

MISSISSIPPI  
2014-2015



U.S. Small Business Administration

# SMALL BUSINESS RESOURCE

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SMALL BUSINESS

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2014-2015 MISSISSIPPI

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*On the Cover: Diane Lewis's Action Facilities Management in Morgantown, West Virginia, was started as a home-based business. SBA assisted Lewis in writing her business plan and with workshops on government contracting. Lewis entered the SBA 8(a) Business Development program for counseling, training and match-making opportunities. Her business has grown to approximately 300 employees.*



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# THE VALUE *of* HEALTHCARE

Get your business check-up today!



## **SBA.gov/healthcare**

- Learn what the Affordable Care Act (ACA) means for you and your small business, with information about key pieces of the law based upon the size of your business

## **Healthcare.gov**

- Learn more about the new small business health insurance marketplaces, find coverage options for your employees and enroll in either your state or federal marketplace

## **BusinessUSA.gov/healthcare**

- This new site includes a search tool to direct you to ACA resources based on a business's location, size and current insurance offerings

For more information, visit the above resources or contact your local SBA District Office.

## FROM THE REGIONAL ADMINISTRATOR



### Message From The Region IV Regional Administrator Cassius Butts

As Regional Administrator for Region IV of the U.S. Small Business Administration, my role is to be the eyes and ears for small business in the Southeast. I travel the region widely and visit with many entrepreneurial success stories and I also learn the challenges that many business owners face. We work together as a team at SBA to assist aspiring and existing small business owners every day to reach their goals; whether it is to start a new small business or grow an existing business.

Small business is dear to my heart as I come from a family of entrepreneurs. At times, it wasn't easy; but I remember them telling me that it was always rewarding. I continue to be impressed with the resiliency of small business owners who go to work day in and day out, overcoming challenges and making ends meet.

Small businesses are the engine of our economy. Across the country, more than half of employed Americans either own or work for a small business.

At last count, the state of Mississippi had over 240,000 small businesses/ self-employed making significant contributions to the state's economy, and bringing innovative products and services to the marketplace.

I believe it is our entrepreneurs and small business owners that drive America's ability to innovate and stay competitive across the globe.

We know the obstacles that entrepreneurs face and salute your courage and creativity.

We wish you entrepreneurial success!

A handwritten signature in black ink that reads "Cassius Butts". The signature is fluid and cursive, with a large, sweeping flourish at the end.

**Cassius Butts**  
*Regional Administrator*  
*Region IV*  
*U.S. Small Business Administration*

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# Rules For Success

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

**W**elcome to the 2014-2015 edition of the **Mississippi Small Business Resource Guide**. If you are familiar

with this tool, you know that it provides a wealth of information on SBA's vast array of credit and non-credit programs and services and shares needed information and direction for start-up entrepreneurs, existing small business owners, and those people who are thinking about one day of becoming their own boss. Through the years, this guide has been used as a go-to quick ready-reference to search for not only information on programs and services available from SBA, but also to find contact and other information on additional resources in Mississippi who help small businesses get started, grow, and succeed.

This guide contains information on the 3 Cs – Counseling, Capital and Contracts. You'll learn about SBA's business loans, venture capital, surety bonds, certifications, and federal government contracting programs, along with the critical disaster assistance SBA provides in times of federally-declared natural disasters, and other vital information. You'll also find a comprehensive listing of SBA-funded resource partners – including SCORE – America's Counselors; our Women's Business Center (WBC) operated by CLIMB Community Development Corporation, LLC; and the Mississippi Network of Small Business Development Centers (MSBDC). Each of these organizations provides free and confidential counseling, training, management and technical assistance to individuals, entrepreneurs, and small businesses throughout Mississippi. Furthermore, the guide highlights state agencies, chambers of commerce, economic development organizations, in and out-of-state bank and

non-bank active SBA lending partners, and other small business advocates throughout our state with whom SBA collaborates.

As always, we thank RENI Publishing for their continued partnership in producing the guide and especially thank the advertisers. 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 and small businesses so that you and they may take full advantage of SBA's finance, entrepreneurial development, certifications and federal government contracting programs, which have been designed with you, the small business owner, in mind.

For further information on SBA programs and services, conferences, workshops and seminars, free e- newsletters, as well as other initiatives affecting small businesses locally and nationally, please visit our website at [www.sba.gov](http://www.sba.gov) and [www.sba.gov/ms](http://www.sba.gov/ms) or call and/or visit our Mississippi District or Gulfport Branch Offices. Also follow at

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 make your dreams come true.

Sincerely,  
*Janita R. Stewart*  
**Janita R. Stewart**

*District Director of  
SBA's Mississippi District Office*

## DID YOU KNOW?

The SBA Mississippi District and Gulfport Branch Offices serve the state with a wide variety of small business programs and services. Federal fiscal year (FY) 2013 was a strong lending year for Mississippi in terms of guaranty loan dollars. A total of 428 loans were guaranteed totaling almost \$139 million through SBA's 7(a) guaranty loan program and the 504 guaranty loan program which served to provide much needed capital for small business start-up and expansion. Furthermore, according to the Federal Procurement Data System – Next Generation, more than \$301.4 million in federal government contract dollars were awarded to Mississippi small businesses; \$70.2 million to 8(a) firms; \$58.2 million to HUBZone firms; \$31.8 million to women-owned businesses; \$92.8 million to small disadvantaged businesses; \$58.9 million to veterans; and \$33.1 million to service-disabled veterans. The SBA District and Branch offices, together with our resource partners, provided management and technical assistance, counseling and training to over 22,500 entrepreneurs.

# 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, excluding federal holidays.

## THE GULFPORT BRANCH OFFICE

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

Jackson, Jones, Lamar, Pearl River, Perry, Stone, and Wayne. The Branch Manager is Lance P. Foster. 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, excluding federal holidays.

## SERVICES AVAILABLE

Financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders and long-term fixed asset financing coordinated through SBA's certified development companies. Special loan programs are available for businesses involved in international trade.

Free and confidential counseling, advice and information on starting, better operating or expanding a small business through (SCORE), Small Business Development Centers (SBDC) and the Women's Business Center (WBC). They also conduct training events throughout the state - some require a nominal registration fee.

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

A SCORE/SBDC Project Officer is available to assist. Please contact Lance Foster at 228-863-4449 ext. 222 or email: lance.foster@sba.gov.

A Women's Business Ownership Representative is available to assist women business owners. Please contact Bridget Johnson-Fells at 228-863-4449 ext. 225 or email: bridget.johnson@sba.gov.

A Veterans Affairs Officer is available to assist veterans. Please contact James McClendon at 601-965-4378 ext. 19 or e-mail: james.mcclendon@sba.gov.



## SUCCESS STORY

**To The Rescue Bookkeeping, LLC  
Danielle Hope Blankenship, Owner  
Recipient of the 2013  
Mississippi SBA Young  
Entrepreneur Award**

To The Rescue Bookkeeping, LLC was started in an apartment in Anchorage, Alaska in 2006 by Danielle Hope Blankenship. As its name implies, it's a company that has literally come to the rescue of many clients.

They are a full service bookkeeping company that provides financial accounting services for new businesses, payroll/ bookkeeping services, tax preparation and financial reporting. To the Rescue Bookkeeping helps their clients to not only better manage their financial margins but also to help them increase

their understanding of the concepts behind Managerial Accounting.

In its first year of existence, Danielle single-handedly ran the business. This brought with it the extended work hours one might expect from not having the supporting cast found by having subordinate employees. Despite the challenges associated with running the company on a singular basis, Daniel remained excited knowing that revenue growth would allow for the hiring of support staff. Not long after, Danielle and her spouse received military orders to relocate to the Mississippi Gulf Coast which meant temporarily leaving all of the brand loyalty she had established in the state of Alaska. For some, the move itself would have pushed their will to the limits but relocating to a destination known for its hurricanes and floods took the risk precedent to a new level. As she adjusted to coastal living while establishing a new footprint for her business, she realized

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## We Welcome Your Questions

For extra copies of this publication or questions please contact:

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TDD: 800-877-8339

Website: [www.sba.gov/ms](http://www.sba.gov/ms)

# COUNSELING

Getting Help to Start, Market and Manage Your Business

COUNSELING



Every year, the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and existing 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 out, the SBA and its resources can help you with business and financing plans. 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, find foreign markets, and make your voice heard in the federal government.

You can access SBA information at [www.sba.gov](http://www.sba.gov) or visit one of our local offices for assistance.

## SBA'S RESOURCE PARTNERS

In addition to our district offices, which serve every state and territory, the SBA works with a variety of local resource partners to meet your small business needs: SCORE chapters, Small Business Development Centers (SBDCs), and Women's Business Centers (WBCs). This partner network reaches into communities across America: More than 13,000 business counselors, mentors and trainers available through over 900 Small

Business Development Centers, 110 Womens' Business Centers and 350 SCORE chapters. These professionals can 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, and recovering from disaster. To find your local district office or SBA resource partner, visit [www.sba.gov/tools/local-assistance](http://www.sba.gov/tools/local-assistance).

## SCORE

SCORE is a national network of more than 12,000 entrepreneurs, business leaders and executives who volunteer as mentors to America's small businesses. SCORE leverages decades of experience from seasoned business professionals to help entrepreneurs to start and grow companies and to create jobs in local communities. SCORE does this by harnessing the passion and knowledge of individuals who have owned and managed their own businesses and want to share this "real world" expertise with you.

Found in more than 350 chapters and 800 locations throughout the country, SCORE provides key services – both face-to-face and online – to busy entrepreneurs who are just getting started or are in need of a seasoned business professional as a sounding board for their existing business. As members of your community, SCORE mentors understand local business licensing rules, economic conditions and important business networks. SCORE can help you as they have done for 50 years by:

- Matching your specific needs with a business mentor
- Traveling to your place of business for an on-site evaluation
- Teaming with several SCORE mentors to provide you with tailored assistance in a number of business areas

Across the country, SCORE offers more than 10,000 local business training workshops and seminars ranging in topic and scope depending on the needs of the local business community. SCORE workshops cover all manner of business topics, including: an introduction to the fundamentals of a business plan, managing cash flow and marketing your business. For established businesses, SCORE offers more in-depth training in areas like customer service, hiring practices and home-based businesses.

For around-the-clock business advice and information on the latest business news and trends go to the SCORE website ([www.score.org](http://www.score.org)). More than 1,200 online mentors with over 150 business skill sets answer your questions about starting and running a business. In fiscal year 2013, SCORE mentors served 400,000 entrepreneurs.

For more information on SCORE and to get your own business mentor, visit [www.sba.gov/score](http://www.sba.gov/score), [www.SCORE.org](http://www.SCORE.org) or call 1-800-634-0245 for the SCORE office nearest you.

## 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.
- Earnings and growth potential are unlimited.
- Running a business will provide endless variety, challenge and opportunities to learn.

**Gulf Coast SCORE Chapter**

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**SMALL BUSINESS  
DEVELOPMENT CENTERS**

The U.S. Small Business Administration's Small Business Development Centers (SBDC) mission is to build, sustain, and grow small businesses; as well as to promote small business development and enhance local economies by creating businesses and fulfilling its mission of creating jobs.

The Small Business Development Centers, vital to SBA's entrepreneurial outreach, have been providing service to small businesses for almost 35 years. It is one of the largest professional small business management and technical assistance networks in the nation. With over 900 locations across the country, SBDCs offer existing and future entrepreneurs free one-on-one expert business counseling and low-cost training by qualified small business professionals.

In addition to its core services, the SBDCs offer special focus areas such as green business technology, disaster recovery and preparedness, export assistance, international trade assistance, veteran's assistance, technology transfer and regulatory compliance.

The program combines a unique combination of federal, state and private sector resources to provide, in every state and territory, the foundation for the economic growth of small businesses. The return on investment is demonstrated by the program's success during FY2013.

- Assisted more than 14,200 entrepreneurs to start new businesses – equating to nearly 39 new business starts per day.
- Provided counseling services to more than 104,000 emerging entrepreneurs and over 96,000 existing businesses.

- Provided training services to approximately 330,000 clients.
- The efficacy of the SBDC program has been validated by a nationwide impact study. Of the clients surveyed, more than 80 percent reported that the business assistance they received from the SBDC counselor was worthwhile. The top five impacts of counseling cited by SBDC clients were revising marketing strategy, increasing sales, expanding products and services, improving cash flow and increasing profit margin. More than 40 percent of long-term clients receiving five hours or more of counseling reported an increase in sales and profit margins.
- For information on the SBDC program, visit [www.sba.gov/sbdc](http://www.sba.gov/sbdc).

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**Jackson State University SBDC**

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**WOMEN'S BUSINESS CENTERS**

The SBA's Women Business Center (WBC) program is a network of over 100 community-based centers that provide business training, counseling, coaching, mentoring and other assistance geared toward women, particularly those who are socially and economically disadvantaged. WBCs are located in nearly every state and U.S. territory including the District of Columbia and the territories of Puerto Rico and American Samoa. They are partially funded through a cooperative agreement with the SBA.

To meet the needs of women entrepreneurs, WBCs offer services at convenient times and locations, including evenings and weekends. WBCs are located within non-profit host organizations that offer a wide variety of services in addition to the services provided by the WBC. Many of the WBCs also offer training and counseling and provide materials in different languages in order to meet the diverse needs of the communities they serve.

WBCs often deliver their services through long-term training or group counseling, both of which have shown to be effective. WBC training courses are often free or are offered for a small fee. Some centers will also offer scholarships based on the client's needs.

While most WBCs are physically located in one designated location, a number of WBCs also provide courses and counseling via the Internet, mobile classrooms and satellite locations. WBCs have a track record of success. In fiscal year 2012, the WBC program counseled and trained over 136,000 clients, creating local economic growth and vitality. In addition, WBCs helped entrepreneurs access more than \$40 million dollars in capital. Based on a 2010 Impact Study, of the WBC

clients that have received three or more hours of counseling, 15 percent indicated that the services led to hiring new staff, 34 percent indicated that the services led to an increased profit margin, and 47 percent indicated that the services led to an increase in sales.

In addition, the WBC program has taken a lead in preparing women business owners to apply for the Women-Owned Small Business (WOSB) Federal Contract program that authorizes contracting officers to set aside certain federal contracts for eligible women-owned small businesses or economically disadvantaged women-owned small businesses. For more information on the program, visit [www.sba.gov/wosb](http://www.sba.gov/wosb).

To find the nearest SBA WBC, visit [www.sba.gov/women](http://www.sba.gov/women).

#### CLIMB CDC Women's Business Center

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[www.climbcdc.org](http://www.climbcdc.org)

## EMERGING LEADERS INITIATIVE

The intense seven-month entrepreneurship training for small business leaders creates a learning environment to accelerate the growth of high-potential small businesses, stimulates job creation and helps drive economic development within their communities. A competitive selection process results in company executives participating in high-level training and peer-networking sessions led by professional instructors. Graduates are poised to create an economic ripple effect because they are now equipped with the support, resources and enhanced business skills to succeed in increasing their revenue, creating jobs and driving sustainable economic growth throughout their communities.

#### Impact of Emerging Leaders:

The initiative is currently offered in over 27 underserved communities across the country. Over 2,000 businesses have participated in Emerging Leaders since its inception. An independent impact study of Emerging Leaders past participants reported that they:

- Created nearly 2,000 new full-time jobs
- Secured federal, state, local and tribal contracts awards over \$1 Billion
- Accessed over \$73 Million in new financing
- 95% were satisfied with the Emerging Leaders program.



Small Business Person of the Year

## SBA'S ONLINE TOOLS AND TRAINING

SBA's Online Learning Center is a virtual campus complete with free online courses, workshops, podcasts, learning tools and business-readiness assessments.

#### Key Features of the SBA's Online Learning Center:

Training is available anytime and anywhere — all you need is a computer (or mobile device) with Internet access.

- Nearly 40 free online courses and workshops available.
- Templates and samples to get your business planning underway.
- Online, interactive assessment tools are featured and used to direct clients to appropriate training.

Course topics include tutorials on writing a business plan, financing strategies that include SBA lending programs, mastering overseas markets through exporting, public sector procurement tactics, and specialty material for veterans, young entrepreneurs, and women business owners. This robust portal also includes video content, e-books, templates and articles

Visit [www.sba.gov/tools/sba-learning-center](http://www.sba.gov/tools/sba-learning-center) for these free resources.

## SBA'S CLUSTER INITIATIVE

Every small business must effectively connect into the key relationships necessary to drive success in its particular industry or market sector. Regional Innovation Clusters act as a networking hub to connect small businesses in a particular industry sector and geographic region with other business innovators in the same sector and

with specialized suppliers, research institutions, large prime customers or contractors and investors who also operate in that sector. In addition, market success requires small businesses to know their customers and target their product development dollars efficiently. Therefore, through intensive, industry-specific technical assistance, our Clusters help small business innovators commercialize promising technologies needed by government and industry buyers in that particular sector. And then, through showcasing, networking and "demonstration events," they help get these small businesses and their products in front of investment and other funding sources, research institutions and customers/buyers in order to bring products to market.

Across the country, our resource partners work with our Regional Innovation Clusters: The resource partners provide the businesses with information and coaching on the key building blocks of business success, while the Cluster experts help them with the highly technical product development and relationship-building assistance necessary to get and keep customers and investors in their particular market sector (such as smart-grid, fuel cell energy storage, solar cells, imaging, aerospace, and agricultural processing technologies and networks).

For more information on SBA's Cluster Initiative, go to [www.sba.gov/clusters](http://www.sba.gov/clusters).

#### Magnolia Business Alliance

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# REACHING UNDERSERVED COMMUNITIES

The SBA also offers a number of programs specifically designed to meet the needs of the underserved communities.

## WOMEN BUSINESS OWNERS

Women entrepreneurs are changing the face of America's economy. In the 1970s, women owned less than 5 percent of the nation's businesses.

Today, they are majority owners of about a third of the nation's small businesses and are at least equal owners of about half of all small businesses. SBA serves women entrepreneurs nationwide through its various programs and services, some of which are designed especially for women.

The SBA's Office of Women's Business Ownership (OWBO) serves as an advocate for women-owned businesses. The office oversees a nationwide network over 100 Women's Business Centers that provide business training, counseling and mentoring geared specifically to women, especially those who are socially and economically disadvantaged. The program is a public-private partnership with locally-based nonprofits.

Women's Business Centers serve a wide variety of geographic areas, population densities, and economic environments, including urban, suburban, and rural. Local economies vary from depressed to thriving, and range from metropolitan areas to entire states. Each Women's Business Center tailors its services to the needs of its individual community, but all offer a variety of innovative programs, often including courses in different languages. They provide training in finance, management, and marketing, as well as access to all of the SBA's financial and procurement assistance programs.

## 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.

## 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/wbc](http://www.sba.gov/wbc)

A Women's Business Ownership Representative is available to assist women business owners. Please contact Bridget Johnson-Fells at 228-863-4449 ext. 225 or email: [bridget.johnson@sba.gov](mailto:bridget.johnson@sba.gov).

