



Houston District Office

Quarterly Newsletter

One Voice One Agency www.sba.gov

Small Business Administration • 8701 S. Gessner, Ste 1200 • Houston, Texas 77074 • (713) 773-6500

Editor: Donna B. Hayes

SATOP SPACE ALLIANCE TECHNOLOGY OUTREACH PROGRAM

The Space Alliance Technology Outreach Program (SATOP) is a cooperative program between the states of Florida, New Mexico, New York, and Texas.

The SATOP is a FREE service designed to provide engineering assistance and speed the transfer of space technology to the private sector. By giving free technological assistance to small businesses, SATOP helps them solve their challenges and increase their chances of succeeding.

The goal of the SATOP is to help small businesses apply the technical expertise derived from the US Space Program. Made up of an [Alliance group of 30 space industries, universities, colleges, and NASA centers](#) (Johnson Space Center - Texas, Kennedy Space Center - Florida, and White Sands Test Facility - New Mexico), the SATOP finds professionals within these companies who volunteer their time and expertise in solving the challenges brought forth by the inquiring businesses.

Your business can receive up to 40 hours of free technical assistance through the SATOP. The goal of SATOP is to provide resolutions in less than 90 days. SATOP has helped companies with machine design, process engineering, materials selection and many other technical issues.

For more information visit SATOP website at <http://www.spacetechnologies.com/index.asp>

Or

Submit a Request for
FREE Technical Assistance
[Click here to start](#)

Recovery Assistance for Hurricane Victims

How to Apply for SBA Disaster Loan Assistance after a Declared Disaster

If you are in a declared disaster area and have suffered any disaster related damage you may be eligible for federal disaster assistance. Individuals that are Homeowners and Renters must register with the Federal Emergency Management Agency to obtain a FEMA Registration ID Number by calling 1-800-621-3362. The speech or hearing impaired may call (TTY) 1-800-462-7585. Businesses may apply directly to the Small Business Administration for possible disaster assistance.

SBA Disaster Business Loan Application

Instructions for the SBA Disaster Business Loan Application

- [SBA Form 5](#). Download, print loan application and complete or complete version online and print.
- [SBA Form 739A](#). Download, print form and complete or complete version online and print.
- [SBA Form 1368 Additional Filing Requirements](#). Download, print form and complete or complete version online and print.
- [SBA Form 413 Personal Financial Statement](#). Download, print form and complete or complete version online and print.
- [IRS Form 8821](#). Download, Print form and complete or complete version online and print. Please see instructions.
- [IRS 8821 Instructions](#). Follow examples A-B-C to complete IRS Form 8821.
- [SBA Form 2202 Schedule of Liabilities](#). Print form and complete. This is a suggested format for the Schedule of Liabilities. The information contained in this schedule is a supplement to your balance sheet and should balance to the liabilities presented on that form. If you need assistance please see instructions.
- [SBA Form 2202 Schedule of Liabilities instructions](#). Follow examples 1 through 8 for requested information. You may use your own form if you prefer. Any format is acceptable as long as it includes the information included in the instructions.

Please refer to Filing Requirements on front of SBA Form 5. All required documents listed in Filing Requirements must be returned. All forms requiring signature must be signed and dated. Incomplete applications will not be accepted.

Completed SBA Disaster Business Loan applications may be submitted to the Disaster Area office that serves your state or territory. To locate your Disaster Area office visit our website at http://www.sba.gov/disaster_recov/loaninfo/dloanassit.html

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SBA Breaks All-Time Loan Record Agency Has Already Surpassed 2003 Loan Numbers

The U.S. Small Business Administration has already backed more loans in its 7(a) and 504 programs than ever before in its 51-year history. The SBA's 7(a) loan program has guaranteed over 67,493 loans in fiscal year 2004, more than the record 67,306 7(a) loans made in all of fiscal year 2003. In addition, the agency has over 6,974 loans through its 504 program, surpassing the 2003 record of 6,863. The 2004 fiscal year ends on September 30. When compared to the same time period last year, these record-breaking numbers represent dramatic increases: Over 23 percent for 7(a) and over 27 percent for 504.

Houston's Top 20 Lenders as of August 31, 2004

Rank	Lender	Total Loan Amount	Total # Loans	Average Loan Amount
1	Innovative Bank	\$3,441,000.00	477	\$7,213.84
2	Bank- America Nat'l Assoc	\$9,519,900.00	268	\$35,522.01
3	J P Morgan Chase	\$13,186,500.00	152	\$86,753.29
4	Capital One Federal Savings Bank	\$5,515,000.00	131	\$42,099.24
5	Wells Fargo	\$22,659,400.00	129	\$175,654.26
6	Woodforest National Bank	\$24,680,000.00	56	\$440,714.29
7	Houston-Galveston Area Local D	\$29,037,000.00	55	\$527,945.45
8	Business Loan Center LLC	\$36,327,900.00	52	\$698,613.46
9	Sterling Bank	\$12,757,300.00	49	\$260,353.06
10	CIT Small Bus. Lending Corp	\$29,776,900.00	45	\$661,708.89
11	United Central Bank	\$10,821,500.00	36	\$300,597.22
12	Metrobank	\$8,343,300.00	32	\$260,728.13
13	Banco Popular	\$6,228,100.00	31	\$200,906.45
14	Bank One	\$3,489,900.00	31	\$112,577.42
15	Frost National Bank	\$6,215,800.00	28	\$221,992.86
16	Capital Cert. Development Corp	\$15,475,000.00	25	\$619,000.00
17	Comerica Bank	\$13,605,100.00	25	\$544,204.00
18	Texas Certified Development Co. Inc.	\$15,481,000.00	24	\$645,041.67
19	Southwest Bank	\$11,350,300.00	21	\$540,490.48
20	Texas First Bank Santa Fe	\$5,898,800.00	19	\$310,463.16

