



MICROENTERPRISE DEVELOPMENT PROGRAM

William Lutz – Development Program Manager
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Dear Applicant:

Thank you for your interest in the City of Piqua's Microenterprise Development Program and congratulations on taking another step in securing your future as a successful entrepreneur!

In this application package you will be find pertinent information and application forms necessary in order to apply for financial assistance through the City of Piqua's Microenterprise Development Program.

The program will provide tuition and technical assistance and small business development loans to qualified, low to moderate income applicants who are interested in owning or who currently own a small business in the City of Piqua. A small business in this instance is defined as any business with five or fewer full time equivalent employees, one of which is the owner. The funds for this program were awarded to the City of Piqua from a competitive grant from the Ohio Department of Development.

The Ohio Department of Development funds carry a number of restrictions on how they may be used. Because of these restrictions, potential applications will be required to submit a program application form accompanied by a number of pieces of documentation to verify program eligibility. The form labeled "Checklist" lists the various proof of eligibility that must be submitted along with the program application. To simplify the process starting out, the requirements are staged, so as you proceed, we will work with you to complete all required documents.

If you wish to apply for participation in the City of Piqua Microenterprise Development Program, please complete the enclosed application and attach all necessary documentation for Part I and return it to:

Microenterprise Development Program
Attn: William Lutz
City of Piqua, Development Department
201 West Water Street
Piqua, OH 45356

Questions about the program application packet can be answered by contacting William Lutz, Development Program Manager at 778.2062 or via email at blutz@piquaoh.org.

Thanks for your interest in this special program!

Sincerely,

William Lutz
Development Program Manager
City of Piqua

ABOUT THE ASSISTANCE

The Microenterprise Program provides two distinct types of assistance to program participants. First, all program participants will be given training and technical assistance to participate in the Business Enterprise Center's programs offered by the Upper Valley Joint Vocational School. Upon successful completion of the program, the participant will have the opportunity to apply for a loan of up to \$8,000. The term of the loan will be seven years and will be at a 3% interest rate. Additional funding may be provided in certain circumstances and individual applicants should contact the Development Program Manager for further details. Additionally, all loans are approved by the program's loan review committee. Loans will be properly secured through mortgages, liens, UCC filings or other methods.

ELIGIBILITY CRITERIA

All applicants to the program must meet low to moderate income guidelines set forth by the United States Department of Housing and Urban Development. Please note these figures are subject to change with little or no warning. Check with the Development Program Manager for the latest figures.

Microenterprise Development Program Income Limits	
Household Size	Yearly Adjusted Gross Income
1	\$33,700
2	\$38,550
3	\$43,340
4	\$48,150
5	\$52,000
6	\$55,580
7	\$59,700
8	\$63,550

Additionally, applicants must meet the following criteria in order to participate:

	Individual is a resident of the City of Piqua and the business in operation, or planning to be in operation must be in the City of Piqua
	Business (if already established) must not be in arrears in payroll or more than 60 days in arrears on any obligation to suppliers, rent, taxes, etc.
	Business must be operating legally with proper licensing and not be delinquent in state or federal taxes, unemployment insurance or workers compensation payments. Note: City taxes will be examined for assurance that all property taxes are paid to the City of Piqua.
	Applicant must have acceptable business plan, market research and set up an accounting system prior to receiving loan funds
	Applicant must completed training program at Business Enterprise Center prior to receiving loan funds
	Receipients must enroll in those classes recommended by Business Enterprise Center with the program paying for tuition

ELIGIBLE EXPENSES OF LOAN FUNDS

Loans funded to participants in the program may be used for the following activities:

- Working capital for merchandise and inventory
- Interior property renovations
- Exterior property renovations
- Supplies
- Capital equipment and machinery
- Store fixtures, furnishings and other equipment

INELIGIBLE EXPENSES OF LOAN FUNDS

Loans funded to participants in the program **MAY NOT** be used for the following activities:

- Salaries and fringe benefits
- Advertising
- Utilities
- Operating costs (insurance, taxes, etc.)

LOAN PACKAGE REQUIREMENT CHECKLIST AND PROCESS

Part One – Preliminary Information	
	Application Form
	Personal Financial Statement
	Description of Purpose of Loan
	Three Year Cash Flow Projections with Assumptions
	Historical Financial Statements for Three Years (If Applicable)
	Evidence of being Current of Local Property and Income Taxes
Part Two – Secondary Information	
	Third Party Documentation of Income Eligibility (All owners)
	Past Three (3) Year Personal Federal Income Tax Return
Part Three – Business Enterprise Center Training	
	Written Business Plan
	Pricing Strategy
	Commitments from Suppliers/Customers (If Applicable)
	Revised Three Year Cash Flow Projections with Assumptions
	Verbal Presentation to Loan Committee
Part Four – Loan Closing	
	Approval by Loan Review Committee
	Description of Loan Collateral
	Loan Signing

