Contents

Introduction and Acknowledgments ........................................ 1
Secretary of State
First Stop Business Information Center ................................. 2
How to Operate a Business Legally in Georgia .................... 3

THE U.S. SMALL BUSINESS ADMINISTRATION (SBA) .................. 6
Your Business and the S.B.A. .............................................. 7
How to Apply for a Small Business Loan ............................ 9
Small Business Development Centers ................................. 10
Service Corps of Retired Executives (SCORE) ..................... 12
U.S. Small Business Administration
7(a) Guarantee Loan Program ........................................... 13
Participants in the U.S. Small Business Administration’s
Certified Lender Program & Preferred Lender Program ....... 13
Section 504 Program ...................................................... 16
Georgia’s Certified Development Companies .................... 18
SBA LowDoc Lending Program ....................................... 19
SBA Express Loan Program ............................................ 20
SBA Pre-Qualification Loan Program ............................... 21
Atlanta Women’s Business Center .................................. 22
SBA 8(a) Business Development Program ....................... 22
Small Disadvantaged Business (SDB) Certification ............. 23
Microloan Programs in Georgia ........................................ 23
Small Business Investment Companies ............................. 24
Surety Bond Guarantee Program ..................................... 25
SBA Government Contracting - Area III ......................... 25

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
RURAL DEVELOPMENT (RD) .............................................. 26
Intermediary Relending Program ....................................... 27
Rural Business Enterprise Grants .................................... 29
Business and Industry
Guaranteed Loan Program ............................................ 30
Business and Industry Direct Loan Program ..................... 31

MINORITY PROGRAMS ..................................................... 32
Minority Small Business Resource Organizations ............. 33
Georgia Minority Subcontractors Tax Credit .................... 34

STATE OF GEORGIA PROGRAMS OFFERED THROUGH THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS (DCA) ............ 35
Georgia Appalachian Region
Business Development
Revolving Loan Fund Program (RLF) ............................. 36
Local Revolving Loan Funds (RLF’s) ................................ 37
Georgia Business Expansion and Support Act
Executive Summary ...................................................... 38

OTHER PROGRAMS OFFERING FINANCIAL AND TECHNICAL ASSISTANCE .................. 42
One Stop Capital Shop .................................................... 43
Atlanta Development Authority (ADA) ......................... 44
Georgia Tech Economic Development Institute (EDI) ......... 46
Business Incubators ....................................................... 48
Technology and Telecommunications
Research in Georgia ..................................................... 49
United States Export Assistance Center (USEAC) .......... 50
Southeast Trade Adjustment Assistance Center (SETAAC) .. 50
Community Adjustment and Investment Program (CAIP) .... 51
Small Business Assistance Program ............................... 52
Coastal Area District Development Authority (CADDCA) .. 53
Coastal Venture Investment Forum ................................. 53
Georgia Development Authority (GDA) .......................... 54
This packet was developed to market the many technical assistance and financing programs that can benefit Georgia businesses and those businesses interested in making Georgia their home. We have included information on the Secretary of State’s First Stop Business Information Center. The Center should be helpful to persons who are considering starting a new business or who need information on where to obtain licensing or permits.

This packet also contains the locations of small business development centers (SBDC) throughout the state. SBDC’s can be a first point of contact in the development or review of a business plan. There are a total of twenty (20) SBDC’s in Georgia and five (5) in the metropolitan Atlanta area.

An additional source of both financial and technical assistance is the Small Business Administration (SBA). The SBA provides a number of programs that are useful to potential or existing business owners. If further information is needed, please refer to the SBA section in this guide.

This packet contains a comprehensive listing of numerous programs that are geared toward business development in the State of Georgia. We are indebted to the many agencies that have willingly provided us information on their programs. Much of the information was reprinted or summarized from their literature.

While we feel that this packet is thorough, we could not include every applicable law or local program that might benefit businesses. Businesses that are interested in any of the programs listed in this packet should contact that agency directly. Phone numbers, contact names, email addresses and website information have been included where possible. Businesses should also be aware that these programs are updated periodically by changes in law, regulation, and requirements.

We hope that the information presented here will result in business expansions and start-ups in Georgia.

Please feel free to contact the Department’s staff for further information.

Georgia Department of Community Affairs
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231
http://www.dca.state.ga.us

Ross Avina  Andy Yarn
(404) 679-1593  (404) 670-1589
ravina@dca.state.ga.us  ayarn@dca.state.ga.us
Secretary of State First Stop Business Information Center

The Secretary of State’s office now offers the First Stop Business Information Center for the citizens of Georgia. The center was established in 1995 after studying the problems faced by small business owners when trying to obtain clear and accessible information about state and regulatory requirements.

The primary objective of this center is to facilitate sustainable small business development in Georgia by offering a central location for determination of what licenses and permits must be obtained and maintained by individuals and businesses conducting their enterprises in the State of Georgia.

The First Stop Business Information Center provides the small business owner and the prospective entrepreneur with a central point of information and contacts for state regulatory requirements for operating a small business.

For further information contact the Office of the Secretary of State at:

Suite 315 West Tower
Floyd State Office Towers
2 Martin Luther King Jr. Drive
Atlanta, Georgia 30334
1-800-656-4558
(404) 656-7061
(404) 657-6380 Fax
(404) 656-2392 TTY Communication
www.sos.state.ga.us
Almost everyone who starts a new business is aware that a business license is necessary to operate legally in Georgia, but what other legal requirements do the state and federal government have? What does the owner need to know about withholding tax, building occupancy permit, and sales and use tax?

Finding out this information can be difficult, since it means talking to several different agencies at the federal, state and local levels. This information is not all-inclusive and should not be considered a substitute for legal assistance from a qualified attorney. Also, since the requirements are subject to change, prospective business people should contact the individual departments for the latest information.

Probably the best place to start in assimilating all this information is with the business license. Everyone is generally aware of the need for one, but not everyone knows where to get it. If located within an incorporated city limit, a license must be obtained from the city; if outside the city limits, then from the county.

Also, those who are planning to occupy a new building or use an existing one for a new business, may have to apply for a Certificate of Occupancy from the appropriate city or county zoning department.

Businesses involved in food processing or grocery sales need a food sales establishment license from the Georgia Department of Agriculture before starting. An inspection is also required and may be requested by phone. An application for business will be accepted if the inspection shows that the establishment meets the department’s requirements. Help can be obtained from the Department of Agriculture in preparing for the inspection. It is advised that business owners contact the department before investing in any renovation, equipment or plans. For information, contact:

**Georgia Department of Agriculture**
Consumer Protection Division
Agriculture Building, Room 306
Atlanta, Georgia 30334
(404) 656-3627

Firms engaged in cooking or preparation of food to be served, including restaurants, hotels and nursing homes, are licensed by the county environmental health departments.

Categories of business that concern the public interest also are subject to special permits, licensing and inspection. This includes schools, nurseries, motor transport, public entertainment, employment agencies, securities dealers and financial institutions. Contact the **State of Georgia Information** line at (404) 656-2000 for the number of the correct agency.

Businesses which sell alcoholic beverages must have a state alcoholic beverage license and a local license which is obtained from either the city or county in which the store is located. The application forms for the licenses must be completed before the business is opened. Local authorities and the Department of Revenue can be of assistance in preparing the application. For information and application forms from the state contact:

**Department of Revenue**
**Alcohol & Tobacco Unit**
317 Trinity-Washington Building
Atlanta, Georgia 30334
(404) 656-4252

Taxes cannot be ignored, of course. Business owners are required by law to withhold the following from the wages paid to employees: federal income taxes, state income taxes and FICA (Social Security) Insurance.

Income taxes will also be levied by the federal and state governments on earnings of any business. Therefore, each business must file an income tax return with both agencies. Businesses may be required to file estimated tax returns and pay estimated taxes on a quarterly basis.

For federal tax information, contact:

**U.S. Internal Revenue Service**
275 Peachtree Street, N.E.
Atlanta, Georgia 30303
1-800-829-1040

State tax information can be obtained from:

**Georgia Department of Revenue**
**Georgia Income Tax Division**
Post Office Box 38487
Atlanta, Georgia 30334
(404) 656-4071

*continues on next page*
The IRS has a number of publications that are available upon request to small businesses. One of the most helpful is “Your Business Tax Kit”, which includes data and forms for a Federal Employer Identification Number and a tax guide for small businesses that can be ordered by calling Forms and Publications at 1-800-829-3676 or through a visit to the IRS office.

In Georgia there is a 4 percent sales and use tax which applies to the retail purchase, retail sale, rental, storage, use or consumption of tangible personal property and certain services. In other words, sales tax must be collected on just about every tangible item sold, except for the exempt categories of prescription drugs, eyeglasses and contact lenses.

A sales tax number is required for each business before opening. The number plus instructions for collection, reporting and remitting the money to the state on a monthly basis can be obtained from:

**Georgia Department of Revenue**

Sales and Use Tax Division
Registration Section
310 Trinity-Washington Building
Atlanta, Georgia 30334
(404) 656-4060

In addition, some counties have exercised local option issues to increase their sales and use tax to pay for certain projects.

Businesses are required by the state to pay unemployment insurance tax if the company has one or more employees for 20 weeks in a calendar year, or it has paid gross wages of $1,500 or more in a calendar year. The taxes are payable at a rate of 2.7 percent on the first $8,500 in annual wages of an employee. Unemployment insurance must be reported and returns made to the state. For information contact:

**Georgia Department of Labor**

Adjudication Section, Sussex Place
148 International Boulevard, Suite 850
Atlanta, Georgia 30303-1751
(404) 656-5590

If a business employs three or more, workers’ compensation insurance must be carried to provide protection to those injured on on-the-job accidents. The State Board of Workers’ Compensation aids people who need claim assistance. For information contact:

**State Board of Workers’ Compensation**

270 Peachtree Street N.W.
Atlanta, Georgia 30303-1299
(404) 656-3875

Virtually all business entities are subject to the federal minimum wage, overtime and child labor laws.

Information on these laws and other federal laws pertaining to labor, may be obtained from:

Alfred Perry, District Director

**U.S. Department of Labor**

Wage and Hour Division
Room 7m40
61 Forsyth, S.W.
Atlanta, Georgia 30303
(404) 562-2202

Incorporating a business allows a firm to take advantage of the limited liability of a corporation. A corporation is usually a taxpayer separate from its owners, unless the company decides it wants to be an “S” corporation for special tax consideration. Contact an attorney or accountant for information on just what each designation can mean to the firm.

Legal assistance will be needed to incorporate. Basically, this involves checking with the Secretary of State to see if the name chosen for the business is available. Typed Articles of Incorporation must then be submitted, along with a fee. Additionally, a notice of incorporation must be published in the official legal newspaper for the county. There is also a fee for this printing. Each business must submit a consent from a person who will act as registered agent for service of process on the corporation. This consent must be filed along with the Articles of Incorporation. The articles must name at least three directors, unless the corporation will have two or fewer shareholders. For more information, contact:

**Secretary of State, Corporations Division**

306 West Tower, Floyd Building
Two Martin Luther King Jr. Drive, S.E.
Atlanta, Georgia 30334
(404) 656-2185

continues on next page
Trademarks and service marks may be registered under federal laws or state laws. In Georgia, an application form should be filed, along with a $15 fee and copies of the trademark or service mark. Registration is then good for 10 years. In Georgia contact:

**Special Services Division, Secretary of State**  
Corporations Division, 306 West Tower  
Floyd Building  
Two Martin Luther King Jr. Drive, S.E.  
Atlanta, Georgia 30334  
(404) 656-2861

For federal information contact:

**U.S. Department of Commerce**  
Trademark Office  
2021 Jefferson Davis Highway  
Arlington, Virginia 22202  
(703) 305-8341  
(800) 786-9199

Businesses that use any name other than the owner's must register this fictitious name with the county as required by the Trade Name Registration Act. This registration requirement does not apply to corporations doing business under their corporate names or to those practicing any profession under a partnership name. For information contact the Clerk of the Superior Court for the county in which the business is located.

And last but not least, if an established business is to be bought, the purchaser must comply with the Bulk Sales Law. This law requires that at least five days before the actual purchase, each creditor must be personally notified of the proposed sale. In counties of more than 200,000 population, this intent must be published at least one time in the county legal newspaper not less than seven days prior to completion of the purchase. An attorney should be consulted about this procedure.
The U. S.
Small Business Administration
(SBA)

www.sba.gov/regions/states/ga/
The U.S. Small Business Administration is a small independent federal agency created by Congress in 1953 to assist, counsel and champion the millions of American small businesses.

The mission of SBA is to help people get into business and stay in business. To do this, SBA acts as an advocate for small business. At the direction of Congress, the Agency espouses the cause of small business, explains small business’s role and contributions to our society and economy and advocates policies that help small business.

The Agency also provides new and established small business owners with financial assistance, management counseling and training. SBA helps small firms get a fair share of government and assists in the bonding process.

**Advocacy:**

Congress specified these basic statutory duties for SBA’s Office of Advocacy:

- Serve as a focal point for feedback concerning the policies and activities of any part of the executive branch of the federal government which affects small business.
- Counsel small businesses in dealing with the federal government.
- Represent small businesses before other federal agencies.
- Enlist the help of government and private groups to disseminate information about the federal government.
- SBA Regional Advocate at (404) 331-3081.

**Financial Assistance:**

SBA offers a variety of loan programs to eligible small business concerns which cannot borrow on reasonable terms from conventional lenders without government help. There are two types of regular business loans:

- Direct loans from SBA (very limited).
- Guaranty loans, under which SBA guarantees up to 80% of the loan which bank or other private lenders agree to make.