## VETERAN BUSINESS OWNERS

The Office of Veterans Business Development (OVBD), established with Public Law 106-50, has taken strides in expanding assistance to veteran, service-disabled veteran small business owners and reservists by ensuring they have access to SBA's full-

range of business/technical assistance programs and services, and that they receive special consideration for SBA's entrepreneurial programs and resources.

The SBA's Veterans Office provides funding and collaborative assistance for a number of special initiatives targeting local veterans, service-disabled veterans, and Reserve Component members. These initiatives include Veterans Business Outreach Centers (VBOCs), the business assistance tools -Balancing Business and Deployment, and Getting Veterans Back to Business, which includes interactive CD ROMs



Kerry Jones,  
Customer Service Manager

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# REACHING UNDERSERVED COMMUNITIES

for reservists to help prepare for mobilization and/or reestablishment of businesses upon return from active duty.

The agency 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. In addition, 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 (MREIDL) provides loans up to \$2 million 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.

Each of the SBA's 68 District Offices also has a designated veteran's business development officer. These local points-of-contact assist veteran small business owners/entrepreneurs with starting, managing and growing successful businesses. Yearly, OVBD reaches thousands of veterans, Reserve component members, transitioning service members and others who are – or who want to become – entrepreneurs and small business owners. In fiscal year 2012, the number of veterans assisted through OVBD programs exceeded 135,000. For more information about OVBD, please visit [www.sba.gov/veterans](http://www.sba.gov/veterans).

## NATIONAL BOOTS TO BUSINESS INITIATIVE

The aptly named Operation Boots to Business program (B2B) builds on SBA's role as a national leader in entrepreneurship training. The program's mission is to develop veteran entrepreneurs from the approximately 250,000 service members who transition from the military each year. Boots to Business is an entrepreneurial education program offered as an elective track within the Department of Defense's revised Transition Assistance Program called Transition Goals, Plans, Success (Transition GPS). The curriculum provides valuable assistance to transitioning service members exploring self-employment opportunities by leading them through the key steps for evaluating business concepts and the foundational knowledge required for developing a business plan. Participants are also introduced to SBA resources available to help access start up capital and additional technical assistance.

Boots to Business is delivered in partnership with SBA resource partners and the Institute for Veterans and Military Families at Syracuse University. It is available free of charge at participating installations to service members and their dependents transitioning or retiring from the U.S. military.

The program has three parts: 1) The Entrepreneurship Track Overview - an introductory video shown during the mandatory five day Transition GPS course; 2) Introduction to Entrepreneurship - a two day classroom course offered as one of the three Transition GPS elective tracks; and, 3) Foundations of Entrepreneurship - an eight week instructor led online course that offers in-depth instruction on the elements of a business plan and tips and techniques for starting a business. After completing the course, counselors and mentors from SBA's resource partner network remain available to work with veterans in their local communities. For more information about B2B, please visit [www.sba.gov/bootstobusiness](http://www.sba.gov/bootstobusiness).

## CENTER FOR FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS

SBA's Center for Faith-Based and Neighborhood Partnerships (The Partnership Center) works to engage and build strong partnerships with community and nonprofit organizations, both secular and faith-based, to support entrepreneurship, economic growth and promote prosperity for all Americans. The center works in coordination with other offices within the Agency to assist in formulating policies and practices with the goal of extending the reach and impact of SBA programs into communities. SBA recognizes the important role of community leaders and networks in economic development at the local and national level, and that partnerships provide effective and efficient leverage for SBA programs. Further, the center plays a key role in helping identify, engage and impact underserved communities.

The program engages in outreach, technical assistance, education, formulates and administers training programs, coordinates entrepreneurial and business development opportunities and access to SBA's 68 district offices and extensive network of resource grant partners. The center additionally works with the White House Office of Faith-Based and Neighborhood Partnerships and the Faith-Based and Neighborhood Partnership Centers that are within 13 additional federal agencies, and participates in interagency working

groups to ensure effective and efficient coordination of resources and initiatives.

The center was established by, and follows the guidelines, operational policy and statutory requirements of Executive Order 13279 — Fundamental Principles and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Organizations.

## NATIVE AMERICAN BUSINESS DEVELOPMENT

The SBA Office of Native American Affairs (ONAA) ensures that American Indians, Alaska Natives and Native Hawaiians seeking to create, develop and expand small businesses have full access to business development and expansion tools available through the agency's entrepreneurial development, lending, and contracting programs.

The office provides a network of training initiatives that include a Native American Business Development Workshop, a Native American 8(a) Business Development Workshop, Emerging Leaders (formerly e200) and the online tool, "Small Business Primer: Strategies for Growth". ONAA also is responsible for consulting with tribal governments prior to finalizing SBA policies that may have tribal implications.

Visit [www.sba.gov/naa](http://www.sba.gov/naa) for more information.

## VETERANS BUSINESS OUTREACH CENTERS

The Veterans Business Outreach Program (VBOP) is designed to provide entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans owning or considering starting a small business. The SBA has 15 organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC) across the country. Services provided by VBOC's include: pre-business plan workshops, concept assessments, business plan preparations, comprehensive feasibility analysis, entrepreneurial training and counseling, mentorship, and other business-development related services.

VBOCs also provide assistance and training in such areas as international trade, franchising, Internet marketing, accounting, etc. For a VBOC directory, please visit [www.sba.gov/vets](http://www.sba.gov/vets).

A Veterans Affairs Officer is available to assist veterans. Please contact James McClendon at 601-965-4378 ext. 19 or e-mail: [james.mcclendon@sba.gov](mailto:james.mcclendon@sba.gov).

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?

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, employees 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.

Once you've answered these questions, you should consider what type of business you want to start. Businesses can include franchises, at-home businesses, online businesses, brick-and-mortar stores or any combination of those.

### FRANCHISING

There are more than 3,000 business franchises. 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: historical 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 starting an independent business venture, then franchising may be an option for you. Remember that hard work, dedication and sacrifice are key elements in the success of any business venture, including a franchise.

Visit [www.sba.gov/franchise](http://www.sba.gov/franchise) for more information.

### 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.

#### 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.

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

#### Ask yourself these questions:

- Can I switch from home responsibilities to business work easily?
- Do I have the self-discipline to maintain schedules while at home?
- Can I deal with the isolation of working 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 and state departments of labor and health 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.

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, and 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 Centers, Women's Business Centers, Veterans Business Outreach Centers, and SCORE, have the expertise to help you craft a winning business plan. The SBA also offers online templates to get you started.

**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.
- 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, WBC or SBDC representatives, SBA district office economic development specialists or veterans' business development specialists.

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



# CAPITAL

## Financing Options to Start or Grow Your Business



**M**any entrepreneurs need financial resources to start or expand a small business 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. The SBA does not provide grants to individual business owners to start or grow a business.

### SBA BUSINESS LOANS

If you are contemplating a business loan, familiarize yourself with the SBA's business loan programs to see if they may be a viable option. The SBA has a variety of loan programs which are distinguished by their different uses of the loan proceeds, their dollar amounts, and the requirements placed on the actual lenders. The three principal

players in most of these programs are the applicant small business, the lender and the SBA. The agency does not actually provide the loan, rather they guaranty a portion of the loan provided by a lender (except for microloans). The lender can be a regulated bank or credit union, or a community based lending organization.

The business will need to make application to the lender by providing them the documents they require. Generally an application includes a business plan that explains what resources will be needed to accomplish the desired business purpose including the associated costs, the applicants' contribution, planned uses for the loan proceeds, a listing of the assets that will secure the loan (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 and make a determination if they will need an SBA guaranty in order to provide the loan. SBA will look to the lender to do much, if not all, of the analysis before it provides its guaranty to the lender's proposed loan. The SBA's business loan guaranty programs provide a key source of financing for viable small businesses that have real potential but cannot qualify for credit on reasonable terms by themselves.

In the case of microlenders, SBA lends monies to intermediaries at favorable rates so they can re-lend to businesses with financing needs up to \$50,000.

### 7(a) LOAN PROGRAM

The 7(a) Loan program is the SBA's primary business loan program. It is the agency's most frequently used non-disaster financial assistance program because of its flexibility in loan structure, variety of uses for the loan proceeds and availability. The 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 directly 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 deny the applicants' request for financial assistance.

The guaranty that SBA provides the lenders reduces the lender's risk of borrower non-payment by providing a guaranty on a percentage of the total loan. If the borrower defaults, the lender can request that SBA pay the lender that percentage of the outstanding balance which the Agency guaranteed. This allows the lender to recover a portion of the defaulted debt from the SBA if the borrower can't make the payments. The borrower is still obligated for the full amount.

To qualify for an SBA guaranteed loan, a small business must meet the lender's criteria and the 7(a) program requirements. In addition, the lender must certify that it would not provide this loan under the proposed terms and conditions without an SBA guaranty. If the SBA is going to provide a lender with a guaranty, the applicant must be eligible and creditworthy and the loan structured under conditions acceptable to the SBA.

### Percentage of Guaranty and Loan Maximums

SBA only guarantees a portion of any particular 7(a) 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 of guaranty 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 generally guarantees as much as 85 percent and for loans over \$150,000 the SBA generally provides a guaranty of up to 75 percent. Loans made under the SBAExpress program, which is

discussed later in this section, have a 50 percent guaranty.

The maximum 7(a) loan amount is \$5 million and there is no minimum.

### Interest Rates and Fees

The actual interest rate for a 7(a) loan guaranteed by the SBA is negotiated between the applicant and lender

and is subject to the SBA maximums. Both fixed and variable interest rate structures are available. The maximum rate comprises 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

## What to Take to the Lender

Documentation requirements will vary depending upon the purpose of the loan. Contact your lender for the information you must supply.

### Common requirements include the following:

A Business Plan that includes:

- Purpose of the loan
- History of the business
- Projections of income, expenses and cash flow as well as an explanation of the assumptions used to develop these projections
- Personal financial statements on the principal owners
- Resume(s) of the principal owners and managers.
- Amount of investment in the business by the owner(s)
- Projected opening-day balance sheet (new businesses)
- Lease details
- Proposed Collateral

Financial Statements that include:

- Balance Sheet and Income Statement (P&L) for three years (existing businesses) (Tax Returns usually suffice)
- Interim Financial Statements dated within 120 days of the request for assistance
- Schedule of term debts (existing businesses)
- Aging of accounts receivable and payable (existing businesses)

### How the 7(a) Program Works

Small Business applicants submit their loan application to a lender for the initial review. It is recommended that the first lender be the lender who maintains the personal account of the owner. 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 the application for SBA eligibility. The applicant should be prepared to complete some additional documents the lender will need because SBA requires them, if the lender requests a guaranty from SBA. Applicants who feel they need more help with

the process should contact their local SBA district office or one of the SBA's resource partners for assistance.

There are several ways a lender can apply to SBA for a 7(a) guaranty of a loan they propose to provide a small business. The main differences between these methods are related to the experience the lender has in requesting guarantees from SBA, the documentation the lender provides to SBA, the amount of review the SBA conducts on receiving the request, the amount of the loan and the lender responsibilities in case the loan defaults and the business' assets must be liquidated. The different methods are:

- Standard 7(a) Guaranty
- Certified Lender Program
- Preferred Lender Program
- SBA Express
- Export Express
- Community Advantage

When lenders request guarantees using Standard, Certified, or Preferred processing methods, the applicant fills out SBA Form 1919, and the lender completes SBA Form 1920. The Form 1919 requires the applicant to fully explain what they intend to do with the money and explain how they will repay the loan. The Form 1920 requires the lender to explain their analysis of the eligibility and credit merits of the request. When lenders use Express or Advantage procedures to request guarantees, the loan amounts are smaller and the information the applicant has to provide SBA is reduced, but the lender can still ask the applicant for as much detail as they believe is necessary for them to make their decision on the specific request. Through Express and Advantage procedures the lender also provides SBA with less information about their credit analysis but the lender still has to conduct their due diligence.

When the SBA receives a request for guaranty using Standard or Certified procedures, it either reanalyzes or reviews the lender's eligibility and

credit analysis before deciding to approve or reject the request. For requests processed through the Preferred Lender Program or Express programs, the lender is delegated the authority to make the credit decision without the SBA's concurrence. Requests processed through Community Advantage procedures are a hybrid of both.

By guaranteeing a 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 percentage of the amount owed. 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.

When an SBA guaranty is approved, the lender is notified and they will work with the applicant to make sure the terms and conditions designed for the specific loan are met before closing the loan, disbursing the funds, and assuming responsibility for collection and general servicing. The borrower makes loan payments directly to the lender. As with any loan, the borrower is obligated to repay 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; and
- Sufficient collateral to secure the loan or all available collateral if the loan cannot be fully secured.

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. The spread on loans under \$50,000 and loans processed through Express procedures have higher maximums.

Loans guaranteed by the 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. The guaranty fee is initially paid by the lender and then passed on to the borrower at closing. The funds to reimburse the lender can be included in the overall 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:

- 2.0 percent of the SBA guaranteed portion on loans up to \$150,000; \*\*
  - 3.0 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 base rate in effect on the first business day of the month the loan application is received by the SBA.*

*\*\*For all SBA-guaranteed loans of \$150,000 or less that are approved between October 1, 2013 and September 30, 2014, the guaranty fee will be 0%.*

### 7(a) Loan Maturities

The SBA's 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. SBA can also guaranty a lenders short-term loans or revolving line of credit to help small businesses meet their short-term and cyclical working capital needs.

### Structure

Most 7(a) term loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same because the interest rate is constant. For variable rate loans the lender can change the payment amount when the interest

rates change. 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. Balloon payments or call provisions are not allowed on any 7(a) term 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 7(a) loan to be secured first with the assets acquired with the loan proceeds and then with additional business and personal assets depending on the loan amount and the way the lender requests their guaranty. However, SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, provided all available collateral is offered. When the lender says they will need an SBA guaranty, the applicant should be prepared for

liens to be placed against all business assets. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may also 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 the SBA. The basic size standards are outlined below. A more in-depth listing of standards can be found at [www.sba.gov/size](http://www.sba.gov/size).

### SBA Size Standards have the following general ranges:

- Manufacturing — from 500 to 1,500 employees
- Wholesale Trades — Up to 100 employees
- Services — \$2 million to \$35.5 million in average annual receipts
- Retail Trades — \$7 million to \$35.5 million in average annual receipts
- Construction — \$7 million to \$33.5 million in average annual receipts
- Agriculture, Forestry, Fishing, and Hunting — \$750,000 to \$17.5 million in average annual receipts



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**(662) 335-6889**  
**(662) 332-5175 Fax**  
Chuck Herring  
Small Business Developer

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One-on-One Counseling Services are available **FREE OF CHARGE** for individuals interested in starting a small business and/or purchasing an existing business. We advise entrepreneurs on the requirements for and methods of obtaining SBA loans, bank loans, women and minority loans, as well as the in-house Loan Programs at South Delta.



**5 Delta Office Locations Include:**  
Greenville • Greenwood • Indianola  
• Cleveland • Batesville  
Please Call (662) 207-1103  
to schedule an appointment.  
**All Services offered at no cost.**  
A Collaboration with the  
Delta Workforce Investment Area

There is an alternate size standard for businesses that do not qualify under their industry size standards for SBA funding – tangible net worth (\$15 million or less) and average net income (\$5 million or less for two years). This new alternate makes more businesses eligible for SBA loans and applies to SBA non-disaster loan programs, namely its 7(a) Business Loans and Certified Development Company programs.

### 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 nature, businesses involved in gambling and any illegal activity.

The SBA also cannot make loan guaranties to 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 use of proceeds. 7(a) proceeds can be used to purchase machinery, equipment, fixtures, supplies, and to make improvements to land and/or buildings that will be occupied by the subject applicant business.

#### Proceeds can also be used to:

- Expand or renovate facilities;
- Acquire machinery, equipment, furniture, fixtures and leasehold improvements;
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Acquire businesses;
- Start businesses;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

SBA 7(a) loan proceeds cannot be used for the purpose of making investments. SBA proceeds cannot be used to provide funds to any of the owners of the business except for ordinary compensation for actual services provided.

#### Miscellaneous Factors

The fourth factor involves a variety of requirements such as SBA's credit elsewhere test where the business and its principal owners use their

own resources before getting a loan guaranteed by the SBA. It also includes the SBA's anti-discrimination rules and limitations 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 criteria:

- 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 more information, go to [www.sba.gov/apply](http://www.sba.gov/apply).

## SPECIAL PURPOSE 7(a) LOAN PROGRAMS

The 7(a) loan program is the most flexible of the SBA's lending programs. Over time, the Agency has developed several variations to the basic 7(a) program in order to address specific financing needs for particular types of small businesses. The general distinguishing feature between these loan types is their use of proceeds. These programs allow the proceeds to be used in ways that are not otherwise

## Mississippi SBA 2013 Financial Services Champion of the Year



### Debra Barnes McGee

Debra Barnes McGee received the Mississippi SBA 2013 Financial Services Champion Award. Mrs. McGee is the Senior Vice President and Director of Minority Business Development at BankPlus. She has had a prosperous career in banking for 30 years. Mrs. McGee has spent a number of years in developing and implementing programs, products and initiatives in all the communities throughout the state of Mississippi.

Mrs. McGee developed the BusinessPlus Program. This program was created to assist small business owners establish a more sound financial future and assist business owners in need of a loan to meet the needs of operating a successful business. Mrs. McGee is a graduate of the William Carey University School of Business with a Bachelor of Science degree in business administration. She also holds certificates of banking from the American Institute of Banking and the University of Mississippi School Of Banking.

permitted in a basic 7(a) loan. These special purpose programs are not necessarily for all businesses but may be very useful to some small businesses. They are generally governed by the same rules, regulations, fees, interest rates, etc., as the basic 7(a) loan. Lenders can advise you of any variations. The Special Purpose Loans include:

### International Trade Loan Program

The SBA's International Trade Loan (ITL) is designed to help small businesses enter and expand into international markets or, when adversely affected by import competition, to make the investments necessary to better compete. The ITL offers a combination of fixed asset, working capital financing and debt refinancing with the SBA's maximum guaranty--90 percent--on the total loan amount. The maximum loan amount is \$5 million.

### Guaranty Coverage

The SBA can guaranty up to 90 percent of an ITL up to a maximum of \$4.5 million, less the amount of the guaranteed portion of other SBA loans outstanding to the borrower. The maximum guaranty for any working capital component of an ITL is limited to \$4 million. Any other working capital SBA loans that the borrower has are counted against the \$4 million guaranty limit.

### Use of Proceeds

- For the facilities and equipment portion of the loan, proceeds may be used to acquire, construct, renovate, modernize, improve or expand facilities or equipment in the U.S. to produce goods or services involved in international trade, including expansion due to bringing production back from overseas if the borrower exports to at least one market.
- Working capital is an allowable use of proceeds under the ITL.
- Proceeds may be used for the refinancing of debt not structured on reasonable terms and conditions, including any debt that qualifies for refinancing under the standard SBA 7(a) Loan Program.

