

# Houston Business Development, Inc.

5330 Griggs Road  
Houston, Texas 77021  
(713) 845-2400  
[www.hbdinc.org](http://www.hbdinc.org)

Houston Business Development,  
Inc.

## History and Purpose

- A non-profit corporation established in 1986 by the city of Houston
- To stimulate economic growth and create jobs for low-moderate income citizens
- Funded by the HUD Community Development Block Grant (CDBG)

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## Business Technology Center

A 160,000 sq. ft. office complex that provides essential support and assistance for emerging businesses.



▶ Business Technology Center

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## Business Technology Center

- Office Space                      Receptionist
- Conference Rooms              Clerical Support
- Workshops                        Counseling
- P.O. Box rentals                Notary Services
- Answering services              Computer Lab
- Business library                Internet Access
- 24 hour security                Free parking

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## Types of Loans

- **Fast Track Loan**  
Loan Amount: \$5,000 - \$25,000  
Use of Funds: Fixed assets, r/e, w/c  
Terms: 1 to 7yrs  
Rate: Fixed, Prime + 2%
- **Direct Loan**  
Loan Amount: \$5,000 - \$100,000  
Use of Funds: Fixed assets, r/e, w/c  
Terms: 1 to 7 years  
Rate: Fixed – case-by-case
- **Tandem Loan**  
Loan Amount: \$100,000 - \$250,000  
Use of Funds: Fixed assets, r/e, w/c  
Terms: 1 to 25 years  
Rate: Fixed -case-by-case

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## Loan Eligibility Criteria

- For-profit or non-profit business
- One year in business
- Located in the city of Houston
- Create 1 job per \$35,000
- Sales less than \$25MM

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## Ineligible Businesses

- Sexual or Liquor Oriented
- Speculative Real Estate
- Residential Housing
- Religious Organizations
- Publishers & Broadcasters

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## Application Procedures

- Year End & Interim Financial Statements
- Resumes & Personal Financial Statements
- Description of Business
- Outline of Loan Request
- Listing of Collateral
- Listing of Debt Obligations

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## Underwriting Procedures

- Proven management experience
- Sound character and integrity
- Sufficient equity to operate on a sound financial basis
- Sufficient collateral
- Positive earnings record and repayment ability.

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## Fees

### Micro & Tandem Loans

- Application \$75 & \$200
- Origination 1%
- Legal \$325 - \$525

### Fast Track Loans

- Application \$350

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## Loan Approval Process

<b>Determining Eligibility</b>	<b>2 - 4 days</b>
Initial interview Site visit	
<b>Application Process</b>	<b>6 - 10 days</b>
Submit application Complete credit analysis Present loan request to HBD Board Send commitment letter to applicant Commitment letter returned	
<b>Closing Process</b>	<b>4 - 7 days</b>
Draft loan documents Loan closing	
<b>Total Estimated Time</b>	<b>12 - 21 days</b>

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## Benefits to Borrower

- Access to Capital
- Low – Fixed Interest Rates
- Flexible Repayment Terms
- Minimal Collateral Requirements
- Quick Turn Around

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## Benefits to Bank

- Reduces exposure in marginal credits
- Strengthens Collateral Position
- CRA Credit
- Creates Goodwill with Customers
- Enhances cash flow position

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## Contact Information

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