Regular business loans may be used for:

- Building construction, expansion, or conversion
- Purchase of machinery and equipment, furnishings, and fixtures
- Inventory
- Working Capital

**Surety Bonding:**

SBA is committed to making the bonding process accessible to small and emerging contractors who, for whatever reasons, find bonding unavailable to them. The Agency is authorized to guarantee to a qualified surety up to 90% of losses incurred under bid, payment, or performance bonds issued to contractors on contracts valued up to $1.25 million. For further information call (404) 331-0100, Ext. 701 or 702.

**Small Business Investment Companies (SBIC):**

SBA licenses, regulates and provides financial assistance to privately owned and operated small business investment companies. Their major function is to make “venture” or “risk” investments by supplying equity capital and by extending unsecured loans and loans not fully collateralized to small business enterprises. SBIC’s are privately capitalized and obtain financial leverage from SBA. They are intended to be profit-making corporations.

**Business Development:**

Statistics show that most small business failures are due to lack of good management. For this reason, SBA places special emphasis on improving the management ability of small business owners and managers. The Agency’s Business Development program includes free individual counseling, courses, conferences, workshops, problem clinics and a wide range of publications.

**SCORE:**

SCORE (Service Corps of Retired Executives) volunteers help current and prospective small business owners solve their business problems and make long range plans by providing free counseling and conducting low cost workshops and seminars.

**Small Business Development Center (SBDC):**

SBDC, headquartered at the University of Georgia in Athens, provides free managerial and technical counseling, management training programs, research studies and other types of specialized assistance to small businesses. There are 20 centers located strategically throughout Georgia to provide these services.

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Contracting Assistance:
Each year the federal government contracts to purchase billions of dollars worth of goods and services from private companies. SBA helps businesses obtain a fair share of this governmental business, as required by law.

Contracting specialists in the Atlanta Area III Office counsel small businesses on how to prepare bids and obtain prime contracts and subcontracts, direct them to government agencies that buy the products or services small firms supply, help get their names on bidders lists and assist in obtaining drawings and specifications for proposed purchases. For more information call the Area III Office of Government Contracting at (404) 331-7587.

SBA’s Pro-Net:
The SBA’s Pro-Net is an Internet-based database of information on more than 171,000 small businesses that are seeking federal, state and private contracts. Pro-Net is open to all firms that are classified as small, and who want to market their goods and services to contracting offices throughout the country. It is designed to be a “virtual” one stop procurement shop. Businesses profiled on the Pro-Net system can be searched by SIC codes; keywords; location, etc. Pro-Net requires access to the Internet. To learn more about Pro-Net, go to the SBA’s home page at http://www.sba.gov. For more information on Pro-Net, call the SBA’s contracting office at (404) 331-7587.

Small Business Innovation Research (SBIR):
Under the SBIR Program, small businesses propose innovative ideas in competition for Phase I and Phase II awards representing specific R & D needs of the participating 15 federal agencies. Research that goes through the first two phases can result in commercialization of the effort at the Phase III level. The participating agencies, each with $100 million in extramural R & D budgets, make up the program which resulted in more than 4,000 SBIR awards during FY 1994 for a total of nearly $700 million in research funding. For more information call (404) 331-7587 or visit www.sba.gov/sbir/.

Special Emphasis Areas:
SBA makes special efforts to help Veterans, Women and Minorities to get into business and become successful business owners and managers.

Small Business Resource Center (SBRC):
The Small Business Resource Center (SBRC) provides assistance and resources to entrepreneurs including business and financial planning, marketing research and management consulting. In addition to free small business resource materials and state-of-the-art technology supported by Georgia Tech graduate students, the SBRC offers seminars and workshops that cover topics such as starting your own business, marketing tools, financing options, and doing business with the federal government. The SBRC, with seven Compaq personal computers and access to the Internet, is located in downtown Atlanta at 270 Peachtree Street. The Center is a joint venture of SBA, Bank of America, BellSouth, Georgia Tech Dupree School of Management and the U.S. Department of Commerce’s Minority Business Development Agency. Other on-site resources include videotape and printed reference materials, staff from the Small Business Development Center and volunteer business counselors from the Service Corps of Retired Executives (SCORE). The Center is open Monday through Friday from 9 a.m. to 4:30 p.m. For additional information call 404-529-9808.

One Stop Capital Shop
SBA/City of Atlanta Partnership:
The One-Stop Capital Shop (OSCS) offering comprehensive financial and technical assistance to small business, is located at Atlanta’s City Hall East Complex at 675 Ponce de Leon Avenue. The OSCS is a partnership between the SBA, the City of Atlanta, and its Empowerment Zone. It offers a wide variety of support services to small business startups and existing firms. These services include volunteer counselors from the SBA’s SCORE program and staff from the Georgia Small Business Development Center (SBDC). These specialists can help prospective small business owners prepare a business plan and other application materials needed prior to applying for a small business loan. Other support comes from bank loan officers who are scheduled on-site, as well as staff at the SBA Business Information Center (BIC) which houses personal computers with Internet access and business development software. For additional information call 404-853-7675.

For further information contact:
The Small Business Administration
Georgia District Office
233 Peachtree Street, Harris Tower, Suite 1900
Atlanta, Georgia 30303
(404) 331-0100
(800) 733-2894
How to Apply for a Small Business Loan

The following information should be in your business plan which your banker will need to evaluate your financial requirements.

1. State the kind of business to be established or expanded in enough detail to describe the nature of the proposed operations.

2. State the total investment required for your business and the amount of funds you will provide. Expenditures of loan proceeds should be designated for machinery, equipment, inventory, operating expenses, etc.

3. Describe organization of the business: proprietorship, partnership, or corporation. If the business is to be operated under a franchise agreement, please bring or forward a copy of the agreement.

4. State your experience and management capabilities.

5. If it is an existing business, have a Profit and Loss Statement for the previous 3 years and for the current year-to-date. Interim statements must not be over 90-days old.

6. If it is an existing business, prepare a current Balance Sheet (dated within 90-days) showing all assets and liabilities pertaining to the business. Also, provide one from the last year-end.

7. Prepare a current Personal Financial Statement of the owner or each partner or stockholder owning 20% or more of the voting stock.

8. Prepare a list of collateral which will be offered as security, showing date of purchase, its original cost and your estimate of present value.

9. Prepare a detailed estimate of earnings for the next two (2) years and show total sales, cost of sales, total operating expenses, and net profit.

If the bank is unwilling or unable to lend the requested amount or to give the terms desired, ask whether or not they would make the loan with an SBA guaranty of up to 80%. If the bank considers the loan request workable within an SBA guaranty, they should give you an SBA application to fill out and they will, in turn, forward the application package to the SBA for consideration. If approved, the loan will be disbursed through the bank.
Small Business Development Centers

Headquarters: University of Georgia at Athens

Although listing sources of technical assistance is not the primary purpose of this publication, the Small Business Development Centers (SBDC’s) are the primary way that Georgia tries to meet the needs of small business owners and would-be business owners when they have questions about the fundamentals of business operations. Examples of the kind of assistance provided include: business plan development, market research, record keeping and accounting, cash flow analysis, financing alternatives and international trade. The University of Georgia System also provides specialized information and assistance to businesses on topics ranging from agriculture to industrial engineering. The SBDC’s are referral sources for this specialized assistance. Listed below are the cities and telephone numbers of the SBDC’s in Georgia. They are funded by both the University System and the U.S. Small Business Administration.

STATE OFFICE—Hank Logan, State Director
University of Georgia
Chicopee Complex
1180 East Broad Street
Athens, Georgia 30602-5412
(706) 542-6762
FAX: (706) 542-6776

ALBANY SBDC (UGA)
Sue Ford, Assistant State Director
230 S. Jackson Street, Suite 333
Albany, Georgia 31701-2885
(229) 420-1144
Fax: (912) 430-3933

ATHENS SBDC (UGA)
John Maynard, Area Director
Chicopee Complex
1180 E. Broad Street
Athens, Georgia 30602
(706) 542-7436
Fax: (706) 542-6803

AUGUSTA SBDC (UGA)
Jackie Moore, Area Director
1054 Claussen Road, Suite 301
Augusta, Georgia 30907-3215
(706) 737-1790
FAX: (706) 731-7937

BRUNSWICK SBDC (UGA)
David Lewis, Area Director
501 Gloucester Street - Suite 200
Brunswick, Georgia 31520
(912) 264-7343
FAX: (912) 262-3095

STATE UNIV. OF WEST GEORGIA SBDC
Bill Deegan, Area Director
State University of West Georgia
Cobb Hall
Carrollton, Georgia 30118-4130
(770) 838-3082
Fax: (770) 838-3083

CLAYTON COLLEGE & STATE UNIV. SBDC
Cecil McDaniel, Area Director
Post Office Box 285
Morrow, Georgia 30260
(770) 961-3440
FAX: (404) 961-3428

COLUMBUS SBDC (UGA)
Lori Canterbury, Area Director
1030 First Avenue
Columbus, Georgia 31901-2402
(706) 649-7433
FAX: (706) 649-1928

DALTON SBDC (UGA)
Dick Hennier, Area Director
Technical Building, Room 112
213 North College Drive
Dalton, GA 30720-3745
(706) 272-2707
FAX: (706) 272-2701
<table>
<thead>
<tr>
<th>SBDC Name</th>
<th>Area Director</th>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>DECATUR SBDC (UGA)</td>
<td>Sharon Macaluso</td>
<td>750 Commerce Drive, Decatur, Georgia 30030-2622</td>
<td>(404) 373-6930</td>
<td>(404) 687-9684</td>
</tr>
<tr>
<td>FLOYD COLLEGE SBDC</td>
<td>Peter Matthews, Area Director</td>
<td>Post Office Box 1864, Rome, Georgia 30162-1864</td>
<td>(706) 295-6326</td>
<td>(706) 295-6732</td>
</tr>
<tr>
<td>GAINESVILLE SBDC (UGA)</td>
<td>Ron Simmons, Area Director</td>
<td>604 Washington Street, NW - B2, Gainesville, Georgia 30501-8544</td>
<td>(770) 531-5681</td>
<td>(770) 531-5684</td>
</tr>
<tr>
<td>GEORGIA STATE UNIV. SBDC</td>
<td>Bernie Meineke, Area Director</td>
<td>University Plaza, Atlanta, Georgia 30303-3083</td>
<td>(404) 651-3550</td>
<td>(404) 651-1035</td>
</tr>
<tr>
<td>KENNESAW STATE UNIV. SBDC</td>
<td>Carlotta Roberts, Area Director</td>
<td>1000 Chastain Road, Kennesaw, Georgia 30144-5591</td>
<td>(770) 423-6450</td>
<td>(770) 423-6564</td>
</tr>
<tr>
<td>LAGRANGE SBDC (UGA)</td>
<td>Susan Hunter</td>
<td>601 Broad Street, LaGrange, GA 30240-2945</td>
<td>(706) 880-8353</td>
<td>(706) 845-0391</td>
</tr>
<tr>
<td>MACON SBDC (UGA)</td>
<td>Donald Rhodes, Area Director</td>
<td>401 Cherry Street - Suite 701, Macon, Georgia 31201</td>
<td>(478) 751-6592</td>
<td>(478) 751-6607</td>
</tr>
<tr>
<td>DULUTH SBDC (UGA)</td>
<td>Robert Andoh, Area Director</td>
<td>Crestwood Business Park, Duluth, Georgia 30096-1802</td>
<td>(770) 806-2124</td>
<td>(770) 806-2129</td>
</tr>
<tr>
<td>SAVANNAH SBDC (UGA)</td>
<td>Lynn Vos, Area Director</td>
<td>111 Liberty Street, Suite 200, Savannah, Georgia 31401-4410</td>
<td>(912) 651-3200</td>
<td>(912) 651-3209</td>
</tr>
<tr>
<td>DUBLIN SBDC (GSU)</td>
<td>Velinda Stanley, Area Director</td>
<td>1200 Bellevue Avenue, Dublin, Georgia 1040-0811</td>
<td>(912) 274-2496</td>
<td>(912) 275-0811</td>
</tr>
<tr>
<td>VALDOSTA STATE UNIV. SBDC</td>
<td>Suzanne Barnett, Area Director</td>
<td>Valdosta State University, Thaxton Hall, Valdosta, Georgia 31698-0065</td>
<td>(912) 245-3738</td>
<td>(912) 245-3741</td>
</tr>
<tr>
<td>GEORGIA SOUTHERN UNIV. SBDC</td>
<td></td>
<td>College of Business Admin. - Room 3356, Statesboro, Georgia 30460-8156</td>
<td>(912) 681-5194</td>
<td>(912) 681-0648</td>
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**SCORE**

**Service Corps of Retired Executives (SCORE)**  
Sponsored by U.S. Small Business Administration

**SCORE is**  
- Free counseling for small businesses  
- A non-profit association of retired executives with years of counseling experience  
- Brains, ideas, skills and experience  
- Volunteers ready to share their skills, insight and knowledge of resource availability  
- Low cost workshops  
- www.scoreatlanta.org

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<tr>
<th>Location</th>
<th>Contact Person</th>
<th>Address</th>
<th>Phone</th>
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</table>
| Atlanta  | Fred MacFee    | 1720 Peachtree Road, N.W  
Suite 600, North Tower  
Atlanta, Georgia 30309 | (404) 331-0121  
Fax (404) 331-0138 |
| Athens   | Gerald Rucker  | 340 Weatherly Woods Drive  
Winterville, Georgia 30683 | (706) 548-5968 |
| Augusta  | Kenneth Stinson| c/o Georgia Military College  
115 Davis Road  
Augusta, Georgia 30907 | (706) 869-9100 |
| Columbus | Arwood Begor   | 1st Union Bank  
101 13th Street  
Columbus, Georgia 31904 | (706) 596-8331 |
| Dalton   | Joe Szollosi   | Voluntary Action Center  
P. O. Box 1941  
Dalton, GA 30720 | (706) 279-3383 |
| Savannah | Eublyn Muzik   | 111 E. Liberty Street, Suite 103  
Savannah, Georgia 31401 | (912) 652-4335  
Fax (912) 652-4184 |
Small Business Administration (SBA) loans and loan guarantees are available to businesses which cannot borrow on reasonable terms from conventional lenders. Two major programs exist: the 7(a) or regular loan guarantee program and the 504 or Certified Development Company program. Normally, the limit of SBA assistance to any one borrower whether participating in one or both programs is $750,000. Total project costs can be much higher with private and other public sources providing additional financing.