### Loan Term

- Maturities on the working capital portion of the ITL are typically limited to 10 years.
- Maturities of up to 10 years on equipment unless the useful life exceeds 10 years.

- Maturities of up to 25 years are available for real estate.
- Loans with a mixed use of fixed-asset and working-capital financing will have a blended-average maturity.

### Interest Rates

Lenders may charge between 2.25 to 2.75 percent above the prime rate (as published in the Wall Street Journal) depending upon the maturity of the loan. Interest rates on loans of \$50,000 and less can be slightly higher.

### Exporter Eligibility

- Applicants must meet the same eligibility requirements as for the SBA's standard 7(a) Loan Program.
- Applicants must also establish that the loan will allow the business to expand or develop an export market or, demonstrate that the business has been adversely affected by import competition and that the ITL will allow the business to improve its competitive position.

### Foreign Buyer Eligibility

Foreign buyers must be located in those countries where the Export-Import Bank of the U.S. is not prohibited from providing financial assistance.

### Collateral Requirements

- Only collateral located in the U.S. (including its territories and possessions) is acceptable.
- First lien on property or equipment financed by the ITL or on other assets of the business is required. However, an ITL can be secured by a second lien position if the SBA determines there is adequate assurance of loan repayment.
- Additional collateral, including personal guaranties and those assets not financed with ITL proceeds, may be appropriate.

### How to Apply

- A small business seeking an ITL must apply to an SBA-participating lender. The lender will submit a completed *Application for Business Loan form*, including all exhibits, to the SBA. Visit the Web site of your

## Want to fast-forward your SBA business loan application?

### ► CALL 1-800-965-LOAN

As an SBA Express Lender, Hancock Bank can give you answers on your SBA loan application in days – not weeks. Whether you're expanding an existing business or launching a new one, Hancock Bank is always ready to help. We'll make the process easy with our customary high level of expert personal service. **Call 1-800-965-LOAN today.**



**Hancock Bank.**



Hancock Bank, a trade name of Whitney Bank, Member FDIC and Equal Housing Lender. All loans subject to credit approval.

local SBA district office for a list of participating lenders.

- A small business wanting to qualify as adversely impacted from import competition must submit supporting documentation that explains the impact, and a plan with projections that explains how the loan will improve the business' competitive position.

### CAPLines

The CAPLines program for loans up to \$5 million is designed to help small businesses meet their short-term and cyclical working capital needs. The programs can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts, subcontracts, or purchase orders; finance the direct cost associated with commercial and residential construction; or provide general working capital lines of credit. The SBA provides up to an 85 percent guarantee. There are four distinct loan programs under the CAPLine umbrella:

- **The Contract Loan Program** is used to finance the cost associated with contracts, subcontracts, or purchase orders. Proceeds can be disbursed before the work begins. If used for one contract or subcontract, it is generally not revolving; if used for more than one contract or subcontract at a time, it can be revolving. The loan maturity is usually based on the length of the contract, but no more than 10 years. Contract payments are generally sent directly to the lender but alternative structures are available.
- **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 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 loans 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 Working Capital Line Program** is a revolving line of credit (up to \$5,000,000) that provides short term working capital. These lines are generally used by businesses that provide credit to their customers, or whose principle asset is inventory. Disbursements are generally 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. The specific structure is negotiated with the lender. There may be extra servicing and monitoring of the collateral for which the lender can charge up to 2 percent annually to the borrower.

### Other Guaranty Lines of Credit

All the Special Purpose Programs listed above have SBA structured repayment terms meaning the Agency tells the lender how principal and interest is to be repaid. These programs also require the lender to use certain closing forms. Lenders with the ability to obtain 7(a) guarantees through any of the Express processes are considered experienced enough to be able to structure their own repayment terms and use their own closing documents. With this ability the lender can tailor a line of credit that it gets guaranteed by SBA to the needs of the business. Therefore, if a potential applicant sees that the previously listed Basic 7(a) or Special Purpose 7(a) Programs don't meet their needs they should discuss their options with a lender capable of providing an SBAExpress loan with an SBA guaranty.

## 7(a) LOAN PROCESSES FOR LENDERS

There are various procedures for lenders to follow when they apply to SBA for a 7(a) guaranty. Some are designed for experienced lenders who are fully committed to providing business loans guaranteed by SBA to their clientele that need them, while others are designed for lenders with

limited experience or when there are certain issues that require SBA to thoroughly review the situation. The foundational process is called the Standard Loan Guaranty Process and it is used by lenders to request a guaranty from SBA when they are new to SBA lending or the request requires an SBA review. Other methods of processing have less requirements for SBA but more for the lender and the determining factors on which one a lender will use depends on the experience of the lender in dealing with SBA, the complexity of the case, the purpose of the loan, and the dollar amount being requested.

### Standard 7(a) Loan Processing

After the applicant business and lender complete their required documents, the lender makes application to SBA for a guaranty by submitting them to SBA's Loan Guaranty Processing Center. The center will screen the application and, if satisfactory complete a thorough review of both eligibility and creditworthiness before making the decision to approve the issuance of a guaranty as submitted, approve with modifications (which will be discussed with the lender), or reject the request. When the lender makes application to SBA, they have already internally agreed to approve the recommended loan to the applicant if, and only if, the SBA provides a guaranty.

Standard processing means a lender makes their request for guaranty using SBA Form 1920 and the applicant completes SBA Form 1919, even if the applicant previously completed the lender's required application forms.

The analysis of eligibility starts with a review of the "Eligibility Questionnaire," completed by the lender. The analysis of credit starts with a review of the SBA Form 1920 and the lender's credit memo which must discuss at least six elements:

1. Balance sheet and ratio analysis;
2. Analysis of repayment. It is not acceptable to base repayment ability solely on the applicant's credit score.
3. Assessment of the management skills of the applicant;
4. Explanation of the collateral used to secure the loan and the adequacy of the proposed collateral;
5. Lender's credit history with applicant including an explanation of any weaknesses;
6. Current financial statements and pro-forma financial spread. SBA pro-forma analysis reflects how the business will look immediately following disbursement, not one year after disbursement.

SBA also expects that the lender's credit memo includes the intended use of the loan proceeds and any historical and current issues that require explanation. SBA also expects a discussion of the process by which the applicant business generates its income when it is not immediately obvious. An explanation of how the business conducts its operation is also expected.

SBA has three days to screen and 10 days to process the request for guaranty from the lender. Any additional time a lender takes to make their determination will add to the length of time to reach a final decision. If the guaranty is approved, SBA will prepare a loan authorization outlining the terms and conditions under which the guaranty is provided and prepare an approval letter for transmission to the lender.

### 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 \$5 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

Call 601-965-4378 ext. 11 to register for this free clinic and to confirm the location.

### Gulfport Branch Office

Call 228-863-4449 ext. 222 to register for this free clinic and to confirm the location.

### SBAExpress

The *SBAExpress* guaranty is available to lenders as a way to obtain a guaranty on smaller loans up to \$350,000. The program authorizes select, experienced lenders to use mostly their own forms, analysis and procedures to process, structure, service, and disburse SBA-guaranteed loans. The SBA guarantees up to 50 percent of an *SBAExpress* loan. Loans under \$25,000 do not require collateral. The use of loan proceeds is the same as for any basic 7(a) loan. 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.

### BancorpSouth Bank

Walter Dyminski, Vice President  
One Mississippi Plaza  
209 S. Spring St. (38804)  
Tupelo, MS 38802-0789  
662-680-8945 • 662-680-2317 Fax

### BankPlus

Leigha McLendon, Assistant Vice President  
1068 Highland Colony Pkwy., Ste. 200  
Ridgeland, MS 39157  
601-607-4389 • 601-898-4867 Fax

### Charter Bank

Bob Farve, Executive Vice President  
1721 Medical Park Dr., Ste. 103  
Biloxi, MS 39532  
228-392-2330

### Community Bank (Gulf Coast)

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

### Community Bank of Mississippi

Ralph Hall, Senior Vice President  
1255 W. Government St.  
Brandon, MS 39042  
601-706-0331 • 601-825-3940 Fax

### Covington County Bank

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

### DeSoto County Bank

Justin Bobo, Vice President  
5740 Getwell Rd., Bldg. 13, Ste. D  
Southaven, MS 38672  
662-349-6333 • 662-349-6336 Fax

### First Commercial Bank

John Blanton, Assistant Vice President  
1300 Meadowbrook Rd.  
Jackson, MS 39211  
601-709-7777

### First Financial Bank

Ben Chandler, Assistant Vice President  
510 Hwy. 35 S.  
Carthage, MS 39051  
601-267-0095 • 601-267-6689 Fax

### Hancock Bank

Stephanie Avila  
400 Labarre Rd.  
Jefferson, LA 70121  
504-729-1169 • 504-729-1233 Fax

### Magnolia State Bank

Curt Jones, Vice President  
15 E. 6th Ave.  
Bay Springs, MS 39422  
601-764-2265 • 601-764-6411 Fax

### Merchants & Marine Bank

Mack Rushing, Jr., Vice President  
2802 Bienville Blvd.  
Ocean Springs, MS 39564  
228-934-1140 • 228-872-3788 Fax

### Merchants & Marine Bank

Henry Fox, Sr., Executive Vice President  
3118 Pascagoula St.  
Pascagoula, MS 39567  
228-934-1258 • 228-762-3613 Fax

### Peoples Bank

Connie Amason, Loan Assistant  
611 5th Ave. S.W.  
Magee, MS 39111  
601-849-2275 • 601-849-2157 Fax

### PriorityOne Bank

Robbie Barnes, CEO  
220 Main Ave. N.  
Magee, MS 39111  
601-849-3311 • 601-849-6439 Fax

### Regions Bank

Timothy Dollins, VP SBA Specialist  
1900 5th Ave. N., 8th Fl.  
Birmingham, AL 35203  
205-490-3415 • 205-560-8881 Fax

### Renasant Bank

Daniel Webb, Senior Vice President  
411 Hwy. 80 E.  
Clinton, MS 39056  
601-924-8389 • 601-924-1499 Fax

### State Bank & Trust Company

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

### The First, National Association

Mae Lynn Sykes, Senior Vice President  
1945 U.S. Hwy. 15 N.  
Laurel, MS 39440  
601-425-4000 • 601-426-6022 Fax

### Trustmark Bank

Patricia McMahon, Vice President  
201 Country Place Dr., Ste. A  
Pearl, MS 39208  
601-208-7391 • 601-208-7394 Fax

### Export Express

SBA Export Express offers flexibility and ease of use for both borrowers and lenders. It is the simplest export loan product offered by the SBA and allows participating lenders to use their own forms, procedures and analyses. The SBA provides the lender with a response within 36 hours.

This loan is subject to the same loan processing, closing, servicing and liquidation requirements as for other similar-sized SBA loans.

### Guaranty Coverage

The SBA provides lenders with a 90 percent guaranty on loans up to \$350,000 and a 75 percent guaranty on loans between \$350,001 and \$500,000.

### Interest Rates

Terms are negotiated between the borrower and lender but interest rates may not exceed Prime plus 4.5 percent on loans over \$50,000 and Prime plus 6.5 percent on loans of \$50,000 or less.

### Use of Proceeds

Loan proceeds may be used for business purposes that will enhance a company's export development. Export Express can take the form of a term loan or a revolving line of credit. As an example, proceeds can be used to fund participation in a foreign trade show, finance standby letters of credit, translate product literature for use in foreign markets, finance specific export orders, as well as to finance expansions, equipment purchases, and inventory or real estate acquisitions, etc.

### 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.

### Exporter Eligibility

Any business that has been in operation, although not necessarily in exporting, for at least 12 full months and can demonstrate that the loan proceeds will support its export activity is eligible for Export Express. The one year in business operations requirement can be waived if the applicant can demonstrate previous successful business experience and exporting expertise and the lender does conventional underwriting, not relying solely on credit scoring.

### Foreign Buyer Eligibility

The exporter's foreign buyer must be a creditworthy entity and not located in countries prohibited for financial support on the Export-Import Bank's Country Limitation Schedule and the methods of payment must be acceptable to the SBA and the SBA lender.

### How to Apply

Interested businesses should contact their existing lender to determine if they are an SBA Export Express lender. Application is made directly to the lender. Lenders use their own application material in addition to SBA's Borrower Information Form. Lenders' approved requests are then submitted with a limited amount of eligibility information to SBA's National Loan Processing Center for review.

### Export Working Capital Program

The SBA's Export Working Capital Program (EWCP) assists lenders in meeting the needs of exporters seeking short-term export working capital. Exporters can apply for EWCP loans

in advance of finalizing an export sale or contract. With an approved EWCP loan in place, exporters have greater flexibility in negotiating export payment terms—secure in the assurance that adequate financing will be in place when the export order is won.

### Benefits of the EWCP

- Financing for suppliers, inventory or production of export goods.
- Export working capital during long payment cycles.
- Financing for stand-by letters of credit used as bid or performance bonds or advance payment guarantees.
- Reserves domestic working capital for the company's sales within the U.S.
- Permits increased global competitiveness by allowing the exporter to extend more liberal sales terms.
- Increases sales prospects in under-developed markets which may have high capital costs for importers.
- Low fees and quick processing times.

### Guaranty Coverage

- Maximum loan amount is \$5,000,000.
- 90 percent of principal and accrued interest up to 120 days.
- Low guaranty fee of one-quarter of one percent of the guaranteed portion for loans with maturities of 12 months or less.
- Loan maturities are generally for 12 months or less.

### Use of Proceeds

- To pay for the manufacturing costs of goods for export.
- To purchase goods or services for export.
- To support standby letters of credit to act as bid or performance bonds.
- To finance foreign accounts receivable.

### Interest Rates

The SBA does not establish or subsidize interest rates on loans. The interest rate can be fixed or variable and is negotiated between the borrower and the participating lender.

### Advance Rates

- Up to 90 percent on purchase orders.
- Up to 90 percent on documentary letters of credit.
- Up to 90 percent on foreign accounts receivable.

- Up to 75 percent on eligible foreign inventory located within the U.S.
- In all cases, not to exceed the exporter's costs.

### Collateral Requirements

The export-related inventory and the receivables generated by the export sales financed with EWCP funds generally will be considered adequate collateral. The SBA requires the personal guarantee of owners with 20 percent or more ownership.

### How to apply

Application is made directly to SBA-participating lenders. Businesses are encouraged to contact SBA staff at their local U.S. Export Assistance Center (USEAC) to discuss whether they are eligible for the EWCP and whether it is the appropriate tool to meet their export financing needs. Participating lenders review/approve the application and submit the guaranty request to SBA staff at the local USEAC.

### U.S. Export Assistance Centers

SBA trade finance specialists are located in 19 U.S. Export Assistance Centers throughout the U.S., which also are staffed by U.S. Department of Commerce and, in some locations, Export-Import Bank of the U.S. personnel, providing trade promotion and export-finance assistance in a single location. The USEACs also work closely with other federal, state and local international trade organizations to provide assistance to small businesses. To find your nearest USEAC, visit: <http://www.sba.gov/content/us-export-assistance-centers>. You can find additional export training and counseling opportunities by contacting your local SBA district office.

#### U.S. Export Assistance Center

Reginald Harley, Regional Manager, Export Solutions Group  
Office of International Trade, SBA  
U.S. Export Assistance Center  
423 Canal St., Ste. 419  
New Orleans, LA 70130  
504-589-6730 • 202-481-0523 Fax  
[reginald.harley@sba.gov](mailto:reginald.harley@sba.gov)  
[www.sba.gov/international](http://www.sba.gov/international)  
Territory: Louisiana, Arkansas, Mississippi

### Community Advantage Loans

The **Community Advantage Pilot Program** is aimed at helping lenders to assist entrepreneurs in underserved communities gain access to capital by opening up 7(a) lending to mission-focused, community-based lenders — such as Community Development

Financial Institutions (CDFIs), Certified Development Companies (CDCs), and microlenders — who provide technical assistance and economic development support in underserved markets. The applicants and lender each has SBA forms to complete before SBA can provide the lender with a determination on whether or not the request for guaranty is approved. Visit [www.sba.gov/advantage](http://www.sba.gov/advantage) for more information.

#### Gulf Coast Renaissance

11975 Seaway Rd., Ste. A140  
Gulfport, MS 39503  
228-896-3386 • 228-896-3326 F

#### Hope Credit Union

4 Old River Place, Ste. A  
Jackson, MS 39202  
601-944-1100 • 601-944-0808 F

## 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. The 504 loan program provides long-term, fixed-rate, subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Some refinancing is also permitted. 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.

The SBA's 504 Certified Development Companies (CDC) serve their communities by financing business expansion needs. Their professional staff work directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower's business.

CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Reinvestment 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:**

- \$5 million for businesses that create a certain number of jobs or improve the local economy;
- \$5 million for businesses that meet a specific public policy goal, including veterans; and

- \$5.5 million for manufacturers and energy related public policy projects.

Recent additions to the program allow \$5.5 million for each project that reduces the borrower's energy consumption by at least 10 percent; and \$5.5 million for each project that generates renewable energy fuels, such as biodiesel or ethanol production. Projects eligible for up to \$5.5 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 \$65,000.

- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment.
- 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 two years old), and a further injection of 5 percent is also required if the

primary collateral will be a single-purpose building (such as a hotel).

- 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 percent SBA-guaranteed debenture) finances up to 40 percent of the project costs secured with a junior lien. The borrower provides the balance of the project costs.
- Fixed interest rate on SBA loan. The 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.
- 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.

### 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 • [www.cmpdd.org](http://www.cmpdd.org)

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.

- SBA 504 Loan Program - U.S. Small Business Administration loan program for fixed assets. Loans can be made up to \$5.0 million for 10 or 20 years.
- SBA Export Working Capital Loan 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.
- Rural Business Enterprise Revolving Loan Fund - U.S. Department of Agriculture, Rural Development Division - Loans can be made up to \$500,000 with maximum term of 15 years.
- Revolving Loan Fund - U.S. Department of Commerce, Economic Development Administration - Loans can be made up to \$200,000.
- Small Business Assistance Loan Program - State of Mississippi Loans can be made up to 250,000 on terms up to 15 years.

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

- 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 \$15 million, net profit after taxes under \$5 million, or meet other SBA size standards.
- Organized for-profit.
- Most types of business — retail, service, wholesale or manufacturing.

For information, visit

[www.sba.gov/504](http://www.sba.gov/504).