Please note numbers corrected from previous information

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Federal Grants

The Federal Government now provides an electronic online location to find and apply for grants across the Federal Government.

[Grant.gov](#) provides over 900 grant programs offered by the 26 Federal grant-making agencies and provides the public with an accurate and reliable location to search for grant information.

Grants.gov puts relevant information in one place, thereby helping organizations less familiar with Federal grant programs to learn about and apply for these opportunities on a secure and safe web location. To start your search for available grants visit [www.grants.gov](#) or [click here](#) to search grant postings.

Apply for Grants:

- [Prepare to Apply for Grants Through Grants.gov](#)
- [Access Active Grant Application Packages](#)
- [Download Grant Application Packages](#)
- [Complete a Grant Application Package](#)
- [Submit a Completed Grant Application Package](#)
- [Check the Status of an Application Submitted via Grants.gov](#)

White House Office of

Faith-Based and Community Initiatives

Federal Funds for Organizations That Help Those in Need

If you are in the business of caring for people in need, you need money to do your job. Chances are that if you had a little more money, you'd be able to help more people and do your work better. That's where Federal grants come into play. If you run an organization to help those in need, you may be eligible to receive Federal money through grant programs.

The following list of over 150 programs represents many of the programs, offered by various Federal agencies, of interest to small, faith-based and community groups. However, there may be other programs in these or other agencies that we have not yet listed. Additional programs will be added over time. Visit [www.fbc.gov](#) every now and then to search an updated list. You can also visit [www.grants.gov/](#) and [www.fedbizopps.gov](#).

The programs that follow are organized into general categories. In each category, you will find programs from several different Federal agencies. For example, in the Elders in Need category are programs operated by the Departments of HHS and HUD. At the beginning of each category are programs for which you make application directly to one of the Federal agencies. In every case, the contact information in the listing is a good place to start for learning about the application process and other details about the program.

You will find "formula grant programs" at the end of most categories. These are the programs in which the Federal government makes large grants available to States and local governments. These States and localities then award grants themselves to grassroots and other organizations. Totalling more than \$50 billion, formula grants represent a wide range of funding opportunities. To learn about these opportunities, you will need to get in touch with your local and State agencies responsible for managing these programs.

For more information resources on grants, please refer to the "Additional Grants Resources" section at the end of this booklet. For more information on the grants process, please [click here](#). You may also download the grants catalogue as a pdf file by clicking [here](#).

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Calendar Planner

For information on upcoming events or comments on the newsletter call 713-773-6500 ext. 306, email [HDO Quarterly Newsletter](mailto:HDO_Quarterly_Newsletter)

Click link below for more information.

- **University of Houston Small Business Development Center (SBDC) Loan Workshops** for information contact sbdctraining@uh.edu
- **MED Week 2004**, October 18-21, 2004. For more information call 713-752-8488 or email sbdctraining@uh.edu
- **SBA Monthly Procurement Breakfast**, September 21, November 16, and December 21, 2004 for more information contact 713-752-8488
- **Houston District Office**  [Calendar of Events](#)
- **SCORE** schedule of upcoming events call 713-773-6565 or visit www.scorehouston.org

Online Services

- [Federal Agency Forms](#)
- Click below for state information



Revealing Success Story



Muniz Engineering, Inc. (MEI) is an innovative, small disadvantaged business (SDB) based in Houston, Texas with satellite offices in Denver, Colorado, Albuquerque, New Mexico; Huntsville, Alabama; Greenbelt, Maryland and the Los Angeles area. MEI was formed in 1992, and provides high-value, technical services to government and commercial customers in the areas of engineering services, safety and product assurance, and information technology and management.

Finally, complementing its excellent technical capability and growth record, MEI is:

- Certified under the 8(a) Program as of June 1995
- ISO 9000 Certified
- Owned by a Vietnam and Service Disabled Veteran
- NAICS Codes 541330, 541512, 541519, 541710, 561210 (SIC Codes 8711, 7379, 7373, 8731 and 8744)

Muniz Engineering has been ranked eighty-eighth among the top 100 fastest-growing Hispanic-owned companies in the United States, according to Hispanic Business Magazine, July/August 2004 issue. MEI also won the Minority Service Firm of the Year award for the Dallas Region from the Minority Business Development Agency. MBDA recognized MEI for its rapid growth and development into a successful and high-tech firm.

For more information about Muniz Engineering Inc. visit <http://www.munizengineering.com/> or contact

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