Business Eligibility
• Eligible businesses include for-profit businesses only.
• Ineligible businesses include:
  - Non-profit organizations
  - Passive income and real estate companies
  - Developer/landlord deals
  - Financial institutions
  - Religious institutions

Business Size Standards
• Manufacturing businesses cannot employ more than 500 people, unless otherwise specified in the Standard Industrial Classification (SIC) code.
• Retail and service businesses cannot have more than $5 million in sales, unless otherwise specified in the SIC code.
• Wholesale business cannot employ more than 100 people unless otherwise specified in the SIC code.

Type of Financing
• Borrower must be the user of the loan proceeds.

Loan Amount
• Up to $750,000 total SBA exposure per small business concern. SBA can guarantee up to 80% of loans for $100,000 or less and up to 75% of loans for more than $100,000, up to a maximum of $750,000. The percentage SBA guarantees depends on the project.

Use of Loan Proceeds
• Land and Building Acquisition
• Inventory
• Machinery and Equipment
• Working Capital
• Renovation of Building
• Accounts Receivable
• Leasehold Improvement
• Refinancing of Current and Secured Debt

Repayment Term
• The bank sets the loan term from 1 to 25 years depending on the purpose, use of proceeds, ability to repay, and the useful life of the assets being purchased.

Participants in the U.S. Small Business Administration’s Certified Lender Program & Preferred Lender Program
This list includes only those banks with CLP and/or PLP status. All banks are eligible to participate in SBA’s Guaranteed Loan Programs.

*Allied Capital Lending
2970 Peachtree Road
Suite 825
Atlanta, GA 30305
Clayton Howell
(404) 760-0566

*AmeriBank
7 East Congress Street
Savannah, GA 31402
Leo Story
(912) 239-1637

*Amresco Independence Funding Co.
235 Peachtree Street
Suite 900
Atlanta, GA 30303
Robert McCampbell
(404) 654-2785

*Denotes Preferred Lender Status
continues on next page
<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Address</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Atlanta</td>
<td>1221 Clairmont Road, Decatur, GA 30030</td>
<td>Paul Sharkey</td>
<td>(404) 320-3300</td>
</tr>
<tr>
<td>Bank of America</td>
<td>1230 Peachtree Street, Atlanta, GA 30309</td>
<td>Susan Hancock</td>
<td>(770) 850-5513</td>
</tr>
<tr>
<td>Bank of North Georgia</td>
<td>8025 Westside Parkway, Alpharetta, GA 30004</td>
<td>Deborah Dickenson</td>
<td>(770) 569-9660</td>
</tr>
<tr>
<td>BDC of Georgia, Inc.</td>
<td>2255 Cumberland Parkway, Suite 1200-A, Atlanta, GA 30329</td>
<td>Tom Dorman</td>
<td>(770) 434-0273</td>
</tr>
<tr>
<td>Citizens Trust Bank</td>
<td>75 Piedmont Avenue, Atlanta, Georgia 30303</td>
<td>Debbie Grayson</td>
<td>(404) 653-2871</td>
</tr>
<tr>
<td>The Coastal Bank</td>
<td>P.O. Box 9747, Savannah, GA 31412-9747</td>
<td>Robert Whitmarsh</td>
<td>(912) 235-4400</td>
</tr>
<tr>
<td>Colonial Bank</td>
<td>390 W. Crogan Street, Lawrenceville, GA 30045</td>
<td>Mickey Eggleston</td>
<td>(770) 277-2854</td>
</tr>
<tr>
<td>Columbus Bank &amp; Trust</td>
<td>P.O. Box 870308, Stone Mountain, GA 30087</td>
<td>Frayne Bently</td>
<td>(770) 465-9595</td>
</tr>
<tr>
<td>Community Bank &amp; Trust</td>
<td>P.O. Box 1900, Cornelia, GA 30531</td>
<td>William M. Gilardi</td>
<td>(770) 287-8650</td>
</tr>
<tr>
<td>Community Bank of Georgia</td>
<td>3333 Lawrenceville Highway, Tucker, GA 30084</td>
<td>Terrance Lewis</td>
<td>(770) 491-3333</td>
</tr>
<tr>
<td>Decatur First Bank</td>
<td>1120 Commerce Drive, Decatur, GA 30030</td>
<td>Steve King</td>
<td>(404) 508-9205</td>
</tr>
<tr>
<td>Eastside Bank &amp; Trust</td>
<td>219 Scenic Highway, Snellville, GA 30078</td>
<td>Chris Burnett</td>
<td>(770) 979-4036</td>
</tr>
<tr>
<td>Fidelity National Bank</td>
<td>One Securities Center, 3490 Piedmont Road, Atlanta, GA 30305</td>
<td>Michael Sherman</td>
<td>(404) 240-1526</td>
</tr>
<tr>
<td>First Bank</td>
<td>P.O. Box 1067, Alpharetta, GA 30009</td>
<td>Robert Shaw</td>
<td>(770) 663-8488</td>
</tr>
<tr>
<td>First Liberty Bank</td>
<td>P.O. Box 25, Byron, GA 31008</td>
<td>Jeff Blair</td>
<td>(912) 956-4300</td>
</tr>
<tr>
<td>First National Bank of Alma</td>
<td>P.O. Box 2028, Alma, GA 31510</td>
<td>Janice Burnette</td>
<td>(912) 632-7262</td>
</tr>
<tr>
<td>First National Bank of Cherokee</td>
<td>9860 Highway 92, Woodstock, GA 30188</td>
<td>Sandra W. Brown</td>
<td>(770) 591-9000</td>
</tr>
<tr>
<td>First South Bank</td>
<td>503 Mulberry Street, Macon, GA 31202</td>
<td>Robert Willingham</td>
<td>(912) 738-8825</td>
</tr>
<tr>
<td>The Bankers Bank</td>
<td>2410 Paces Ferry Road, Atlanta, GA 30339</td>
<td>Ken Vassey</td>
<td>(770) 805-2000</td>
</tr>
<tr>
<td>G.E. Capital Small Business Finance</td>
<td>635 Maryville Center Drive, Suite 120, St. Louis, Mo 63141</td>
<td>Chris Cashwell</td>
<td>(770) 999-4920</td>
</tr>
<tr>
<td>Goleta National Bank</td>
<td>2230 Towne Lake Parkway, Bldg, 900, Suite 240, Woodstock, GA 30189</td>
<td>Donna Pierson</td>
<td>(770) 516-7744</td>
</tr>
<tr>
<td>Gulf Coast Bank &amp; Trust Company</td>
<td>7179 Jonesboro Road, Suite 200, Morrow, GA 30260</td>
<td>John Westervelt</td>
<td>(770) 960-8818</td>
</tr>
<tr>
<td>Gwinnett Banking Company</td>
<td>165 Nash Street, Lawrenceville, GA 30045</td>
<td>Paul Birkhead</td>
<td>(770) 995-0000</td>
</tr>
</tbody>
</table>

*Denotes Preferred Lender Status

continues on next page
Certified lenders have the expertise to originate and process SBA loans and receive SBA decision on loan guarantee applications within three working days. Preferred lenders have the ability to originate, process and service loans backed by SBA guarantees.
Section 504 Program

Small Business Administration (SBA) loans and loan guarantees are available to small businesses which cannot borrow on reasonable terms from conventional lenders. Two major programs exist, the 7(a) or regular loan guarantee program and the 504 or Certified Development Company (CDC) program. The 504 loan program is a long-term, fixed asset, subordinated mortgage financing program for healthy and expanding small businesses as well as start-ups. Debentures guaranteed by SBA are pooled and sold in the private market in order to fund the loan proceeds. The limit of SBA assistance to any one borrower participating in one or both programs is $750,000. (If certain policy objectives are met, the limit of assistance for the 504 program is $1,000,000.) Total project costs will be much higher with required private sector and owner’s equity financing.

ELIGIBLE BUSINESSES

- Must be for profit corporation, partnership, or proprietorship;
- Net worth must not exceed $6 million;
- Average net profit after tax not to exceed $2 million for the last 2 years;
- The small business applicant must be the user of the fixed assets financed;
- The project financed should stimulate economic development and create one job per $35,000 of the SBA debenture amount;
- Meet industry-specific definitions of a small business as determined by SBA.

INELIGIBLE BUSINESSES

- Non-profits
- Passive income and real estate companies
- Financial institutions or any enterprise primarily engaged in the business of lending or investing
- Developer/Landlord Projects

ELIGIBLE USE OF PROCEEDS

- Purchase land;
- Make site improvements to land;
- Acquire existing building;
- Construction or renovation;
- Purchase machinery & equipment with a useful life of at least 10 years;
- Make a major addition to an existing building;
- A contingency up to 10% of the project cost for a project involving construction;
- Some professional fees necessary to the project (survey, appraisal)
- Leasehold improvements to an existing building with a minimum useful life of 20 years.

INELIGIBLE USE OF PROCEEDS

- Refinancing
- Counseling or consulting fees
- Finders fees
- Origination fees
- Working Capital
- Short life assets (inventory, vehicles, or office furniture)
- Private lenders closing costs
- Venture capital
- Repayment or consolidation of existing debt

TYPICAL LOAN STRUCTURE AS A % OF PROJECT COST:

<table>
<thead>
<tr>
<th>Source</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank</td>
<td>50</td>
</tr>
<tr>
<td>SBA</td>
<td>40</td>
</tr>
<tr>
<td>Business</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
## COMPARISON OF CDC 504 LOAN WITH PRIVATE SECTOR LOAN

<table>
<thead>
<tr>
<th></th>
<th>CDC Portion</th>
<th>Private Sector Lender Portion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Maximum Loan Amount</strong></td>
<td>Maximum debenture amount is $750,000 for any one business (or $1,000,000 for certain public policy objectives)</td>
<td>No maximum-Bank share must be at least equal to or greater than the SBA portion.</td>
</tr>
<tr>
<td><strong>Minimum Loan Amount</strong></td>
<td>At least $50,000 - All loans are in increments of $1,000.</td>
<td>Equivalent amount to SBA portion.</td>
</tr>
<tr>
<td><strong>Term of Loan</strong></td>
<td>Maturity of 10 or 20 years. Based on weighted useful life of the assets being purchased with the proceeds of the loan.</td>
<td>At least 7 years for a 10 year debenture. At least 10 years for a 20 year debenture.</td>
</tr>
<tr>
<td><strong>Rate of Interest</strong></td>
<td>Fixed, below commercial. Determined on date of debenture sale. Tied to U.S. Treasury Bonds of 5 and 10 year terms.</td>
<td>Up to bank and small business to negotiate. May be fixed or variable. Must be “reasonable”.</td>
</tr>
</tbody>
</table>

### Incentives to the Small Business Concern
- Long Term (10 or 20 years)
- Low down payment (10-15%) on fixed asset purchase
- Reasonable and fixed rate
- Loan can be prepaid with no penalty after half the term

### Advantages to Financial Institutions
- Private sector lenders make their own credit decisions
- Improves their loan quality by providing 50% of the loan amount and receiving 100% first collateral mortgage position
- Set their own rates and fees
- Offers their small business customers a better deal - Reduced debt service, better cash flow and within individual loan limits leaves funds available for other types of financing.

For more information contact: The local Certified Development Company on the following page.
Georgia’s Certified Development Companies

ATLANTA LOCAL DEVELOPMENT CORPORATION
86 Pryor Street, Suite 300
Atlanta, Georgia 30303
(404) 880-4100 City of Atlanta Only
Lonnie Saboor, Contact Person

THE BUSINESS GROWTH CORPORATION OF GEORGIA
2255 Cumberland Parkway, Suite 1200-A
Atlanta, Georgia 30339
(770) 434-0273
Barbara Benson, Contact Person

CERTIFIED DEVELOPMENT CORPORATION OF N.E. GEORGIA
305 Research Drive
Athens, Georgia 30605-2795
(706) 369-5601
Jim Doue, Contact Person

COASTAL AREA DISTRICT DEVELOPMENT AUTHORITY
1313 Newcastle Street, 2nd floor
Brunswick, Georgia 31521
(912) 261-2500
Lawton Johnson, Contact Person

CSRA LOCAL DEVELOPMENT CORPORATION
2123 Wrightsboro Road
Post Office Box 2800
Augusta, Georgia 30904
(706) 737-1823
Randy Griffin, Contact Person

DEVELOPMENT CORPORATION OF MIDDLE GEORGIA
175-C Emery Highway
Macon, Georgia 31201
(912) 751-6160
Clayton Black, Contact Person

SMALL BUSINESS ASSISTANCE CORPORATION
111 E. Liberty Street, Suite 100
Savannah, Georgia 31401
(912) 232-4700 Chatham County Only
Tony O’Reilly, Contact Person

ECONOMIC DEVELOPMENT CORPORATION OF FULTON COUNTY
Mr. Edward Nelson, President
141 Pryor Street, Suite 5001
Atlanta, Georgia 30303
(404) 730-8073
Colleen Robbs, Contact Person

GEORGIA CERTIFIED DEVELOPMENT CORPORATION
3353 Peachtree Road, NE, Suite 1130
Atlanta, GA 30326
(404) 267-1041
Ronald W. Tigner, Contact Person

GEORGIA MOUNTAINS REGIONAL ECONOMIC DEVELOPMENT CORPORATION
460 S. Enota Drive
Gainesville, Georgia 30503
(770) 536-7839
Sheila Green, Contact Person

NORTH GEORGIA CERTIFIED DEVELOPMENT CORPORATION
503 West Waugh Street
Dalton, Georgia 30720
(706) 272-2300
Cheryl Hollis, Contact Person

SOUTH GEORGIA AREA DEVELOPMENT CORPORATION
327 West Savannah Avenue
Post Office Box 1223
Valdosta, Georgia 31601
(912) 333-5281
Michele Frey, Contact Person

UPTOWN INC.
Post Office Box 1237
Columbus, Georgia 31902
(706) 596-0111
Shelly Montgomery, Contact Person
**SBA LowDoc Lending Program**

**QUICK SBA TURNAROUND**

Easy one page SBA application:

- LowDoc simplifies the application process.
- LowDoc provides a rapid response from SBA - usually only two or three days.
- LowDoc focuses on character, credit and experience
- LowDoc is for small business loans of $150,000 or less. SBA guarantees up to 80% of the loan.
- The applicant completes the front of a **one-page SBA application**; the lender completes the back. Lenders may require additional information from the applicant.
- For loans over $50,000, the applicant includes a copy of U.S. Income Tax Schedule C or the front page of the corporate or partnership returns for the past three years.
- Personal financial statements are required for all guarantors.