#### **Central Mississippi Development Company, Inc.**

Larry Anderson, Loan Officer  
1170 Lakeland Dr.  
Jackson, MS 39296-4935  
601-981-1511 or 601-981-1625  
[www.cmpdd.org](http://www.cmpdd.org)  
[l.anderson@cmpdd.org](mailto:l.anderson@cmpdd.org)

#### **Six Bridges Capital Corporation**

Michael Fasulo, Vice President  
457 Southwest Dr.  
Jonesboro, AR 72401  
888-726-9229 or 870-932-8002  
[www.acglending.com/sba\\_504\\_loans](http://www.acglending.com/sba_504_loans)  
Serves DeSoto, Marshall, Tate and Tunica counties in Mississippi.

#### **Three Rivers Local Development Company, Inc.**

Mitch Montgomery, Loans Division Director  
75 S. Main St.  
Pontotoc, MS 38863  
662-489-2435  
[www.trpdd.com](http://www.trpdd.com)  
[mmontgomery@trpdd.com](mailto:mmontgomery@trpdd.com)

## **MICROLOAN PROGRAM (LOANS UP TO \$50,000)**

The Microloan program provides very small loans (up to \$50,000) to women, low-income, minority, veteran, and other small business owners through a network of more than 100 Intermediaries nationwide. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the small loans directly to start-up and existing businesses. Entrepreneurs work directly with the Intermediaries to receive financing, and business knowledge support. The proceeds of a microloan can be used for working capital, or the purchase of furniture, fixtures, supplies, materials, and/or equipment. Microloans may not be used for the purchase of real

estate. Interest rates are negotiated between the borrower and the Intermediary. The maximum term for a microloan is six years. Because funds are borrowed from the Intermediary, SBA is not involved in the business loan application or approval process. And, payments are made directly from the small business to the Intermediary.

The program also provides business-based training and technical assistance to micro-borrowers and potential micro-borrowers to help them successfully start or grow their businesses. Such training and technical assistance may include general business education, assistance with business planning, industry-specific training, and other types of training support.

Entrepreneurs and small business owners interested in small amounts of business financing should contact the nearest SBA district office for information about the nearest Microloan Program Intermediary Lender or go to [www.sba.gov/microloans](http://www.sba.gov/microloans).

#### **alt.Consulting**

Deborah Slayton, Dev. Dir./Fund Mgr.  
121 W. 6th Ave.  
Pine Bluff, AR 71601  
870-535-0011 • 801-820-3102 Fax  
Serving: Benton, Bolivar, Carroll, Coahoma, DeSoto, Hinds, Holmes, Humphreys, Issaquena, LaFayette, LeFlore, Madison, Marshall, Panola, Quitman, Rankin, Sharkey, Sunflower, Tallahatchie, Tate, Tunica, Warren, Washington, Yalobusha and Yazoo.

#### **Accion**

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VP Delta Region  
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## **SURETY BOND GUARANTEE PROGRAM**

The Surety Bond Guarantee Program is a public-private partnership between the Federal government and surety companies to provide small businesses with the bonding assistance necessary for them to compete for public and private contracting and subcontracting opportunities. The guarantee provides an 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 working capital or 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 ancillary bonds issued by surety companies for individual contracts and subcontracts up to \$6.5 million. The SBA reimburses sureties between 70 and 90 percent of losses sustained if a contractor defaults on the contract. On Federal contracts, SBA can guarantee bonds on contracts up to \$10 million, if the contracting officer certifies that a guarantee would be in the best interest of the Government.

SBA has two program components, the Prior Approval Program and the Preferred Surety Bond Program. In the Prior Approval Program, the SBA guarantees 90 percent of surety's paid losses and expenses on bonded contracts up to \$100,000, and on bonded contracts greater than \$100,000 that are awarded to socially and economically disadvantaged concerns, HUBZone contractors, and veterans, and service-disabled veteran-owned small businesses. All other bonds guaranteed in the Prior Approval Program receive an 80 percent guarantee. Sureties must obtain the SBA's prior approval for each bond guarantee issued. Under the Preferred Program, the SBA guarantees 70 percent, and sureties may issue, monitor and service bonds without the SBA's prior approval. Small businesses, surety companies, and bond producers are invited to visit our website at [www.sba.gov/osg](http://www.sba.gov/osg). You may also call the program office at 202-205-6545.

#### **PREFERRED AND PARTICIPATING SURETY BOND COMPANIES:**

You will find a List of preferred Surety Bond Companies online at [www.sba.gov/content/preferred-surety-bond-companies](http://www.sba.gov/content/preferred-surety-bond-companies)  
A list of participating Surety Bond Companies is available at [www.sba.gov/content/list-participating-surety-companies-agents](http://www.sba.gov/content/list-participating-surety-companies-agents)

## **SMALL BUSINESS INVESTMENT COMPANY PROGRAM**

The Small Business Investment Company (SBIC) program is a multi-billion dollar program founded in 1958, as one of many financial assistance programs available through the U.S. Small Business Administration. The structure of the program is unique in that SBICs are privately owned and managed investment funds, licensed and regulated by SBA, that use their

own capital plus funds borrowed with an SBA guarantee to make equity and debt investments in qualifying small businesses. The funds raise private capital and can receive SBA-guaranteed leverage up to three times private capital, with a leverage ceiling of \$150 million per SBIC and \$225 million for two or more licenses under common control. Licensed SBICs are for-profit investment firms whose incentive is to share in the success of a small business. The U.S. Small Business Administration does not invest directly into small business through the SBIC Program, but provides funding through SBA guarantee debentures to qualified investment management firms with expertise in certain sectors or industries.

## THE SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The Small Business Innovation Research (SBIR) program is a highly competitive program that encourages domestic small businesses to engage in Federal Research/Research and Development (R/R&D) that has the potential for commercialization. Through a competitive awards-based program, SBIR enables small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation's R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

### SBIR Program Eligibility

Only United States small businesses are eligible to participate in the SBIR program. An SBIR awardee must meet the following criteria at the time of Phase I and II awards:

1. Organized for profit, with a place of business located in the United States;
2. More than 50 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the United States, or by another for-profit business concern that is more than 50% owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the United States; and

3. No more than 500 employees, including affiliates
4. For awards from agencies using the authority under 15 U.S.C. 638(dd) (1), an awardee may be owned and controlled by more than one VC, hedge fund, or private equity firm so long as no one such firm owns a majority of the stock.
5. Phase I awardees with multiple prior awards must meet the benchmark requirements for progress toward commercialization.

### SBIR-Participating Agencies

- Department of Agriculture
- Department of Commerce - National Institute of Standards and Technology
- Department of Commerce - National Oceanic and Atmospheric Administration
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Transportation
- Environmental Protection Agency
- National Aeronautics and Space Administration
- National Science Foundation

For additional information visit [www.sbir.gov](http://www.sbir.gov).

## SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

Small Business Technology Transfer (STTR) is another program that expands funding opportunities in the federal innovation research and development (R&D) arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small businesses and nonprofit research institutions. The unique feature of the STTR program is the requirement for the small business to formally collaborate with a research institution in Phase I and Phase II. STTR's most important role is to bridge the gap between performance of basic science and commercialization of resulting innovations.

### STTR Program Eligibility

Only United States small businesses are eligible to participate in the STTR program. The small business must meet all of the following criteria at time of award:

- Organized for profit, with a place of business located in the United States;
- At least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the United States, and;
- No more than 500 employees, including affiliates.

The nonprofit research institution must also meet certain eligibility criteria:

- Located in the US
- Meet one of three definitions:
- Nonprofit college or university
- Domestic nonprofit research organization
- Federally funded R&D center (FFRDC)

STTR differs from SBIR in three important aspects:

1. The SBC and its partnering institution are required to establish an intellectual property agreement detailing the allocation of intellectual property rights and rights to carry out follow-on research, development or commercialization activities.
2. STTR requires that the SBC perform at least 40% of the R&D and the single partnering research institution to perform at least 30% of the R&D.
3. Unlike the SBIR program, STTR does not require the Principal Investigator to be primarily employed by the SBC.

### STTR-Participating Agencies

Each year, Federal agencies with extramural research and development (R&D) budgets that exceed \$1 billion are required to reserve 0.3% of the extramural research budget for STTR awards to small businesses. These agencies designate R&D topics and accept proposals. Currently, five agencies participate in the STTR program:

- Department of Defense
- Department of Energy
- Department of Health and Human Services
- National Aeronautics and Space Administration
- National Science Foundation

For additional information visit [www.sbir.gov](http://www.sbir.gov).

The old adage “time is money” is perhaps one of the most pertinent statements that you can apply to small business owners. Whether you’re starting a business or managing a growing one, entrepreneurs and business owners wear many hats and have many questions:

- What laws and regulations apply to my business?
- How do I start to write a business plan?
- Where can I get help with X, Y and Z?

Many of us invariably turn to our networks and the Internet to find answers. But how can you trust that the information you are getting is truly applicable to your business and, let’s face it, even accurate?

As part of its mission to help business owners start, succeed and grow, SBA, through the SBA.gov website has developed numerous online tools and guides to help small businesses get information and answers they need quickly and efficiently. For example, these **10 Steps to Starting a Business** and these **10 Steps to Hiring your First Employee** guides are essential reading. Then there are the **Licenses and Permits Search Tool** and the **Loans and Grants Search Tool**.

### **New Online Tools to Help Business Owners Plan, Manage and Grow**

Over the past couple of months, the SBA has expanded its capacity and selection of tools and information that business owners need by developing a whole range of new online features! Check them out:

#### **1. Get to Know Your Market and Competition Better with the SizeUp Tool**

Want to know how your business stacks up against the competition? Where your potential competitors are located? Where the best places are to advertise your business? These are all critical inputs for your business plan and can also help back up any financing applications.

Now with the new SizeUp tool you can crunch millions of data points and get customizable reports and statistics about your business and its competition. Just enter your industry, city, state and other



details. **SizeUp** then runs various reports and provides maps and data related to your competition, suppliers and customers. It also highlights potential advertising opportunities.

#### **2. Build a Business Plan Tool**

Business planning can seem a daunting task, but it doesn’t have to be that way. To help you plan and steer your business, this new **“Build a Business Plan”** tool guides you through the process of creating a basic, downloadable business plan. The great thing about it is you can build a plan in smaller chunks of time, save your progress and return at your leisure.

To use the tool, simply log into SBA.gov and enter information into a template for each section of the business plan including, market analysis, company description and financial projections. The tool is secure and confidential and will keep your plan on record for up to six months. You can also save, download or email the plan at any time.

#### **3. Size Standards Tool - Find Out Fast if You Qualify for Government Contracts**

In order to be eligible to sell to the government and compete for small business “set-aside” contracts, business owners had to rummage through various rules and matrices to find out if their business is truly “small” according to **SBA size standards**. Now, with this new **Size Standards Tool**, you can follow three simple steps to cut through the guesswork and quickly find out if you qualify for government contracting

opportunities. SBA also offers other resources including **government contracting training courses**, and **guides to help you register as a contractor**.

#### **4. Events Calendar - Locate Business Training and Seminars**

SBA and its partners, including Small Business Development Centers, Women’s Business Centers, and SCORE, hold hundreds of small business training seminars and workshops across the country. Until now, there was no single repository for these events. Now, with SBA’s **Events Calendar**, you can quickly find and sign up for training. Enter a date range and/or zip code to locate events in your area. Results are filtered by topic such as “starting a business,” “managing a business,” “business planning,” and “financing a business.”



## Use of Proceeds in SBA Loan Programs

*Ways Borrowers Can Use The Money*  
(Information current as of 11/21/2013)

Program	Who Qualifies	Use of Proceeds	Maturity	Maximum Loan Amount	Structure	Benefit to Borrower
<b>Basic 7(a)</b>	For-profit businesses that can meet SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous eligibility factors.	Acquire land; purchase existing building; convert, expand or renovate buildings; construct new buildings; acquire and install fixed assets; acquire inventory; purchase supplies and raw materials; purchase a business, start a business, leasehold improvements, term working capital; and under certain conditions to refinance certain outstanding debts.	Based on the use of proceeds and borrower's ability to repay. Not based on collateral. Maximum maturity: 10 years for working capital (seven years is common), 10 years for fixed assets, 25 years for real estate.	A basic 7(a) can be for as much as \$5 million. SBA's limit to any one business is \$3.75 million so a business can have multiple loans guaranteed by SBA but the SBA portion cannot exceed \$3.75 million.	Term loans with one monthly payment of principal and interest (P&I). Borrower contribution required. Interest rate depends upon how lender applies for guaranty (see lender program chart). Cannot revolve, no balloon or call provisions.	Obtains financing not otherwise available, fixed maturity, available when collateral is limited. Can establish or re-affirm relationship with lender.
<b>International Trade Loan (ITL)</b>	Same as basic 7(a). Plus, business must be engaged or preparing to engage in exporting or be adversely affected by competition from imports.	Acquire, renovate, modernize facilities or equipment used in making products or services to be exported. Plus, for permanent working capital and to refinance business debts currently on unreasonable terms.	Same as basic 7(a).	Same as basic 7(a), but when borrower has both international trade and working capital loans, guaranteed by the SBA, the limit to any one business can be \$4 million.	Same as basic 7(a).	Same as basic 7(a). Plus, long-term financing for export related fixed assets and working capital.
<b>Export Working Capital Loans (EWCP)</b>	Same as basic 7(a). Plus, must be in business one year and engaged or preparing to engage in exporting.	Short-term working capital for export purposes, including ability to support an Export Stand-By Letter of Credit.	Can be up to a maximum of 36 months but generally 12 months or less.	Same as basic 7(a).	Finance single or multiple transactions. Interest paid monthly, principal paid as payments from items shipped overseas are collected. Can be renewed annually. Extra fees apply. Percentage of guaranty up to 90%. Generally revolving.	Provides American exporters with line of credit that can be separated from domestic operations line of credit.
<b>Seasonal CAPLines</b>	Same as basic 7(a). Plus, in business for at least one year and can demonstrate seasonal financing needs.	To finance the seasonal increases of accounts receivable, inventory and labor.	10 years	Same as basic 7(a).	Short-term financing for seasonal activities to be repaid at the end of the season when payment for the seasonal activity is made to business.	Provides opportunity for seasonal businesses to get seasonal financing not otherwise available.
<b>Contract CAPLines</b>	Same as basic 7(a). Plus, will perform on contract or purchase order for some third party buyer.	To finance the cost of one or more specific contract, sub-contract, or purchase order, including overhead or general and administrative expenses, allocable to the specific contract(s).	10 years	Same as basic 7(a).	Short-term financing for performance of approved contract, sub-contract, or purchase order to be repaid when payment for the activity is made to business. Can be revolving or not.	Provides opportunity for contractors and sub-contractors to get financing not otherwise available.

Program	Who Qualifies	Use of Proceeds	Maturity	Maximum Loan Amount	Structure	Benefit to Borrower
<b>Builders CAPLines</b>	Same as basic 7(a). Plus, building/renovating residential or commercial structure for re-sale without knowing buyer at time of approval.	For the direct expenses related to the construction and/or "substantial" renovation costs of specific residential or commercial buildings for resale, including labor, supplies, materials, equipment rental, direct fees. The cost of land is potentially eligible.	Maximum of three years to disburse and build or renovate. Extension possible to accommodate sale.	Same as basic 7(a).	Short-term financing to build or renovate home or building for sale to unknown third party. "Substantial" means rehabilitation expenses of more than one-third of the purchase price or fair market value at the time of application. Can be revolving or not.	Provides opportunity for residential and commercial builders to get financing not otherwise available.
<b>Working Capital CAPLines</b>	Same as basic 7(a). Plus, business needing short term revolving line of credit.	For short-term working capital and operating needs. Proceeds must not be used to pay delinquent withholding taxes or similar trust funds (state sales taxes, etc.) or for floor planning.	10 years	Same as basic 7(a).	Lender has latitude with structuring principal payments. Borrower should discuss with lender. Must be revolving. Extra fees apply.	Provides opportunity for businesses that sell on credit to get revolving financing not otherwise available.
<b>Lender Structured Line of Credit</b>	Businesses needing a line of credit.	Working capital	If revolving, seven-year maximum, including term out period.	Depends upon how the lender chooses to apply for an SBA Guaranty. Generally up to \$350,000.	Structure is established by individual lender.	Has availability for a line of credit to help with the short-term cash needs of the business.
<b>Non-7(a) Programs</b>						
<b>504 Loan Program</b>	Businesses that can meet the SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous factors.	For the acquisition of long-term fixed assets, equipment with a useful life of at least 10 years; to reduce energy consumption; and to upgrade renewable energy sources.	Based on the use of proceeds. Twenty years for real estate. Ten years for machinery and equipment.	The SBA can support a maximum of \$5,000,000 to any 1 business (including affiliates) and this amount can represent up to 40 % of the overall financing. SBA can support up to \$5,500,000 when the borrower is a manufacturer or financing accomplishes certain energy public policy and again this amount can represent up to 40 percent of the overall financing	Loans packaged by Certified Development Companies (CDC) and designed to finance up to 40 percent of a "project" <sup>1</sup> secured with a 2nd position lien. Another loan from a third party lender financing up to 50 percent of the same project secured in 1st position, and borrower contribution of at least 10 percent. Extra contributions for special purpose properties and new businesses.	Fees under 3 percent, long-term fixed rate, low borrower contribution, full amortization with no call or balloon conditions.
<b>Microloan Program</b>	Similar to basic 7(a). Plus, start-up nonprofit child-care businesses.	Similar to basic 7(a). Plus, funds to establish nonprofit child-care centers.	Shortest term possible, not to exceed six years.	\$50,000 to the small business at any given time.	The SBA provides a loan to a nonprofit micro-lender called an "intermediary" who uses the proceeds to make microloans to small businesses. Technical assistance can also be provided.	Direct loan from nonprofit intermediary lender, fixed-rate financing, can be very small loan amounts, and technical assistance is available.

<sup>1</sup> "Project" is the purchase or lease, and/or improvement or renovation of long term fixed assets by a small business, with 504 financing, for use in its business operations.

*All SBA programs and services are extended to the public on a nondiscriminatory basis.*

## Lender's Program Chart

Ways Lenders Can Request Guarantees

(Information current as of 12/05/2013)

The chart below explains the rules for lenders for various SBA-backed loans to borrowers.