**MICROENTERPRISE DEVELOPMENT PROGRAM
APPLICATION FORM**

SECTION A. APPLICANT INFORMATION

Applicant Name:	
Applicant Address:	
City, State, ZIP	
Applicant Phone:	
Applicant Email Address:	

SECTION B. HOUSEHOLD INFORMATION

Number of Individuals in Household:					
Years at Present Address:					
Property Ownership of Primary Residence:	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;">Rent</td> <td style="width: 25%;">Own</td> <td style="width: 25%;">Other</td> </tr> </table>		Rent	Own	Other
	Rent	Own	Other		
	Please check the appropriate box above				
Current Mortgage Holder or Landlord:					
Mortgage Payment or Rent Payment:					
Address of all real estate owned:					
Value of all real estate owned:					
Date of Purchase:					
Previous address:					

SECTION C. EMPLOYMENT INFORMATION

Current Employer:	
Employer Address:	
City, State, ZIP:	
Employer Phone:	
Job Title/Position:	
Length of Employment:	
Current Yearly Wage:	
Previous Employer:	
Job Title/Position:	
Length of Employment:	

SECTION D. BANKING INFORMATION (For all Checking, Savings, Investment Accounts)

Bank Name:	
Bank Address:	
City, State, ZIP	

Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

Bank Name:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

Bank Name:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

Bank Name:	
Bank Address:	
City, State, ZIP	
Account Owner:	
Account Type:	
Account Number:	
Account Balance:	

SECTION E. CREDITOR INFORMATION (For all loans, including mortgages, car loans and consumer loans)

Creditor Name:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

Creditor Name:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

Creditor Name:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

Creditor Name:	
Creditor Address:	
City, State, ZIP	
Asset Owner:	
Purpose of Credit:	
Monthly Payment:	
Credit Balance:	

SECTION F. ALIMONY AND CHILD SUPPORT INFORMATION

Do you pay alimony or child support? _____. If yes, monthly amount: _____

SECTION G. TOTAL MONTHLY INCOME

Please provide a description of your total monthly household income from all sources. **NOTE: INCOME FROM ALIMONY OR CHILD SUPPORT NEED NOT BE REVEALED IF YOU DO NOT WISH TO HAVE IT CONSIDERED AS A BASIS FOR REPAYING THIS OBLIGATION**

Wages:	
Investment Income:	
Source _____:	
Source _____:	
Source _____:	
TOTAL MONTHLY INCOME:	

SECTION H. DEMOGRAPHIC INFORMATION

The Ohio Department of Development, which administers this program on a statewide level, has requested that our community obtain the following demographic information for statistical purposes only. Please answer all questions:

Is the business a female owned business? _____

Is the business a veteran owned business? _____

What is the race/ethnicity of the business owners? _____

SCHEDULE B – REAL ESTATE OWNED

Address of Property	Date Acquired	Owner of Property	Cost	Market Value	Original Mortgage Amount	Current Mortgage Amount	Maturity Date of Mortgage

SCHEDULE C – LIFE INSURANCE CARRIED

Face Amount	Name of Insurance Company	Type of Insurance	Beneficiary	Cash Surrender Value	Loans against Insurance

SCHEDULE D – ASSETS PLEDGED

Description	Value	To Whom Pledged

SECTION J. DESCRIPTION OF BUSINESS

SECTION K. REASON FOR LOAN REQUEST

Loan Amount Requested _____

Collateral Pledged _____

NOTE: If the business is partly owned by another individual, an individual application must be filed by all part owners of the business, unless they are from the same household.

Please be advised that Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

I/We hereby certify that each of the statements made and answers given in this loan application is true and correct, and is made for the purposes of inducing the City of Piqua to make a loan to me/us for the purchase of eligible items and services under the City of Piqua's Microenterprise Development Program.

I/We certify that I/we are competent to enter into a contract and on bankruptcy proceedings are in progress or anticipated that involved me/us.

I/We hereby authorize the obtaining of a consumer credit report to be used in evaluating this application and obtaining and exchanging of credit information from and with other creditors and consumer reporting agencies.

For the purposes of procuring and maintaining credit from time to time from the City of Piqua, the undersigned certifies that the foregoing is a true and accurate statement of the financial condition of the undersigned as of the above date and agrees that, in the event of any material change in such financial condition, the undersigned will immediately notify the city of such changes or whether or not an application for further credit is made. In the absence of such notice, the City of Piqua may continue to rely upon this statement as a true and accurate statement of the financial condition of the undersigned. In the event of the failure of the undersigned to so notify the city or in the event of this statement is false in any material respect, the city may declare due and payable any and all obligations of the undersigned to the city without notice or demand. The undersigned further certifies that all blank spaces in the foregoing statement are inapplicable. The undersigned authorizes the City of Piqua to make whatever credit inquiries deemed necessary in connection with this financial statement or in collecting any credit you extend and authorize and instruct any persons you contact to compile and furnish such information as they may have or obtain in response to your inquiry.

Signature

Date

Signature

Date

Please be advised that Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers compliance with this law.