**Who is eligible:**

- Entrepreneurs starting or expanding a business
- Businesses whose average annual sales for the preceding three years do not exceed $5 million and employ 100 or less, including affiliates.
- Businesses that satisfy other statutory criteria

**Maturity:**

- Length of time for repayment depends on — The ability to repay and — The use of the loan proceeds; however — It may not exceed 25 years for fixed assets or 10 years for all other uses

**Interest Rate:**

- Applicants negotiate terms with lender
- Interest rate tied to the Prime rate
- Loans of less than seven years; 2.25% over Prime
- Loans of seven years and longer; 2.75% over Prime
- Loans under $50,000 are subject to slightly higher rates

**Collateral:**

- All loans are to be adequately secured
- No unsecured loans

For additional information contact the SBA at: (404) 331-0100, ext. 603.
SBA Express Loan Program

The SBA Express
• Makes it easier and faster for selected PLP and non-PLP lenders to provide small business loans of $150,000 or less.
• Allows lenders to use their own forms and procedures to approve, service and liquidate loans of up to $150,000.
• The SBA guarantees up to 50 percent of each loan to the bank, therefore encouraging lenders to make small business loans.
• SBA Express lenders can also offer revolving lines of credit to borrowers.

Who’s Eligible
• Entrepreneurs starting, growing or building a business.
• Businesses whose average annual sales for the preceding twelve months do not exceed SBA’s size standards for specific standard industrial classifications (SIC) codes.

Interest Rates
• Applicants negotiate terms with the lender.
• Interest rates are tied to the Prime rate and may be fixed or variable.

Maturity
• May not exceed 25 years for fixed assets or generally 5 to 10 years for all other uses.

Collateral
• All loans are to be adequately secured.
• Normally business assets are pledged and occasionally personal assets.
• SBA Express lenders may approve unsecured lines of credit up to $25,000.

The following banks are authorized to make SBA Express loans:
Bank of America
Columbus Bank & Trust Co.
Zions First National Bank
Wachovia Bank

For additional information contact the SBA at: (404) 331-0100, ext. 603.
SBA Pre-Qualification Loan Program

This program enables the SBA to pre-qualify an applicant for a 7(a) loan guaranty before the borrower goes to a bank. The maximum loan amount under this program is $250,000. The SBA has designated intermediaries that can work with you to review and strengthen your application, apply to the SBA for its pre-commitment letter and upon approval of the application, find an interested lender.

The Pre-Qualification Program was developed to provide substantive support to segments of the small business community that traditionally may have been under served by the lending community. The program is offered to veterans, women, minorities, exporters, and small business owners in rural and other urban areas. For further information contact the SBA at (404) 331-0100, ext. 604 or one of the intermediaries listed below.

INTERMEDIARIES:

UGA Small Business Development Centers (SBDC)
1180 E. Broad Street
Athens, Georgia 30602-5412
706-542-6762
Hank Logan, State Director
SBDC’s are located throughout Georgia.
Check pages 31-32 for the most convenient SBDC.

Small Business Assistance Corporation of Savannah
111 E. Liberty Street, Suite 100
Savannah, Georgia 31401
912-232-4700
Tony, O’Reilly, Executive Director

Coastal Area District Development Authority
1313 Newcastle Street, 2nd Floor
Brunswick, Georgia 31520
912-261-2500
Tina Hicks, Loan Officer

Uptown Columbus, Inc.
Post Office Box 1237
Columbus, Georgia 31902
706-596-0111
Shelly Montgomery, Loan Manager

Grace Williams & Associates, Inc.
6030 Dawson Boulevard, Suite E
Norcross, Georgia 30093
770-448-6020
Grace Williams, President
**Atlanta Women’s Business Center**

The Atlanta Women’s Business Center is a major new resource for women who want to start a business or for those who already operate a business. The center offers assistance with various aspects of business operations including cash flow and profit margin projections. The center has a well organized information sections stocked with computers, manuals, books and audio and video tapes on various business topics.

Counselors from the SBA’s Atlanta SCORE Chapter offer one-on-one counseling to women entrepreneurs.

**SBA 8(a) Business Development Program**

The 8(a) Program promotes equal access for certified companies, owned by socially and economically disadvantaged individuals, to participate in the business sector of the nation’s economy. These individuals may include Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and subcontinent Asian Americans. Individuals not members of these minority groups, who can demonstrate they are socially and economically disadvantaged, may also be eligible for the program.

SBA may provide 8(a) firms with contracting, marketing, financial, management or other technical assistance. Some of the resources available include counseling, SBA financial assistance through agency guaranteed loans, management training, and surety bond guarantees.

The SBA, as part of the program, may enter into prime contracts with other federal agencies and departments to provide goods and services, and subcontract the actual performance on the contracts to approved 8(a) firms. The agency will also offer marketing tools to 8(a) firms to help them become more self-sufficient and successfully compete in the private-sector market.

SBA assigns a Business Opportunity Specialist (BOS) to each certified firm in the program to help it fulfill its business goals.

SBA cannot guarantee any specific amount of government business for each 8(a) firm. However, SBA officials do maintain data on government requirement trends to anticipate the nature and volume of business opportunities.

The 8(a) program conducts monthly workshops for prospective participants. A company, once approved, can be an 8(a) program participant for nine years, with the transitional stage made up of the last five years of participation.

For additional information contact the SBA at: (404) 331-0100, ext. 504.
**Small Disadvantaged Business (SDB) Certification**

The SBA recently announced details of a new program to certify firms as small disadvantaged business (SDB’s). The certification process will categorize a small business as “disadvantaged” only if an SBA review finds the firm is owned and controlled by someone who is socially and economically disadvantaged. Companies participating in the SBA 8(a) program are already considered SDB’s and will not undergo a second review.

Once a firm is certified SDB, it will be eligible for preference under new federal procurement regulations. The main preference is a “price evaluation adjustment” of up to 10% for SDB’s bidding as prime contractors. The preference will apply only to those industries where disadvantaged companies are underutilized.

The SBA’s Office of Small Disadvantaged Business Certification will certify the ownership and control of all small companies that apply, and decide protests and appeals. The office will also establish a nationwide network of private certifiers who will help SBA process application.

Revised federal rules will make it easier for business owners who are not members of minority groups to become SDB’s by demonstrating their disadvantage.

Applications for SDB are available at the SBA Georgia District Office. For additional information contact the SBA at: (404) 331-0100, ext. 504.

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**Microloan Programs In Georgia**

The Microloan Program was developed to increase the availability of very small loans to prospective small business borrowers. Under this program, the SBA makes funds available to nonprofit intermediaries, who in turn make loans to eligible borrowers in amounts that range from under $100 to a maximum of $25,000. Please note the limited service area of this program.

For further information, contact one of the Microloan Programs listed below:

- **GRASP Enterprises**
  55 Marietta Street NW
  Suite 2000
  Atlanta, GA 30303
  Contact Person: Maurice Coakely
  Phone: (404) 659-5955
  Fax: (404) 880-9561
  Service Area: Clayton, Cobb, Dekalb, Douglas, Fayette, Fulton, Gwinnett, Henry, and Rockdale counties

- **Small Business Assistance Corporation**
  111 E. Liberty Street
  Suite 100
  Savannah, GA 31401
  Contact Person: Tony O’Reily
  Phone: (912) 232-4700
  Fax: (912) 232-0385
  Service Area: Bryan, Bulloch, Chatham, Effingham, and Liberty counties
Small Business Investment Companies

Small Business Investment Companies (SBIC’s) exist to supply equity capital, long-term loans and management assistance to qualifying small businesses. The privately owned and operated SBIC’s use their own capital and funds borrowed from the Small Business Administration (SBA) to provide financing to small businesses in the form of equity securities and long-term loans. SBIC’s are for profit and select small businesses to be financed within the Rules and Regulations set by SBA. Section 301(d) SBIC’s (also known as Specialized SBIC’s) are a specialized type of SBIC that provide assistance solely to small businesses owned by socially or disadvantaged persons.

SBIC’s invest in a broad range of industries. Some SBIC’s seek out small businesses with known products or services because of the strong growth potential of such firms. Some SBIC’s specialize in the field in which their management has special competency. Most SBIC’s, however, consider a wide variety of investment opportunities.

Only firms defined by the SBA as “small” are eligible for SBIC financing. The SBA defines a company as small when its net worth is $18 million or less, and its average net (after tax) income for the preceding two years does not exceed $6 million. For businesses in industries for which the above standards are too low, alternative size standards are available. In determining whether a business qualifies, all of the business’ parents, subsidiaries, and affiliates are considered.

Listed below are active SBIC’s in Georgia. Other SBIC’s located in other states might also be able to serve the needs of small businesses in Georgia.

<table>
<thead>
<tr>
<th>Enhanced Fund, L.P.</th>
<th>Petra Mezzanine Fund, L.P.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cordova, L. P.</td>
<td>172 Second Avenue N.</td>
</tr>
<tr>
<td>2500 North Winds Parkway, Suite 475</td>
<td>Suite 112</td>
</tr>
<tr>
<td>Alpharetta, Georgia 30004</td>
<td>Nashville, TN 87201</td>
</tr>
<tr>
<td>(678) 942-0300</td>
<td>(615) 313-5999</td>
</tr>
<tr>
<td>Paul Dibella</td>
<td></td>
</tr>
<tr>
<td>Ralph Wright</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>EGI/NatWest Ventures USA, L. P.</th>
<th>First Growth Capital, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salvatore Massaro, Manager</td>
<td>Vijay Patel, President</td>
</tr>
<tr>
<td>6600 Peachtree-Dunwoody Road</td>
<td>P. O. Box 815, Best Western Hotel</td>
</tr>
<tr>
<td>300 Embassy Row, Suite 630</td>
<td>I-75 &amp; GA 42</td>
</tr>
<tr>
<td>Atlanta, Georgia 30328</td>
<td>Forsyth, Georgia 31029</td>
</tr>
<tr>
<td>(770) 399-5633</td>
<td>(912) 994-9260</td>
</tr>
</tbody>
</table>

| Wachovia Capital Associates    |                           |
| 191 Peachtree Street, N. E., 26th floor |                        |
| Atlanta, Georgia 30303         |                           |
| (404) 332-1437                 |                           |
| Matthew Sullivan               |                           |

For additional information contact:
Ron Cibolski, SBIC Operations, 409 Third Street, S.W., Washington, D.C. 20416, (202) 205-6519
or http://www.sba.gov/Inv/
Surety Bond Guarantee Program

What is a Surety Bond?
A surety bond is a three party instrument between the surety, the contractor and the project owner. The agreement guarantees a contractor will comply with the contract and surety company assumes the risk of performance to the owner (obligee) in the event of contractor default. SBA’s Surety Bond Guarantee Program enables small contractors to obtain the surety bonds necessary to compete for government and non-government contracts. SBA’s guarantee permits a small business contractor to obtain a surety bond when the company might otherwise be unable to obtain a bond. This program makes the bonding process accessible to small and emerging contractors, thus enabling them to establish a bonded tract record.

Who needs a bond?
Almost all sizable construction projects and some service contracts require bonding. The Miller Act requires prime contractors on some federal projects to post a surety bond. Many states, counties, municipalities, private sector projects and subcontractors also require surety bonds.

Who is eligible to apply for a Surety Guarantee?
Any contractor meeting SBA’s size standard requirement can apply for an SBA surety guarantee. In general, a firm is classified as “small” if the company’s average annual receipts over the last three fiscal years do not exceed $5 million.

Are there any guidelines concerning the Surety Guarantee?
You need to consider the following before applying:
• The face value of an SBA Guarantee contract cannot exceed the sum of $1.25 million.
• SBA will guarantee a surety 70-90% of the face value of a contract depending on the program and the social/disadvantaged status of the applicant.

What costs are involved?
• The premium charged by the surety.
• An SBA charge of $6.00 per every $1,000 of the contract amount (final bonds only).

For further information contact:
Walter Hanke
SBA Surety Bond Division
(404) 331-0100, ext. 701

For Surety Bond information on the Internet, use this Web site: www.sba.gov/osg

SBA Government Contracting - Area III

The federal government is the largest buyer in the world and small businesses are often at a disadvantage when trying to win federal contracts, but the SBA can help overcome the barriers. Working closely with federal agencies and the nation’s leading contractors, the SBA works to ensure that small businesses obtain a fair share of government contracts and subcontracts. The SBA has a number of programs to help small firms do business with the federal government.

The Area III Government Contracting Office in Atlanta provides procurement assistance to small businesses principally through the following SBA programs:
• Prime Contracts Assistance
• Subcontracting assistance
• Certificates of Competency (COC)
• PRO-NET
• Size Determinations

For further information contact the SBA at:
404-331-7587, ext. 202
www.sba.gov/gc
United States Department of Agriculture (USDA)
Rural Development (RD)

www.usda.gov
Intermediary Relending Program

Rural Development (RD) is a mission of the United States Department of Agriculture. The purpose of the Intermediary Relending Program (IRP) is to finance business facilities and community development projects in rural areas. This is achieved through loans made by RD to intermediaries. The intermediaries relend the funds to ultimate recipients for business facilities or community development. Intermediaries establish revolving loan funds, so that collections from loans made to ultimate recipients, in excess of necessary operating expenses and debt payments, will be used for more loans to ultimate recipients.

WHO MAY BORROW?

Intermediaries may be cooperatives, private nonprofit corporations, public bodies, and Indian tribes.

Intermediaries must:

- Be bonded.
- Have legal authority to carry out the proposed loan purposes and to incur and repay the debt.
- Have a record of successfully assisting rural business and industry, normally including experience in making and servicing commercial loans.
- Provide adequate assurance of repayment.

Any type of legal entity, including individuals and public and private organizations, may be an ultimate recipient.

At least 51 percent of the owners or members of both intermediaries and ultimate recipients must be United States citizens or admitted for permanent residence. Both intermediaries and ultimate recipients must be unable to obtain the proposed loan elsewhere at reasonable rates and terms.

HOW MAY FUNDS BE USED?

All of the IRP loan funds received by an intermediary must be reloaned to ultimate recipients. Interest income and fees may be used for administrative costs, technical assistance to borrowers, or debt retirement. All collections from the operation of the IRP revolving loan fund that are not used for the above authorized expenses, must be made available for relending to eligible ultimate recipients for the establishment of new businesses, the expansion of existing businesses, creation of employment opportunities, saving existing jobs, or community development projects.

WHAT ARE THE LOAN TERMS?

Loans to intermediaries are scheduled for repayment over a period of up to 30 years. The term of loans from intermediaries to ultimate recipients is set by the intermediary.

WHAT IS THE INTEREST RATE?

The interest rate on loans to intermediaries is one percent per annum. The interest rate charged to ultimate recipients is set by the intermediary.

IS COLLATERAL REQUIRED?

Yes, all loans to intermediaries must be adequately secured. Intermediaries are asked to provide a proposal for securing the loan, for RD’s consideration, in addition to the application. Intermediaries are also required to provide written policies for loans to ultimate recipients.

IF THE ULTIMATE RECIPIENTS FAIL TO REPAY THE LOANS FROM THE INTERMEDIARY, WHAT HAPPENS TO THE INTERMEDIARIES LOAN FROM RD?

When the intermediary accepts the IRP loan, it is incurring a debt, just as if it obtained a loan from a bank. It is hoped and expected that the collections from the loans to ultimate recipients will be sufficient to repay the RD loan on schedule. However, even if the collections from ultimate recipients are not sufficient, the intermediary is fully responsible for repaying RD.

WHERE SHOULD APPLICATIONS BE FILED?

Complete applications should be sent to:
USDA Rural Development
355 E. Hancock Avenue
Stop 305
Athens, Georgia 30601
(706) 546-2154

continues on next page
WHAT SHOULD BE INCLUDED IN AN APPLICATION?
Anyone interested in applying for an IRP loan should obtain a copy of the IRP regulations (RD Instruction 4274-D) from an RD office. The regulations contain detailed instructions for completing an application.

WHERE CAN ADDITIONAL MATERIAL BE OBTAINED?
Additional information, copies of the regulations and forms may be obtained by contacting the RD State Office in Athens, Georgia at (706) 546-2154 or www.rurdev.usda.gov/rbs/busp/bprogs.htm.
Rural Business Enterprise Grants

The Rural Development (RD) is a mission of the U.S. Department of Agriculture. This is a grant program used to support development of small emerging private business enterprises in rural areas. Rural areas include all territory of the state not within the outer boundary of any city having a population of 50,000 or more and its immediately adjacent urbanized and urbanizing areas with a population density of more than one hundred persons per square mile. Small and emerging private businesses that employ 50 or less new employees and have projected gross revenues of less than $1,000,000.

These grants can be made to public bodies and private nonprofit corporations that serve rural areas. Funds are limited, applications will be scored and ranked for competition based on RD established priorities related to population, economic conditions, experience, commitment of business or industry to the proposal, substantial commitment of non-federal funds to the project, and existence of stress factors which would be mitigated if the project were funded.

These grant funds may be used to finance and develop small and emerging private business enterprises in rural areas including but not limited to the following:

1. Acquisition and development of land, easements, and rights-of-way.
2. Construction, conversion, enlargement, repairs or modernization of buildings, plants, machinery, equipment, access streets and roads, parking areas, utilities, and pollution control and abatement facilities.
3. Loans for start-up operating cost and working capital.
4. Technical assistance for existing businesses.
5. Reasonable fees and charges for professional services necessary for the planning and development of the project including packaging.
6. Refinancing of debts exclusive of interest incurred by or on behalf of an association before an application for a grant when all of the following exist:
   A. The debts were incurred for the facility or part thereof or service to be installed or improved with the grant.
   B. Arrangements cannot be made with the creditors to extend or modify the terms of the existing debt.
7. Providing financial assistance to third parties through a loan.
8. Training, when necessary, in connection with technical assistance.
9. Creation, expansion, and operation of rural learning programs that provide educational or job training instruction related to potential employment or job advancement for adult students.

These grant funds cannot be used:

A. To produce agriculture products through growing, cultivation, and harvesting either directly or through horizontally integrated livestock operations except for commercial nurseries, timber operations, or limited agricultural production related to technical assistance projects.
B. To finance comprehensive planning. This does not preclude using grant funds to plan a given project.
C. For loans by grantees when the rates, terms and charges for these loans are not reasonable or would be for purposes not eligible as described above.
D. For programs operated by cable television systems.
E. To fund a part of a project that is dependent on other funding unless there is a firm commitment of other funding to ensure project completion.

If the grant funds are to be used to provide financial assistance to third parties either through revolving loans or lease of facilities by grantee; at least 51 percent of the outstanding interest in the entity must have membership or be owned by those who are either citizens of the United States or reside in the United States after having been legally admitted for permanent residence.

Grants will only be made when there is a reasonable assurance that the project will result in job creation.

Application should be made at the RD District Office. The District Office staff will be glad to discuss services available from the RD and explain how to prepare a written application.

Georgia has District Offices in:

Cartersville  404-386-3393  Tifton  912-382-0273
Waynesboro  706-554-7001  Macon  912-752-8121
Athens  706-546-2471  Baxley  912-367-3603

www.rurdev.usda.gov/rbs/bus/bprogs.htm
Business and Industry Guaranteed Loan Program

Rural Development (RD) is a mission of the United States Department of Agriculture. The purpose of the Business and Industry (B&I) guaranteed loan program of RD is to improve, develop, or finance business, industry and employment in an effort to favorably impact the economic and environmental climate of rural communities. This purpose is achieved by guaranteeing quality loans made by private lenders which will provide lasting community benefits. These loans may be made in areas outside the boundary of a city of 50,000 or more in population and its immediate adjacent urbanized areas with a population density of no more than 100 persons per square mile. Priority is given to communities, and towns of 25,000 and smaller.

The guarantee is a vehicle whereby a local lender can extend its legal lending limits by the portion of RD’s guarantees. RD can provide up to a maximum 90 percent loan guarantee up to $10 million. The loans are limited to a maximum of $25 million to any one borrower.

B&I loan funds may be used in developing or financing business or industry, increasing employment, and controlling or abating pollution. Within this framework, uses include, but are not limited to:

- Financing business and industrial construction, conversion, acquisition, and modernization.
- Financing the purchase and development of land, easements, equipment, facilities, machinery, supplies, or materials.
- Financing housing development sites.
- Financing processing and marketing facilities.
- Providing start-up and working capital.
- Controlling pollution.
- Transportation services for industrial development.

For additional eligible loan purposes, contact the nearest RD district office listed on this page.

B&I Funds may not be used for the following purposes:

- Any project likely to result in the transfer of business or employment from one area to another.
- Any project likely to cause production that exceeds demand.
- Any project involving transfer of ownership — unless this will keep a business from closing, prevent the loss of jobs in an area, or provide more jobs.
- Paying a creditor more than the value of the collateral.
- Guarantee of lease payments.
- Payment of loan proceeds to owners, partners shareholders, or others who retain any ownership in the business.
- Corporations and businesses that are not owned and controlled by U.S. citizens.
- Agricultural production.
- Charitable institutions.
- Church or church-sponsored organizations.
- Fraternal organizations.
- Lending, investment, or insurance companies.
- Race tracks and golf courses.

The B&I guaranteed loan funds may be used for real estate purposes, machinery and equipment, and working capital. Final maturity will not exceed 30 years for land, buildings, and permanent fixtures; 15 years for machinery and equipment or useful life of the machinery and equipment whichever is less; and 7 years for working capital. The interest rate is negotiable between the lender and borrower and is subject to RD’s review and approval. It may be either fixed or variable.

The applicant will be required to provide sufficient cash or other assets to provide reasonable assurance of a successful project. A minimum of 10 percent tangible balance sheet equity is required. Balance sheet equity of at least 20-25 percent will be required for new businesses, and businesses without full personal or corporate guarantees.

Applicants and lenders jointly file an application with the appropriate RD District Office. A fee of 2 percent will be paid to RD by the lender based on the guaranteed portion of the loan.

Georgia has District Offices in:

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cartersville</td>
<td>404-386-3393</td>
</tr>
<tr>
<td>Athens</td>
<td>706-546-2471</td>
</tr>
<tr>
<td>Macon</td>
<td>912-752-8121</td>
</tr>
<tr>
<td>Waynesboro</td>
<td>706-554-7001</td>
</tr>
<tr>
<td>Tifton</td>
<td>912-382-0273</td>
</tr>
<tr>
<td>Baxley</td>
<td>912-367-3603</td>
</tr>
<tr>
<td>Georgia State Office</td>
<td>706-546-2171</td>
</tr>
</tbody>
</table>

www.rurdev.usda.gov/rbs/bisp/bprogs.htm
**Business And Industry Direct Loan Program**

The Business and Industry Loan Program assists businesses in providing stability, growth, expansion, and rural employment.

**Eligible Areas**
Assistance is limited to businesses located in rural areas. Priority will be given to applications for loans in rural communities of 25,000 or less. Cities of 50,000 or more and adjacent urbanized areas are not eligible. For further clarification contact the local USDA Rural Development office.

**Eligible Borrowers**
Any legal entity, including individuals, public and private organizations, and federally recognized Indian tribal groups may borrow. There is no size restriction on the business. Local economic development organizations may qualify.

**Eligible Loan Purposes**
- Business and industrial acquisitions, construction, conversion, expansion, repair, modernization, or development cost
- Purchase of machinery or equipment
- Start-up costs and working capital
- Processing and marketing facilities
- Pollution control and abatement
- Refinancing for viable projects under certain conditions
- Purchase or development of land

**Maximum Loan Amount**
Limited to a maximum of $10 million per borrower

**Maximum Repayment Terms**
- Working Capital: 7 years
- Machinery and Equipment: 15 years
- Real Estate: 30 years

**Ineligible Loan Purpose**
- Line of credit
- Agricultural production
- Any project likely to result in the transfer of employment from one area to another
- Any project involving transfer of ownership
- Paying off a creditor in excess of the value of collateral
- Payment to owners, partners, shareholders who retain any ownership in the business
- Corporations and businesses not at least 51% owned and controlled by U.S. citizens
- Charitable and educational institutions, religious organizations, and fraternal organizations
- Loans for golf courses, gambling establishments, and race tracks
- Hotels and motels, tourist, recreational, or amusement facilities

**Fees And Costs**
None

**Borrower Equity Requirements**
A minimum of 10 percent tangible balance sheet equity is required at the time the loan is closed. Twenty percent tangible balance sheet equity is required for new businesses. Feasibility studies may be required.

**Interest Rate**
The interest rates for loans are fixed. Current rates may be obtained by contacting your local Rural Development office.

Georgia has District Offices in:
- Cartersville 404-386-3393
- Athens 706-546-2471
- Macon 912-752-8121
- Waynesboro 706-554-7001
- Tifton 912-382-0273
- Baxley 912-367-3603
- Georgia State Office 706-546-2171

[www.rurdev.usda.gov/rbs/busp/bprogs.htm](http://www.rurdev.usda.gov/rbs/busp/bprogs.htm)
Minority Programs
### Minority Small Business Resource Organizations

These organizations provide a variety of technical counseling and financial assistance to minority small business.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta Business League</td>
<td>P. O. Box 92363, Atlanta, Georgia 30314</td>
<td>(404) 584-8126</td>
</tr>
<tr>
<td>Atlanta Public Schools Contract Compliance Office</td>
<td>1631 LaFrance Street, N.E., Atlanta, Georgia 30307</td>
<td>(404) 371-7129</td>
</tr>
<tr>
<td>Business Development Center - NAACP</td>
<td>2034 Metropolitan Parkway, S.W., Atlanta, Georgia 30315</td>
<td>(404) 768-5755</td>
</tr>
<tr>
<td>Department of Commerce Minority Business Development Agency (MBDA)</td>
<td>Summit Building, Room 1715, 401 West Peachtree Street, N.W., Atlanta, Georgia 30308</td>
<td>(404) 730-3300</td>
</tr>
<tr>
<td>Small Business Administration SBA 8(a) Business Development Program</td>
<td>233 Peachtree Street, Atlanta, Georgia 30303</td>
<td>(404) 331-0100, ext. 504</td>
</tr>
</tbody>
</table>

Also refer to the following programs in the SBA section:

- SBA Pre-Qualification Loan Program (page 21)
- Atlanta Women’s Business Center (page 22)
- Small Disadvantaged Business (SDB) Certification (page 23)
**Georgia Minority Subcontractors Tax Credit**

In an effort to assist minority-owned businesses, the State of Georgia has a new law which provides for an income tax adjustment, on the State Tax Return, to any company which subcontracts with a minority-owned firm to furnish goods, property or services to the State of Georgia. This includes, but is not restricted to, the construction of any building or structure for the state. The law also defines minority-owned business for the purpose of this program.