Processing Program	Which Lenders Qualify	Types of Use of Proceeds Loans that can be Guaranteed	Maximum Allowable Interest Rates	Eligibility Analysis	Credit Analysis	Maximum Loan Amount
<b>Standard Processing</b>	Lenders that have an executed participation agreement with the SBA.	Basic 7(a). International trade, export working capital, all CAPLines, dealer floor plan.	Base rate is <i>Wall Street Journal</i> prime, LIBOR*one month rate plus 3 percent, or SBA Peg rate. Plus, an allowable spread from 2.25 to 2.75 percent based on term. Lender can add 2 percent if loan is \$25,000 or less, and 1 percent if \$25,001 to \$50,000. Can be fixed or variable.	Lender completes eligibility questionnaire and SBA reviews eligibility during loan processing.	Lender to cover all aspects of prudent credit analysis with emphasis on applicant's ability to repay loan from operation. SBA conducts analysis of lender's work.	Maximum loan \$5 million. Loans up to \$150,000 guaranteed up to 85 percent; loans over \$150,000 guaranteed up to 75 percent. Business with multiple SBA loans may get some variations.
<b>Certified Lender Program (CLP) Processing</b>	Same as Standard 7(a). Plus, an executed CLP agreement.	Same as Standard processing except no policy exceptions.	Same as Standard 7(a).	Same as Standard 7(a).	Same as Standard 7(a) except SBA reviews lender's work, not a re-analysis.	Maximum loan \$5 million. Guaranty percentage same as Standard 7(a).
<b>Preferred Lender Program (PLP) Processing</b>	Same as Standard 7(a). Plus, an executed PLP agreement.	Same as Standard processing except restrictions on loans involving some types of debt refinancing.	Same as Standard 7(a).	Lender completes Eligibility Checklist (SBA Form 7).	Delegated to lender.	Maximum loan \$5 million. Guaranty percentage same as Standard 7(a).
<b>SBA Express Processing</b>	Same as Standard 7(a). Plus, an executed SBA Express agreement.	Basic 7(a) with restrictions on some types of debt refinancing. Plus, lender structured term and revolving loans.	If \$50,000 or less, cannot exceed prime + 6.5 percent. If over \$50,000, cannot exceed prime + 4.5 percent. Prime may be lender prime.	Lender completes SBA Form 1920SX (Part C) "Eligibility Information."	Delegated to lender.	Maximum loan \$350,000. Guaranty percentage 50 percent.
<b>Export Express Processing</b>	Same as Standard 7(a). Plus, an executed Export Express Agreement.	Similar to export working capital loans and international trade loans which meet export related eligibility criteria.	If \$50,000 or less, cannot exceed prime + 6.5 percent. If over \$50,000, cannot exceed prime + 4.5 percent. Prime may be lender prime.	Lender completes SBA Form 1920SX (Part C) "Eligibility Information."	Delegated to lender.	Maximum loan \$500,000. Guaranty percentage same as Standard 7(a).
<b>Community Advantage</b>	Same as Standard 7(a). Plus, an executed Community Advantage Agreement.	Basic 7(a) except restrictions on some types of refinancing.	Prime plus 6 percent.	Non-Delegated Lenders complete SBA Form 2301 (Part C). Delegated Lenders complete SBA Form 2301 (Part D).	Similar to Standard 7(a) except credit factors to consider are more defined.	Maximum loan \$250,000. Guaranty percentage same as Standard 7(a).

All SBA programs and services are extended to the public on a nondiscriminatory basis.

\* London InterBank Offered Rate

# Making the Most of SBA's Resource Partner Network

by Paula Panissidi, SBA's Director of Marketing

As you've likely read the Counseling Section of this resource guide, you already know that SBA couldn't serve every aspiring entrepreneur and small business owner without the assistance of our resource partners. With approximately 86 SBA District and Branch Offices throughout the country and its territories, our vast network of resource partners expands our outreach capacity twentyfold. In fiscal year 2013, those efforts helped small businesses get more than \$4.5 billion in capital infusion, start over 15,000 new companies, and create and/or save more than 68,000 jobs.

SBA's resource partner network is comprised of SCORE, Small Business Development Centers (SBDC) and Women Business Centers (WBC). In addition, 16 organizations serve as Veterans Business Outreach Centers through cooperative agreements with SBA's Office of Veterans Business Development. Although each resource partner operates differently, they are all available to assist you with your small business and entrepreneurship needs. Some resource partners have specific areas of expertise or cater to certain audiences, but all provide outstanding individual consulting, training, counseling and entrepreneurial education.

We all need different things at different points in our lives, and so, too, it is with a small business. This is why many of the small business success stories we profile are "repeat customers" of SBA and our resource partner network. They may work with an SBDC for a business plan during their start up, attend a training course or educational series at a WBC, and seek mentorship assistance from a retired business owner at SCORE many years later. At any point in between, they may have worked with their local SBA district office or resource partner to apply for an SBA-guaranteed loan or a small business government contracting program. Each small business owner has his or her small business journey, and SBA and its resource partners are available to help along the way.

Take the story of *Janell's Gluten-Free Market* in Everett, Washington, for example. Instead of jumping head first into the business without any prior experience, business owner Janell Farnsworth reached out to the Washington WBC and the Veterans Business Outreach Center (VBOC) in Seattle. These two SBA resource partners are co-located, which made it easy for Farnsworth to go back and forth between

the two, depending on her immediate need. After receiving free counseling and low-cost classes to help her target her efforts in getting the market up and running, the 1,200 square-foot shop opened its doors in 2009. Earning top-line revenue and profits each successive year, Farnsworth considered opening a second location and reached out again to the WBC, who helped her develop a business expansion plan. She then attended classes at both the WBC and VBOC to learn about such issues as managing employees, pricing to drive revenue, the benefits of trademarking, and changing a business structure from sole proprietorship to LLC/Corp. Her second location opened in December, 2013.

*Janell's Gluten-Free Market* serves a community of shoppers who otherwise would have little or no available alternatives. When Farnsworth encourages other entrepreneurs to take advantage of SBA's resources, the Army captain with 20 years of service emphasizes the value of the classes offered by the SBA and its resource partners, which guided her business decisions and helped her to develop a well-grounded business plan.

In closing, we would like to take a moment to recognize a major milestone for one of our resource partners. This year, SCORE celebrates its 50th anniversary. Since 1964, SCORE volunteers have provided mentoring and training support to more than 10 million entrepreneurs and small business owners. That's a number to be proud of, and SBA salutes SCORE and its mentors for their significant support and contributions to the success of this nation's entrepreneurs.

In appreciation for the tremendous support our resource partners provide, this edition of SBA's *Small Business Resource Guide* is dedicated to our resource partners. The next several pages profile just a handful of the small businesses that have succeeded, in large part, due to the assistance they received from an SBA resource partner. We hope these stories both inspire and motivate you to pursue the path of entrepreneurship.

*To find the location of your nearest SBA District Office, SCORE, SBDC, or WBC, visit [www.sba.gov/tools/local-assistance](http://www.sba.gov/tools/local-assistance).*

# CONTRACTING

## Applying for Government Contracts



The U.S. government is the largest single purchaser of goods and services in the world, buying everything from armored tanks to paper clips. Every year, the federal government awards more than \$500 billion in contracts, and a significant share of those contracts are specifically allotted to small businesses.

The Small Business Administration works with agencies to award at least 23 percent of all prime government contracts to small businesses, with specific statutory goals for small business, small disadvantaged businesses (SDB), businesses that are women-owned (WOSB) or service-disabled veteran-owned (SDVOSB), and businesses that are located in historically underutilized business zones (HUBZone firms).

The agency ensures that small businesses have access to long-lasting development opportunities, which means working with small businesses to help them stay competitive, as well as encouraging federal agencies to award more contracts to small businesses. The SBA provides outreach programs, matchmaking events, and online training opportunities; and helps agencies identify contracting opportunities for small businesses.

### HOW GOVERNMENT CONTRACTING WORKS

#### Sealed bidding vs. Negotiation

There are two contracting methods the government uses to purchase goods and services, sealed bidding and negotiation. The first method, sealed bidding, involves the issuance of an invitation

for bid by a procuring agency. Under the sealed bidding method, a contract is awarded to a responsible bidder whose bid, conforms to the requirements of a solicitation (Invitation for Bids (IFB)) that will be most advantageous to the government, considering only price and the price-related factors included in the IFB. The second method, negotiation, involves issuing a request for proposal (RFP) or request for quotation (RFQ). The business with the best proposal in terms of technical content, best value, price and other factors generally wins the contract.

#### Types of Contracts

Firm fixed-price contracts place the full responsibility for the costs and risk of loss on the contractor. Firm fixed-price contracts do not permit any adjustment on the basis of the contractor's costs during the performance of the contract. It provides maximum incentive for the contractor to control costs and perform effectively and imposes a minimum administrative burden upon the contracting parties. This type of contract is used in all sealed bid and some negotiated procurements.

Cost reimbursement contracts provide for the payment of allowable costs incurred by the contractor, to the extent stated in the contract. The contract establishes a ceiling price, above which a contractor may not exceed without the approval of the contracting officer. Cost reimbursement contracts are commonly used in research and development contracts.

Some contracts do not fit neatly into these two categories, such as time and material contracts (prices for hourly wages are fixed but the hours are estimated) and letter contracts (authorizes a contractor to begin work on an urgent requirement).

#### Small Business Set-Asides

A "set-aside" for small businesses reserves an acquisition exclusively for small business participation. This includes HUBZone Certified small businesses, SBA 8(a) Certified small businesses, Service-Disabled Veteran-Owned small businesses and Economically Disadvantaged/Women-Owned small businesses in specific industries. There are two ways in which set-asides can be determined. First, if an acquisition of goods or services has an anticipated dollar value of at least \$3,000 but not exceeding \$150,000, it is automatically reserved for small businesses. The acquisition will be set aside only if the contracting officer determines there are two or more responsible small businesses that are competitive in terms of prices, quality and delivery. Second, if an acquisition for goods or services is estimated at more than \$150,000, and it is determined that offers will be obtained from two or more responsible small businesses, at a fair market price, the acquisition is reserved exclusively for small business participation. Reasonable expectations of small business competition may be evaluated using past acquisition history of an item or similar items.

There are several exceptions and unique rules for specific kinds of small businesses and industries. For Research and Development (R&D) small business set-asides, there must be reasonable expectation of obtaining from small businesses the best scientific and technological sources consistent with the requirements of the proposed acquisition. For small business set-asides other than for services or construction services, any business proposing to furnish a product that it did not manufacture must furnish the product of a small business manufacturer unless the SBA has granted either a waiver or exception to this requirement, referred to as the Non-manufacturer rule. In industries where the SBA finds that there are no



**8(a)/HUBZone Conference held in Gulfport, Mississippi.**

small business manufacturers, it may issue a waiver to the non-manufacturer rule. Waivers permit small businesses dealers or distributors to provide any domestic firm's product.

### Subcontracting

Subcontracting opportunities are a great resource for small businesses, especially for those not ready to bid as prime contractors. Experience gained from subcontracting with a federal prime contractor can better prepare businesses to bid for prime contracts.

Current regulations stipulate that for contracts offering subcontracting opportunities over \$650,000 for goods and services, or \$1.5 million for construction must offer the maximum practicable subcontracting opportunities to small businesses. In addition, potential large business prime contractors must submit a subcontracting plan with their proposal describing how they will successfully maximize subcontracting opportunities to small businesses.

To find subcontracting opportunities, a list of federal prime solicitations is listed under the U.S. Small Business Administration Subcontracting Network (SUBNET) [www.sba.gov/subnet/search/index.cfm](http://www.sba.gov/subnet/search/index.cfm) and through the General Services Administration (GSA) at [www.gsa.gov/portal/content/101195](http://www.gsa.gov/portal/content/101195). Research the list of prime contractors and determine which are best suited to your business. Develop a marketing strategy, and then contact the Small Business Liaison Officer (SBLO) listed for each prime to schedule an appointment.

## SBA CONTRACTING PROGRAMS HUBZONE

The Historically Underutilized Business Zones (HUBZone) program helps small businesses located in

distressed urban and rural communities gain access to federal set-aside contracts and sole source contracts, as well as a price evaluation preference in full and open contract competitions. There is a statutory goal that HUBZone small business concerns be awarded not less than 3 percent of the total value of all prime contract and subcontract awards. The HUBZone program also establishes preference for award of federal contracts to small businesses in these areas. To qualify for the program, a business (except those that are tribally-owned) must meet the following criteria:

- It must be a small business by SBA size standards
- It must be owned and controlled at least 51 percent by U.S. citizens, or a Community Development Corporation (CDC), an agricultural cooperative, or an Indian tribe
- Its principal office must be located within a "Historically Underutilized Business Zone," which includes lands considered "Indian Country" and military facilities closed by the Base Realignment and Closure Act
- At least 35 percent of its employees must reside in a HUBZone.

**Note:** Different rules apply for Tribal Governments, Alaska Native Corporations, Community Development Corporations and small agricultural cooperatives. These are delineated in Title 13 of the Code of Federal Regulations, Part 126.

Existing businesses that choose to move to qualified areas are eligible to apply for certification provided they meet all the eligibility requirements. To fulfill the requirement that 35 percent of a HUBZone firm's employees reside in a HUBZone, employees must live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

### The SBA is responsible for:

- Determining whether or not individual concerns are qualified HUBZone small business concerns;

- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program;
- Adjudicating protests and appeals of eligibility to receive HUBZone contracts.

For additional information, visit [www.sba.gov/hubzone](http://www.sba.gov/hubzone).

## 8(a) BUSINESS DEVELOPMENT PROGRAM

The 8(a) Business Development program is a nine-year program established to assist eligible socially and economically disadvantaged individuals to develop and grow their businesses. Business development assistance includes one-on-one counseling, training workshops, match-making opportunities with federal buyers and other management and technical guidance. There is a statutory requirement that small disadvantaged business concerns be awarded not less than 5 percent of the total value of all prime contract awards. All firms that become eligible for SBA's 8(a) business development assistance are also considered small disadvantaged business concerns for the purpose of federal contracting.

To be eligible for the 8(a) Business Development program, a business must meet the following criteria:

- It must be a small business by SBA size standards;
- It must be owned (at least 51 percent) by one or more individuals who qualify as socially and economically disadvantaged, and who are U.S. citizens of good character;
- It must be controlled, managed, and operated full-time by one or more individuals who qualify as disadvantaged, and;
- It must demonstrate potential for success (generally by being in business for at least two full years) and have the capacity to perform on government and non-government contracts before applying.

Socially disadvantaged individuals are those 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, Alaska Natives or Native Hawaiians, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. An individual who is not a member of one of these groups must establish individual social disadvantage by a preponderance of evidence.

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.

Firms owned by Alaska Native Corporations, Indian tribes, Native Hawaiian organizations, and Community Development Corporations can also apply to the SBA for 8(a) business development assistance.

So that approved firms can obtain training, counseling, and business development assistance, SBA designates a staff person at a local SBA district office, geographically near the business to coordinate the firm's business development assistance.

**SBA is responsible for:**

- Determining whether a business qualifies for the 8(a) Business Development program;
- Determining whether a business continues to qualify, during the nine-year term;
- Approving Mentor/Protégé agreements between 8(a) firms and large businesses;
- Providing technical guidance and business development assistance during the nine-year term.

For additional information, visit [www.sba.gov/8a](http://www.sba.gov/8a).

**PROCUREMENT TECHNICAL ASSISTANCE CENTERS (PTACs)**

Doing business with the government is a big step to growing your business. Procurement Technical Assistance Centers (PTACs) provide local, in-person counseling and training services for you, the small business owner. They are designed to provide technical assistance to businesses that want to sell products and services to federal, state, and/or local governments. PTAC services are available either free of charge, or at a nominal cost. PTACs are part of the Procurement Technical Assistance Program, which is administered by the Defense Logistics Agency

**What can a PTAC do for you?**

- Determine if your business is ready for government contracting. Pursuing government contracts is a challenge, and can be burden for your company if you do not have the resources or maturity to handle a contract. A PTAC representative can sit with you one-on-one and determine if your company is ready,



**HUBZone Conference held in Choctaw, Mississippi.**

and how to position yourself for success.

- Help you register in the proper places. There are numerous databases to register with to get involved with the government marketplace, including the Department of Defense's System for Award Management (SAM), GSA Schedules, and other government vendor sites.
- See if you are eligible in any small business certifications. Some government contracts are set aside for certain businesses that have special certifications, such as woman-owned, minority-owned, and HUBZone. A PTAC representative can help you obtain these certifications, if you are eligible, allowing for more government contract opportunities.
- Research past contract opportunities. A PTAC representative can look into past contracts, to see what types of contracts have been awarded to businesses like yours.

In addition, a PTAC can help you identify and bid on a contract, and if you are awarded the contract, continue to provide you support through measuring your performance and helping with your contract audits. Don't hesitate, find the PTAC near you today to get started in government contracting or to improve your success.

**SMALL DISADVANTAGED BUSINESS**

A Small Disadvantaged Business (SDB) is defined as a small business that is at least 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged.

There is a federal government-wide goal of awarding at least 5 percent of prime contracting dollars to SDBs each year. Large prime contractors must also establish a 5% subcontracting goal

for SDBs in their subcontracting plans which includes SBA 8(a) certified small businesses .

Firms self-certify as SDB in the federal data base called the System for Award Management (SAM) without submitting any application to the SBA; however, firms approved by the SBA into the 8(a) Business Development Program are automatically certified as an SDB. To self certify, firms should access the website: [www.sba.gov/sdb](http://www.sba.gov/sdb). By reading the information contained therein you will be given guidance as to what steps are required.

**SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS**

The Service-Disabled Veteran-Owned Small Business (SDVOSB) program has a federal government-wide goal of awarding at least 3 percent of prime and subcontracting dollars to Service-Disabled Veteran-Owned Small Businesses each year. Large prime contractors must also establish a subcontracting goal for SDVOSBs in their subcontracting plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and the SBA prior to the award of a contract.

While the SBA does not certify companies as SDVOSBs, SDVOSB protest process is administered by SBA to ensure that only businesses owned by service-disabled veterans receive contracts reserved exclusively for them. When a business's SDVOSB self-certification is challenged, the SBA determines if the business meets the status, ownership and control requirements.

To determine your eligibility, contact your local veterans' business development officer, visit the various program websites, or contact SBA's Office of Veterans Business Development at [www.sba.gov/about-offices-content/1/2985](http://www.sba.gov/about-offices-content/1/2985).

## WOMEN-OWNED SMALL BUSINESS FEDERAL CONTRACT PROGRAM

On October 7, 2010, the SBA published a final rule effective February 4, 2011, aimed at expanding federal contracting opportunities for women-owned small businesses. The Women-Owned Small Business (WOSB) Federal Contract Program authorizes contracting officers to set aside certain federal contracts for eligible women-owned businesses and economically disadvantaged women-owned small businesses (EDWOSB) in industries where it has been determined WOSBs and EDWOSBs are underrepresented..

To be eligible, a firm must be at least 51 percent owned or controlled by one or more women. The women must be U.S. citizens and the WOSB or EDWOSB must be "small" under its primary industry in accordance with SBA's size standards established for under the North American Industry Classification code assigned to that industry. To be deemed "economically disadvantaged" its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule. For additional information, visit [www.sba.gov/wosb](http://www.sba.gov/wosb).

Protests under the WOSB Federal Contract Program are also administered by the SBA. When a company's WOSB or economically disadvantaged WOSB self-certification is challenged, the SBA determines if the business meets ownership and control requirements.

Large prime contractors must also establish a subcontracting goal for Woman-Owned Small Businesses in their Subcontracting Plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and the SBA prior to the award of a contract.

### Mississippi Contract Procurement Center (MCPC)

[www.mspsc.com](http://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.

## WHAT YOU SHOULD KNOW ABOUT YOUR BUSINESS

To be eligible to bid on a federal contract, you must know your business. Answer the following three questions:

### 1. Are you a small business?

Is your small business:

- Organized for profit?
- Located in the U.S.?
- Operated primarily within the U.S. or making a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor?
- Independently owned and operated?
- Not dominant in the field of operation in which it is bidding for government contracts?
- A sole proprietorship, partnership, corporation, or any other legal form?

If the first six criteria apply to your business, ask yourself the second important question to find out if your business meets size standard requirements.

### 2. What is the size standard for your business?

Size standards are used to determine whether a business is small or "other than small." Size standards vary depending upon the industry. To determine the size standard for your business, you will need a North American Industry Classification code (NAICS). Every federal agency uses these codes when considering your business. To determine your NAICS code, go to [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/). Some SBA programs require their own unique size standards. To find out more about these requirements and other size standard information, go to [www.sba.gov/size](http://www.sba.gov/size).

### 3. Do you fall under a specific certification?

Under the umbrella of "small business," SBA has outlined several specific certifications that businesses may fall under. These certifications are divided into two categories:

#### SBA-Certified and Self-Certified.

The SBA-Certified Programs were created to assist specific businesses in securing federal contracts and therefore can only be issued by SBA administrators. For the Self-Certified Programs, you can determine for yourself if your business meets the requirements by referring to the Federal Acquisition Regulation (FAR).

Just as Congress has given federal agencies a goal of procuring 23 percent of federal contracts from small businesses, so too must federal agencies meet specific contracting goals for other categories of small firms. These goals are:

- 23 percent of contracts for Small Businesses
- 5 percent of contracts to Small Disadvantaged Businesses
- 5 percent to Women-Owned Small Businesses
- 3 percent to Service-Disabled Veteran-Owned Small Businesses
- 3 percent to HUBZone Small Businesses

Federal agencies have a strong incentive to fulfill these contracting goals. You should apply for those SBA-Certified and Self-Certified programs for which you qualify to take advantage of contracting opportunities.

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  
501 North West St.  
Jackson, MS 39201  
601-359-3485  
[jhatcher@mississippi.org](mailto:jhatcher@mississippi.org)

Counties served: Adams, Claiborne, Copiah, Franklin, Hines, Jefferson, Jefferson Davis, Lawrence, Lincoln, Madison, Rankin, Simpson and Warren.

### Delta Contract Procurement Center (DCPC)

342 Washington Ave., 2nd Fl.  
Greenville, MS 38702  
662-334-1518  
[deltcontract@gmail.com](mailto:deltcontract@gmail.com)

Counties served: Bolivar, Carroll, Coahoma, DeSoto, Grenada, Holmes, Humphreys, Issaquena, LeFlore, Panola, Quitman, Sharkey, Sunflower, Tallahatchie, Tate, Tunica, Washington, Yalobusha and Yazoo.

### Northeast MS Contract Procurement Center (NMPCP)

Bill Burge, Director  
318 7th St. N.  
Columbus, MS 39703  
662-329-1077  
bburge@nmsptac.org  
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 (SMPCP)

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

### Meridian Satellite Office

1901 Front St., Ste. A  
Meridian, MS 39302  
601-693-1306 ext. 235  
npurvis@mississippi.org  
Counties served: Leake, Neshoba, Kemper, Scott, Newton, Lauderdale, Smith, Jasper, Clarke, Covington, Jones and Wayne.

## OTHER PROCUREMENT RESOURCES

### GSA Schedule

GSA's Federal Supply Schedules, also known as Multiple Award Schedules (MAS), are contracts that allow federal customers to acquire more than 4 million services and products directly from more than 8,600 commercial suppliers. GSA Schedules cover a vast array of commercial items - from office supplies and copier paper to systems furniture, from computers to laboratory equipment and services ranging from accounting to graphic design to landscaping. The Southeast Sunbelt Region serves customers in the states of Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee providing work environments, supplies, telecommunications and transportation services to Federal agencies.

This region facilitates the purchase of commercial products and services by other Federal agencies through GSA Schedules and IT contracts; manages a portfolio of Federal facilities including Federal Office Buildings

and Courthouses and coordinates the disposal of Federal real property in the states of the Southeast Region and Delaware, Pennsylvania, West Virginia, and the parts of Maryland and Virginia not served by the National Capital Region. Small and minority businesses that wish to transact commerce with the Federal Government can receive assistance through this office.

### General Services Administration (GSA)

77 Forsyth St., Ste. 600  
Atlanta, GA 30303  
404-331-3200  
www.gsa.gov

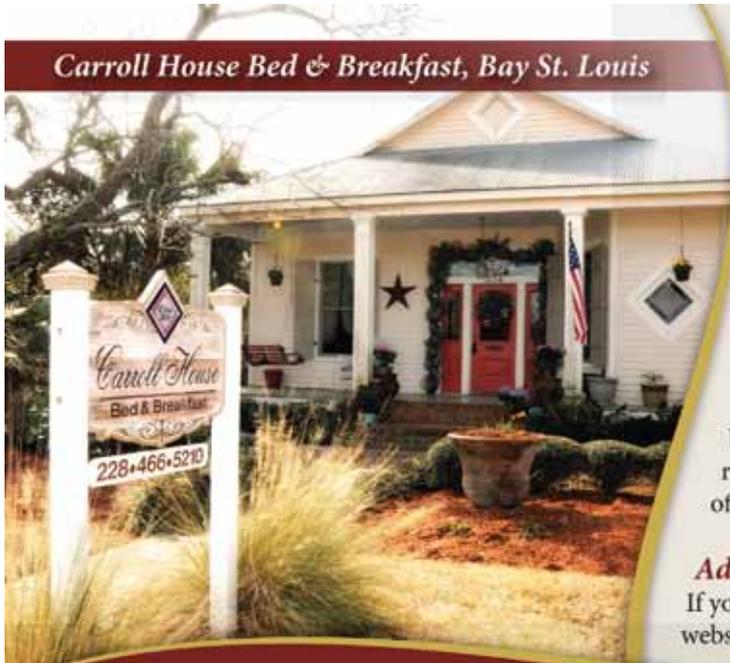
### Mississippi Department of Transportation (MSDOT)

401 N. West St.  
Jackson, MS 39201  
General Information  
601-359-7001

### Mississippi Department of Finance & Administration

501 N. West St., Ste. 1301, Woolfolk Bldg.  
Jackson, MS 39201  
601-359-3402

### Carroll House Bed & Breakfast, Bay St. Louis



### About Our Commercial Lending

As an SBA Community Advantage lender, Renaissance's personalized commercial lending programs can assist start-up and established businesses with their financing needs.

- Working Capital
- Equipment
- Inventory & Supplies
- Leasehold Improvements
- Real Estate
- Other Reasonable Expenditures

### How to Apply

The Commercial Loan Application can be obtained through our website at [www.msgcrc.com](http://www.msgcrc.com) under the Lending section, by emailing [businessloans@msgcrc.com](mailto:businessloans@msgcrc.com), or you can also request a copy be mailed or emailed to you by contacting our office at (228) 896-3386.

### Additional Information

If you have questions or need additional information, visit our website at [www.msgcrc.com](http://www.msgcrc.com) or email [businessloans@msgcrc.com](mailto:businessloans@msgcrc.com).



Make your dream a reality with favorable lending rates and personalized guidance.

# GETTING STARTED IN CONTRACTING

Once you have identified the important information regarding your business, it is time to start the process of procuring a government contract.

## 1. Identify your DUNS (Data Universal Numbering System) Number

To register your business, obtain a DUNS number used to identify and track millions of businesses. You can obtain your free DUNS number when registering with the System for Award Management. Log on to [www.sam.gov](http://www.sam.gov) for more information or by contacting Dun & Bradstreet at [www.dnb.com](http://www.dnb.com).

## 2. Identify your EIN (Employer Identification Number)

An EIN, otherwise known as a federal tax identification number, is generally required of all businesses. For more information, go to [www.irs.gov](http://www.irs.gov).

## 3. Identify your NAICS (North American Industry Classification) codes

The NAICS codes are used to classify the industry a particular business occupies. You will need at least one NAICS code to complete your registration, but be sure to list as many as apply. You may also add or change NAICS codes at any time. Visit [www.census.gov/eos/www/naics/](http://www.census.gov/eos/www/naics/) to find NAICS codes.

## 4. Identify your SIC (Standard Industrial Classification) codes

The SIC codes are four-digit numbers that are used to classify the industry a particular business occupies. While NAICS codes have largely replaced SIC codes, you will still need to provide your SIC code. SIC codes can be found at [www.osha.gov/pls/imis/sicsearch.html](http://www.osha.gov/pls/imis/sicsearch.html).

## 5. Register with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR)

The SAM is an online federal government maintained database of companies wanting to do business with the federal government. Agencies search the database for prospective vendors. Register at [www.sam.gov](http://www.sam.gov).

After completing registration, you will be asked to enter your small business profile information through the SBA Supplemental Page. The information will be displayed in the Dynamic Small Business Search.

Creating a profile in SAM and keeping it current ensures your firm has access to federal contracting opportunities. Entering your small business profile, including your business information and key word description, allows contracting officers, prime contractors, and buyers from state and local governments to learn about your company.

## 6. Register with the GSA Schedule

The GSA (General Services Administration) Multiple Award Schedule (aka Federal Supply Schedule) is used by GSA to establish long-term, government-wide contracts with commercial firms.

Once these contracts are established, government agencies can order the supplies and services they need directly from the firms through the use of an online shopping tool. Becoming a GSA schedule contractor increases your opportunity for contracts across all levels of government. Businesses interested in becoming GSA schedule contractors should review the information available at [www.gsa.gov/schedules](http://www.gsa.gov/schedules).

## 7. Make Sure Your Business is Financially Sound

This critical step is absolutely necessary to make sure that your business is financially prepared for the journey ahead. Even if you are able to obtain a government contract, you will not be receiving all of the money at once. It helps to have a clear plan of how your business will stage the benefits of the contract.

## 8. Search Federal Business Opportunities (FedBizOpps) for Contracting Opportunities

FedBizOpps, is an online service operated by the federal government that announces available business opportunities. FedBizOpps helps identify the needs of federal agencies and available contracting opportunities.

To begin searching for contracting opportunities, go to [www.fbo.gov](http://www.fbo.gov).

## 9. Marketing Your Business

Registering your business is not enough to obtain a federal contract; you will need to market your business to attract federal agencies. Tips for good marketing are:

- Determine which federal agencies buy your product or service, and get to know them;
- Identify the contracting procedures of those agencies;
- Focus on opportunities in your niche and prioritize them.
- Although not required, you may want to obtain a PSC (Product Services Code) and/or a FSC (Federal Supply Classification). These codes provide additional information about the services and products your business offers.

## ADDITIONAL PROCUREMENT RESOURCES

The following federal procurement resources may also be of assistance:

- **The Certificates of Competency (CoC) program** allows a small business, which is the apparent successful offeror, to appeal a contracting officer's non-responsibility determination that it is unable to fulfill the requirements of a specific government contract. 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 capability to perform, the SBA issues a Certificate of Competency to the contracting officer, requiring award of that contract to the small business.

- **Procurement Center Representatives (PCR) and Commercial Marketing Representatives (CMR):** PCRs work to increase the small business share of federal procurement awards. CMRs offer many services to small businesses, including counseling on how to obtain subcontracts. To find a PCR or CMR near you, go to [www.sba.gov/content/procurement-center-representatives](http://www.sba.gov/content/procurement-center-representatives).
- **PTACs (Procurement Technical Assistance Centers):** PTACs provide assistance to businesses that want to sell products and services to federal, state, and/or local government. To find a PTAC in your state, go to [www.dla.mil/SmallBusiness/Pages/ptap.aspx](http://www.dla.mil/SmallBusiness/Pages/ptap.aspx).

- **Department of Defense** (The DoD is the largest purchaser of goods from small businesses): [www.acq.osd.mil/osbp/](http://www.acq.osd.mil/osbp/)
- **Office of Federal Procurement Policy:** [www.whitehouse.gov/omb/procurement\\_default](http://www.whitehouse.gov/omb/procurement_default)
- **Acquisition Forecast:** [www.acquisition.gov/comp/procurement\\_forecasts/index.html](http://www.acquisition.gov/comp/procurement_forecasts/index.html)
- **Federal Supply Schedule (FSS):** [www.gsa.gov](http://www.gsa.gov)
- **GSA Center for Acquisition Excellence:** [www.gsa.gov/portal/content/103487](http://www.gsa.gov/portal/content/103487)

# SBA DISASTER ASSISTANCE

Knowing the Types of Assistance Available for Recovery



**T**he 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, non-farm businesses of all sizes and private, nonprofit organizations following declared disasters.

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-caused 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. A homeowner may apply for a loan of up to \$200,000 to repair or replace the primary residence to its pre-disaster condition. Homeowners

or renters may apply for a loan up to \$40,000 to help repair or replace personal property, such as clothing, furniture or automobiles, lost in the disaster. Businesses and private, nonprofit organizations of any size may apply for a loan up to \$2 million (actual loan amounts are based on the amount of uncompensated damage) to repair or replace real property, machinery, equipment, fixtures, inventory and leasehold improvements.

The SBA may increase a loan up to 20 percent of the total amount of physical damages as verified by SBA to make improvements that protect the property from similar future disasters.

## Economic Injury Disaster Loans

Economic Injury Disaster Loans provide the necessary working capital after a declared disaster until normal operations resume. Small businesses, small agricultural cooperatives, small businesses engaged in aquaculture (fisheries, for example) and most private nonprofit organizations of all sizes are eligible for EIDL assistance, regardless of whether there was any physical

damage. The loan limit is \$2 million. The EIDL helps small businesses meet ordinary and necessary operating expenses as they recover from a disaster. The limit for physical and EIDL loans combined is \$2 million.

The Military Reservists Economic Injury Disaster Loan is a working capital loan for small businesses facing financial loss when the owner or an essential employee is called up to active duty in their role as a military reservist. The loan limit is \$2 million and the business can use the funds to cover operating expenses until the essential employee or business owner is released from active duty.

The SBA can only approve disaster loans to applicants having an acceptable credit history and repayment ability. 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 the applicant has credit available elsewhere — the ability to borrow or use their own resources to recover from the disaster without causing undue hardship.

More information on all of SBA's disaster assistance programs, including information for military reservists, is available at [www.sba.gov/disaster](http://www.sba.gov/disaster). Apply online using the Electronic Loan Application (ELA) via SBA's secure Website at: <https://disasterloan.sba.gov/ela>.

### Disaster Preparedness

Recovering from a disaster doesn't begin with clearing the debris and returning to work. Imagine stepping into your store, or restaurant, or the office where you run your business, a day or two after the fire has been contained, the tornado has passed, or floodwaters have receded. First come the questions: "How much will it cost to rebuild? Will my insurance cover all this? How will I pay my employees and vendors and cover the bills during the recovery phase?" Before a disaster strikes is a good time to start, or update and test your business continuity plan.

And while SBA disaster loans go a long way toward revitalizing communities devastated by the economic fallout that follows disasters, with a solid preparedness plan in place, your

business will be able to recover sooner, possibly without taking on new debt.

Assessing your risks and needs are an important first step in developing your business continuity strategy. The American Red Cross' Ready Rating™ program ([www.readyrating.org](http://www.readyrating.org)) is a free online tool that helps businesses get prepared for disaster and other emergencies. With Ready Rating you can evaluate your level of disaster readiness, and you'll get customized feedback on how to establish or expand your disaster plan.

Another useful site provided by FEMA — Ready.gov ([www.ready.gov](http://www.ready.gov)) — provides practical disaster preparedness tips and checklists for homeowners, renters and businesses. SBA has teamed up with Agility Recovery Solutions to offer business continuity strategies through the "PrepareMyBusiness" website ([www.preparemybusiness.org](http://www.preparemybusiness.org)) and monthly disaster planning webinars. Previous topics — presented by experts in their fields — have included crisis communications, testing the preparedness plan, and using social media to enhance small business recovery. At the website you can sign up for future webinars, view previous webinars, and download checklists that give you tips on risk assessment, evacuation plans and flood

preparedness, that will help you develop a solid business continuity plan.

Meanwhile, here are a few preparedness tips to consider:

- Review Your Insurance Coverage. Contact your insurance agent to find out if your coverage is right for your business and make sure you understand the policy limits. Ask about Business Interruption Insurance, which compensates you for lost income and covers operating expenses if your company has to temporarily shut down after a disaster.
- Establish a solid supply chain. If all your vital external vendors and suppliers are local and if the disaster is significantly widespread, you'll all be in the same boat, struggling to recover. It's a good idea to diversify your list of vendors for key supplies to companies outside your area or internationally, if possible. Create a contact list for important contractors and vendors you plan to use in an emergency and find out if those suppliers have a recovery plan in place. Keep this list with other documents filed in a place that's accessible, and also at a protected off-site location.
- Plan for an alternate location. Do some research well in advance of the disaster for several alternative places to relocate your company in the event a disaster forces you to shut down indefinitely. Some options include contacting a local real estate agent to get a list of available vacant office space. Make an agreement with a neighboring business to share office space if disaster strikes. If possible, make plans for employees to telecommute until the office has been rebuilt.

The financial and emotional cost of rebuilding a business after a disaster can be overwhelming. However, with a business continuity plan in place, you'll be able to rebound and reopen quickly, and in a better position to contribute to the economic recovery of your community.

As small businesses are leading America's economic recovery, many of them are investing time and money into their plans to grow and create jobs. Developing a strong disaster preparedness plan should be a critical and integral piece of those efforts. Planning for a disaster is the best way of limiting its effects.

# ADVOCACY AND OMBUDSMAN

Watching Out for the Interests of Small Businesses



## 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. The advocacy office compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data.

Headed by the chief counsel for advocacy, the office also funds outside research of small business issues and produces numerous publications to inform policy makers about the important role of small businesses in the economy and the impact of government policies on small businesses. 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/advocacy](http://www.sba.gov/advocacy).

## OFFICE OF THE NATIONAL OMBUDSMAN

The Office of the National Ombudsman (ONO) assists small businesses when they experience excessive or unfair Federal agency enforcement actions. As required under the Small Business Regulatory Enforcement Fairness Act, ONO works with all Federal regulatory agencies to ensure small businesses are provided with a means to comment on the enforcement actions conducted by such agencies. Enforcement actions include audits, on-site inspections, implementation or changes to regulations and other enforcement related activities by Federal agency personnel.

The National Ombudsman receives comments from small business owners, nonprofit organizations and small government entities regarding regulatory enforcement actions by Federal agencies. Comments received from small businesses are forwarded to Federal agencies for a high level review. Federal agencies are requested to consider the fairness of their enforcement action. In some cases, fines and/or penalties have been lowered or eliminated, and decisions and agency actions have been changed in favor of the small business owners. The National Ombudsman also coordinates and annually reports to Congress on the activities, findings and recommendations of 10 Regional Regulatory Fairness Boards that meet regularly to address comments about Federal regulations affecting small businesses.

To request help, complete and send the National Ombudsman Federal Agency Comment Form. The Comment Form and other information about the office may be obtained online at [www.sba.gov/ombudsman](http://www.sba.gov/ombudsman); or call 888-734-3247 or 202-205-2417.



# ADDITIONAL RESOURCES

## Taking Care of Startup Logistics



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

Search to determine if the name of your proposed business is already in use. If it is not used, register the name to protect your business. For more information, contact the county clerk's office in the county where your business is based. If you are a corporation, you'll need to check with the state.

### BUSINESS INSURANCE

Like home insurance, business insurance protects your business against fire, theft and other losses.

**E**ven if you are running a small home-based business, you will have to comply with many 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 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

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, others 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 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 insurance you need to ensure 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 of 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 from 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.

## TAXES

Taxes are an important and complex aspect of owning and operating a successful business. Your accountant, payroll person, or tax adviser may be very knowledgeable, but there are still many facets of tax law that you should know. The Internal Revenue Service is a great source for tax information. Small Business/Self-Employed Tax Center: [www.irs.gov/businesses/small/index.html](http://www.irs.gov/businesses/small/index.html).

When you are running a business, you don’t need to be a tax expert. However, you do need to know some tax basics. The IRS Small Business/Self-Employed Tax Center gives you the information you need to stay tax compliant so your business can thrive.

For Small Business Forms and Publications visit: [www.irs.gov/businesses/small/article.html](http://www.irs.gov/businesses/small/article.html).

## 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](http://www.mstc.state.ms.us/index.html)

## FEDERAL PAYROLL TAX (EIN NUMBERS)

An Employer Identification Number (EIN), also known as a Federal Employer Identification Number (FEIN), is used to identify a business entity. Generally, businesses need an EIN to pay federal withholding tax.

You may apply for an EIN in various ways, one of which is to apply

online at [www.irs.gov/businesses/small/article/0,,id=102767,00.html](http://www.irs.gov/businesses/small/article/0,,id=102767,00.html). This is a free service offered by the Internal Revenue Service.

Call 800-829-1040 if you have questions. You should check with your state to determine if you need a state number or charter.

## FEDERAL SELF-EMPLOYMENT TAX

Every employee must pay Social Security and Medicare taxes. 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 or [www.irs.gov](http://www.irs.gov).

## 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 government.

## FEDERAL INCOME TAX

Like the state income tax, the method of paying federal income taxes depends upon your legal form of business.

**Sole Proprietorship:** You must file IRS Federal Form Schedule C along with your personal Federal Income Tax return (Form 1040) and any other applicable forms pertaining to gains or losses in your business activity.

**Partnership:** You must file a Federal Partnership return (Form 1065). This is merely informational to show gross and net earnings of profit and loss. Also, each partner must report his share of partnership earnings on his individual Form 1040 based on the information from the K-1 filed with the Form 1065.

**Corporation:** You must file a Federal Corporation Income Tax return (Form 1120). You will also be required to report your earnings from

the corporation including salary and other income such as dividends on your personal federal income tax return (Form 1040).

## FEDERAL PAYROLL TAX

**Federal Withholding Tax:** Any business employing a person must register with the IRS and acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with the IRS to obtain your number and required tax forms. Call 800-829-3676 or 800-829-1040 if you have questions.

## 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

For the most timely and up-to-date tax information, go to [www.irs.gov/businesses/small/index.html](http://www.irs.gov/businesses/small/index.html).

## VIRTUAL SMALL BUSINESS WORKSHOP

[www.tax.gov/virtualworkshop/](http://www.tax.gov/virtualworkshop/)

The Virtual Small Business Tax Workshop is the first of a series of video products designed exclusively for small business taxpayers. This workshop helps business owners understand federal tax obligations. The Virtual Small Business Workshop is available on CD at [www.irs.gov/businesses/small/article/0,,id=101169,00.html](http://www.irs.gov/businesses/small/article/0,,id=101169,00.html) and online [www.irsvideos.gov/virtualworkshop/](http://www.irsvideos.gov/virtualworkshop/) if you are unable to attend a workshop in person. Small business workshops are designed to help the small business owner understand and fulfill their federal tax responsibilities. Workshops

are sponsored and presented by IRS partners who are federal tax specialists.

Workshop topics vary from a general overview of taxes to more specific topics such as recordkeeping and retirement plans. Although most are free, some workshops have fees associated with them. Fees for a workshop are charged by the sponsoring organization, not the IRS.

The IRS's Virtual Small Business Tax Workshop is an interactive resource to help small business owners learn about their federal tax rights and responsibilities. This educational product, available online and on CD consists of nine stand-alone lessons that can be selected and viewed in any sequence. A bookmark feature makes it possible to leave and return to a specific point within the lesson. Users also have access to a list of useful online references that enhance the learning experience by allowing them to view references and the video lessons simultaneously.

Tax Calendar for Small Businesses and Self-Employed (Publication 1518) [www.irs.gov/businesses/small/article/0,,id=176080,00.html](http://www.irs.gov/businesses/small/article/0,,id=176080,00.html) contains useful information on general business taxes, IRS and SSA customer assistance, electronic filing and paying options, retirement plans, business publications and forms, common tax filing dates, and federal legal holidays.

## SOCIAL SECURITY CARDS

All employees must have a Social Security number and 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 payday, 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 presented in a variety of ways, including 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 towards, 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  
[www.ssa.gov](http://www.ssa.gov)

### Social Security's Business Services Online

The Social Security Administration now provides free electronic services online at [www.socialsecurity.gov/employer/](http://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  
[www.irs.gov](http://www.irs.gov)

### Health Insurance

Compare plans in your area at [www.healthcare.gov](http://www.healthcare.gov).

### Employee Insurance

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

## WORKPLACE DISABILITY PROGRAMS

Americans with Disabilities Act (ADA): For assistance with the ADA, call 800-669-3362 or visit [www.ada.gov](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.

### E-Verify: Employment Eligibility Verification

E-Verify, operated by the Department of Homeland Security in partnership with the Social Security Administration, is the best — and quickest — way for

## BUSINESS ORGANIZATION: Choosing Your Business Structure

There are many forms of legal structure you may choose for your business. Each legal structure offers organizational options with different 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.

The most common organizational structures are sole proprietorships, general and limited partnerships and limited liability companies.

Each structure offers unique tax and liability benefits. If you're uncertain which business format 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

employers to determine the employment eligibility of new hires. It is a safe, simple, and secure Internet-based system that electronically verifies the Social Security number and employment eligibility information reported on Form I-9. E-Verify is voluntary in most states and there is no charge to use it.

If you are an employer or employee and would like more information about the E-Verify program, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or contact

responsible for performing each task; what, if any, consultation is needed between partners before major decisions, and what happens when a partner dies. 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 of their investment, and liability is similarly limited in proportion to their investment.

### 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. The limited liability partnership is similar to the LLC, but it is for professional organizations.

Customer Support staff: 1-888-464-4218  
Monday – Friday 8 a.m. – 5 p.m.  
E-mail: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)

## SAFETY AND 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 provides information on

the specific health and safety standards adopted by the U.S. Department of Labor. Call 1-800-321-6742 or visit [www.osha.gov](http://www.osha.gov).

### Federal Occupation Safety & Health Administration

Department of Labor  
200 Constitution Ave.  
Washington, DC 20210  
866-487-2365

### Jackson Area Office

Federal Occupation Safety & Health Administration  
Dr. A.H. McCoy Federal Building  
100 W. Capitol St., Ste. 749  
Jackson, MS 39269  
601-965-4606

### U.S. Department of Labor

Wage and Hour Division  
Dr. A.H. McCoy Federal Building  
100 W. Capitol St., Ste. 725  
Jackson, MS 39269  
601-965-4347

### U.S. Equal Employment Opportunity Commission

Dr. A.H. McCoy Federal Bldg.  
100 W. Capitol St., Ste. 207  
Jackson, MS 39269  
800-669-4000  
[www.eeco.gov](http://www.eeco.gov)

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](http://www.epa.gov)

### Mississippi Department of Environmental Quality

515 E. Amite St.  
Jackson, MS 39201  
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 866-473-6922 or via email at: [www.mwcc.state.ms.us/](http://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.

### 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 where the business is located.

### BAR CODING

Many stores require bar coding on packaged products. Many industrial and manufacturing companies use bar coding to identify items they receive and ship. There are several companies that can assist businesses with bar-coding needs. You may want to talk with an SBDC, SCORE or WBC counselor for more information.

### Federal Registration of Trademarks and Copyrights

Trademarks or service marks are words, phrases, symbols, designs or combinations thereof 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:

### U.S. Patent and Trademark Office

P.O. Box 1450  
Alexandria, VA 22313-1450  
800-786-9199  
[www.uspto.gov/](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 • [www.uspto.gov](http://www.uspto.gov)

### Copyrights

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyrights do 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](http://www.copyright.gov)

### OTHER RESOURCES

#### Gulf Coast Business Council

11975 Seaway Rd., Ste. A-120  
Gulfport, MS 39503  
228-897-2020  
[www.msgcbc.org](http://www.msgcbc.org)

#### Better Business Bureau (BBB) of Mississippi

505 Avalon Way, Ste. B  
Brandon, MS 39407  
Toll Free in MS 800-987-8280 or  
601-707-0960  
<http://ms.bbb.org>

# OTHER ASSISTANCE

## OTHER SOURCES OF ASSISTANCE

### Mississippi Development Authority

[www.mississippi.org](http://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 Fax  
Serving: Bolivar, Coahoma, DeSoto, LaFayette, Marshall, Panola, Quitman, Tallahatchie, Tate, Tunica and Yalobusha counties.

#### DISTRICT 2

##### MDA NORTHEAST REGIONAL OFFICE

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

#### DISTRICT 3

##### MDA NORTHWEST REGIONAL OFFICE

115 Fulton St.  
Greenwood, MS 38930  
662-455-4508 • 662-455-7903 Fax  
Serving: Attala, Carroll, Grenada, Holmes, Humphreys, Issaquena, LeFlore, Montgomery, Sharkey, Sunflower and Washington counties.

#### DISTRICT 4

##### MDA EAST CENTRAL REGIONAL OFFICE

2401 11th St.  
Meridian, MS 39301  
601-692-2006 • 601-484-2592 Fax  
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 • 601-359-2116 Fax  
Serving: Hinds, Madison, Rankin and Yazoo counties.

#### DISTRICT 6

##### MDA SOUTHWEST REGIONAL OFFICE

1156 College Dr., Rm. 149  
Summit, MS 39666-0728  
601-276-3089 • 601-276-3870 Fax  
Serving Adams, Amite, Claiborne, Copiah, Franklin, Jefferson, Jefferson Davis, Lawrence, Lincoln, Marion, Pike, Simpson, Walthall, Warren and Wilkinson counties.

#### DISTRICT 7

##### MDA SOUTHEAST REGIONAL OFFICE

46 Shelby Thames Dr.  
Hattiesburg, MS 39402  
601-545-4001 • 601-545-4006 Fax  
Serving Clarke, Covington, Forrest, George, Greene, Hancock, Jackson, Jasper, Jones, Lamar, Pearl River, Perry, Smith, Stone, and Wayne counties.

#### DISTRICT 8

##### MDA GULF COAST REGIONAL OFFICE

1141 Bayview Ave., Ste. 401  
Biloxi, MS 39530  
228-523-4034 • 228-396-2520 Fax  
Serving: George, Greene, Hancock, Harrison, Jackson, Pearl River and Stone counties.

#### MISSISSIPPI DEVELOPMENT AUTHORITY

P.O. Box 849  
Jackson, MS 39205  
601-359-3593 • 601-359-2116 Fax

#### MAGNOLIA BUSINESS ALLIANCE

The Magnolia Business Alliance (MBA) is a not-for-profit corporation acting as a support organization and forum for the advancement of small and medium businesses(SMB) in the Southeastern US. MBA consists entirely of SMB leaders providing mentorship, training, logistics, and other support as needed to facilitate the development of new companies, a better environment for existing companies, and foster community and national awareness of issues affecting small businesses.  
21294 Johnson Rd.  
Long Beach, MS 39560  
228-295-7117 • 228-295-7119 Fax  
[www.magnolia-ba.biz](http://www.magnolia-ba.biz)

## 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 and 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 Fax  
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 Fax  
Serving Clarke, Jasper, Kemper, Lauderdale, Leake, Neshoba, Newton, Scott and Smith counties.

#### GOLDEN TRIANGLE PDD

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

#### NORTH CENTRAL PDD

28 Industrial Park Blvd.  
Winona, MS 38967  
662-283-2675 • 662-283-5875 Fax  
Serving Attala, Carroll, Montgomery, Grenada, Holmes, LeFlore and Yalobusha counties.

#### NORTH DELTA PDD

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

#### NORTHEAST MISSISSIPPI PDD

619 E. Parker Dr./P.O. Box 600  
Booneville, MS 38829  
662-728-6248 • 662-728-2417 Fax  
Serving Alcorn, Benton, Marshall, Prentiss, Tishomingo and Tishomingo counties.

#### SOUTH DELTA PDD

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

#### SOUTHERN MISSISSIPPI PDD

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

#### SOUTHWEST MISSISSIPPI PDD

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

#### THREE RIVERS PDD

75 South Main St./P.O. Box 690  
Pontotoc, MS 38863  
662-489-2415 • 662-489-6815 Fax  
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 Fax

#### THE ENTREPRENEURSHIP CENTER MISSISSIPPI DEVELOPMENT AUTHORITY

501 North West St.  
Jackson, MS 39201  
601-359-2399  
WMDA's Entrepreneur Center provides financial, marketing, management and technical assistance to new and existing small businesses. Services are offered at no charge to individuals interested in starting a new business or expanding an existing firm.

# OTHER ASSISTANCE

## Innovate Mississippi / InnovateMEP Mississippi 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 Innovate Mississippi. InnovateMEP Mississippi is a nonprofit organization helping Mississippi manufacturers to be globally competitive. Their community college- and university-based InnovateMEP Mississippi Centers provide small- and medium-sized manufacturers the tools to innovate, create and retain jobs, increase profits and save time and money.

### INNOVATE MISSISSIPPI INNOVATEMEP MISSISSIPPI

134 Marketridge Dr.  
Ridgeland, MS 39157  
601-960-3610  
www.innovatemepp.ms  
www.innovate.ms

## 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.

505 Avalon Way, Ste. B  
Brandon, MS 39047  
601-398-1700 or 800-987-8280  
www.ms.bbb.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

202 S. Second St./P.O. Box 40  
Baldwin, 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

1050 Beach Blvd.  
Biloxi, MS 39530  
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

### CLARKSDALE/COAHOMA COUNTY CHAMBER OF COMMERCE

1540 Desoto Ave.  
Clarksdale, MS 38614  
662-627-7337  
www.clarksdale.com/chamber/

### 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 38834  
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 Lemoine Blvd.  
D'Iberville, MS 39540  
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  
Greenwood, 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

111 Court St.  
Bay St. Louis, MS 39520  
228-467-9048

### HAZLEHURST CoC

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

### HERNANDO CoC

2440 Hwy. 51 S.  
Hernando, MS 38632  
662-429-9055

### HOLLY SPRINGS CoC

148 E. College Ave.  
Holly Springs, MS 38635  
662-252-2943

### HOLMES COUNTY CoC

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

### HORN LAKE CoC

3010 Goodman Rd. W., Ste. B  
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

# OTHER ASSISTANCE

## 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 39587  
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

## 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

2023 Main St./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

211 Main St./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  
662-756-2997

## 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

# OTHER ASSISTANCE

## WAYNE COUNTY CoC

P.O. Box 864  
Waynesboro, MS 39367  
601-735-3311

## YAZOO COUNTY CoC

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

## Other Sources of Assistance

### U.S. EXPORT ASSISTANCE CENTER

Reginald Harley, Regional Manager, Export Solutions Group  
Office of International Trade, SBA  
U.S. Export Assistance Center  
423 Canal St., Ste. 419  
New Orleans, LA 70130  
504-589-6730 • 202-481-0523 Fax  
Reginald.harley@sba.gov  
www.sba.gov/international  
Territory: Louisiana, Arkansas, Mississippi

### EXPORT LEGAL ASSISTANCE NETWORK (ELAN)

<http://www.export-legal-assistance.org/>  
Get the answers to your export legal questions from the Export Legal Assistance Network (ELAN). Exports can mean big profits for a small business. But when you're just starting out, tariffs, regulatory requirements, distributorship agreements and other legal matters can be a little intimidating. The Export Legal Assistance Network program can help you over these first hurdles.

### EXPORT IMPORT BANK

811 Vermont Ave. N.W.  
Washington, D.C. 20571  
202-565-3946 • 202-565-3380 Fax

### FOREIGN TRADE ZONES

[www.foreign-trade-zone.com](http://www.foreign-trade-zone.com)

### MISSISSIPPI MINORITY BUSINESS ALLIANCE, INC.

1230 Raymond Rd./P.O. Box 600  
Jackson, MS 39204  
601-965-0366  
www.mmba.us

### MISSISSIPPI STATE PORT AUTHORITY

2510 14th St., Ste. 1450/P.O. Box 40  
Gulfport, MS 39501  
228-865-4300 or 877-881-4367  
www.shipmspa.com

## Other Resources

### CONSUMER RESPONSE CENTER

Federal Trade Commission  
Consumer Response Center  
600 Pennsylvania Ave. N.W., Rm. H-130  
Washington, DC 20580  
202-326-2222 • 202-362-2012 Fax

### COUNCIL OF BETTER BUSINESS BUREAUS, INC.

3033 Wilson Blvd., Ste. 600  
Arlington, VA 22201  
www.bbb.org

### CHIEF POSTAL INSPECTOR ISOSG

222 S. Riverdale Plaza, Ste. 1250  
Chicago, IL 60606  
www.usps.com/websites/depart/inspect

### DRUG FREE WORKPLACE

[www.drugfreeworkplace.com](http://www.drugfreeworkplace.com)

### MISSISSIPPI CONTRACTOR LICENSING BOARD

2679 Crane Ridge Dr., Ste. C  
P.O. Box 320279  
Jackson, 39216  
601-354-6161 or 800-880-6161  
www.msbc.us/

### MISSISSIPPI STATE DEPARTMENT OF HEALTH

570 E. Woodrow Wilson Dr.  
Jackson, MS 39216  
601-576-7400

### DIVISION OF ENFORCEMENT

Federal Trade Commission  
600 Pennsylvania Ave. N.W.  
Washington, DC 20580  
202-326-2222 • 202-326-3197 Fax  
www.ftc.gov/bcp/rn  
To receive a 5-digit Registration Number (RN) for labels for textile manufacturing.

### FOR COMPANIES TO QUALIFY TO ACCEPT CREDIT CARDS CONTACT:

Visa/Mastercard - Bank of Account  
American Express  
800-445-2639  
Discover Card  
800-347-6673

### FOR AMERICAN WITH DISABILITIES ACT DOCUMENTS AND GENERAL INFORMATION

800-514-0301 or 800-514-0383  
(or for TDD access, use your local relay service)  
www.ada.gov

## SUCCESS STORY

## To The Rescue Bookkeeping, LLC

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that any strategy going forward would need to include maintaining her Alaska-based clients. To do this she hired her first full time employee who would manage the clients in Alaska. Secondly, to ensure the company's growth continued within her region she reached out to a familiar source within the ranks of the SBA.

Danielle turned to SCORE for counseling on how expansion for her business could be achieved both effectively and efficiently. She began working with Dave Philo, a longstanding counselor with the Gulfport Mississippi SCORE Chapter. Dave helped Danielle develop a business plan that helped her identify the critical pathways for future expansion. With the help from SCORE, To the Rescue expanded its business even further than initially considered. Soon the company acquired clients in Alabama, Tennessee & Michigan. Some of their clients include: advertising agencies, homeowners associations, retail clothing and tourist shops, chiropractic offices, insurance agencies, restaurants and construction companies. In a very short period, To the Rescue Bookkeeping was able to earn the trust of over sixty small businesses and is rapidly expanding into new territories. In May 2013, To the Rescue Bookkeeping secured a SBA guaranteed loan for \$15,400 from Coast Community Bank. With the help of the loan, Danielle was able to create two new jobs while retaining five others.

"The Mississippi Gulf Coast community has really embraced us since our arrival in 2010 and we have embraced it", say Blankenship. Her sentiments are validated by her active role in the community that she lives in. She is an active member of the Rotary Club of Ocean Springs. Her Volunteer efforts include assisting the Salvation Army with outreach, donating to St. Jude's Children's Hospital, and contributing to college scholarships given to local high school students each year. Danielle's entrepreneurial spirit is a testament to the renaissance in business activity happening along the Mississippi Gulf Coast.

For information regarding SBA's programs and services, contact the SBA Mississippi District Office at (601) 965-4378, Gulfport Branch Office at (228) 863-4449 or visit our website at [www.sba.gov/ms](http://www.sba.gov/ms).

To The Rescue Bookkeeping, LLC  
Danielle Hope Blankenship  
15222 Camelot Drive  
Biloxi, MS 39532

# SBA PARTICIPATING LENDERS

## Participating Lenders

### BANCORPSOUTH BANK

One Mississippi Plaza  
Tupelo, MS 38802  
662-680-2345 • 662-680-2317 F

### BANKFIRST FINANCIAL SERVICES

101 N Jefferson St.  
Macon, MS 39341  
662-726-5192 • 662-726-1222 F

### BANK OF ANGUILLA

130 Holland St.  
Anguilla, MS 38721  
662-873-4346 • 662-873-2461 F

### BANK OF FOREST

211 W. 3rd St.  
Forest, MS 39074  
601-469-3663 • 601-469-9143 F

### BANK OF FRANKLIN

9 Main St.  
Meadville, MS 39653  
601-384-2305 • 601-384-2300 F

### BANK OF HOLLY SPRINGS

970 Hwy. 7 S.  
Holly Springs, MS 38635  
662-252-2511 • 662-252-1816 F

### BANK OF KILMICHAEL

120 N. Depot Ave.  
Kilmichael, MS 39747  
662-262-7844 • 662-262-7932 F

### BANK OF MORTON

366 S. 4th St.  
Morton, MS 39117  
601-732-8944 • 601-732-8599 F

### BANK OF OKOLONA

227 W. Main St.  
Okolona, MS 38860  
662-447-5403 • 662-447-5255 F

### BANK OF WALNUT GROVE

101 Chadwick Ave.  
Walnut Grove, MS 39189  
601-253-2411 • 601-253-9317 F

### BANK OF WIGGINS

109 W. Pine Ave.  
Wiggins, MS 39577  
601-928-5233 • 601-928-9217 F

### BANK OF WINONA

312 N. Applegate St.  
Winona, MS 38967  
662-283-3231 • 662-283-3234 F

### BANK OF YAZOO CITY

104 N. Main St.  
Yazoo City, MS 39194  
662-746-5421 • 662-751-1057 F

### BANKPLUS

1068 Highland Colony Pkwy.  
400 Concourse, Ste. 100  
Ridgeland, MS 39157  
601-898-8300 • 601-898-2873 F

### BIZCAPITAL BIDCO II, LLC

909 Poydras St., Ste. 2230  
New Orleans, LA 70112  
504-832-1993 • 504-832-1589 F

### BNA BANK

133 E Bankhead St.  
New Albany, MS 38652  
662-534-8171 • 662-534-6702 F

### BRITTON & KOONTZ BANK, NA

500 Main St.  
Natchez, MS 39120  
601-445-5576 • 601-446-6124 F

### CELTIC BANK

12121 Panama City Beach Pkwy.  
Panama City Beach, FL 32407  
866-644-0042 • 866-717-7718 F

### CENTURY BANK

4282 Main St.  
Lucedale, MS 39452  
601-947-7511 • 601-766-4052 F

### CHARTER BANK

1721 Medical Park Dr., Ste. 103  
Biloxi, MS 39532  
228-392-2330 • 228-392-2740 F

### CITIZENS BANK

8077 Hwy. 178 W.  
Byhalia, MS 38611  
662-838-2146 • 662-838-5121 F

### CITIZENS BANK

814 Main St.  
Columbia, MS 39429  
601-736-2601 • 601-736-8529 F

### CITIZENS BANK & TRUST CO.

239 E. Main St.  
Marks, MS 38646  
662-326-8047 • 662-326-6077 F

### CITIZENS BANK, THE

521 Main St.  
Philadelphia, MS 39350  
601-656-4692 • 601-656-4183 F

### CITIZENS NATIONAL BANK OF MERIDIAN, THE

512 22nd Ave.  
Meridian, MS 39301  
601-693-1331 • 601-482-5855 F

### CLEVELAND STATE BANK

110 Commerce Ave.  
Cleveland, MS 38732  
662-843-9461 • 662-846-5824 F

### COMMERCIAL BANK, THE

175 Hopper Ave.  
DeKalb, MS 39328  
601-743-5871 • 601-743-5873 F

### COMMUNITY BANK, COAST

677 Dr. Martin Luther King Jr. Blvd.  
Biloxi, MS 39533  
228-374-7755 • 228-374-7750 F

### COMMUNITY BANK

202 W Jessamine St.  
Ellisville, MS 39437  
601-477-9361 • 601-477-2656 F

### COMMUNITY BANK OF MS

1255 W. Government St.  
Brandon, MS 39042  
601-706-0331 • 601-825-3940 F

### COMMUNITY BANK, NORTH MS

900 N. Main  
Amory, MS 38821  
662-256-8461 • 662-256-1315 F

### COMPASS BANK

15 S. 20th St.  
Birmingham, AL 35233  
205-297-1986 • 205-297-7158 F

### COPIAH BANK, NA

101 Caldwell Dr.  
Hazlehurst, MS 39083  
601-894-2831 • 601-894-3934 F

### COVENANT BANK

206 Sharkey Ave.  
Clarksdale, MS 38614  
662-621-1869 • 662-621-1968 F

### COVINGTON COUNTY BANK

102 S Dogwood Ave.  
Collins, MS 39428  
601-765-6551 • 601-765-0312 F

### DESOTO COUNTY BANK

6040 Hwy. 51 N.  
Horn Lake, MS 38637  
662-393-3277 • 662-393-3177 F

### FARMERS & MERCHANTS BANK

P111 W. Clayton St.  
Baldwyn, MS 38824  
662-365-1200 • 662-365-1252 F

### FIRST AMERICAN NATIONAL BANK

1251 First American Dr.  
Iuka, MS 38852  
662-423-9551 • 662-423-1039 F

### FIRST BANK

100 S Broadway & 3rd St.  
McComb, MS 39648  
601-684-2231 • 601-249-2738 F

### FIRST COMMERCIAL BANK

1300 Meadowbrook Rd.  
Jackson, MS 39211  
601-709-7777 • 601-366-8733 F

### FIRST FINANCIAL BANK

510 Hwy. 35 S.  
Carthage, MS 39051  
601-267-0095 • 601-267-0039 F

### FIRST NATIONAL BANK

19 S. Main St.  
Pontotoc, MS 38863  
662-489-1631 • 662-489-6626 F

### FIRST NATIONAL BANK OF CLARKSDALE

402 E. Second St.  
Clarksdale, MS 38614  
662-627-3261 • 662-627-1892 F

### FIRST NATIONAL BANK OF PICAYUNE

121 E. Canal St.  
Picayune, MS 39466  
601-749-3200 • 601-798-4796 F

### FIRST NATIONAL BANK OXFORD

101 Courthouse Sq.  
Oxford, MS 38655  
662-234-2821 • 662-234-8693 F

### FIRST SECURITY BANK

295 Hwy. 6 W.  
Batesville, MS 38606  
662-563-9311 • 662-563-7380 F

### FIRST SOUTH FARM CREDIT

574 Highland Colony Pkwy.  
Ridgeland, MS 39157  
601-977-8381 • 601-977-8388 F

### FIRST SOUTHERN BANK

1075 Hwy. 98  
Columbia, MS 39429  
601-736-6378 • 601-736-2108 F

### FIRST STATE BANK

146 W. College Ave.  
Holly Springs, MS 38635  
662-252-4211 • 662-252-1845 F

### FIRST STATE BANK

708 Azalea Dr.  
Waynesboro, MS 39367  
601-735-3124 • 601-671-0948 F

### GRAND BANK FOR SAVINGS, FSB

204 Westover Dr.  
Hattiesburg, MS 39402  
601-264-1467 • 601-264-5805 F

### GREAT SOUTHERN NATIONAL BANK

218 22nd Ave. S.  
Meridian, MS 39302  
601-693-5141 • 601-693-0921 F

### GUARANTY BANK & TRUST

210 Hayden St.  
Belzoni, MS 39038  
662-247-1454 • 662-247-3156 F

### GULF COAST RENAISSANCE

11975 Seaway Rd., Ste. A140  
Gulfport, MS 39503  
601-896-3386 • 228-896-3326 F

### HANCOCK BANK

2510 14th St.  
Gulfport, MS 39502  
228-868-4000 • 228-868-4675 F

### HOLMES COUNTY BANK & TRUST

316 Court Sq.  
Lexington, MS 39095  
662-834-2311 • 662-834-2189 F

### HOPE CREDIT UNION

4 Old River Place, Ste. A  
Jackson, MS 39202  
601-944-1100 • 601-944-0808 F

### HOPE CREDIT UNION

188 Porter Ave.  
Biloxi, MS 39530  
228-435-5805 • 228-374-3387 F

### JEFFERSON BANK, THE

1445 Main St.  
Fayette, MS 39069  
601-786-3191 • 601-786-6380 F

### MAGNOLIA STATE BANK

15 E. 6th Ave.  
Bay Springs, MS 39422  
228-764-2265 • 228-764-6411 F

### MECHANICS BANK

319 N. Main St.  
Water Valley, MS 38965  
662-473-2261 • 662-473-4948 F

### MERCHANTS & MARINE BANK

2802 Bienville Blvd.  
Ocean Springs, MS 39564  
228-872-2800 • 228-872-3788 F

### MERCHANTS & MARINE BANK

3118 Pascagoula St.  
Pascagoula, MS 39568  
228-762-4034 • 228-769-7105 F

### MERCHANTS & PLANTERS

308 Raymond Sq.  
Raymond, MS 39154  
601-857-8044 • 601-857-8855 F

### METROPOLITAN BANK

1069 Highland Colony Pkwy.  
Ridgeland, MS 39157  
601-853-0000 • 601-853-0009 F

### NEWTON COUNTY BANK

114 E. Church St.  
Newton, MS 39345  
601-683-3101 • 601-683-6310 F

### OMNIBANK

236 E. Capitol St.  
Jackson, MS 39225  
601-355-1000 • 601-949-5577 F

### OXFORD UNIVERSITY BANK

2301 W. Jackson Ave.  
Oxford, MS 38655  
662-234-0622 • 662-234-0722 F

### PEOPLES BANK

611 5th Ave.  
Magee, MS 39111  
601-849-2210 • 601-849-2159 F

### PEOPLES BANK

160 E. Maud Ave.  
Mendenhall, MS 39114  
601-847-2210 • 601-847-1414 F

# SBA PARTICIPATING LENDERS

## PIKE NATIONAL BANK

350 Rawls Dr.  
McComb, MS 39648  
601-684-7575 • 601-684-7113 F

## PLANTERS BANK & TRUST

212 Catchings Ave.  
Indianola, MS 38751  
662-887-3363 • 662-887-6789 F

## PRIORITYONE BANK

220 Main Ave. N.  
Magee, MS 39111  
601-849-3311 • 601-849-6439 F

## REGIONS BANK

250 Riverchase Pkwy.  
Birmingham, AL 35244  
205-560-5081 • 205-560-8881 F

## RENASANT BANK

411 Hwy. 80 E.  
Clinton, MS 39056  
601-924-8389 • 601-924-1499 F

## RICHTON BANK & TRUST COMPANY

114 S. Front St.  
Richton, MS 39476  
601-788-6301 • 601-788-5822 F

## RIVERHILLS BANK

702 Market St.  
Port Gibson, MS 39150  
601-437-4271 • 601-437-8601 F

## SINGING RIVER FEDERAL CREDIT

Biloxi, MS 39530  
228-435-5511 • 228-435-8417 F

## THE PEOPLES BANK

305 E. Jefferson St.  
Ripley, MS 38663  
662-837-8191 • 662-837-1109 F

## TRUSTMARK NATIONAL BANK

201 Country Place Dr., Ste. A  
Pearl, MS 39208  
601-208-7391 • 601-208-7394 F

## UNITED MISSISSIPPI BANK

75 Melrose-Montebello Pkwy.  
Natchez, MS 39121  
601-445-7000 • 601-445-7136 F

## WELLS FARGO BANK, NA

101 N. Philips Ave.  
Sioux Falls, SD  
605-575-6900 or 800-545-0670

## WHITNEY BANK

400 Labarre Rd.  
Jefferson, LA 70121  
504-729-1169 • 504-729-1233 F

\* Denotes PLP Lender



## Award Winners

### Introduction to Small Business Week

Each year since 1963, the President of the United States has designated 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.

### Nominations, Awards and Selection

For more information on Small Business Week contact the Mississippi District Office, Gulfport Branch Office or visit the web site at [www.sba.gov/ms](http://www.sba.gov/ms).



### **Jeff Good and Dan Blumenthal**

### **Sal & Mookie's New York Pizza & Ice Cream Joint**

Jeff Good and Daniel Blumenthal, Owners of Sal & Mookie's New York Pizza &

Ice Cream Joint of Jackson, Mississippi, built a business from the ground up by being focused, fearless and fun. The pair, best friends from high school, opened the 250-seat pizza and ice cream restaurant in April 2007 after operating two other unique and successful restaurants in Jackson, Mississippi.

The two met at Murrah High School in Jackson in 1981 and discussed going into business together some day. After graduation, Good attended Millsaps College and graduated with a degree in Business Administration. Blumenthal earned an Economics degree from the University of California at Santa Cruz and later attended California Culinary academy in San Francisco. In 1994 they met up again, quit their jobs and started Mangia Bene, a three-restaurant group that includes BRAVO, Broad Street Baking Company and Sal & Mookie's New York Pizza and Ice Cream Joint.

Sal & Mookie's New York Pizza and Ice Cream Joint offer signature pizza and pasta dishes, signature flavor ice creams, a unique blend of beverages and a full dessert menu. The overall concept for Sal & Mookie's came from both owners. Good wanted to create an ice cream parlor, and Blumenthal wanted to get involved in a pizzeria that encompassed the concept of serving traditionally large New York style pizza pies. To realize this, they merged the two ideals together and formed Sal & Mookie's. The inspiration behind the name "Sal & Mookie's" captures the characters of, Spike Lee's movie, "Do the Right Thing". Fittingly, the movie filmed in 1988 takes place in a pizzeria located in the Bronx with its two main characters bearing the names of Sal and Mookie.

Good and Blumenthal have also followed the motto of "Do the right thing" when it comes to im-

proving the community. They decided to open the business in the Fondren Historic District in Jackson, a depressed area on the border of an emerging shopping, arts and entertainment district in midtown. "The restaurant would fill a hole in both the neighborhood's growth and in the city's pizza scene. We thought it would be a gift to the city to invest in the area", says Good. "Part of making a community healthy is economic activity and creating jobs". The business received an SBA 7(a) guaranteed loan from Trustmark Bank in 2011 to obtain more favorable financing terms.

Jeff and Dan employ more than 200 Jackson residents between their three restaurants and give generously to many causes each year. They have come to represent the gold standard of a successful business measured by the jobs they provide, tax revenues they generate and countless selfless contributions to their community. Both men are extraordinary entrepreneurs who work hard each day to ensure the best value and experience for their customers. Sal and Mookie's restaurant has received numerous awards including Best New Restaurant, Best Pizza Restaurant, and Best Kid Friendly Restaurant.

Jeff Good and Daniel Blumenthal were the recipients of the 2013 Mississippi Small Business Person(s) of the Year Award presented by the Mississippi District Office of the U.S. Small Business Administration. The award is presented to a small business that exhibits staying power, growth in number of employees, an increase in sales and/or unit volume and contributes to community-oriented projects.

For information regarding SBA's loan programs and services, call the Mississippi District Office at 601-965-4378, the Gulfport Branch Office at 228-863-4449 or visit the Mississippi SBA web site at [www.sba.gov/ms](http://www.sba.gov/ms).

**Jeff Good, President/Managing Partner**  
**Dan Blumenthal, Executive Chef/Partner**  
**Sal & Mookie's New York Pizza & Ice Cream Joint**  
3317 North State Street  
Jackson, MS 39216  
601-368-1919  
[www.salandmookies.com](http://www.salandmookies.com)



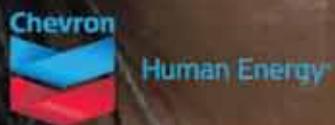
# BIG OIL

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# SHOULD SUPPORT

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# SMALL BUSINESS.



Every day, Chevron relies on small businesses around the world. Electricians. Mechanics. Manufacturers. We spent billions on local goods and services last year. And helped thousands of entrepreneurs get ahead with microloans. We're helping small businesses thrive. Because we need them. Just as much as they need us. Learn more at [chevron.com/weagree](http://chevron.com/weagree)

**WE AGREE.**

*Steve Tomkovicz*

Steve Tomkovicz  
President  
\$65 Supplies and Solutions

*Maria Lindenberg*

Maria Lindenberg  
Chief Procurement Officer  
Chevron