U.S. Small Business Administration

NEBRASKA EDITION 2020

Small Business

RESOURCE GUIDE

START GROW EXPAND

YOUR BUSINESS

If you ask these consultants
how to increase sales, they'll say

think big

THINK U.S. GOVERNMENT AS YOUR NEXT CUSTOMER

VERONICA DOGA

TAYLOR LAW

CHUCK BECK

MARY GRAFF

MEGHANN BURESH

QUENTIN FARLEY

We are certified contracting specialists serving all of Nebraska and
ready to connect you to lucrative government contract opportunities.

ASSISTANCE PROVIDED AT NO COST TO BUSINESS OWNER

402.554.2521 nebraskaPTAC@unomaha.edu ptac.unomaha.edu

nbdc NEBRASKA BUSINESS DEVELOPMENT CENTER®
Procurement Technical Assistance Center

This procurement technical assistance center is funded in part through a cooperative agreement with the Defense Logistics Agency.

University of Nebraska Omaha

CONTENTS

Nebraska Edition 2020

Local Business Assistance

6 National Success Story
Jerado and Joyce Reynolds know their local landscape for entrepreneurship support.

11 Local SBA Resource Partners

13 Your Advocates

14 How to Start a Business

18 Opportunities for Veterans

20 Entrepreneurial Opportunities

22 Write Your Business Plan

24 Local Success Story
Carl Weiland, Rob Haake, and Jason Ash wanted to handle the growth of their long-time family-owned business with care, so they turned to the SBA.

Funding Programs

26 National Success Story
Jennifer and Jeff Herbert's meadery has expanded into a multimillion dollar enterprise thanks to SBA assistance.

29 SBA Lenders

32 Financing 101

33 Need Financing?

34 Go Global with International Trade

36 R&D Opportunities for High Growth Startups

38 National Success Story
Cheeseburger Baby owner Stephanie Vitori persevered through a financial storm and a natural disaster.

42 Surety Bonds

Contracting

44 National Success Story
Jennifer Rahn steers the course for Admiral Engineering, succeeding as a small business subcontractor.

47 Government Contracting

48 SBA Certification Programs

49 Woman-Owned Small Business Certification

ON THE COVER Co-owner Carl Weiland, left, and Lonny Knapp, welding department team leader, courtesy of Weiland Inc.

U.S. SMALL BUSINESS ADMINISTRATION

A MESSAGE FROM THE ADMINISTRATOR

It is my honor to serve as Administrator of the U.S. Small Business Administration, leading a dedicated team of talented individuals across America who are focused on helping entrepreneurs start, grow, and expand their small businesses. The SBA is here to support the prosperity and longevity of our nation's small businesses with timely and innovative resources to help them thrive in today's economy. America's entrepreneurs are innovators, risk-takers, and the catalyst for employment opportunities within their communities, and they are what makes our economy so strong and dynamic.

As we enter a new decade of possibilities, small businesses have a remarkable opportunity to continue building upon the success we've seen in our economy over the last three years. As the voice for America's 30 million small businesses, I am eager to advocate on entrepreneurs' behalf as a member of the President's Cabinet. Whether it's seeking access to capital, government contracting opportunities, business mentoring, or assistance with disaster recovery, the SBA is ready and determined to help our customers succeed.

The SBA remains committed to continuing our support of America's entrepreneurs and making an even bigger impact in communities across the country. In particular, the SBA is focused on elevating female entrepreneurs and our military veterans, expanding access to SBA resources among entrepreneurs in disadvantaged communities, and continuing to prioritize disaster relief.

Within this resource guide, you will learn more about the tremendous tools the SBA provides small businesses through our 68 District Offices and numerous Resource Partners, such as our Small Business Development Centers, our SCORE mentoring network, Women's Business Centers, and Veterans Business Outreach Centers. Featured in this guide are some of the remarkable success stories of entrepreneurs who partnered with the SBA to take their businesses to the next level. The SBA encourages you to also utilize these resources to help strengthen and meet your business goals.

Sincerely,

Jovita Carranza
SBA Administrator

WE MAKE SMALL BUSINESS
OUR BUSINESS.
START • GROW • EXPAND • RECOVER

Small businesses **power** our economy.

The SBA **powers** small businesses.

Whether you dream of transforming your business idea into a thriving company, growing your customer base, or expanding into new markets or locations, the SBA is here for you. We offer programs, expertise, and access to capital that will empower you to take your small business to the next level of success.

Stop by your local SBA office or visit SBA.GOV to learn how you can move your business forward with confidence.

SBA

U.S. Small Business Administration

Advertise your company here.

Reach an unparalleled audience of small business owners with the U.S. Small Business Administration's *Small Business Resource Guide.*

contact info@newsouthmediainc.com

NEW SOUTH MEDIA

PUBLISHED BY
New South Media, Inc.
304.413.0104 | newsouthmedia.com

PUBLISHER
Nikki Bowman, *nikki@newsouthmediainc.com*

DESIGNER
Hayley Richard, *hayley@newsouthmediainc.com*

MANAGING EDITOR
Holly Leleux-Thubron, *holly@newsouthmediainc.com*

ASSOCIATE EDITOR
Pam Kasey, *pam@newsouthmediainc.com*

OPERATIONS MANAGER
Meggan Hoyman, *info@newsouthmediainc.com*

ADVERTISING SALES DIRECTOR
Heather Mills, *heather@newsouthmediainc.com*

ADVERTISING SALES
Kelley McGinnis, Bryson Taylor
sba@newsouthmediainc.com

Copyright: New South Media, Inc. Reproduction in part or whole is strictly prohibited without the express written permission of the publisher.

© 2020 NEW SOUTH MEDIA, INC., ALL RIGHTS RESERVED

The U.S. Small Business Administration's Office of Marketing & Customer Service directs the publication of the Small Business Resource Guide under SBA Contract #SBAHQ-17-C-0018. SBA publication winter 2020 national edition #mcs-0134

WRITER/EDITOR
Becky Bosshart
(202) 205-6677
rebecca.bosshart@sba.gov

DIRECTOR OF MARKETING
Paula Panissidi Tavares
paula.tavares@sba.gov

The SBA's participation in this publication is not an endorsement of the views, opinions, products or services of the contractor or any advertiser or other participant appearing here. All SBA programs and services are extended to the public on a nondiscriminatory basis.

Directory listings do not constitute or imply an endorsement by the SBA of any opinions, products, or services of any private individual or entity.

Printed in the United States of America.

While every reasonable effort has been made to ensure that the information contained here is accurate as of the date of publication, the information is subject to change without notice. The contractor that publishes this guide, the federal government, or agents thereof shall not be held liable for any damages arising from the use of or reliance on the information contained in this publication.

SBA Nebraska District Office

10675 Bedford Ave., suite 100
Omaha, NE 68134
(402) 221-4691
Fax (402) 221-3680
sba.gov/ne
@SBA_Nebraska

District Director Letter

Welcome to the 2020 edition of the U.S. Small Business Administration Nebraska Small Business Resource Guide. The SBA Nebraska District Office is proud to support our growing economy by providing local business owners and entrepreneurs access to capital and the information they need to start, grow or expand their small business. More than 99% of businesses in Nebraska are small, and they employ over 46% of Nebraska's workforce. That workforce is growing increasingly diverse, and many areas consistently rank among the best locations to develop a small business.

To get started, visit an SBA office or one of our SBA Resource Partners. Starting on pg. 9 you will find listings for free or low-cost business advisers, which includes Small Business Development Centers, SCORE mentors, Women's Business Centers, and the Veterans Business Outreach Center. Interested in small business financing? Find out if SBA-backed financing is right for you by consulting with an SBA specialist at one of our partner lending institutions, listed in the green Funding Programs section. This guide also details SBA disaster assistance loans and SBA-backed loans exclusively for small business exporting. If you are interested in getting started in government contracting, read about SBA certifications and our business development programs. SBA programs and services help you better compete in the public marketplace.

Stay up to date on SBA events near you and get valuable local business information by following us @SBA_Nebraska. Register for email updates at **sba.gov/updates**. Use our Small Business Resource Guide to power your dream of starting, growing, or expanding your small business in Nebraska.

Sincerely,

Leon J. Milobar
District Director

District Director
Leon Milobar
(402) 221-3620
leon.milobar@sba.gov

Deputy District Director/Government Contracting
Melissa Tedesco
(402) 221-7229
melissa.tedesco@sba.gov

Lender Relations Specialists
Deborah Wilson
(402) 221-7222
deborah.wilson@sba.gov
Korey Young
(402) 221-7215
korey.young@sba.gov
Mike Marsh
(402) 221-7216
michael.marsh@sba.gov

Economic Development Specialist/Administrative Officer/Public Information Officer
Elizabeth Yearwood
(402) 221-7200
elizabeth.yearwood@sba.gov

District Counsel
Gregg Stratman
(402) 221-7202
gregg.stratman@sba.gov

Procurement Center Representative
Charles Mason
(402) 221-7206
charles.mason@sba.gov

LOCAL BUSINESS ASSISTANCE

COURTESY OF SHANA SUREOK PHOTOGRAPHY

How We Did It

Made to Last

Joyce and Jerado Reynolds used SBA support to succeed.

WRITTEN BY **MICAELA MORRISSETTE**

Reynolds Welding & Fabrication has grown steadily, building a loyal customer base, since Jerado Reynolds founded the company in 2005.

"At first the company was just Jerado," recalls his wife and co-owner, Joyce Reynolds. "Then it was him and me part time." During the day she worked as a nurse and spent her evenings doing all the company's paperwork. The Reynolds sank everything they earned into the business—money, time, and energy. She remembers with pride helping Jerado weld a stair railing at a local school. Her son later attended that same school, and she watched her child and others using the rail, benefiting from the hard work the couple did together. It was then Joyce decided as much as she loved her day job, she wanted to devote herself full time to the family business in Windsor, Connecticut. She wanted to work side-by-side with her husband, fully focused on administration and business growth. As they both hoped, word of mouth spread; clients made referrals. Joyce was soon overwhelmed with paperwork. They brought on two employees—doubling up in the busy seasons. They were able to maintain four full-time employees by 2009. After this, Joyce says, they saw that "things were not moving." She wanted to scale up.

Challenge

The company wasn't growing in part because it wasn't certified with the state department of transportation or prequalified with the Connecticut State Department of Administrative Services, Joyce says. She decided to tackle the certification problem full time, leaving her nursing career. This was the change she'd been wanting to make, but since her background was in health care, Joyce didn't feel fluent in the languages of construction or business. Joyce wanted to learn, and she had incentive: they needed the certifications to bid on bigger jobs. "Never be afraid to ask questions," she says. Joyce needed to find people with answers.

Solution

She and Jerado connected with the University of Hartford Entrepreneurial Center & Women's Business Center, an

COURTESY OF SHANA SURECK PHOTOGRAPHY

SBA Resource Partner, where "from day one it was, Eureka! Everyone wanted to see us win." Women entrepreneurs receive essential business counseling and training from this national network of community-based centers. Most helpful was the detailed personal attention available through free one-on-one business counseling. Joyce also learned about workshops offered by providers like the Metropolitan District, a Connecticut nonprofit municipal corporation offering water and sewer services. At a meet-and-greet, Joyce understood how much the SBA could help her business. An SBA professional walked Joyce through the extensive paperwork and, crucially, helped her register the company in the System for Award Management (sam.gov), positioning the company for new federal contracts.

"Resources like the Entrepreneurial Center and the SBA will train you from bottom to top," Joyce says. "They have finance classes that open your eyes regarding taxes. You'll learn how to register your business. They'll help with a contract or your website or accountability statements. Everything!"

Before the SBA, Reynolds Welding attempted the DOT certification on five separate occasions, always falling short because the process was so complicated. Joyce secured the certification with SBA guidance on the first attempt.

Benefit

Reynolds Welding now employs more than 15 workers, constructing stairs, rails, structural beams, and columns throughout the region. Jerado is working on two bridges—a lifelong dream. Joyce continues to move forward, getting Reynolds qualified for the SBA 8(a) Business Development Program, which provides free business development education to small businesses so they can better compete in the public sector. "When I came on full time, I set a goal for what I would like for the company, and I've achieved 80% of that," Joyce says. When she secures 8(a) certification for Reynolds, she'll have hit all her objectives. Then, she admits, she'll probably come up with some new ones.

5 Tips for Success

Find a great business mentor.
To find your local SBA office and resource partners in your area, visit **sba.gov/localresources**.

Have a healthy view of competition.
We're not always competing. We're a competitor, but if a similar business has extra work, they'll send it to us and vice versa. That's the relationship to have.

Record everything you do.
Navigating business relationships in this age means keeping an email record of everything you do. Leave a clear paper trail.

Sacrifice to ensure quality.
We don't cut corners. Sometimes you have to lose money to do quality work—it's rough, but nothing is more important.

Seek SBA assistance to see if you qualify for business certifications.
We used to look for jobs. Now that we're on the SBA Subcontracting Network database, SubNet, and **sam.gov**, we have a continuous flow of contractors reaching out to us.

SBA Resource Partners

No matter your industry, location, or experience, if you have a dream, the SBA is here to help you achieve it. Our SBA Resource Partners offer mentoring, counseling, and training to help you startup and thrive at all stages of the business life cycle. These independent organizations operating across the United States and U.S. territories are funded through SBA cooperative agreements or grants.

SMALL BUSINESS DEVELOPMENT CENTERS

950+

Small Business Development Centers

Achieve your dream of business ownership and remain competitive in an ever-changing global economy with assistance from your local SBDC. Access free counseling and free or low-cost training on topics like regulatory compliance, technology development, and international trade. Find an SBDC adviser at **sba.gov/sbdc**.

SCORE

300+

SCORE chapters

Join the ranks of other business owners who have experienced higher revenues and increased growth thanks to SCORE, the nation's largest network of volunteer business mentors. Experienced executives share real-world knowledge to fit your busy schedule. SCORE mentors are available for free as often as you need, in person, via email or over video chat. Find a mentor at **sba.gov/score**.

WOMEN'S BUSINESS CENTERS

100+

Women's Business Centers

Women entrepreneurs receive essential business counseling and training from this national network of community-based centers. Each center tailors its services to help you navigate the challenges women often face when starting or growing a business. To learn about SBA resources for women visit **sba.gov/women**.

VETERANS BUSINESS OUTREACH CENTERS

20+

Veterans Business Outreach Centers

Veteran and military entrepreneurs receive business training, counseling, and referrals to other SBA Resource Partners at a Veterans Business Outreach Center, **sba.gov/vboc**. Receive procurement guidance to better compete for government contracts. VBOCs also serve active duty service members, National Guard or Reserve members, veterans of any era, and military spouses.

Our Local SBA Resource Partners

SBA's Resource Partners are independent organizations funded through SBA cooperative agreements or grants.

Rob and Julie McKiney grew their manufacturing business in Norfolk, NE thanks to business guidance from the Nebraska Business Development Center. Their business adviser helped the couple prepare financial projections so they could secure the financing to purchase and expand McKiney Manufacturing and Sales.

COURTESY OF MCKINEY MANUFACTURING

Small Business Development Centers

Nebraska Business Development Center
nbdc.unomaha.edu

NBDC Omaha
University of Nebraska at Omaha
College of Business Administration
Mammel Hall, suite 200
6708 Pine St.
(402) 554-2521
nbdc@unomaha.edu

State Director Catherine Lang
Cell (402) 554-3889
cdlang@unomaha.edu

Associate State Director and Export Assistance Aretha Boex
(402) 554-6635
aboex@unomaha.edu

Professional and Organizational Development Manager Harold Sargus
(402) 554-4088
hsargus@unomaha.edu

SBIR Program Director & Technology Commercialization Josh Nichol-Caddy
(402) 554-2521
jnicholcaddy@unomaha.edu

NBDC SBDC Omaha
Center Director Tony Schultz
(402) 554-6633
tonyschultz@unomaha.edu

NBDC SBDC Lincoln
Center Director
University of Nebraska-Lincoln
College of Business Center for Entrepreneurship
730 N. 14th St., suite 315F
(402) 472-4092

NBDC SBDC Kearney
Center Director Odee Ingersoll
University of Nebraska at Kearney
West Center Building, suite 127 E
1917 W. 24th St.
(308) 865-8344
ingersollo@unk.edu

NBDC SBDC Grand Island
Business Consultant Sara Bennett
309 W. Second St.
(308) 382-9210 x19
bennettsa2@unk.edu

NBDC SBDC Chadron
Center Director Gary Dusek
Chadron State College
Burkhiser Complex lower level
1000 Main St.
(308) 432-6282
gdusek@csc.edu

NBDC SBDC Wayne
Center Director Loren Kucera
Wayne State College
Gardner Hall 101
1111 Main St.
(402) 375-7575
Cell (402) 369-2966
lokucer1@wsc.edu

NBDC SBDC Norfolk
Center Director Loren Kucera
Norfolk Chamber of Commerce
609 W. Norfolk Ave.
(402)-375-7575
lokucer1@wsc.edu

NBDC SBDC Scottsbluff
Center Director Spencer Rien
Panhandle Research & Extension Center
4502 Avenue I St.
(308) 635-7513
srien@unomaha.edu

NBDC SBDC McCook
Center Director Charlie McPherson
Keystone Business Center
402 Norris Ave.
cmcpherson@unomaha.edu
(308) 340-0422

NBDC SBDC North Platte
Center Director Charlie McPherson
Mid-Plains Community College
1101 Halligan Drive, room 102
(308) 340-0422
cmcpherson@unomaha.edu

SCORE

Visit **sba.gov/score** to start working on your business goals. Contact your local office to schedule an appointment.

District Director Gene Knapp
geneknapp@hotmail.com

Greater Omaha Chapter
10675 Bedford Ave., suite 100
Omaha
(402) 221-3606
Fax (402) 221-3680
score@scoreomaha.org
omaha.score.org

Lincoln Chapter
285 S. 68th St., suite 208
(402) 437-2409
lincoln.score.org

Nebraska Route 81 Chapter (Columbus & Norfolk)
4860 33rd Ave.
(402) 562-1242

Central Nebraska Chapter
Kearney
(402) 817-3822
centralnebraska.score.org

Rural Enterprise Assistance Project Women's Business Center

Director Jessica Campos
(402) 870-1521
jessicac@cfra.org
wbc@cfra.org
cfra.org/reap/wbc

O'Connor Belting, a Delaware family-owned business, expanded with the help of an SBA-guaranteed 7(a) loan.

Veterans Business Resource Center

Veteran entrepreneurs or small business owners can receive business training, counseling and mentoring, and referrals to other SBA Resource Partners at a Veterans Business Outreach Center, **sba.gov/vboc**. This is also the place to receive procurement guidance, which can help your business better compete for government contracts.

Outreach & Business Development Coordinator
Darcella Craven
(314) 532-8387
vetbiz.com

Veteran Business Development Officer
Elizabeth Yearwood
(402) 221-7200
elizabeth.yearwood@sba.gov

Your Advocates

The SBA offices of advocacy and ombudsman are independent voices for small business within the federal government.

Advocacy

When you need a voice within the federal government for your interests as a small business owner, the SBA's regional advocates are here to assist. The advocates analyze the effects of proposed regulations and consider alternatives that minimize the economic burden on small businesses, governmental jurisdictions, and nonprofits. Find your regional advocate at **sba.gov/advocacy**.

Your advocate helps with these small business issues:

- if your business could be negatively affected by regulations proposed by the government
- if you have contracting issues with a federal agency
- when you need economic and small business statistics

The SBA's Office of Advocacy also independently represents small business and advances its concerns before Congress, the White House, federal agencies, federal courts, and state policy makers.

Ombudsman

Entrepreneurs who have an issue with an existing federal regulation or policy can receive assistance from the SBA's national ombudsman.

The ombudsman's office can help you:

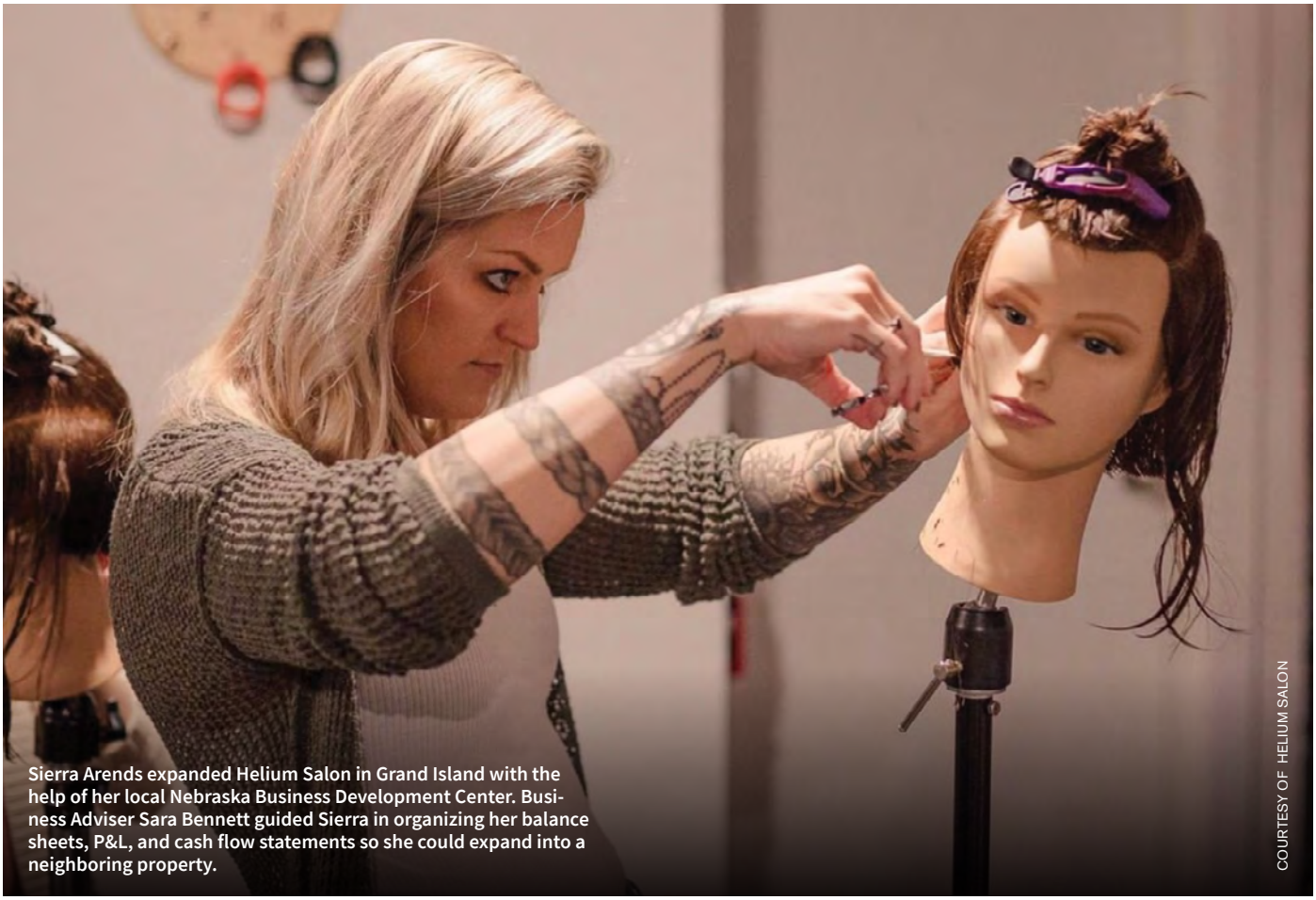
- resolve regulatory disputes with federal agencies
- reduce unfair penalties and fines
- seek remedies when rules are inconsistently applied
- recover payment for services done by government contractors

To report how a proposed federal regulation could unfairly affect you, find your regional SBA advocate at sba.gov/advocacy.

To submit a comment about how your business has been hurt by an existing regulation, visit sba.gov/ombudsman/comments.

Make your voice heard by participating in a Regional Regulatory Enforcement Fairness Roundtable or a public hearing hosted by the SBA's national ombudsman. These events are posted periodically on the ombudsman website, **sba.gov/ombudsman**.

To submit a comment or complaint through the online form, visit **sba.gov/ombudsman/comments**. Your concerns will be directed to the appropriate federal agency for review. The SBA will collaborate with you and the agency to help resolve the issue.



Sierra Arends expanded Helium Salon in Grand Island with the help of her local Nebraska Business Development Center. Business Adviser Sara Bennett guided Sierra in organizing her balance sheets, P&L, and cash flow statements so she could expand into a neighboring property.

COURTESY OF HELIUM SALON

How to Start a Business in Nebraska

Thinking of starting a business? Here are the nuts & bolts.

The Startup Logistics

Even if you're running a home-based business, you will have to comply with many local, state, and federal regulations. Do not ignore regulatory details. You may avoid some red tape in the beginning, but your lack of compliance could become an obstacle as your business grows. Taking the time to research regulations is as important as knowing your market. Carefully investigate the laws affecting your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties, and jeopardize your business.

Market Research

Need to do research on your clients and location? View consumer and business data for your area using the Census Business Builder: Small Business Edition, **https://cbb.census.gov/sbe**. Filter your search by business type and location to view data on your potential customers, including consumer spending, and a summary of existing businesses, available as a map and a report.

Business License & Zoning

Licenses are typically administered by a variety of state and local departments. It is important to consider zoning regulations when choosing a site for your business. Contact the local business license office where you plan to locate your business. You may not be permitted to conduct business out of your home or engage in industrial activity in a retail district.

Name Registration

Register your business name with the county clerk where your business is located. If you're a corporation, also register with the state.

» **Nebraska Secretary of State**
State Capitol
1445 K St., suite 2300, Lincoln
(402) 471-2554
sos.nebraska.gov

COURTESY OF THE SBA

An O'Fallon Casting Inc. employee at work in O'Fallon, MO. General Manager Vince Gimeno grew his business thanks to the Small Business Innovation Research Program.

» **One-Stop Business registration system**
nebraska.gov/osbr

Taxes

As a business owner, you should know your federal tax responsibilities and make some business decisions to comply with certain tax requirements. The IRS Small Business and Self-Employed Tax Center, **go.usa.gov/xPxYR**, offers information on a variety of topics including: obtaining an Employer Identification Number, paying and filing income tax, virtual workshops, forms, and publications.

As the IRS continues to implement some of the Tax Cuts and Jobs Act provisions, your tax obligations may change. Visit the Tax Reform Provisions that Affect Businesses page on **irs.gov** for the latest tax reform updates that affect your bottom line.

» **Taxpayer education office**
(402) 221-3501

» **Taxpayer advocate–Omaha**
(402) 221-4181

» **State Taxes**
Lincoln
Nebraska Department of Revenue
301 Centennial Mall S.
(402) 471-5729 or (800) 742-7474
Fax (402) 471-5608
revenue.nebraska.gov

Omaha
Nebraska State Office Building
1313 Farnam St., suite 100
(402) 595-2065

Scottsbluff
505A Broadway, suite 800
(308) 632-1200

Norfolk
304 N. Fifth St., suite D
(402) 370-3333

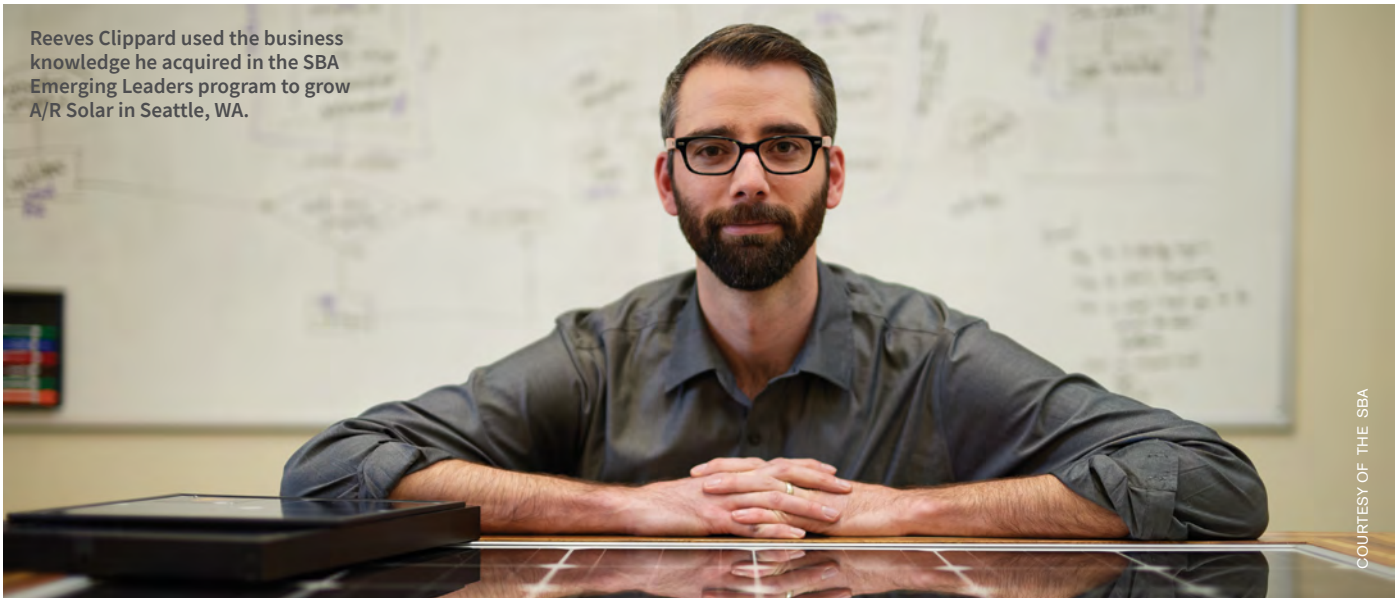
North Platte
200 S. Silber St.
(308) 535-8250

Social Security

If you have any employees, including officers of a corporation but not the sole proprietor or partners, you must make periodic payments, and/or file quarterly reports about payroll taxes and other mandatory deductions. You can contact the IRS or the Social Security Administration for information, assistance, and forms, at (800) 772-1213 or visit **socialsecurity.gov/employer**. You can file W-2s online or verify job seekers through the Social Security Number Verification Service.

Employment Eligibility Verification

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees.



Reeves Clippard used the business knowledge he acquired in the SBA Emerging Leaders program to grow A/R Solar in Seattle, WA.

The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Service offers information and assistance through **uscis.gov/i-9-central**. For forms call (800) 870-3676. For the employer hotline call (888) 464-4218 or email I-9central@dhs.gov.

E-Verify, operated by the Department of Homeland Security in partnership with the Social Security Administration, electronically verifies the Social Security number and employment eligibility information reported on Form I-9. It's the quickest way for employers to determine the employment eligibility of new hires. Visit **e-verify.gov**, call (888) 464-4218 or email e-verify@dhs.gov.

Health & Safety

All businesses with employees are required to comply with state and federal regulations regarding the protection of employees, visit **dol.gov** for information. The Occupational Safety and Health Administration provides information on the specific health and safety standards used by the U.S. Department of Labor. Call (800) 321-6742 or visit **osha.gov**.

» **Office of Safety & Labor Standards**
Lincoln
(402) 471-4721

Omaha
(402) 595-3095

Hastings
(402) 462-2191

North Platte
(308) 535-8300

Sidney
(308) 254-6940

» **Nebraska Workforce Development**
(402) 471-9000
dol.nebraska.gov

» **Office of Workforce Services**
(402) 471-9000

» **Labor Laws**
301 Centennial Mall S.
Lincoln

» **Child Labor and Minimum Wage**
(402) 471-2239

» **Contractor Registration and Workplace Safety**
(402) 471-2230

Employee Insurance

Check with your state laws to see if you are required to provide unemployment or workers' compensation insurance for your employees. For health insurance options, call the Small Business Health Options Program at (800) 706-7893 or visit **healthcare.gov/small-businesses/employers**.

Department of Labor Association Health Plans allow small businesses, including self-employed workers, to band together by geography or industry to obtain healthcare coverage as if they were a single large employer. For information, visit **dol.gov/general/topic/association-health-plans**.

» **Nebraska Department of Insurance**
941 O St., suite 400, Lincoln
(402) 471-2201

» **Office of Unemployment Insurance**
(402) 471-9000

Environmental Regulations

State assistance is available for small businesses that must comply with environmental regulations under the Clean Air Act. State Small Business Environmental Assistance programs provide free and confidential assistance to help small business owners understand and comply with complex environmental regulations and permitting requirements. These state programs can help businesses reduce emissions at the source, often reducing regulatory burden and saving you money. To learn more about these free services visit **nationalsbeap.org/states/list**.

» **Nebraska Department of Environmental Quality**
1200 N St., suite 400
Lincoln
(402) 471-2186
www.deq.state.ne.us

Child Support

Employers are essential to the success of the child support program and are responsible for collecting 75% of support nationwide through payroll deductions. The Office of Child Support Enforcement at Health and Human Services offers employers step-by-step instructions for processing income withholding orders for child support. Download the fact sheet about the Employer's Role in the Child Support Program at the Office of Child Support Enforcement's website at **acf.hhs.gov/programs/css > employer responsibilities**. You can also find information about other employer responsibilities and tools that can make meeting those responsibilities easier, such as electronic income withholding orders and the Child Support Portal. Send questions to employerservices@acf.hhs.gov.

Intellectual Property

Patents, trademarks, and copyrights are types of intellectual property that serve to protect creations and innovations. The United States Patent and Trademark Office is the federal agency that grants U.S. patents and registers trademarks. For information and resources about U.S. patents and federally registered trademarks consult **uspto.gov**. Call the patent and trademark office help center at (800) 786-9199 or visit the Rocky Mountain Regional Office in Denver, Colorado, **uspto.gov/denver**.

A patent for an invention is the grant of a property right to an inventor, issued by the U.S. patent office. The right conferred by the patent grant is the right to exclude others from making, using, offering for sale, or selling the invention in the United States or importing the invention into the country. For information visit **uspto.gov/inventors**.

There are three types of patents:

- Utility patents may be granted to anyone who invents or discovers any new and useful process, machine, manufacture, or composition of matter, or any new and useful improvement.
- Design patents may be granted to anyone who invents a new, original, and ornamental design for an article of manufacture.
- Plant patents may be granted to anyone who invents or discovers and asexually reproduces any distinct and new variety of plant, other than a tuber propagated plant or a plant found in an uncultivated state.

A trademark or service mark includes any word, name, symbol, device, or any combination, used or intended to be used to identify and distinguish the goods/services of one seller or provider from those of others and to indicate the source of the goods/services. Trademarks and service marks may be registered at both the state and federal level. The U.S. Patent and Trademark Office only registers federal trademarks and service marks. Federally registered trademarks may conflict with and supersede those registered only at the state level. Visit **uspto.gov/trademarks**.

» **State Trademarks**
Nebraska Secretary of State
1445 K St., suite 2300, Lincoln
(402) 471-2554
sos.nebraska.gov

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyrights do not protect facts, ideas, and systems, although they may protect the way they are expressed. For general information contact:

» **U.S. Copyright Office**
U.S. Library of Congress
James Madison Memorial Building
101 Independence Ave. SE
Washington, DC
(202) 707-3000 or toll free
(877) 476-0778
copyright.gov

Chambers of Commerce

Nebraska
nechamber.net

Omaha
omahachamber.org

Grand Island
gichamber.com

Lincoln area
lcoc.com

Scottsbluff/Gering
scottsbluffgering.net

York
yorkchamber.org

North Platte
nparea.com

For a listing of more local chambers in Nebraska, visit **officialusa.com**.

Economic Development

Nebraska Department of Economic Development
301 Centennial Mall S., fourth floor
Lincoln
(800) 426-6505
opportunity.nebraska.gov

Exporting Assistance

Regional Export Finance Manager Larry D. Cresswell
Serving Nebraska, Missouri, Kansas, and Iowa
4300 Goodfellow Blvd., building 110, suite 1100-A
St. Louis, MO
(314) 540-7587
Fax (202) 741-6710
larry.cresswell@sba.gov

U.S. Commercial Service–Nebraska
Director Meredith Bond
(402) 346-6947
meredith.bond@trade.gov

State Trade Expansion Program
Nebraska Department of Economic Development
STEP Grant Coordinator Susan R. Rouch
(402) 471-4668
susan.rouch@nebraska.gov

AVMAC President/CEO Bert Ortiz, left, and fellow U.S. Navy veteran and electrician Ken Morey manufacturing a power panel bracket.

COURTESY OF AVMAC INC.

HOW THE SBA HELPED ME SUCCEED

U.S. Navy veteran Roberto Ortiz puts his 40 years of aviation management experience to use as a small business owner in Chesapeake, VA. Bert expanded AVMAC Inc. into the government sector fulfilling aviation and maritime logistical services with the help of his local SBA Veterans Business Outreach Center. VBOCs are the first stop for military community entrepreneurs looking to start, grow, or expand a small business. The VBOC located at Old Dominion University helped Bert obtain government contracting business certifications. With support from his local VBOC, Bert has strategically position AVMAC in the federal marketplace to better compete for large-scale government contracts. From AVMAC's first contract in 2010, this veteran-led company has nearly doubled in revenue and grown to over 400 employees.

Opportunities for Veterans

Military community members become more successful entrepreneurs with the help of the SBA.

Entrepreneurship training

In Boots to Business, explore business ownership and other self-employment opportunities while learning key business concepts. Walk away with an overview of entrepreneurship and applicable business ownership fundamentals, including how to access startup capital using SBA resources. Boots to Business is conducted on all military installations as part of the Department of Defense's Transition Assistance Program.

Who's eligible?

Service members transitioning out of active duty and military spouses. Boots to Business: Reboot, for veterans, National Guard or Reserve members and military spouses, teaches this entrepreneurship curriculum off base in communities. Register for either B2B program at **https://sbavets.force.com**.

For women veterans

Receive entrepreneurial training geared toward women veterans, service members, and spouses through these SBA-funded programs:

- Veteran Women Igniting the Spirit of Entrepreneurship in Syracuse, New York
- LiftFund in San Antonio, Texas

For service-disabled veterans

Learn how to start and grow a small business using these SBA-funded programs:

- Entrepreneurship Bootcamp for Veterans with Disabilities in Syracuse, New York

- Veterans Entrepreneurship Program at the Riata Center for Entrepreneurship, Spears School of Business, Oklahoma State University in Stillwater, Oklahoma
- Veteran Entrepreneurship Jumpstart at St. Joseph's University in Philadelphia, Pennsylvania
- Dog Tag Inc., affiliated with Georgetown University in Washington, DC

Financing

Employee called to active duty?
You can receive funds that enable your business to meet ordinary and necessary operating expenses when an essential employee is called up to active duty in the military reserve. Ask your local SBA specialist or lender about the Military Reservist Economic Injury Disaster Loan.

Government contracting

Veteran-owned and service-disabled veteran-owned small businesses that want to better compete in the public market receive training from the Veteran Institute for Procurement, **nationalvip.org**.

VIP Start
Enter the federal market and become ready for procurement.

VIP Grow
Strategize to expand and operate within the federal marketplace.

VIP International
Enter or expand your federal and commercial contracting opportunities overseas.

Get certified
Learn about the service-disabled veteran-owned small business certification program on page 49.

Need assistance?

Veteran and military entrepreneurs receive business training, counseling, and referrals to other SBA Resource Partners at a Veterans Business Outreach Center, **sba.gov/vboc**. For veterans business information visit **sba.gov/veterans**.

COURTESY OF AVMAC INC.

Entrepreneurial Opportunities

Regional Innovation Clusters

Create jobs and grow the economy through an SBA Regional Innovation Cluster.

Who should join

Small businesses driving innovation in one of these tech industries:

- advanced composites
- agTech
- bioscience
- food processing
- data sciences
- medical sciences
- power and energy
- unmanned aerial systems
- water tech
- wood products

How it works

Each industry cluster is based in a geographic region. Your small business must be located in or near that region in order to join the cluster. For example, the AgLaunch Initiative cluster, which focuses on agricultural technology, is located in the Tennessee area. A small agTech business in or near Tennessee will connect with other agTech suppliers, service providers, and related institutions through that innovation cluster.

How it benefits you

Network with other industry innovators and connect with resources that will help your small business find funding. You'll also receive guidance on how to better compete for government contracts and other opportunities so you can grow and expand. Receive free technical and legal assistance to develop your tech and get it to market for government and industry buyers.

Get involved

Find an SBA Regional Innovation Cluster near you by visiting **sba.gov/localassistance**. Select the regional innovation clusters on the drop-down menu.

Online Resources

Find free short courses and learning tools to start and grow your small business at **sba.gov/learning**. The free SBA Online Learning Center is a great resource for every entrepreneur, especially rural business owners looking for easy access to vital business training.

Courses include:

- writing your business plan
- buying a business
- financing options
- digital and traditional marketing to win customers
- disaster recovery
- understanding your customer

Native American Workshops

Tribal enterprises and business organizations can receive training at an SBA Entrepreneurial Empowerment Workshop. These workshops cover business concepts important for starting, growing, or expanding a small business. RedWind instructors identify and help participants avoid common pitfalls. Learn how to prepare a business plan, gain access to capital, and basic book keeping. Request a workshop in your area by visiting nativesmallbusiness.org.

SBA Regional Innovation Clusters

1. **Autonomous & Unmanned Systems Cluster – Emerging Tech Ventures**
2. **The Ozarks Cluster – Startup Junkie** *(Industry focus: Food processing, supply chain, & logistics)*
3. **The Water Council Cluster**
4. **Marine Industry Science & Technology Cluster**
5. **BioSTL: St. Louis Biosciences Cluster**
6. **Oklahoma-South Kansas Unmanned Aerial Systems Cluster**
7. **The Appalachian Ohio Wood Products Cluster**
8. **Conductor RIC in Healthcare, Education & Data/Decision Sciences – Startup Junkie Consulting**
9. **Integrative Business Services Inc.** *(Industry focus: Optics)*
10. **Great Plains Technology & Manufacturing Cluster**
11. **Montana Bioscience Cluster – Montana Technology Enterprise Center**
12. **AgLaunch Initiative**
13. **Utah Advanced Material Manufacturing Initiative**
14. **Defense Alliance - LSI Business Development Inc.** *(Industry focus: Advanced Power and Energy)*

Write your Business Plan

Your business plan is the foundation of your business. Learn how to write a business plan with the help of an SBA Resource Partner.

Business plans help you run your business.

A good business plan guides you through managing your business. You'll use your business plan as a roadmap for how to structure, run, and grow your new business.

Business plans can help you get funding or bring on new business partners. Investors want to see a return on their investment. Your business plan is the tool you'll use to convince people that working with you—or investing in your company—is a smart investment. Brain storm with a business counselor (visit one of our SBA Resource Partners detailed on page 10) and write a **traditional business plan**, which uses a standard structure and detailed sections. Once you've got it all down, you can then condense it to a lean startup business plan, which typically contains key points on only one page.

TRADITIONAL BUSINESS PLAN FORMAT

When you write your business plan, you don't have to stick to the exact business plan template. Instead, use the sections that make the most sense for your business and your needs.

Executive Summary

Briefly summarize your company and why it will be successful. Include your mission statement, your product or service, and basic information about your company's leadership team, employees, and location. You should also include financial information and high-level growth plans if you plan to ask for financing.

Company Description

Go into detail about the problems your business solves. Be specific as to audience and location. List out the consumers, organizations, or businesses your company plans to serve.

Explain the competitive advantages you have that will make your business successful. Are there experts on your team? Have you found the perfect location? Your company description is the place to boast about your strengths.

Market Analysis

Demonstrate a solid understanding of your industry outlook and target market. This is where it pays to partner with an experienced business counselor from your local Small Business Development Center, SCORE, Women's Business Center, or Veterans Business Outreach Center—all these SBA Resource Partners provide free or low-cost business assistance. Competitive research will show what other businesses are doing and their strengths. In your market research, look for trends and themes. What do successful competitors do? Why does it work? Can you do it better? Now's the time to answer these questions.

Organization and Management

Explain how your company will be structured and who will run it.

Describe the legal structure of your business. State whether you have or intend to incorporate your business as a C or an S corporation, form a general or limited partnership, or if you're a sole proprietor or limited liability company.

Want to see an example of a business plan?

View examples of business plans at **sba.gov/business-guide/plan/write-your-business-plan-template**

TRADITIONAL BUSINESS PLAN CHECKLIST

- ☐ **Executive summary**
- ☐ **Company description**
- ☐ **Market analysis**
- ☐ **Organization and management**
- ☐ **Service or product line**
- ☐ **Marketing and sales**
- ☐ **Funding request**
- ☐ **Financial projections**
- ☐ **Appendix**

Use an organizational chart to show the hierarchy. Explain how each person's experience will contribute to the success of your venture. Consider including CVs of key members.

Service or Product Line

Describe what you sell or what service you offer. Explain how it benefits your customers and the product lifecycle. Share your plans for intellectual property, like copyright or patent filings. If you're doing research and development for your service or product, explain it.

Marketing and Sales

Your marketing strategy should evolve and change to fit your needs in each context.

Describe how you'll attract and retain customers. Show how a sale will actually happen. You'll refer to this section later when you make financial projections, so be thorough.

Funding Request

If you're asking for funding, outline your funding requirements. Specify whether you want debt or equity and the terms you'd like. Your goal is to clearly explain how much funding you'll need over the next five years and how the investment will be used.

Specify if you need funds to buy equipment or materials, pay salaries, or cover specific bills until revenue increases. Explain how you'll pay off the debt.

Financial Projections

Supplement your funding request with a prospective financial outlook for the next five years. Show how your business will be a financial success.

If your business is already established, include income statements, balance sheets, and cash flow statements for the last three to five years. List collateral you could put against a loan.

Include forecasted income statements, balance sheets, cash flow statements, and capital expenditure budgets. For the first year, be even more specific and use quarterly—or even monthly—projections. Make sure to clearly explain your projections and match them to your funding requests.

Use visual organization tools--graphs and charts—to tell your business's financial story.

Appendix

Here you'll attach supporting documents or other requested materials. Common items to include are credit histories, CVs, product pictures, letters of reference, licenses, permits, patents, legal documents, and other contracts.

LEAN STARTUP PLAN FORMAT

Write a lean startup plan if requested from an investor, or if your business is relatively simple or you plan to regularly change and refine as you go.

Lean startup plans use more visual organization tools and only a handful of elements to describe your company's value proposition, infrastructure, customers, and finances. They're useful for visualizing your company's fundamental facts. Your business counselor can help you edit down into the Business Model Canvas, used here—the most well known style, or another lean startup template.

Key Partnerships

Note the other businesses you'll work with--suppliers, manufacturers, subcontractors, and similar strategic partners.

Key Activities

List the ways your business will gain a competitive advantage. Will you sell direct to consumers or use technology to tap into the sharing economy?

Key Resources

List resources you'll leverage to create value for your customer. Your most important assets include staff, capital, or intellectual property. Leverage business resources that might be available to women, veterans, Native Americans, and HUBZone–certified businesses.

Value Proposition

Make a clear and compelling statement about the unique value your company brings to the market.

Customer Relationships

Describe how customers will interact with your business. Think through the customer experience from start to finish. Is it automated or personal? In person or online?

Customer Segments

Name your target market. Your business won't be for everybody; it's important to have a clear sense of who you serve.

Channels

List the most important ways you'll talk to your customers.

Cost Structure

Will your company focus on reducing cost or maximizing value? Define your strategy, then list the most significant costs you'll face.

Revenue Streams

Explain how your company makes money: direct sales, memberships fees, selling advertising space? If your company has multiple revenue streams, list them all.

LEAN STARTUP PLAN CHECKLIST

- ☐ **Key partnerships**
- ☐ **Key activities**
- ☐ **Key resources**
- ☐ **Value proposition**
- ☐ **Customer relationships**
- ☐ **Customer segments**
- ☐ **Channels**
- ☐ **Cost structure**
- ☐ **Revenue streams**

Carl Weiland, Rob Haake, & Jason Ash

CO-OWNERS, WEILAND INC.

Norfolk, NE

Carl Weiland, Rob Haake, and Jason Ash wanted to handle the growth of their family-owned business with care, so they turned to the SBA. Their small manufacturing company constructs environmentally friendly fiberglass and stainless steel doors and windows predominately for the meat-packing industry. With the help of an SBA-backed loan, Weiland Inc. built its own custom facility in Norfolk, NE.

Leon and Jean Weiland, Carl's parents, now semi-retired, started the company in 1984 during a devastating regional economic crisis. Building fiberglass doors started out as a way to support their young family. The small business became a job creator and major economic player in Nebraska.

- **What challenge did you have?** We always wanted to expand here in Norfolk and make a difference in our community. We were located on a farm inside multiple aging buildings not tailored to our processes. Access to capital is always a challenge for small businesses. As a 30-year family-owned business, we had access to collateral and a credit history, but we still couldn't find traditional financing in order to build the facility we needed.

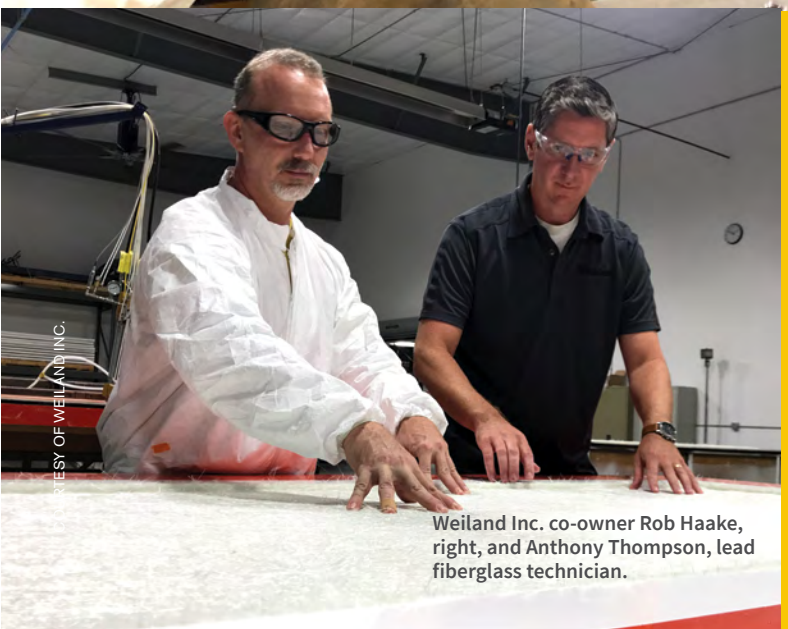
  We're all new to business ownership, so we also needed expert counselors to help us navigate the legal requirements and financial systems. Since we had professional careers before pursuing our entrepreneurial dream, it was important that we find business counseling for free or low cost who could explain what we needed to know in a quick and easy way.

- **What was the SBA solution?** Our small business qualified for a $1.5 million SBA-backed 504 Certified Development Company loan. The SBA guarantees loans made by lending institutions to small businesses that would not otherwise be able to obtain financing. Our SBA-backed loan allowed us to build a custom facility with a long-term, fixed-rate mortgage. Our new 60,000-square-foot facility provides meaningful employment and gives us room to grow. Through the SBA, we were able to receive the funding we needed to expand our operation with a new office area, fiberglass section, and a paint booth.

  We consulted our local Nebraska Business Development Center for help with packaging several loans to make this dream a reality. SBA Resource Partners across the state offer mentoring, counseling, and training for free or low cost to help entrepreneurs. Loren Kucera, NBDC director in Wayne was instrumental in assisting us in growing our business.

- **What benefit did this have for you?** We've consolidated all our manufacturing in one state-of-the-art facility that provides terrific access to our employees, suppliers, and distributors. We hired 14 employees in 2018, bringing our total to 35. Weiland Inc. has expanded into the international market, exporting to Canada and Mexico. In the last several years, revenue has tripled and we're on pace to quadruple this year. We've emphasized innovation to meet the ever-changing needs of our customers. Our stainless steel windows are now the standard in many company's specifications when they seek replacements in their wash-down facilities.

Co-owner Carl Weiland, left, and Lonny Knapp, welding department team leader.



COURTESY OF WEILAND INC.

Weiland Inc. co-owner Rob Haake, right, and Anthony Thompson, lead fiberglass technician.

“Through the SBA, we were able to receive the funding we needed to expand our operation with a new office area, fiberglass section, and a paint booth.”

Carl Weiland, Rob Haake, & Jason Ash
Co-owners, Weiland Inc.

FUNDING PROGRAMS

Financing Your Small Business

COURTESY OF SUPERSTITION MEADERY

How We Did It

Crafting a Business

SBA-backed financing helped Superstition Meadery expand into a multimillion dollar enterprise.

WRITTEN BY **BECKY BOSSHART**

Jennifer and Jeff Herbert's home-based brewing has expanded into a global, multimillion dollar enterprise thanks to SBA assistance. Using Arizona honey and ingredients they've sourced from around the world (such as Tahitian vanilla and Moroccan saffron), the Herberts are selling nearly 30,000 gallons annually of their honey-based fermented beverage. They operate a downtown Prescott, Arizona tasting room and state-of-the-art production facility, creating jobs and building a local craft industry. The Herberts, founding members of the American Mead Makers Association, have traveled around the world hosting pairing events and pouring at craft beverage festivals.

Challenge

The Herberts wanted to scale up their meadery while also staying true to their values of quality ingredients and craft process. It is often difficult for new entrepreneurs or unique concepts like a meadery to get traditional financing, even though they knew they had a great idea, the backing wasn't there to expand. They say that choosing to do something new breaks the mold, which can be uncomfortable for traditional lenders.

Solution

Thanks to guidance from an SBA Resource Partner, the Small Business Development Center at Yavapai Community College, Jennifer and Jeff learned about financing that worked for them. The SBA guarantees loans made by lending institutions to small business that would not otherwise be able to obtain financing. Their small business qualified for two SBA-backed loans totaling more than $600,000. The Herberts' first SBA-backed loan allowed them to acquire commercial property to design and build their mead production facility. Their second SBA-backed loan provided the funding for professional brewing equipment to complete their 7,450-square-foot production space. The Herberts recently purchased a historic building in downtown Phoenix, Arizona to open a mead-pairing restaurant.

Benefit

The Herberts started with two employees and now have over 20 producing 29,000 gallons this year. From a homegrown setup, Jennifer and Jeff are now charting revenue in excess of $2.6 million and distributing to 37 states, across Europe and Southeast Asia. They have plans for another expansion, including a shipping warehouse to manage their online retail and wholesale orders.

COURTESY OF SUPERSTITION MEADERY

Jeff & Jennifer Herbert, owners of Superstition Meadery, completed their 7,450-square-foot production space and opened a tasting room in Prescott, AZ with the assistance of SBA-backed financing. See their story on YouTube by searching for the 2019 National Small Business Persons of the Year.

5 Tips for Success

Get guidance.
Develop a working relationship with an SBA Resource Partner (see page 10) to help you find the funding that works best for you.

Define your lending needs.
Determine if a loan is right for you. Is this the right time? How much do you need? What are you going to use it for?

Talk to multiple lenders.
See who best matches you and your business. Has the lender successfully worked with other businesses in your industry?

Check all options.
Consult with your lender to see if you're eligible for SBA financing programs, determined by your industry & experience; collateral; credit score; and the relationship & transparency you develop with the lending agent.

Be ready for the ups and downs.
Your entrepreneurial endeavor will be a roller coaster ride filled with challenges and successes. The path is all consuming so make sure that you love what you do. Passion is the price of admission.

Lender Match

Find a lender interested in working with you at **sba.gov/lendermatch**. This matching tool connects entrepreneurs with SBA Lenders in your area.

SBA-backed Loans

help small business owners and entrepreneurs who are creditworthy but don't qualify for conventional financing. If you cannot obtain a business loan with reasonable rates and terms, contact your local SBA Lender to see if you are eligible for SBA programs. The SBA works with participating lenders to reduce their risk, increasing the likelihood your loan will be approved with the terms that work best for you. The guarantee is conditional on the lender following SBA program requirements. Just like with any other loan, you make your loan payments directly to your lender in accordance with your terms.

NEED SMALL BUSINESS SUPPORT?

The Rural Enterprise Assistance Project (REAP) at the Center for Rural Affairs offers:

- Small business training in English and Spanish
- One-on-one technical assistance
- Small business loans

LOANS FROM $1,000 – $150,000

- Inventory
- Working capital
- Equipment
- Real estate

Learn more: cfra.org/REAP

CENTER *for* RURAL AFFAIRS

REAP RURAL ENTERPRISE ASSISTANCE PROJECT

CFRA.ORG/REAP | INFO@CFRA.ORG | 402.687.2100

Advertise your company here.

Reach an unparalleled audience of small business owners with the U.S. Small Business Administration's *Small Business Resource Guide*.

contact info@newsouthmediainc.com

SBA Lenders

Our participating SBA Lenders serve all Nebraska. To find more bank locations, visit the lender's website.

ANSLEY
Security State Bank (Dundee Bank)
624 Main St.
(308) 935-1700

AUBURN
Auburn State Bank
1212 J St.
(402) 274-4342

BANCROFT
First Bank of Bancroft
301 Main St.
(402) 648-3361

BEEMER
First Community Bank
201 Main St.
(402) 528-3223

BELLWOOD
Bank of the Valley
404 State St.
(402) 538-3025

BELLEVUE
Cobalt Credit Union
11515 S. 39th St.
(402) 292-8000

Great Southern Bank
1902 Harlan Drive
(402) 291-2000

BENNINGTON
Bank of Bennington
12212 N. 156th St.
(402) 238-2245

BLAIR
Two Rivers Bank
555 S. 19th St.
(402) 426-9500

Washington County Bank
1523 Washington St.
(402) 426-2111

BRUNING
Bruning State Bank
104 E. Main St.
(402) 353-2555

CAMBRIDGE
First Central Bank
623 Patterson St.
(308) 697-4344

CHADRON
First National Bank of Chadron
202 Main St.
(308) 432-5552

COLUMBUS
Columbus Bank & Trust Co.
2501 13th St.
(402) 564-1234

CURTIS
Western Nebraska Bank
301 Center Ave.
(308) 367-4155

FORDYCE
Cedar Security Bank
117 Main St.
(402) 357-3508

FREMONT
First State Bank & Trust Co.
1005 E. 23rd St.
(402) 721-2500

GIBBON
Exchange bank
14 Labarre St.
(308) 468-5741

GOTHENBURG
First State Bank
914 Lake St.
(308) 537-3684

GRAND ISLAND
Equitable Bank
113 N. Locust St.
(308) 382-3136

Five Points Bank
2015 N. Broadwell Ave.
(308) 384-5350

Home Federal Savings & Loan Association of Grand Island
221 S. Locust St.
(308) 382-4000

HARTINGTON
Bank of Hartington
229 N. Broadway
(402) 254-3994

HASTINGS
Five Points Bank of Hastings
2815 Osborne Drive W.
(402) 462-2228

HEBRON
Thayer County Bank
502 Lincoln Ave.
(402) 768-6027

HENDERSON
Henderson State Bank
1040 N. Main St.
(402) 723-4441

KIMBALL
FirsTier Bank
115 S. Walnut St.
(308) 235-4633

LAUREL

Security Bank
202 E. Second St.
(402) 256-3247

LINCOLN

Cornhusker Bank
1101 Cornhusker Highway
(402) 434-2265

First State Bank Nebraska
4915 Old Cheney Road
(402) 420-5200

First State Bank Nebraska
2701 Grainger Parkway
(402) 858-1771

Nebraska Bank of Commerce
6000 Village Drive
(402) 423-2111

Pinnacle Bank
1401 N St.
(402) 434-3100

Security First Bank
5505 Red Rock Lane
(402) 323-8045

Union Bank and Trust Co.
3643 S. 48th St.
(402) 323-1828

West Gate Bank
6003 Old Cheney Road
(402) 323-3456

LYONS

First Northeast National Bank of Nebraska
440 Main St.
(402) 687-2640

MCCOOK

First Central Bank McCook
904 N. Highway 83
(308) 345-4994

NEBRASKA CITY

ARBOR Bank
911 Central Ave.
(402) 873-3388

NORFOLK

BankFirst
100 N. 13th St.
(402) 371-8005

NORTH PLATTE

NebraskaLand National Bank
1400 S. Dewey St.
(308) 534-2100

OGALLALA

Adams Bank & Trust
315 N. Spruce St.
(308) 284-4071

OMAHA

Access Bank
8712 W. Dodge Road
(402) 763-6000

American National Bank
8990 W. Dodge Road
(402) 399-5000

Bank of the West
13320 California St.
(402) 918-2332

Centris Federal Credit Union
11825 Q St.
(402) 334-7000

Core Bank
12100 W. Center Road
(402) 333-9100

Enterprise Bank
12800 W. Center Road
(402) 330-0200

First National Bank of Omaha
1620 Dodge St.
(402) 341-0500

First Savings Bank
3540 S. 84th St.
(402) 399-8400

First Westroads Bank Inc.
15750 W. Dodge Road
(402) 330-7200

Great Western Bank
6015 NW Radial Highway
(402) 952-6000

Great Western Bank
14545 W. Center Road
(402) 952-6000

Great Western Bank
9290 W. Dodge Road
(402) 952-6000

Mutual of Omaha Bank
3333 Farnam St.
(402) 351-8000

Northwest Bank
14320 Arbor St.
(402) 334-6760

Premier Bank
16802 Burke St.
(402) 558-8000

Security National Bank of Omaha
1120 S. 101st St.
(402) 344-7300

UMB Bank
16929 Burke St.
(402) 330-7770

United Republic Bank
111 N. 181st St.
(402) 505-8500

US Ban
1700 Farnam St.
(612) 492-8321

Wells Fargo Bank
1919 Douglas St.
(402) 536-2022

PIERCE

Midwest Bank
114 W. Main St.
(402) 329-6221

RED CLOUD

Heritage Bank
126 W. Fourth St.
(402) 746-2251

SCOTTSBLUFF

First State Bank
2002 Broadway
(308) 632-4158

Platte Valley Bank
1212 Circle Drive
(308) 632-7004

Valley Bank and Trust Co.
1701 First Ave.
(308) 632-7500
SEWARD

Cattle Bank & Trust
104 S. Fifth St.
(402) 643-3636

Jones National Bank and Trust Co.
510 Bradford St.
(402) 643-3602

STUART
Tri-County Bank
106 N. Main St.
(402) 924-3861

TABLE ROCK
State Bank of Table Rock
402 Houston St.
(402) 839-2035

VALLEY
First Nebraska Bank
330 N. Spruce St.
(402) 359-2281

WALLACE
First State Bank
234 S. Commercial Ave.
(402) 387-4319

WEST POINT
Charter West Bank
201 S. Main St.
(402) 372-5147

WISNER
Citizens State Bank
921 Avenue E St.
(402) 529-3291

YORK
Cornerstone Bank
529 Lincoln Ave.
(402) 363-7411

York State Bank & Trust Co.
700 Lincoln Ave.
(402) 362-4411

WEST POINT
F&M Bank
204 N. Main St.
(402) 372-5331

WATERLOO
Foundation One Bank
23804 Cedar Drive
(402) 779-2545

WOOD RIVER
Heritage Bank
110 E. Ninth St.
(308) 583-2262

Participating Certified Development Company

Community Development Resources
285 S. 68th St. Place, suite 520
Lincoln
(402) 436-2387
cdr-nebraska.org

Community Advantage Lender

Nebraska Enterprise Fund
330 N. Oakland Ave.
Oakland
(402) 685-5500
nebbiz.org

Participating Microlenders

Center for Rural Affairs/Rural Enterprise Assistance Project
145 Main St.
Lyons
(402) 687-2100
cfra.org/reap

Community Development Resources
285 S. 68th St. Place, suite 520
Lincoln
(402) 436-2387
cdr-nebraska.org

Nebraska Enterprise Fund
330 N. Oakland Ave.
Oakland
(402) 685-5500
nef@nebbiz.org
nebbiz.org

Export Assistance Lenders

Access Bank
8712 W. Dodge Road
(402) 763-6000

First National Bank of Omaha
(800) 642-0014
firstnational.com

First Nebraska Bank
330 N. Spruce St.
(402) 359-2281

State Bank of Table Rock
(402) 839-2035
tablerockbank.com

FUNDING PROGRAMS

SBA Financing 101

U.S. Small Business Administration

1 What do you need funding for?

- Start or purchase a business
- Purchase, renovate or expand facilities
- Purchase inventory, equipment or machinery
- Revolving credit/working capital for day-to-day expenses
- Export a product or service

I need investors.

Look into SBICs.

I need to research and develop a business idea for commercialization.

Research the SBIR or STTR programs.

I'm bidding on a contract that requires me to be bonded.

Ask for information on SBA surety bonds.

2 Do you need help with your business plan or loan package?

If so, SBA Resource Partners can help. Find a list at your local SBA district office.

3 Now that you have your business plan and loan package ready, contact an SBA Lender to see if you qualify. There are two options...

A. Check out Lender Match (sba.gov/lendermatch) to find an SBA Lenders who may specialize in your industry or type of project.

B. Visit your local SBA district office for a list of local SBA Lenders.

Be prepared to discuss:

- size and purpose of your loan
- how long your business has operated
- your credit history
- collateral
- financial projections
- technical assistance/ mentoring needs

Need Financing?

Visit your local SBA office or lender to learn about these funding options.

The 7(a) Loan, the SBA's Largest Financing Program

If you cannot get conventional financing and you meet the eligibility requirements, you can use a 7(a) loan to buy real estate, equipment, or inventory for your small business. It may also be used for working capital, to refinance business debt or purchase a small business.

MAX LOAN AMOUNT: $5 million

INTEREST RATE: generally prime + a reasonable rate capped at 2.75%

TERMS: loan term varies according to the purpose of the loan, generally up to 25 years for real estate, 10 years for other fixed assets and working capital

GUARANTEE: 50 to 90%

CAPLines

Meet your revolving capital needs with lines of credit. CAPLines can be used for contract financing, seasonal lines of credit, builders line of credit, or for general working capital lines.

SBA Express Loan

Featuring a simplified process, these loans are delivered by experienced lenders who are authorized to make the credit decision for the SBA. These can be term loans or revolving lines of credit.

MAX LOAN AMOUNT: $350,000

INTEREST RATE: for loans less than $50,000, prime + 6.5%; for loans of $50,000 and greater, prime + 4.75%

TERMS: loan term varies according to the purpose of the loan, generally up to 25 years for real estate and 10 years for other fixed assets and working capital

GUARANTEE: 50%

Community Advantage

A financing program for women, veterans, low-income borrowers, and minority entrepreneurs just starting up or in business for a few years. Receive free business counseling as you work with a community-based financial institution.

INTEREST RATE: prime + 6%

TERMS: up to 25 years for real estate, 10 years for equipment and working capital

GUARANTEE: 75 to 90%

Microloans

Eligible businesses can startup and grow with working capital or funds for supplies, equipment, furniture and fixtures. Borrow from $500 to $50,000 and access free business counseling from microlenders.

INTEREST RATE: loans less than $10,000, lender cost + 8.5%; loans $10,000 and greater, lender cost + 7.75%

TERMS: lender negotiated, no early payoff penalty

504 Certified Development Company Loan

If you do not qualify for traditional financing, but would like to purchase or renovate real estate or buy heavy equipment for your business, ask about the 504 loan. It provides competitive fixed-rate mortgage financing through a lender and a Certified Development Company.

MAX LOAN AMOUNT (UP TO 40% OF THE TOTAL PROJECT): up to $5 million; $5.5 million for manufacturing or energy public policy projects

INTEREST RATE: below market fixed rates for 10, 20 or 25 year terms

TERMS: 20 or 25 years for real estate or long-term equipment, 10 years for general machinery and equipment

GUARANTEE: the lender provides a senior loan for 50% of the project cost (with no SBA guarantee); the CDC finances up to 40% in a junior lien position (supported by the SBA guarantee)

SPECIAL CONDITION: a minimum borrower contribution, or down payment, is required, amounts vary by project but are usually 10%

Go Global with International Trade

Stabilize seasonal sales and become less less dependent on any one market by exporting.

COURTESY OF THE SBA

Expert Advice on Exporting

Find an SBA professional in one of the 21 U.S. Export Assistance Centers, **sba.gov/tools/local-assistance/eac**, located in most major metro areas. The centers are also staffed by the U.S. Department of Commerce and, in some locations, the Export-Import Bank of the United States and other public and private organizations. Visit your local Small Business Development Center (see page 8) for exporting assistance from professional business counselors.

Expand your Market

Small businesses can enter and excel in the international marketplace using State Trade Expansion Program grants and training. Visit **sba.gov/internationaltrade** to find out if your state is participating. You can:

- learn how to export
- participate in foreign trade missions and trade shows
- obtain services to support foreign market entry
- translate websites to attract foreign buyers
- design international marketing products or campaigns

Financing for International Growth

Having trouble securing capital to meet your small business exporting needs? Use SBA international trade programs to cover short or long-term costs necessary to sell goods or services abroad. Loan proceeds can be used for working capital to finance foreign sales or for fixed assets, helping you better compete globally. Apply for lines of credit prior to finalizing an export sale or contract and adequate financing will be in place by the time you win your contract. If you've been in business for at least a year, ask your area SBA regional finance manager about the Export Working Capital program. The International Trade Loan program also helps exporters who have been adversely affected by foreign importing competition, helping you better compete globally.

Max loan amount: $5 million
Interest rate: for Export Working Capital, the rate is negotiated between borrower and lender. For the International Trade Loan, it also cannot exceed prime + 2.75% for loan amounts over $50,000 and maturity of seven years or more.
Terms: For Export Working Capital, typically one year, cannot exceed three years. For International Trade Loans, up to 25 years for real estate, up to 10 years for equipment.
Guarantee: up to 90%

Export Express uses a streamlined process that expedites the SBA guarantee—what small businesses need most when preparing to export or ramping up international trade on a fast timeline.
Max loan amount: $500,000
Interest rate: typically not to exceed prime + 6.5%
Terms: up to 25 years for real estate, up to 10 years for equipment, up to seven years for lines of credit
Guarantee: up to 90%
Approval time: 36 hours or less

Help with Trade Barriers

If you need assistance with international trade regulations, the SBA can be your advocate in foreign markets. Call toll free (855) 722-4877 or email your contact information and trade issue to international@sba.gov.

COURTESY OF THE SBA

▲ HOW THE SBA HELPED US SUCCEED

Small businesses that qualify for the SBA State Trade Expansion Program use grant proceeds to bolster their international market presence, which EarthQuaker Devices has done in a seismic way. A manufacturer of guitar special effects pedals in Akron, OH, EarthQuaker has built an international social media fanbase delivering content in seven languages, generating millions of website page views.

EarthQuaker owners Julie Robbins & Jamie Stillman developed their global marketing strategy and multilingual promo materials with the SBA State Trade Expansion Program. The couple also received global marketing counseling and research assistance from the Ohio Small Business Development Center Export Assistance Network.

Help with Trade Barriers

If you need assistance with international trade regulations, the SBA can be your advocate in foreign markets. Call toll free (855) 722-4877 or email your contact information and trade issue to international@sba.gov.

R&D Opportunities for High Growth Startups

Engaged in high-risk research and development? Compete for funding to develop your cutting-edge technology.

COURTESY OF THE SBA

▲ HOW THE SBA HELPED US SUCCEED

Killer Snails brings science out of the laboratory and into classrooms and living rooms with award-winning educational games, such as BioDive, Assassins of the Sea, and Biome Builder. The Brooklyn, NY-based business gained access to startup funding thanks to the Small Business Innovation Research seed funding program. Dr. Mandë Holford, left, Jessica Ochoa Hendrix, right, and Dr. Lindsay Portnoy envisioned how venomous marine snail research could be used in extended reality and digital learning to engage students and meet educators' needs. The business has raised more than $1.2 million to support a team of full-time employees. Killer Snails's tabletop, digital, augmented and virtual reality games have won national and international awards.

Do you work in one of these areas?

- advanced materials
- agTech
- artificial intelligence
- biomedical
- cybersecurity
- energy
- first response
- national security
- space exploration

The Small Business Innovation Research and the Small Business Technology Transfer programs, also called America's Seed Fund, provide more than $3.5 billion in early stage capital through a competitive awards process.

How it works

Every year, participating federal agencies announce topical areas that address their R&D needs. Eligible businesses submit proposals to win either grants or contracts.

There are three phases:

- The proof-of-concept stage typically lasts from 6-12 months, and ranges from $100,000-$225,000.
- The full R&D period lasts about 24 months and typically provides $600,000-$1.5 million.
- The commercialization stage is when you seek public or private funds for your venture.

How your startup benefits

The funding agency does not take an equity position or ownership of your business. The federal government also protects data rights and the ability to win sole-source phase III contracts.

Participating agencies:

- Department of Agriculture
- Department of Commerce

- National Institute of Standards and Technology
- National Oceanic and Atmospheric Administration

» Department of Defense
» Department of Education
» Department of Energy
» Department of Health and Human Services
» Department of Homeland Security
» Department of Transportation
» Environmental Protection Agency
» NASA
» National Science Foundation

Visit **sbir.gov** to find funding opportunities and helpful program tutorials, as well as past award winners, such as Qualcomm, iRobot, Illumina, and Symantec.

SBIR Road Tour

Visit **sbirroadtour.com** to learn about national events connecting entrepreneurs working on advanced tech to the country's largest source of early stage funding. Each SBIR Road Tour stop introduces participating federal agency program managers, who oversee over 5,000 new awards annually.

Investment Capital

Looking for investors? For mature, profitable businesses with sufficient cash flow to pay interest, a Small Business Investment Company can help scale up your small business.

How an SBIC works

Investment companies with financing expertise in certain industry sectors receive SBA-guaranteed loans, which means the federal government is responsible in case of default. These investment companies then use the SBA-guaranteed capital and private funds to invest in qualifying small businesses. Each SBIC has its own investment profile in terms of targeted industry, geography, company maturity, the types and size of financing they provide.

To be eligible

The majority of your employees and assets must be within the United States. Some ineligible small businesses and activities include relenders, real estate, project financing, and foreign investment.

Visit **sba.gov** and click on Funding Program and then Investment Capital.

Small businesses **power** our economy.

The SBA **powers** small businesses.

Whether you dream of transforming your business idea into a thriving company, growing your customer base, or expanding into new markets or locations, the SBA is here for you. We offer programs, expertise, and access to capital that will empower you to take your small business to the next level of success.

Stop by your local SBA office or visit SBA.GOV to learn how you can move your business forward with confidence.

SBA U.S. Small Business Administration

COURTESY OF THE SBA

How I Did It

Smiling After the Storm

With SBA assistance, Stephanie Vitori rebuilt her Miami Beach, FL restaurant after Hurricane Irma.

WRITTEN BY **JESS WALKER**

If you ask Stephanie Vitori, the person who coined the term "bittersweet" must have run a business. In the 15 years Stephanie has owned Cheeseburger Baby, the Florida burger joint has endured recessions, multiple hurricanes, and competition from corporate franchises. She has grown along with Cheeseburger Baby, changing with each stage of the business lifecycle.

Vitori worked as a delivery driver before purchasing the business in 2004. Since then, she's expanded by purchasing two food trucks. She runs an open kitchen, which means customers can watch their 100% Angus beef cheeseburgers sizzle on the flat-top grill. Burgers are kept classic, no extra frills. "People feel at home," Stephanie says. "You're not just another table somebody has to serve." Here, everybody feels like somebody, she says. So many people love a good cheeseburger, which is why all kinds of people are attracted to her restaurant. Cheeseburger Baby's handcrafted patties have been featured on the Food Network and consumed by celebrities such as

COURTESY OF THE SBA

Jay-Z and Kanye West. Stephanie has met famous chefs "all through a cheeseburger." But just as special to her is the Vietnamese couple who came in one day, speaking little English. They were eager to meet Stephanie and show her a napkin with "Cheeseburger Baby" scrawled on it. On the other side of the world, a friend had told them to come, so they did. It all just goes to show you, Stephanie says, people come together for a great cheeseburger.

Challenge

Despite these sweet moments, there have also been bitter ones. Hurricane Irma struck in 2017, and Cheeseburger Baby lost equipment and food supplies. Thirty percent of sales blew away with the wind. "It was a zombie zone in South Beach. People were scared to come since they thought everything was destroyed," Stephanie says. "It was the roughest road I've ever traveled."

Solution

An SBA disaster assistance loan aided Cheeseburger Baby's recovery. The SBA provides direct low-interest loans to businesses of all sizes, nonprofits, homeowners, and renters to repair damage or replace property not covered by insurance or other forms of assistance. SBA disaster assistance loans can also be used to rebuild stronger, protecting your home or business against future damage caused by a disaster. The SBA also introduced Stephanie to her local

When you're affected by a disaster the SBA, the Federal Emergency Management Agency, and other organizations work together to provide assistance. Once immediate safety and security needs are met, the SBA helps get you and your community back to where you were before the disaster. Since low-interest SBA disaster assistance loans are government aid, creditworthiness and the ability to repay are taken into consideration before a loan is awarded.

What to do after a Disaster Declaration

After a disaster is declared by the President

Register with FEMA at **disasterassistance.gov** or call (800) 621-3362, TTY (800) 462-7585, or visit a Disaster Recovery Center. Locations can be found at **fema.gov/drc**. Businesses are automatically referred to the SBA. Most homeowners and renters will be referred by FEMA to the SBA to apply for disaster loan assistance. You must complete the SBA application to be considered for assistance. If the SBA cannot help you with a loan for all your needs, we will in most cases refer you back to FEMA. If you do not complete an SBA application, you may not be considered for assistance from other agencies.

Express Bridge Loan Pilot Program

Businesses affected by a Presidential disaster declaration are eligible to receive expedited financing through an SBA Express lender. These funds may be used for disaster-related purposes while the business waits for long-term financing through the SBA's direct disaster loan program.

Loan Amount: $25,000

Terms: up to seven years

Guarantee: 50%

After a disaster is declared by the SBA

Businesses of all sizes, nonprofits, homeowners, and renters are eligible to apply for an SBA disaster assistance loan. Visit a Business Recovery Center or Disaster Loan Outreach Center in your area or visit **disasterloan.sba.gov/ela** to apply for a loan. You can also call the SBA customer service center at (800) 659-2955, TTY (800) 877-8339, and ask for an application package. FEMA grant assistance for homeowners or renters is not available under an SBA declaration.

Information you need to get started:

- address of damaged residence or business and contact information
- insurance information, including type of insurance, policy numbers, and amount received
- household and/or business income
- description of disaster-caused damage and losses

COURTESY OF THE SBA

Small Business Development Center, which provided assistance with financing options and marketing. She continues to meet with SBDC advisers to remain competitive in an ever-changing economy.

During disasters, the responsibility falls on the owner's shoulders. But one lesson Stephanie has learned is the value in reaching out to others for assistance and counsel. While her brick-and-mortar restaurant was being rebuilt, she sold from a food truck. When the restaurant was operational again, she advertised that with spray paint on the plywood covering the broken windows. Stephanie and her wife, Gabrie Vitori, rebuilt Cheeseburger Baby by depending on each other and SBA assistance. See their story on YouTube by searching for the 2019 Phoenix Award for Small Business Disaster Recovery. "You've got to have resiliency. You've got to swallow your pride sometimes," Stephanie says. "But you also have to believe in your product."

Benefit

For Cheeseburger Baby, that product will continue satisfying the burger hankerings of locals, celebrities, and tourists alike. Vitori sees expansion in her future—she'd like to have a brick-and-mortar restaurant and food truck in each growing town in South Florida. "My whole life is this. I've always felt a love for business ownership, " Stephanie says. "That drive keeps you going."

The SBA provides direct low-interest loans to businesses of all sizes, nonprofits, homeowners, and renters to repair or replace damaged property not covered by insurance or other forms of assistance. SBA disaster assistance loans can also be used to rebuild stronger, protecting your home or business against future damage caused by a disaster. For information visit **sba.gov/disaster**.

Keep in mind

Since an SBA disaster assistance loan is a direct loan from the government, other organizations may reduce or not award you a grant if you have received an SBA loan or other assistance for your disaster loss. Be sure to check with the organization offering assistance to see how an SBA loan might affect your eligibility for their program. In general, recovery expenses covered by insurance, FEMA or other forms of assistance may reduce the amount provided by your SBA disaster assistance loan.

Get Ready

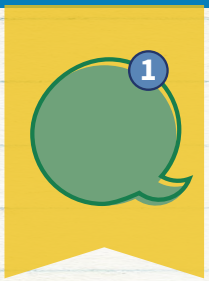
The Ready Business program, ready.gov/business, gives step-by-step guidance on how to prepare your business for a disaster. The series includes preparedness toolkits for earthquakes, hurricanes, inland flooding, power outages, and severe winds/tornadoes. Spanish materials are available.

U.S. Small Business Administration

Getting Back to Business:

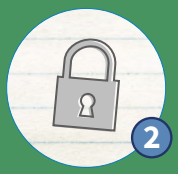
Six essential preparedness steps for creating a continuity plan

The financial and emotional cost of rebuilding a business after a disaster can be overwhelming. With a business continuity plan in place, you can recover more quickly.Your plan also puts you in a better position to contribute to the economic recovery of your community.



Establish a communications plan

- Test your calling tree or communications list to reach employees to ensure they and their families are safe.



Protect your documents

- Keep copies of vital business documents in a digital format or in an accessible, protected off-site location.

Review insurance coverage

- Contact your insurance agent to find out if your coverage is right for your business; make sure you understand the policy limits and deductibles.
- Ask about business interruption insurance, which compensates you for lost income and covers operating expenses if your company has to temporarily shut down because of a disaster.

Establish a solid supply chain

- If your vendors and suppliers are local and the disaster is widespread, you will all be in the same situation—struggling to recover. Put a disaster response plan in place to get key supplies from companies outside your area. Create a contact list of contractors and vendors you plan to use.

Plan for an alternative location

- Identify several places to relocate your operations in case you must close your primary location for an extended time.
- Consider creative options for available office space, including sharing space and resources with other businesses.
- Allow employees to telecommute until your location reopens.

Practice your plan with your staff

Based on your location, assess your risk for every type of emergency.

- Discuss as a group how your plan would be affected by different types of disasters, such as an earthquake, tornado, flood, mudslide, or hurricane.

Surety Bonds

SBA-backed surety bonds help small businesses succeed.

Eligible small businesses in the construction, supply, and service sectors better compete for contracting and subcontracting jobs using SBA-backed surety bonds.

How you benefit

Surety bonds help small businesses receive the bonding assistance they need to win contracts by providing the customer with a guarantee the work will be completed.

How surety bonds work

Many contracts require surety bonds, which are offered by surety companies. The SBA guarantee provides an incentive for surety companies to work with small businesses that would normally not be able to obtain the bond.

Is the program right for you?

Small businesses that often come to the SBA for surety bonds:

- startups and firms in business less than three years
- businesses with credit issues or internally prepared financial statements
- those who cannot secure bonding through regular commercial channels
- subcontractors with a desire to establish their own bonding as a prime contractor
- those wishing to increase their current bonding limits

COURTESY OF AZTEC CONTRACTORS

▲ HOW THE SBA HELPED ME SUCCEED

With SBA-backed surety bonds, Frank Spencer III has been able to better compete for commercial and government contracts. Aztec Contractors of El Paso, TX received the bonding support it needed to compete for construction contracts with the General Services Administration, U.S. Army Corps of Engineers, and the Mission and Installation Contracting Command. Frank acquired Aztec in 2006 with no capital and only two employees. Now he employs 25 full time and provides internship opportunities. Sales have grown to about $30 million annually. Aztec now qualifies for bonding in the standard surety market without SBA support.

For all contracts and subcontracts up to $6.5 million, the SBA guarantees bid, payment, performance, and ancillary bonds issued by surety companies. For federal contracts up to $10 million, the SBA makes a guarantee if it's in the best interest of the government.

The SBA reimburses surety companies in case of default 90% of losses sustained for veteran & service-disabled veteran, minority, 8(a), and HUBZone-certified small businesses, and all projects up to $100,000. The SBA reimburses 80% for all other small businesses.

Need a surety bond guarantee fast?

For contracts under $400,000, the process is streamlined using the SBA QuickApp program.

- easy application
- no need to submit financials to the SBA
- online applications submitted to SBA authorized agents approved within hours

Ready to start?

The SBA partners with 40 surety companies and hundreds of bonding agents. Find authorized agents at **sba.gov/osg.** Do you want to discuss the advantages of the SBA Surety Bond Guarantee program? Contact a bonding specialist:

Tamara E. Murray
Denver, CO
(303) 927-3479

Kevin Valdes
Seattle, WA
(206) 553-7277

Jennifer C. Bledsoe
Washington, DC
(202) 205-6153

Office of Surety Guarantees
(202) 205-6540

CONTRACTING

Doing Business with the Government

COURTESY OF THE SBA

How I Did It

Taking the Helm

Jennifer Rahn steers Admiral Engineering and Manufacturing to success as a government subcontractor.

WRITTEN BY MICAELA MORRISSETTE

COURTESY OF THE SBA

Jennifer Rahn was first hired as an office assistant at Phoenix, Arizona-based Admiral Engineering and Manufacturing Co. Rising to the top in a sector dominated by men, Rahn's career sounds a lot like the classic American success story. She got there with the help of a mentor and business growth earned as a federal government subcontractor.

For 16 years, Rahn worked side-by-side with then-owner David Schlosser, who became her mentor. Rahn says she learned "everything it takes to run a machine shop. I naturally just picked it up and wanted it."

The learning curve was steep—Admiral specializes in complex machined parts for industries including aerospace and communications—and Schlosser expected as much as he gave. "When I did something wrong, he told me, and I didn't do that again," Rahn said, laughing.

One of their largest clients, aerospace and defense company L3 Technologies, nominated Admiral for the SBA Subcontractor of the Year award. As a subcontractor for L3 Technologies, Rahn said she gets great satisfaction from knowing soldiers are able to communicate with their leaders because of parts her company has made.

When Schlosser decided to retire, he asked Rahn to purchase Admiral.

"He did not want to sell to a corporation that would bring in their own people or end up foreclosing," Rahn says. "Then all your hard work is gone. I agreed because it was everything I had spent my life working on, too."

In September 2017, she took over as owner and president. Ownership transition poses a unique set of challenges. Rahn wanted to maintain relationships with her existing clients, which include major government contractors. She's grateful prime contractors have incentive to subcontract with small business, and that helps businesses like Admiral.

Rahn has plans to grow, but not in the typical ways. She's investing in replacing equipment, enhancing efficiency and productivity while leading Admiral into new arenas like 3D printing. Because of the stability provided by being a government subcontractor, she's able to do all of this.

5 Tips for Success

Find a mentor.
I had a great mentor in my company, and I reached for opportunity when it was in front of me.

Always move forward.
The SBA has educational resources to improve your business know-how. To learn more about government contracting and SBA certification programs, call your local SBA district office or procurement center representative.

Compete smart.
See if your company can use the SBA Subcontracting Network database, **https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm**. SubNet connects businesses with subcontractors & small businesses with contract opportunities.

Know your industry.
I see everything; I have my hands in everything. I don't want to expand to where I can't do that anymore.

Build a team.
Everybody feels like this is our work family. My employees are as big a part of my company as I am, so I make sure they know that.

How to do business with the government

1. Identify your product or service number at **naics.com**.

2. Search **https://beta.sam.gov** to see if any federal agencies are looking for your product or service.

3. Attend an SBA district office workshop on contracting. Visit **sba.gov/localassistance** to find your local office.

4. Talk to a local Small Business Development Center counselor (see page 8) or visit a Procurement Technical Assistance Program adviser. Find your closest center at **aptac-us.org**.

5. Obtain a free DUNS number at **fedgov.dnb.com/webform**.

6. Register with the System for Award Management (**sam.gov**) to start doing business with the government.

7. Are you eligible for SBA certification programs? Read more about the 8(a), woman-owned small business, and HUBZone programs. Find out if you are eligible and upload all required documents to **certify.sba.gov**. Submit an offer at **beta.sam.gov** on a contract that fits your business.

Government Contracting

Is it right for you? Government contracting can be a valuable tool to grow your small business, but it isn't for everyone. Complete the following readiness assessment to help you decide whether your company can successfully compete for government contracts.

1

Does the government buy the product or service that you sell?

- ✓ Continue to question 2.
- X Government contracting may not be for you at this time.
- ? Start with your local SBA district office. If you can't identify at least three federal agencies that might buy what you sell, contracting might not be right for you.

2

Are you capable of fulfilling a government contract (e.g., time, staffing, and materials)?

- ✓ Continue to question 3.
- ? Your local SBA district office can help you gauge ramp-up time and other factors that contribute to government contracting success.

3

Confirm your answer to all of the following:

- Is the majority owner(s) a U.S. citizen?
- Does your company have a place of business in the U.S.?
- Is your business organized for profit?
- Does your business generate revenue?

- ✓ Continue to question 4.
- X These are requirements for participation in government contracting programs.

4

Are you credit worthy?

- ✓ Continue to question 5.
- X Visit an SBA Resource Partner for tips on repairing your credit.
- ? Talk to an SBA Lender about how to build credit.

5

Do you have an accounting system that produces financial statements, such as profit and loss statements, balance sheets, and cash flow projections?

- ✓ Continue to question 6.
- X Before you get into government contracting, make sure your accounting system is compatible with the government's requirements.

6

Do you have cash on hand to purchase working inventory, if needed?

- ✓ Continue to question 7.
- X Talk to an SBA Lender about getting a line of credit or a loan to do business with the government.

7

Do you already have federal/state/local government contracting experience?

- ✓ Continue to question 8.
- X If you don't yet have contracting experience, you won't reap the full benefit of opportunities like the 8(a) Business Development Program. You can participate in the 8(a) program once, so make sure it's the right time for you.

8

Do you know where to find contracting opportunities?

- ✓ Continue to question 9.
- X Ask an SBA business opportunity specialist for help.

9

Make sure you have:

- a DUNS number
- the NAICS codes and size standards for your industry
- SAM registration

- ✓ Continue below.
- X This is a requirement for participation in some government contracting programs.

It sounds like you may be a good fit for government contracting!
Visit your local SBA district office or **sba.gov/contracting** for more information.

SBA Certification Programs

Your business could earn profit and gain valuable work experience by providing goods or services to the government.

COURTESY OF THE SUNDANCE CONSULTING

◀ HOW THE SBA HELPED ME SUCCEED

September Myres knew that becoming a government contractor would empower herself and other native peoples, while also growing her small business to the next level. She sought business development assistance from the SBA, qualifying for the SBA 8(a) Business Development Program, which helps small disadvantaged businesses compete in the federal marketplace. This program helped September strategically grow her company to become a competitive force in the environmental services industry. Sundance Consulting of Pocatello, ID has won contracts from the Army Corps of Engineers and the U.S. Forest Service. She has continually secured Department of Defense contracts to improve Native American lands adversely affected by past department activities. September often assists Native American tribes and Alaska Native villages with developing projects and community plans.

American Indians, Alaska Natives, and native Hawaiians seeking entreprenurial development training can start, grow, and expand their business with the help of the SBA, **sba.gov/naa**. The Office of Native American Affairs also consults with tribal governments prior to finalizing SBA policies affecting tribes.

Contracting certification programs are designed to help you better compete for and win federal contracts set aside for small businesses. Visit **sba.gov/contracting** to learn more about set-asides and whether one or more of these government certification programs is right for your business. To see if you are eligible and then certify as a woman-owned, HUBZone, 8(a), or All Small business, visit **certify.sba.gov**.

8(a) Business Development Program

If you're an entrepreneur who is socially or economically disadvantaged, you may be eligible to receive business training and government contracting assistance through the 8(a) Business Development Program, **sba.gov/8a**. It includes free business development education, training workshops, and match-making opportunities with federal buyers. Firms owned by Alaska Native Corporations, Indian tribes, Native Hawaiian organizations, and Community Development Corporations are also eligible for 8(a) business development assistance.

To be eligible for the 8(a) program, your small business must:

- be owned and controlled by U.S. citizens who are socially and/or economically disadvantaged
- demonstrate at least a two-year track record and have potential for continued success
- have a net worth and adjusted gross income of less than $250,000 and assets under $4 million

Socially disadvantaged: those subjected to racial or ethnic prejudice or cultural bias without regard to their individual qualities because of their identity as members of certain groups. The following groups often fit this status: Black Americans, Native Americans, Alaska Natives, