippi Association of Planning and Development Districts (MAPDD)

Planning and Development Districts are regional development organizations created to address economic development through a multi-faceted approach unique to the specific region and jurisdiction being served. There are a variety of programs and activities available through the statewide network of Planning and Development Districts for existing businesses. Within each area, specific types of assistance vary as do the unique requirements of the different regions. Generally, if there is a source of assistance available from one district, other areas may access this source of assistance through technology transfer or joint venture.

In addition to specific sources of individualized technical aid, the Districts maintain area-wide eligibility for many types of federal and state programs. Also, each district has been designated by both state and federal executive order to serve as a regional clearinghouse, and, if direct aid is not available, a quick referral and follow-up will be made.

Areas of Assistance for Existing Industry & Business

- Community Development
- Economic Development Financing
- Employment Training Assistance
- Information and Data Services
- General Technical Assistance

Service Areas and Locations by County of Existing Industry and Business Field Offices

CENTRAL MISSISSIPPI PDD

1170 Lakeland Dr./P.O. Box 4935
Jackson, MS 39296
601-981-1511 • 601-981-1515 F
Serving Copiah, Hinds, Madison, Rankin, Simpson, Warren and Yazoo counties.

EAST CENTRAL MISSISSIPPI PDD

280 Commercial Dr./P.O. Box 499
Newton, MS 39345
601-683-2007 • 601-683-7873 F
Serving Clarke, Jasper, Kemper, Lauderdale, Leake, Neshoba, Newton, Scott and Smith counties.

GOLDEN TRIANGLE PDD

P.O. Box 828
Starkville, MS 39760-0828
662-324-7860 • 662-324-7328 F
Serving Choctaw, Clay, Lowndes, Noxubee, Oktibbeha, Webster and Winston counties.

NORTH CENTRAL PDD

711B S. Applegate
Winona, MS 38967
662-283-2675 • 662-283-5875 F
Serving Attala, Carroll, Montgomery, Grenada, Holmes, LeFlore and Yalobusha counties.

NORTH DELTA PDD

P.O. Box 1488
Batesville, MS 38606
662-561-4100 • 662-561-4112 F
Serving Coahoma, DeSoto, Panola, Quitman, Tallahatchie, Tate and Tunica counties.

NORTHEAST MISSISSIPPI PDD

P.O. Box 600
Booneville, MS 38829
662-728-6248 • 662-728-2417 F
Serving Alcorn, Benton, Marshall, Prentiss, Tippah and Tishomingo counties.

SOUTH DELTA PDD

124 S. Broadway/P.O. Box 1776
Greenville, MS 38702
662-378-3831 • 662-378-3834 F
Serving Bolivar, Humphreys, Issaquena, Sharkey, Sunflower and Washington counties.

SOUTHERN MISSISSIPPI PDD

9229 Hwy. 49
Gulfport, MS 39503
228-868-2311 • 228-868-7094 F
Serving Covington, Forrest, George, Greene, Hancock, Harrison, Jackson, Jefferson Davis, Jones, Lamar, Marion, Pearl River, Perry, Stone and Wayne counties.

SOUTHWEST MISSISSIPPI PDD

110 S. Wall St.
Natchez, MS 39120
601-446-6044 • 601-446-6071 F
Serving Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Lincoln, Pike, Walthall and Wilkinson counties.

THREE RIVERS PDD

P.O. Box 690
Pontotoc, MS 38863
662-489-2415 • 662-489-6815 F
Serving Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc and Union counties.

MISSISSIPPI ASSOCIATION OF PLANNING AND DEVELOPMENT DISTRICTS (MAPDD)

1170 Lakeland Dr./P.O. Box 4935
Jackson, MS 39296
601-981-1511 • 601-981-1515 F

Women's Center for Entrepreneurship

The WCE is a special assistance business center whose focus is women, minorities and the underserved. The WCE offers one-on-one counseling, mentoring, coaching for owners, managers, and prospective entrepreneurs. Also, counseling for business startup is available individually or in small group environments. All business counseling is provided at no cost.

MISSISSIPPI UNIVERSITY OF WOMEN

1100 College St., MUW-969
Columbus, MS 39701
662-241-6277
wceinfo@muw.edu
www.muw.edu/wce/

The Mississippi Angel Network

The Mississippi Angel Network is a group of accredited investors interested in reviewing fundraising presentations ranging from \$500,000 to \$5 million from Mississippi-based technology companies seeking seed and growth capital. The Network is administered by the Mississippi Technology Alliance ("MTA") and is comprised of accredited individual and institutional investors from inside and outside of the state. Companies seeking funding via the Network must either be headquartered in Mississippi or have substantial operations within the state.

OTHER ASSISTANCE

THE MISSISSIPPI ANGEL NETWORK

134 Market Ridge Dr.
Ridgeland, MS 39157
601-960-3610
www.technologyalliance.ms

MyBiz.am

Connects Alabama and Mississippi entrepreneurs to people and organizations that provide helpful services. MyBiz.am also connects to Internet resources and communities that value entrepreneurs.

THE MONTGOMERY INSTITUTE

200 24th Ave. S./P.O. Box 1889
Meridian, MS 39301
601-483-2661 • 601-483-2641 Fax
tmichris@bellsouth.net
www.MyBiz.am

Business Bureau

The Better Business Bureau serves as the preeminent source of information relating to ethical business and advertising practices and is a major provider of marketplace dispute resolution services.

THE BETTER BUSINESS BUREAU OF MISSISSIPPI, INC.

P.O. Box 12745
Jackson, MS 39236-2745
601-987-8282
www.bbbmississippi.org

Credit Bureaus

The Fair Credit Reporting Act (FCRA) requires credit reporting agencies (CRA's) to furnish correct and complete information for businesses to use when evaluating your application for loans, insurance, employment, leases, etc. You have the right to know all the information in your credit report, including the source of the information in most cases, and the right to a free copy of your credit report when your application is denied because of information supplied by the CRA. Your request must be made within 30 days of receiving your denial notice.

EXPERIAN

P.O. Box 9600
Allen, TX 75013
888-397-3742
www.experian.com

EQUIFAX

P.O. Box 105873
Atlanta, GA 30348
800-685-1111
www.equifax.com

TRANSUNION

P.O. Box 2000
Springfield, PA 19022
800-916-8800
www.tuc.com

Mississippi Chamber Resource Centers

AREA DEVELOPMENT PARTNERSHIP

P.O. Box 751
Hattiesburg, MS 39403
601-296-7500

ARKANSAS/MISSISSIPPI MINORITY BUSINESS COUNCIL (AMMBC)

1230 Raymond Rd./P.O. Box 600
Jackson, MS 39204
601-826-6527 • 601-965-0371 Fax
info@ammbc.org
www.ammbc.org

BALDWIN CoC

201 S. Second St./P.O. Box 40
Baldwyn, MS 38824
662-365-1050

BELZONI-HUMPHREYS DEVELOPMENT FOUNDATION

111 Magnolia St./P.O. Box 145
Belzoni, MS 39038
662-247-4838

BILOXI CoC

11975 E. Seaway Rd.
Gulfport, MS 39503
228-604-0014

BILOXI BAY CoC

1445 Father Ryan Ave.
Biloxi, MS 39531
228-435-6149

BOONEVILLE CoC

100 W. Church St./P.O. Box 927
Booneville, MS 38829
662-728-4130

BROOKHAVEN-LINCOLN COUNTY CoC

P.O. Box 978
Brookhaven, MS 39602
601-833-1411

BRUCE CoC

P.O. Box 1013
North Side of Square
Bruce, MS 38915
662-983-2222

CALHOUN CITY CoC

102 S. Monroe St./P.O. Box 161
Calhoun City, MS 38916
662-628-6990

CANTON CoC

226 E. Peace St./P.O. Box 74
Canton, MS 39046
601-859-5816

CLARKE COUNTY CoC

P.O. Box 172
Quitman, MS 39355
601-776-5701

CLEVELAND-BOLIVAR COUNTY CoC

600 Third St./P.O. Box 490
Cleveland, MS 38732
662-843-2712

CLINTON CoC

P.O. Box 143
Clinton, MS 39060-0143
601-924-5912

COAHOMA COUNTY CoC AND INDUSTRIAL FOUNDATION

P.O. Box 160
Clarksdale, MS 38614
662-627-7337

COLUMBUS-LOWNDES CoC

P.O. Box 1016
Columbus, MS 39703
662-328-4491

CORINTH CoC

The Alliance
810 Tate St./P.O. Box 1089
Corinth, MS 38835
662-287-5269

COVINGTON COUNTY CoC

104 Fir Ave./P.O. Box 1595
Collins, MS 39428
601-765-6012

CRYSTAL SPRINGS CoC

210 E. Railroad Ave./P.O. Box 519
Crystal Springs, MS 39059
601-892-2711

D'IBERVILLE-ST. MARTIN CoC

10491 Lemoyne Blvd.
D'Iberville, MS 39532
228-392-2293

DREW CoC

129 Shaw Ave.
Drew, MS 38737
662-745-8975

EAST MISSISSIPPI BUSINESS DEVELOPMENT CORPORATION

P.O. Box 790
Meridian, MS 39302
601-693-1306

FOREST CoC

120 S. Davis St./P.O. Box 266
Forest, MS 39074
601-469-4332

GEORGE COUNTY CoC

P.O. Box 441
Lucedale, MS 39452-0441
601-947-2755

GREATER JACKSON CHAMBER PARTNERSHIP

201 S. President St./P.O. Box 22548
Jackson, MS 39225
601-948-7575

GREENVILLE AREA CoC

P.O. Drawer 933
Greenville, MS 38701
662-378-3141

GREENWOOD-LEFLORE COUNTY CoC

P.O. Box 848
Greenwood, MS 38935-0848
662-453-4152

GRENADA COUNTY CoC

P.O. Box 628
Grenada, MS 38902-0628
662-226-2571

GULF COAST CoC

11975 E. Seaway Rd.
Gulfport, MS 39503
228-604-0014

HANCOCK COUNTY CoC

412 Hwy. 90, Ste. 6
Bay St. Louis, MS 39520
228-467-9048

HAZLEHURST CoC

P.O. Box 446
Hazlehurst, MS 39083
601-894-3752

HERNANDO CoC

2475 Memphis St.
Hernando, MS 38632
662-429-9055

HOLLY SPRINGS CoC

154 S. Memphis St.
Holly Springs, MS 38635
662-252-2943

HOLMES COUNTY CoC

103 W. China St.
Lexington, MS 39645
662-834-3372

HORN LAKE CoC

3040 Goodman Rd. W., Ste. 2A
Horn Lake, MS 38637
662-393-9897

HOUSTON CoC

Chickasaw Development Foundation
P.O. Box 505
Houston, MS 38851
662-456-2321

INDIANOLA CoC

315 Main St.
Indianola, MS 38751
662-887-4454

ITAWAMBA COUNTY CoC

107 W. Wiygul St./P.O. Box 577
Fulton, MS 38843
662-862-4571

JACKSON COUNTY AREA CoC

720 Krebs Ave.
Pascagoula, MS 39567
228-762-3391

JEFFERSON DAVIS COUNTY CoC

P.O. Box 1797
Prentiss, MS 39474
601-792-5142

JONES COUNTY CoC

153 Base Dr.
Laurel, MS 39440-5849
601-428-0574

OTHER ASSISTANCE

KEMPER COUNTY CoC

102 Industrial Park Dr./P.O. Box 518
DeKalb, MS 39328
601-743-2754

KOSCIUSKO-ATTALA CoC

124 N. Jackson/P.O. Box 696
Kosciusko, MS 39090
662-289-2981

LAMAR COUNTY CoC

P.O. Box 598
Purvis, MS 39475
601-794-1011

LAWRENCE COUNTY CoC

P.O. Box 996
Monticello, MS 39654
601-587-3007

LEAKE COUNTY CoC AND INDUSTRIAL DEVELOPMENT

P.O. Box 209
Carthage, MS 39051
601-267-9231

LELAND CoC

P.O. Box 67
Leland, MS 38756
662-686-2687

LONG BEACH CoC

11975 E. Seaway Rd.
Gulfport, MS 39503
228-604-0014

LOUISVILLE-WINSTON COUNTY CoC

311 W. Park St./P.O. Box 551
Louisville, MS 39339
662-773-3921

MADISON CITY CoC

P.O. Box 544
Madison, MS 39130
601-856-7060

MADISON COUNTY CoC

618 Crescent Blvd., Ste. 101
Ridgeland, MS 39157
601-605-2554

MAGEE CoC

117 N.W. 1st Ave.
Magee, MS 39111
601-849-2517

MARION COUNTY CoC

200 Second St.
Columbia, MS 39429
601-736-6385

MENDENHALL CoC

P.O. Box 635
Mendenhall, MS 39114
601-847-1725

MONROE COUNTY CoC

124 W. Commerce St./P.O. Box 72
Aberdeen, MS 39730
662-369-6488

MONROE COUNTY CoC

1619 Hwy. 25 N./P.O. Box 128
Amory, MS 38821
662-256-7194

MOORHEAD CoC

P.O. Box 396
Moorhead, MS 38761
662-246-5461

MORTON CoC

P.O. Box 530
Morton, MS 39117
601-732-6135

NATCHEZ-ADAMS COUNTY CoC

P.O. Box 1403
Natchez, MS 39121
601-445-4611

NEW ALBANY/UNION COUNTY CoC

P.O. Box 125
New Albany, MS 38652
662-534-4354

NEWTON CoC

P.O. Box 301
Newton, MS 39345
601-683-2201

NOXUBEE COUNTY CoC

503 S. Washington St./P.O. Box 308
Macon, MS 39341
662-726-4456

OCEAN SPRINGS CoC

1000 Washington Ave.
Ocean Springs, MS 39564
228-875-4424

OKOLONA CoC

219 Main St./P.O. Box 446
Okolona, MS 38860
662-447-5913

OLIVE BRANCH CoC

6820 Cockrum St./P.O. Box 608
Olive Branch, MS 38654
662-895-2600

ORANGE GROVE CoC

13470 Hwy. 49
Gulfport, MS 39503
228-832-3028

OXFORD-LAFAYETTE COUNTY CoC

299 W. Jackson/P.O. Box 147
Oxford, MS 38655
662-234-4651

PANOLA PARTNERSHIP

107 Public Sq.
Batesville, MS 38606
662-563-3126

PASS CHRISTIAN CoC

11975 E. Seaway Rd.
Gulfport, MS 39503
228-604-0014

PEARL CoC

P.O. Box 54125
Pearl, MS 39288
601-939-3338

PETAL CoC

712-B S. Main St.
Petal, MS 39465
601-583-3306

PHILADELPHIA-NESHOBA COUNTY CoC

410 Poplar Ave., Ste. 101/P.O. Box 51
Philadelphia, MS 39350
601-656-1742

PICAYUNE CoC

201 Hwy. 11 N.
Picayune, MS 39466
601-798-3122

PIKE COUNTY CoC & ECONOMIC DEVELOPMENT DISTRICT

120 N. Railroad Blvd./P.O. Box 83
McComb, MS 39648
601-684-2291

PONTOTOC COUNTY CoC

81 S. Main/P.O. Box 530
Pontotoc, MS 38863
662-489-5042

POPLARVILLE CoC

P.O. Box 367
Poplarville, MS 39470
601-795-0578

PORT GIBSON-CLAIBORNE COUNTY CoC

U.S. Hwy. 61 S./P.O. Box 491
Port Gibson, MS 39150
601-437-4351

RANKIN COUNTY CoC

101 Service Dr./P.O. Box 428
Brandon, MS 39043
601-825-2268

RIDGELAND CoC

P.O. Box 194
Ridgeland, MS 39158-0194
601-991-9996

RULEVILLE CoC

110 E. Floyce St./P.O. Box 552
Ruleville, MS 38771
662-756-4836

SARDIS-SARDIS LAKE CoC

114 W. Lee St./P.O. Box 377
Sardis, MS 38666
662-487-3451

SOUTHAVEN CoC

8700 Northwest Dr.
Southaven, MS 38671
662-342-6114

SOUTH PIKE AREA CoC

180 S. Cherry St.
Magnolia, MS 39652
601-783-5267

STARKVILLE CoC

322 University Dr.
Starkville, MS 39759
662-323-5783

STONE COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP

115 Hatten Ave. E.
Wiggins, MS 39577
601-928-5418

TATE COUNTY CoC

105 B Center St.
Senatobia, MS 38668
662-562-8715

TUNICA COUNTY CHAMBER

1371 Main St./P.O. Box 2000
Tunica, MS 38676
662-363-2865

TUPELO COMMUNITY DEVELOPMENT FOUNDATION

P.O. Box A
Tupelo, MS 38802
662-842-4521

UNION CoC

400 Bank St.
Union, MS 39365
601-774-9586

VERONA CoC

194 Main St./P.O. Box 416
Verona, MS 38879
662-566-2211

VICKSBURG-WARREN COUNTY CoC

P.O. Box 709
Vicksburg, MS 39181
601-636-1012

WALTHALL COUNTY CoC

P.O. Box 227
Tylertown, MS 39667
601-876-2680

WATER VALLEY CoC AND ECONOMIC DEVELOPMENT

206 Main/P.O. Box 726
Water Valley, MS 38965
662-473-1122

WAYNE COUNTY CoC

P.O. Box 864
Waynesboro, MS 39367
601-735-6056

YAZOO COUNTY CoC

P.O. Box 172
Yazoo City, MS 39194
662-746-1273

SBA LENDERS

Participating Lenders

AMERICAN EXPRESS CENTURION BANK

4315 S. 2700 W.
Salt Lake City, UT 84184
801-945-6571 • 866-305-2042 F

BANCFIRST

101 N Broadway, Ste. 1050
Oklahoma City, OK 73102
405-270-4736 or 888-313-2722

BANCO POPULAR, NORTH AMERICA

7 West 51st St.
New York City, NY 10019
212-246-4900

BANCORP SOUTH BANK

P.O. Drawer 789
Tupelo, MS 38802
662-680-2002 • 662-680-2317 F

BANKFIRST FINANCIAL SERVICES

P.O. Box 31
Macon, MS 39341
662-726-5192 • 662-726-2449 F

BANKFIRST FINANCIAL SERVICE

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Award Winners

Introduction to Small Business Week

Each year since 1963, the President of the United States has designed a week as National Small Business Week in recognition of the small business community's contributions to the American economy and society.

The U.S. Small Business Administration, in partnership with public- and private-sector small business supporters, each year sponsors special activities honoring the nation's entrepreneurs at the local, state and national levels.

The presentation of the prestigious awards highlights Small Business Week activities. At the district,* state and national levels, these awards spotlight the outstanding contributions of small business persons, champions, ex-porters and young entrepreneurs, as well as those who have developed their small businesses into large ones. At the regional and national levels, awards also highlight the contributions of outstanding small business prime contractors and subcontractors for the federal government.

Small Business Person of the Year winners from all 50 states, the District of Columbia, Puerto Rico, Guam and the U.S. Virgin Islands, as well as national winners in the advocate and special award categories and regional and national government contracting award winners, are invited to Washington, D.C., during Small Business Week for a series of special events in their honor. A national Small Business Person of the Year is selected from among the state award winners and recognized during the celebration in the nation's capital.

*District-level awards are presented only in those states served by more than one SBA district office.

Nominations

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for Small Business Person of the Year, Champions of the Year and special Small Business Week awards.

For further information regarding nominations for Federal Government Small Business Prime Contractor and Subcontractor of the Year contact the nearest district office of the U.S. Small Business Administration.

Nominations must be typewritten on 8 1/2" x 11" white paper on one side only. All materials must be collated and secured in a 1 1/2" binder and submitted to the nearest district office of the U.S. Small Business Administration postmarked or hand-delivered no later than October 23, 2009. From these nominations, winners will be selected for the year 2010.

Awards and Selection

Small Business Persons of the Year, Champions of the Year and special award winners will be selected at the state and national levels. In those states served by more than one SBA district office, awards will also be presented at the district level. Winners at each level will be considered for awards at the next highest level.

Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA Office of Advisory Councils for review. The National Small Business Person of the Year will be selected by the SBA administrator based on the recommendations of the National Advisory Council, and will be announced during Small Business Week.

For more information contact the Mississippi District Office or the Gulfport Branch Office.



2008 SMALL BUSINESS WEEK AWARD WINNERS

Photos listed from Center to top clockwise.

Nicky Wayne Maxwell
Small Business Person of the Year
Owner and President
Mississippi Security Police

Sister Lisa Polega
Minority Small Business Champion
Microenterprise Coordinator
Sacred Heart Southern Missions

Joan Branson
Frances Perkins Vanguard Award
Small Business Liaison Officer
Northrop Grumman

Marcia McDowell
STAR Award
Director
South Mississippi Contract
Procurement Center, Inc.

Teresa Speir
SBDC Service Excellence and Innovation Center Award
University of Mississippi Gulf Coast MSBDC

Joshua H. Poole
Financial Services Champion
Vice President
Bank of Yazoo

Becky Gillette
Small Business Journalist
Freelance Writer/Photographer

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