A minority-owned business can be one of the following:
1. a business which is owned by a member of a minority race, or
2. a partnership of which a majority of interest is owned by one or more members of a minority race, or
3. a public corporation of which a majority of the common stock is owned by one or more members of a minority race.

Legislation passed in 1984 (Georgia Code Annotated Title 48, Chapter 7, Article 38) provides for an income tax adjustment, beginning with Tax Year 1985. The law allows a corporation, partnership, or individual, in computing Georgia taxable income, to subtract from federal taxable income or federal adjusted gross income, 10 percent of the amount of qualified payments to minority subcontractors. A payment to a minority subcontractor is a qualified payment if:

1. the payment is for goods, property or services furnished by the minority subcontractor to the taxpayer and delivered by the taxpayer to the State in furtherance of a State contract to which the taxpayer is a party, and the payment does not exceed the value of the goods, property or services to the taxpayer;
2. the payment is made during the taxable year for which the subtraction from federal taxable income or federal adjusted gross income is claimed;
3. the payment is made to a subcontractor who at the same time of the payment is certified as a minority subcontractor by the Department of Administrative Services. The total amount which may be subtracted from federal taxable income or federal adjusted gross income of any taxpayer in computing Georgia taxable income shall be limited to $100,000 per taxable year.

To be a certified minority subcontractor, a company must meet the definition of a minority-owned business and in addition, meet the following criteria:
1. be organized in the State of Georgia; or
2. report income from your business for Georgia income tax purposes; or
3. if minority stockholders report earnings for Georgia income tax purposes.

We make an appeal requesting businesses in your community to return the application for certification to the Department of Administrative Services. Should these businesses have questions or need new applications, please contact:

Small and Minority Business Program
200 Piedmont Avenue
Suite 1304, West Tower
Atlanta, Georgia 30334
(404) 656-6315
(800) 495-0053
State of Georgia Programs
Offered Through the
Georgia Department of
Community Affairs (DCA)

www.dca.state.ga.us
Georgia Appalachian Region
Business Development Revolving Loan Fund Program (RLF)

The Business Development Revolving Loan Fund (RLF) is a $2.2 million pool of money administered by the Georgia Department of Community Affairs (DCA). DCA uses the money to allow local development authorities (LDA’s) to make below market rate loans on a matching basis to qualified businesses in the Appalachian region of Georgia. The purpose of the RLF is to encourage economic development, downtown development, job creation and job retention, and the preservation and enhancement of historic districts and other business districts.


Businesses Qualified to Receive RLF Funds
Many businesses in the Appalachian Region potentially qualify for RLF funds, but the businesses with the greatest chance for RLF funding include manufacturing businesses, downtown businesses, and other businesses that do not compete with downtown uses.

For downtown projects, DCA will have the final responsibility for defining the boundaries of a downtown for the purposes of the RLF. Generally, the downtown area is the core of a city’s central business district.

Only private, for-profit businesses are eligible to receive RLF loan funds. These include new, existing, or expanding enterprises. Banks, savings and loan institutions, and finance companies are not eligible for the program. Developers may receive RLF funds if their tenants are private, for-profit businesses that are willing to commit to job creation or retention and to other program requirements.

Eligible Uses for Loan Proceeds
- working capital
- building acquisition
- new construction/rehabilitation
- facade improvements
- equipment purchase & installation
- land acquisition

Please note that all applicable local, state, and federal laws and guidelines must be met before any activity is considered eligible and that all activities must produce positive results (including job creation or retention) for the area as well as for the business receiving financing.

Ineligible Uses of the Loan Fund
- assistance to relocating businesses
- most refinancing
- displacement of private funds (i.e., projects must demonstrate need for favorable financing)
- speculative projects

Loan Amounts and Loan Terms and Conditions
An applicant may apply for funds from the RLF as many times as necessary as long as the RLF does not have a loan exposure greater than $200,000 for any one business. Total project cost may be any amount as long as the RLF financed portion of the project does not exceed 50%. Interest rates are usually two to four points below the prime rate. Loan terms normally do not exceed 5 years for working capital and 15 years for fixed assets. Interest rates may be fixed or variable, but are normally fixed. Businesses must provide at least five percent equity for their projects. Businesses must create or retain one private sector job for every $20,000 of RLF loan proceeds.
Local Revolving Loan Funds (RLF's)

Summary
Local Revolving Loan Funds (RLF's) are potential sources of funding for new or expanding businesses in select areas throughout Georgia. The goal of each RLF is the creation of job opportunities, primarily for low and moderate-income persons.

Funding
Funds for each RLF are capitalized with a Community Development Block Grant (CDBG) and/or an Employment Incentive Program (EIP) loan(s). As loan repayments are made, the RLF is established. Loan applications are received and reviewed by the local RLF committee and government that operates the RLF.

Eligible borrowers
• Loans to for-profit businesses
• Local development authorities

Ineligible borrowers
• Lending and Investment Institutions
• Unregulated Media (Newspapers and magazines)
• Speculative ventures
• Charitable organizations
• Passive income companies

Program Requirements
Loan applications are reviewed by the local RLF committee in accordance with locally adopted policies and procedures. The local RLF committee determines loan amounts, rates and terms. Competitive applications include:

• A commitment to create jobs
• Firm commitments by other financial participants (leverage of $1:$1)
• Ability to service debt
• Personal guarantees
• Adequate collateral

How to apply
Call DCA for the RLF listed in your area. DCA will give you the contact person for the RLF. For further information, call Ross Avina at (404) 679-1593.

Cities & Counties with Revolving Loan Funds (RLF's)

<table>
<thead>
<tr>
<th>Alma</th>
<th>Early County</th>
<th>McIntosh County</th>
<th>Taliferro County</th>
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<tbody>
<tr>
<td>Americus</td>
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<td>Moultrie</td>
<td>Tel Fair County</td>
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<tr>
<td>Appling County</td>
<td>Gainesville</td>
<td>Mountain City</td>
<td>Thomson</td>
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<td>Arabi</td>
<td>Glennville</td>
<td>Ocilla</td>
<td>Tift County</td>
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<td>Blackshear</td>
<td>Glynn County</td>
<td>Pearson</td>
<td>Toombs County</td>
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<td>Bowman</td>
<td>Haralson County</td>
<td>Pickens County</td>
<td>Vidaalia</td>
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<td>Calhoun</td>
<td>Heard County</td>
<td>Pierce County</td>
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<td>Carrollton</td>
<td>Lafayette</td>
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<td>Clarke County</td>
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<td>Clinch County</td>
<td>Liberty County</td>
<td>Rome</td>
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<td>Cordele</td>
<td>Lumpkin</td>
<td>Seminole County</td>
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<tr>
<td>Crisp County</td>
<td>Manchester</td>
<td>Swainsboro</td>
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<tr>
<td>Dodge County</td>
<td>McDuffie County</td>
<td>Sylvester</td>
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</tbody>
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Note: Fund size and availability vary by location.
Georgia Business Expansion and Support Act
Executive Summary

INCOME TAX CREDITS

JOB TAX CREDIT - (Changes to existing law effective January 1, 2001)

Provides for a statewide job tax credit for any business or headquarters of any such business engaged in manufacturing, warehousing and distribution, processing, telecommunications, tourism, or research and development industries, but does not include retail businesses. If other requirements are met, job tax credits are available to businesses of any nature, including retail businesses, in counties recognized and designated as the 40 least developed counties.

Counties and certain census tracts in the state are ranked and placed in economic tiers using the following factors:
1. highest unemployment rate;
2. lowest per capita income; and
3. highest percentage of residents whose incomes are below the poverty level.

- Tier 1 counties are ranked 1st through 71st and represent the state’s least developed counties. Companies creating five or more new jobs in a Tier 1 county may receive a $3,500 tax credit. Wages for the new jobs must be above the average wage of the county.
- Tier 2 counties are ranked 72nd through 106th. Companies creating 10 or more new jobs in a Tier 2 county may receive a $2,500 tax credit. Wages for the new jobs must be at least 5% above the average wage of the county.
- Tier 3 counties are ranked 107th through 141st. Companies creating 15 or more new jobs in a Tier 3 county may receive a $1,250 tax credit. Wages for the new jobs must be at least 10% above the average wage of the county.
- Tier 4 counties are ranked 142nd through 159th. Companies creating 25 or more new jobs in a Tier 4 county may receive a $750 tax credit. Wages for the new jobs must be at least 15% above the average wage of the county.

Credits similar to the credits available in Tier 1 counties are potentially available to companies in certain “less developed” census tracts in the metropolitan areas of the state. At least 30% of the new jobs created in these census tracts must be held by residents of the eligible census tracts or a Tier 1 county.

Note: Employers must make health insurance available to employees filling the new full-time jobs. Employers are not, however, required to pay all or part of the cost of such insurance unless this benefit is provided to existing employees.

Credits are allowed for new full-time employee jobs for five years in years two through six after the creation of the jobs. In Tier 1 and Tier 2 counties, the total credit amount may offset up to 100% of a taxpayer’s state income tax liability for a taxable year. In Tier 3 and Tier 4 counties, the total credit amount may offset up to 50% of a taxpayer’s state income tax liability for a taxable year. In Tier 1 counties only, credits may also be taken against a company’s income tax withholding. A credit claimed but not used in any taxable year may be carried forward for 10 years from the close of the taxable year in which the qualified jobs were established. The measurement of new full-time jobs and maintained jobs is based on average monthly employment. Georgia counties are re-ranked annually based on updated statistics. See the Job Tax Credit law and regulations for further information.

JOB TAX CREDIT FOR JOINT DEVELOPMENT AUTHORITIES

Provides for an additional $500 job tax credit for a business locating within the jurisdiction of a joint authority of two or more contiguous counties.

INVESTMENT TAX CREDIT- (Changes to existing law effective January 1, 2001)

Based on the same tiers as the Job Tax Credit program. Allows a taxpayer that has operated an existing manufacturing or telecommunications facility or manufacturing or telecommunications support facility in the state for the previous three years to obtain a credit against income tax liability.

- Companies expanding in Tier 1 counties must invest $50,000 to receive a 5% credit. That credit increases to 8% for recycling, pollution control, continues on next page
and defense conversion activities.

- Companies expanding in Tier 2 counties must invest $50,000 to receive a 3% tax credit. That credit increases to 5% for recycling, pollution control, and defense conversion activities.
- Companies expanding in Tier 3 or Tier 4 counties must invest $50,000 to receive a 1% credit. That credit increases to 3% for recycling, pollution control, and defense conversion activities.

OPTIMAL INVESTMENT TAX CREDIT

(Changes to existing law effective January 1, 2001)

Taxpayers qualifying for the investment tax credit may choose an optional investment tax credit with the following threshold criteria:

<table>
<thead>
<tr>
<th>Designated Area</th>
<th>Minimum Investment</th>
<th>% Tax Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier 1</td>
<td>$5 Million</td>
<td>10%</td>
</tr>
<tr>
<td>Tier 2</td>
<td>$10 Million</td>
<td>8%</td>
</tr>
<tr>
<td>Tier 3 or Tier 4</td>
<td>$20 Million</td>
<td>6%</td>
</tr>
</tbody>
</table>

The credit may be claimed for 10 years, provided the qualifying property remains in service throughout that period. A taxpayer must choose either the regular or optional investment tax credit. Once this election is made, it is irrevocable.

The optional investment tax credit is calculated based upon a three-year tax liability average. The annual credits are then determined using this base year average. The credit available to the taxpayer in any given year is the lesser of the following amounts:

1. 90% of the increase in tax liability in the current taxable year over that in the base year, or
2. The excess of the aggregate amount of the credit allowed over the sum of the amounts of credit already used in the years following the base year.

RETRAINING TAX CREDIT

The retraining tax credit allows some employers to claim certain costs of retraining employees to use new equipment, new technology, or new operating systems. The credit can be worth 50% of the direct costs of retraining full-time employees up to $500 per employee per approved retraining program per year. The credit cannot be more than 50% of the taxpayer’s state income tax liability for a tax year. Credits claimed but not used may be carried forward for 10 years.

CHILD CARE CREDITS

Employers who provide or sponsor child care for employees are eligible for a tax credit of up to 75% of the employers’ direct costs. The credit cannot be more than 50% of the taxpayer’s total state income tax liability for that taxable year. Any credit claimed but not used in any taxable year may be carried forward for five years from the close of the taxable year in which the cost of the operation was incurred. In addition, employers who purchase qualified child care property will receive a credit totaling 100% of the cost of such property. The credit is claimed at the rate of 10% a year for 10 years. The qualified property credit may be carried forward for three years from the close of the taxable year in which the qualified property is placed in service, and the limitation on the use of the credit in any one year is 50%. Recapture provisions apply if the property is transferred or committed to a use other than child care within 14 years after the property is placed in service. These two child care credits can be combined.

RESEARCH & DEVELOPMENT TAX CREDIT

A tax credit is allowed for research expenses for research conducted within Georgia for any business or headquarters of any such business engaged in manufacturing, warehousing and distribution, processing, telecommunications, tourism, or research and development industries. The credit shall be 10% of the additional research expense over the “base amount,” provided that the business enterprise for the same taxable year claims and is allowed a research credit under Section 41 of the Internal Revenue Code of 1986. The credit may be carried forward 10 years but may not exceed 50% of the business’s net tax liability in any one year.

SMALL BUSINESS GROWTH COMPANIES TAX CREDIT

A tax credit is granted for any business or headquarters or any such business engaged in manufacturing, warehousing and distribution, processing, telecommunications, tourism, or research and development industries having a state net taxable income which is 20% or more above that of the preceding year if its net taxable income in each of the two preceding years was also 20% or more. The credit shall be the excess over 20% of the percentage growth and shall not exceed 50% of the business’s Georgia net tax liability.
income tax liability. The credit is available to companies whose total tax liability does not exceed $1.5 million.

PORTS ACTIVITY JOB TAX & INVESTMENT TAX CREDITS (Changes to existing law effective January 1, 2001)

Businesses or the headquarters of any such businesses engaged in manufacturing, warehousing and distribution, processing, telecommunications, tourism, or research and development that increase their port traffic tonnage through Georgia ports by more than 10% over their 1997 base year port traffic, or by more than 10% over 75 net tons, five containers, or 10 20-foot equivalent units (TEU’s) during the previous 12-month period are qualified for increased job tax credits or investment tax credits. NOTE: Base year port traffic must be at least 75 net tons, five containers, or 10 TEU’s, and companies must meet Business Expansion and Support Act (BEST) criteria for the county in which they are located.

The job tax and investment tax credits are as follows:

**Tier 1 companies:**
An additional $500 per job, or 5% investment tax credit, or 10% optional investment tax credit.

**Tier 2 companies:**
An additional $500 per job, or 5% investment tax credit, or 10% optional investment tax credit.

**Tier 3 companies:**
An additional $500 per job, or 5% investment tax credit, or 10% optional investment tax credit.

**Tier 4 companies:**
An additional $500 per job, or 5% investment tax credit, or 10% optional investment tax credit.

Companies that create 400 or more new jobs, invest $20 million or more in new and expanded facilities, and increase their port traffic by more than 20% above their base year port traffic may take both job tax credits and investment tax credits.

(Effective January 1, 1998 – July 1, 2002).

HEADQUARTERS TAX CREDIT (New Beginning January 1, 2001)

Companies establishing their headquarters or relocating their headquarters to Georgia may be entitled to a tax credit if the following criteria are met: 1) headquarters is defined as the principal central administrative offices of a company; 2) new jobs created at a new headquarters must be full-time (as defined by law and regulation) and must pay above the average wage for Tier 1 counties, at least 105% of the average wage for Tier 2 counties, at least 110% of the average wage for Tier 3 counties, and at least 115% of the average wage for Tier 4 counties; 3) within one year, a company must invest $1 million and create 100 jobs at a new headquarters facility; and 4) the company must elect not to take the job or investment tax credits. The credit is equal to $2,500 annually per new full-time job or $5,000 if the average wage of the new full-time jobs is 200% above the average wage of the county in which the new jobs are located. The credits apply for five years beginning with the year in which jobs are placed in service. The credit may be taken against Georgia income tax liability and a company’s withholding taxes. Credits may be carried forward for 10 years.

SALES TAX EXEMPTIONS

MANUFACTURING MACHINERY AND COMPUTER SALES TAX EXEMPTION (Changes to existing law effective January 1, 2001)

Provides for an exemption from the sales and use tax for:

1. machinery used directly in the manufacture of tangible personal property when the machinery is bought to replace or upgrade machinery in a manufacturing plant presently existing in the state and machinery components which are purchased to upgrade machinery used directly in the manufacture of tangible personal property in a manufacturing plant;
2. machinery used directly in the manufacture of tangible personal property when the machinery is incorporated as additional machinery for the first time into a manufacturing plant presently existing in this state;
3. machinery which is used directly in the manufacture of tangible personal property when the machinery is incorporated as additional machinery for the first time into a manufacturing plant presently existing in this state;
4. machinery used directly in the manufacture of aircraft engines, parts, and components on a factory basis;

continues on next page
5. on the first $150,000 on each part and phased in in 20% increments from January 1, 2001 to January 1, 2005, the sale or use of repair or replacement parts, machinery clothing or replacement machinery clothing, molds or replacement molds, dies or replacement dies, and tooling or replacement tooling for machinery used directly in the manufacture of tangible personal property in a manufacturing plant presently existing in this state;

6. overhead material consumed in the performance of certain contracts between the Department of Defense or NASA and a contractor employing 500 or more full-time employees engaged in manufacturing (this exemption has been phased in at a 25% increment rate each year from January 1, 1997 to January 1, 2000);

7. the sale or lease of computer equipment to be used at a facility or facilities in this state to any high-technology company classified under certain SIC Codes where such sale of computer equipment for any calendar year exceeds $15 million, or, in the event of a lease of such computer equipment, the fair market value of such leased computer equipment for any calendar year exceeds $15 million; and

8. the sale of machinery, equipment, and materials incorporated into and used in the construction or operation of a clean room of Class 100 or less, provided that such clean room is used directly in the manufacture of tangible personal property.

PRIMARY MATERIALS HANDLING SALES TAX EXEMPTION

Purchases of primary material handling equipment and racking systems which are used directly for the storage, handling, and moving of tangible personal property in a new or expanding warehouse or distribution facility when such new facility or expansion is valued at $5 million or more and does not have greater than 15% retail sales are exempt from sales and use taxes.

ELECTRICITY EXEMPTION

Electricity purchased that interacts directly with a product being manufactured is exempt from sales taxes when the total cost of the electricity exceeds 50% of the cost of all materials used, including electricity, in making the product. This exemption was phased in over five years beginning in 1995. It allows 20% exemption increments on the sales tax and is available for new and existing firms. By 1999, electricity used in this manner will be completely exempt.

For further information on job tax credits contact:
Russell Morrison
Georgia Department of Community Affairs
60 Executive Park South, N. E.
Atlanta, GA 30329-2231
(404) 679-4825
rmorriso@dca.state.ga.us

or
Steed Robinson
(404) 679-1585
srobinso@dca.state.ga.us

Also see:
www.dca.state.ga.us/economic/taxcredit.html

For further information on retraining tax credits contact:
Mike Jones
Georgia Department of Technical and Adult Education
1800 Century Place, Suite 300
Atlanta, Georgia 30345-4304
(404) 679-1703
cmjones@georgiaquickstart.org

For further information on income tax credits contact:
Anthony Jackson
Georgia Dept. of Revenue, Room 507
270 Washington Street
Atlanta, Georgia 30334
(404) 656-4171
aljackso@rev.state.ga.us

For further information on sales tax exemptions contact:
Mr. Jon Galbraith
Georgia Department of Revenue, Room 310
270 Washington Street
Atlanta, Georgia 30334
(404) 656-4060
jgalbra@gw.rev.state.ga.us
Other Programs
Offering Financial and Technical Assistance
Atlanta’s One Stop Capital Shop (OSCS) is an initiative of the City of Atlanta and the Atlanta Empowerment Zone Corporation. It has been designed and funded to assist with the growth and prosperity of small businesses by giving them free access to industry specific business development information, technical assistance and administrative resources and support.

Goals of the One Stop Capital Shop:
• Provide greater access to small business loans
• Help create and retain quality, sustainable jobs in Atlanta by growing small businesses
• Promote economic development within the City of Atlanta by providing business development assistance to distressed, under-developed and/or under-served businesses located primarily in Atlanta Empowerment Zone communities
• Provide structure and support to improve small, medium, and franchised-based business’ viability in the community
• Make information and professional business assistance available to small firm in a “one stop” environment by assembling business assistance providers under one roof in a convenient location
• Provide assistance in accessing community, government and private resources not located on site at the OSCS
• Leverage information and service resources to establish and maintain an enhanced support network for small business

Services and Information Resources Available at OSCS:
- Business Start-up/Acquisition Service
- Business Planning
- City, State, Federal Procurement
- Conference Meeting Facilities
- Training Seminars
- Enterprise Zone Designation
- Loan Packaging
- Sales Strategy Development
- Accounting and Record Keeping
- Network Development
- Grand Opening and Promotional Events Planning
- Mentoring

Office hours are 9:00 A.M. - 5:00 P.M. Monday, Wednesday & Friday, 9:00 A.M. - 7:00 P.M. Tuesday & Thursday

For further information, contact:
Lori Holliday, Executive Director
City Hall East, First Floor
675 Ponce De Leon Avenue, N.W.
Atlanta, Georgia 30308
(404) 853-7675
The Atlanta Development Authority (ADA) is a private non-profit corporation founded in 1976 to promote and implement economic development within the city. ADA represents a partnership of the public and private sectors for the purpose of creating and/or retaining jobs, encouraging capital investment, promoting business and neighborhood development and expanding the tax base of the city of Atlanta.

SMALL BUSINESS DEVELOPMENT
ADA provides financial and technical assistance to small minority and female owned businesses to expand and/or relocate in the city. In cooperation with local financial institutions and government agencies, provides a variety of financial aids for business development projects that have corresponding public benefits.

As a process broker and intermediary, ADA prepares financial packages designed to bridge the gap between initiation of and financial support from foundations, corporations, banks, government entities and other funding sources to make projects come to fruition.

BUSINESS IMPROvement
Loan Fund (BILF)

Target Areas
Auburn Avenue
Bankhead Highway
Campbellton Road
Cascade Road
East Atlanta
Georgia Avenue
Heart Of Atlanta
Kirkwood
Memorial Drive
MLK/Ashby
Pryor Road
Stewart/Lakewood
Sylvan/Dill
West End/West View

ADA manages the City of Atlanta’s Business Improvement Loan Fund (BILF) Program, which is designed to encourage the revitalization of targeted business districts in Atlanta, and to support commercial/industrial development in other eligible areas.

Loans can be made for: additions and/or improvements to commercial, industrial and mixed-use property; purchase of equipment and fixtures, which are part of the real estate; emergency conservation designated to encourage the efficient use of energy resources for commercial, industrial, or mixed-use facilities; acquisition of commercial, industrial and mixed-use properties; and inventory and office equipment.

The forms of financial assistance available through the BILF are:
- **DIRECT LOANS** up to $50,000 are available to businesses that are not able to obtain a market rate loan. The interest rate is determined by the project’s cash flow, and the loan must be repaid on a monthly basis over a term not to exceed 7 years.
- **LOAN PARTICIPATION** is provided for larger loans (usually $50,000 or more) in the Community Development Impact Areas (CDIA). Loans may be made to small business concerns to assist in meeting local injection requirements for SBA loans with no more than 10% of the total project financial provided from the BILF. The interest rate is determined by the project’s cash flow, and the repayment term may not exceed that of the longest participating lender (maximum 25 years).

THE PHOENIX FUND

Financing/Advantage and Opportunities Include:
- Below Prime Interest Rate Loan Term Range from 3 to 7 years
- Loan Amounts from $10,000-$50,000
- Low Equity Injection
- Fixed Asset and Working Capital
- A Team of Dedicated Professionals

WHAT IS THE PHOENIX FUND?
The Phoenix Fund is a program created to assist small and medium-sized businesses. The fund provides financial assistance for:
- construction or renovation of privately-owned commercial buildings;
- equipment purchases needed to operate a business;
- and, in some cases, working capital.

The Atlanta Development Authority through its Phoenix Fund provides loans from $10,000-$50,000 at a rate below prime. By assisting small businesses with affordable loans, the Fund works toward its goal of creating and retaining jobs for low/moderate income residents in the City of Atlanta.

*continues on next page*
This program is funded by the Economic Development Administration (EDA) of the U.S. Department of Commerce and the City of Atlanta.

**Typical Structure:**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Financing</td>
<td>67%</td>
</tr>
<tr>
<td>Phoenix Fund</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

May include all or a combination of: capital invested by the borrower or other Financing from private entities, SBA affiliated loan programs.

**Terms of the Phoenix Fund:**

- **Loan Amount:** $10,000-$50,000
- **Term of Loan:** Maturity dates range from 3 to 7 years
- **Interest:** The interest rate of the loan is one-half (1/2) of the current prime interest rate, plus two (2) percent (1/2 prime +2), with a minimum rate of 4%.

For more information on the Phoenix Loan Fund and other financing programs, please contact:

Loan Department
ADA
86 Pryor Street, Suite 300
Atlanta, Georgia 30303
(404) 880-4100
The primary purpose of the Georgia Tech’s Economic Development Institute is to provide assistance that improves the productivity, quality, and management practices of manufacturing firms in Georgia. Guidance is also provided to economic development organizations, communities, and new enterprises.

How does Georgia Tech / EDI Operate?

- Georgia Tech / EDI works with a company in a collaborative manner to solve problems or investigate opportunities.
- The mode of operation focuses on practical and appropriate guidance that is customer and quality driven.
- Projects may be tactical, operational, or strategic in scope.
- Service projects range from one to five days. Longer-term contracted services are available.
- Clients range from small to large firms.
- Total confidentiality of process, financial, and operational information is assured.
- Gateway to other Georgia Tech academic and research activities.

Staff Competencies:
- Strategic planning
- Facility planning and layout
- Production methods improvement
- Materials and product handling
- Information-based technology
- Total quality management
- Organizational development
- In-plant technical and human resource training
- Geographic Information Systems (GIS)
- Market research
- Cost analyses
- Production and inventory control
- Quality systems, ISO 9000, ISO 14000
- Manufacturing simulation
- Energy conservation
- Environmental health and safety
- Hazardous materials management
- Waste management

For additional info visit: www.ceds.gatech.edu

For further information contact the EDI office in your area.

Albany Regional Office  
117 Whispering Pines Road  
Albany, GA 31707  
Phone: (912) 430-4188  
Contact Person: Art Goff

Athens Regional Office  
1180 E. Broad Street  
Chicopee Complex  
Athens, GA 30602-5413  
Phone: (706) 542-8900  
Contact Person: Carolyn Carter

Augusta Regional Office  
1054 Claussen Road, Suite 301  
Augusta, GA 30907  
Phone: (706) 737-1414  
Contact Person: Clarice Prater

Bruswick Regional Office  
1715 Reynolds Street  
Brunswick, GA 31520  
Phone: (912) 262-2346  
Contact Person: Ed Lindsey

Carrolton Regional Office  
201 Tanner Street  
Carrolton, GA 30117  
Phone: (770) 836-6665  
Contact Person: Harris Johnson

Cartersville Regional Office  
425 West Main Street  
Cartersville, GA 30120-1704  
Phone: (770) 387-4002  
Contact Person: Pat Montgomery

Columbus Regional Office  
1030 First Avenue  
Columbus, GA 31901-2402  
Phone: (706) 649-1666  
Contact Person: John Mills

Dalton Regional Office  
Dalton Technical College  
213 N. College Drive  
Dalton, GA 30720  
Phone: (706) 272-2702  
Contact Person: Karen Brown

Douglas Regional Office  
101 N. Peterson Avenue, Suite 103  
Douglas, GA 31533  
Phone: (912) 384-1121  
Contact Person: Sherman Dudley
Dublin Regional Office
1200-A Hillcrest Parkway
Dublin, GA 31021
Phone: (912) 275-6543
Contact Person: Alan Barfoot

Gainesville Regional Office
500 Jesse Jewell Parkway, Suite 305
Gainesville, GA 30501
Phone: (770) 535-5728
Contact Person: Robert Hitch

Griffin Regional Office
118 N. Expressway
Griffin, GA 30223
Phone: (770) 412-4081
Contact Person: Chris Dowling

Macon Regional Office
990-B Riverside Drive
Macon, GA 31201
Phone: (912) 751-6190
Contact Person: George Lee

Morrow Regional Office
C/O Clayton College & State University
Continuing Ed. Building, Suite 325
5900 N. Lee Street
Morrow, GA 30260
Phone: (770) 233-5577
Contact Person: Sam Darwin

Newnan Regional Office
31-B Postal Parkway
Newnan, GA 30263
Phone: (770) 254-7592
Contact Person: Larry Alford

Norcross Regional Office
1770 Indian Trail Road, Suite 410
Norcross, GA 30093
Phone: (770) 806-2112
Contact Person: Eric Miller

Rome Regional Office
Heritage Hall
415 East Third Avenue
Rome, GA 30161-3241
Phone: (706) 295-6008
Contact Person: Bill Darley

Savannah Regional Office
305 M. L. King Boulevard, Suite 133
Savannah, GA 31401
Phone: (912) 651-2551
Contact Person: Rebecca Tanner

Warner Robbins Office
Middle Georgia ATDC
151 Osigian Boulevard
Warner Robbins, GA 31088
Phone: (912) 953-3155
Contact Person: Julie Blair
Business Incubators

Business incubation is the process of business development. Incubators help to nurture young businesses from the startup stage when they are most vulnerable. An incubator program’s main goal is to produce financially viable and freestanding businesses. To meet this goal, incubators help businesses by providing:

- Seminars
- Individual Consultations
- Mentors
- Conference room availability
- Computer access
- Other support services

Below is a listing of some of the business incubators in Georgia:

<table>
<thead>
<tr>
<th>Business Incubator</th>
<th>City, State</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Technology Development Center (ATDC)</td>
<td>Atlanta, Georgia</td>
<td>Ann Fincher, General Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>404-894-3575</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.atdc.org">www.atdc.org</a></td>
</tr>
<tr>
<td>Fulton County Business Incubator</td>
<td>College Park, Georgia</td>
<td>Greg Allen, General Manager</td>
</tr>
<tr>
<td></td>
<td></td>
<td>404-559-9466</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.fcbi.org">www.fcbi.org</a></td>
</tr>
<tr>
<td>GRASP Enterprises</td>
<td>Atlanta, Georgia</td>
<td>Maurice Coakley, Chief Executive Officer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>404-659-5955</td>
</tr>
<tr>
<td>Intelligent Systems Incubator</td>
<td>Norcross, Georgia</td>
<td>Bonnie Herron, Vice President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>770-381-2900</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://www.intelsys.com">www.intelsys.com</a></td>
</tr>
<tr>
<td>South Dekalb Business Incubator</td>
<td>Decatur, Georgia</td>
<td>Richard Younge, Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>404-241-3522</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.sdbusinc.org">www.sdbusinc.org</a></td>
</tr>
<tr>
<td>Augusta-Richmond County Small Business Incubator</td>
<td>Augusta, Georgia</td>
<td>Laura Ryan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>706-792-9044</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.arcsbi.com">www.arcsbi.com</a></td>
</tr>
<tr>
<td>Georgia Institute of Community Business Development</td>
<td></td>
<td>Robert Haywood, Executive Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>404-657-6029</td>
</tr>
<tr>
<td>For additional information, visit the ICAPP website at:</td>
<td></td>
<td><a href="http://www.icapp.org/advice">www.icapp.org/advice</a></td>
</tr>
</tbody>
</table>

For additional information, visit the ICAPP website at: www.icapp.org/advice
One of the goals of the State of Georgia is to develop a broadband technology and telecommunications infrastructure system and become a world leader going into the 21st century. Listed below are some organizations that are assisting the state in meeting this objective.

**Yamacraw Future Forward**
Yamacraw is a unique economic development initiative that is making Georgia a world leader in the design of broadband infrastructure systems, devices and chips.

www.yamacraw.org

**Advanced Technology Development Center (ATDC)**
ATDC is Georgia’s premiere technology based business incubator.

www.atdc.com

**Georgia Center for Advanced Telecommunications Technology (GCATT)**
GCATT is a telecommunications technology and development partnership of government, universities, and the advanced telecommunications industry.

www.gcatt.gatech.edu

**Business & Technology Alliance (BETA)**
BETA was formed to promote the development of technology related businesses in the Savannah area.

www.betasega.org

**Georgia Research Alliance**
The Georgia Research Alliance manages a partnership among universities, industry and government to perform technology research.

www.gra.org/
The Sunbelt U.S. Export Assistance Center (USEAC) is a multi-agency office providing export assistance. Partners in the Sunbelt USEAC include U.S. Department of Commerce, State of Georgia Department of Industry, Trade, and Tourism, University of Georgia Business Outreach Services, and the Small Business Administration. The center located in downtown Atlanta, has been open since 1995 and provides a variety of export assistance programs.

The mission of the USEAC is to:
- Increase the number of successful U.S. exporters and their expansion into existing and new markets.
- Create new jobs through exports.
- Increase the international competitiveness of U.S. industry by providing a single point of contact for the export assistance programs.

The Sunbelt USEAC (Atlanta office) provides export assistance programs in the areas of market research, marketing, and export financing. Research resources include a resource center with both printed and electronic materials; personnel are available to give a brief tour and orient the visitor to the center’s materials. Marketing programs vary from trade missions led by state program managers to catalogue shows where state employees represent your company’s sales materials to foreign buyers. The USEAC staff also assists companies with the export finance programs of the Export-Import Bank of the U.S. (ExIm Bank) and the Small Business Administration.

For more information contact:
William Bounds
285 Peachtree Center Avenue
Suite 200
Atlanta, Georgia 30303-1229
(404) 657-1964
(404) 657-1970 Fax
www.georgia.org/itt/export

The Southeast Trade Adjustment Assistance Center (SEATAAC), operating through the Georgia Tech’s Economic Development Institute, helps companies that have lost sales and employment because of intense import competition. SEATAAC assesses a company’s entire operation and recommends changes to make the firm more competitive.

The most common improvement projects funded by SEATAAC include:
- Developing new products and new markets
- Installing production software and training employees
- Reducing production
- Pursuing ISO certification
- Implementing employee incentive plans
- Designing sales materials to boost product image

For more information on SEATAAC, contact the nearest Georgia Tech regional office. A listing is found on page 46.

or

Business and Industry Services
888-272-2104
www.industry.gatech.edu/setaac
Community Adjustment and Investment Program (CAIP)

The Community Adjustment and Investment Program (CAIP), a partnership between the federal government and the North American Development Bank (NADBank), helps American communities that have suffered significant job losses as a result of the North American Free Trade Agreement (NAFTA). CAIP creates new sustainable jobs and helps preserve existing jobs in businesses at risk due to changed trade patterns with Canada and Mexico.

Under CAIP, credit is made available primarily through loan guaranties provided by either the U.S. Small Business Administration’s (SBA) 7(a) Loan Guaranty Program or the U.S. Department of Agriculture’s Rural Development (RD) Business and Industry Loan Guarantee Program (B&I). In certain cases NADBank may provide a loan guaranty or participate as a direct lender.

Eligibility

To be eligible, business applicants must first be located in a CAIP-eligible community. For federally funded programs, a business must demonstrate that within 24 months and as a result of the loan, they will create or preserve at least one job for every $70,000 of federally guaranteed funds they receive. For loans that require direct NADBank participation, one job must be created or preserved for every $35,000 of NADBank support.

Eligible Georgia Communities:
Appling, Bacon, Ben Hill, Calhoun, Dodge, Emanuel, Jeff Davis, Jefferson, Johnson, Montgomery, Randolph, Screven, Telfair, Terrell, Toombs, Washington, Wheeler and Wilcox counties

Community Eligibility Criteria

Community eligibility for CAIP is based upon an analysis of NAFTA-related job losses within the context of local unemployment rates. The current eligibility standards are as follows:

- an unemployment rate averaging at least 6.5% for the 12 months preceding the application date; and either
- more than 300 NAFTA-related job losses for a rural area as defined by U.S. Department of Agriculture; or
- 500 job losses for an urban area.

Loan Processing

Interested loan applicants should contact their regular lenders. CAIP loans and loan guarantees are only available when conventional lenders cannot provide the requested financing without assistance. When this is the case, lenders submit their loan guaranty to a local SBA district office or USDA rural development office.

Requests for a federal agency loan guaranty or direct NADBank loan require the endorsement of the CAIP Finance Committee. Located in Washington, D.C. the committee includes representatives from the U.S. Departments of Agriculture, Housing and Urban Development, Treasury and the Small Business Administration. The committee meets weekly to assure prompt handling of all loan requests.

For further information contact:
Hugh Loftus, Director
North American Development Bank
13191 Crossroads Parkway #275
City of Industry, CA 91746
(562) 908-2100
(562) 908-2110 Fax
www.nadbank-caip.org

Data on NAFTA-related job losses are available from the U.S. Department of Labor through the NAFTA Trade Adjustment Assistance Program.
Small Business Assistance Program

The Small Business Assistance Program (SBAP) is a unit of the Department of Natural Resources (DNR) and provides confidential technical assistance to small businesses regarding environmental issues that include air quality, hazardous and solid waste, wastewater and drinking water quality. Some of the services that SBAP offers are:

- Explanation of environmental requirements and violations
- Determines if permits are needed
- Provides information on alternate technology to assist in pollution clean-up
- Provide information on upcoming regulatory requirements
- Provides specialized help to individual industries

Listed below is a partial listing of some the industries that SBAP works with:

- Auto Body Shops
- Bakeries
- Chemical Plants and Distributors
- Furniture Manufacturers
- Gasoline Service Stations
- General Contractors
- Laboratories
- Printing Operations

For further information contact:
Marvin Lowry, Ombudsman
Small Business Assistance Program
4244 International Parkway
Suite 120
Atlanta, Georgia 30354
(404) 362-2656
or
Anita Dorsey-Word
(404) 362-4842
1-877-427-6255

www.dnr.state.ga.us/dnr/environ
Coastal Area District Development Authority (CADDA)

The Coastal Area District Development Authority (CADDA) offers financial assistance through a variety of loan programs for the purpose of improving economic conditions by creating and/or retaining employment opportunities.

For further information contact:
Brunswick, GA Office: (912) 261-2500
Savannah, GA Office: (912) 341-0050
www.cadda.com

Coastal Venture Investment Forum

The Coastal Venture Investment Forum (VIF) is designed to promote the development of promising businesses located within the coastal region of Georgia. VIF assists by reviewing business plans to determine if private investment is warranted.

For further information, contact VIF at:
Coastal Venture Investment Forum
P.O. Box 10844
Savannah, Georgia 31412
or
Phyllis Isley, Ph.D.
Director
Bureau of Business Research & Economic Development
Georgia Southern University
(912) 681-0213
www2.gasou.edu/VIF
Georgia Development Authority (GDA)

What GDA Does:
The Georgia Development Authority (GDA) insures farm loans in every county in the State of Georgia. Over 100 lenders participate in the GDA insured program.

Advantages:
- Top dollar loan on security offered
- GDA does not interfere with your farming operations
- Loan officers are specialists in farm lending
- Certified appraisers establish present day value of the farm
- Fast loan closings
- Low closing costs
- Title work done by attorney of your choice
- No cost to State or Federal Government
- Easy to obtain timber or other releases
- No stock to buy

Eligibility
- First mortgage on farm real estate as collateral
- You do not have to live on the farm to qualify
- Loans are made to full or part-time farmers
- Loans made on timber or crop land

Loan Purposes
- Buy land
- Irrigation equipment and wells
- Build or repair farm buildings
- Purchase machinery and equipment
- Build farm ponds
- Education of children
- Establish permanent pastures
- Establish beef, dairy or swine herds
- Refinance debts
- Specialized buildings for dairy, poultry, swine or beef enterprises

Repayment Plans
- Fixed or variable rate
- Up to 20-year amortization, variable interest rate based on prime
- Simple interest charged only for the days that you use the money
- Payments scheduled to fit farm income
- Extensions may be granted if needed
- Loans may be refinanced if necessary

For additional information contact:
David Skinner, Executive Director
2082 East Exchange Place
Suite 102
Tucker, Georgia 30084
(770) 414-3400
1-800-376-3276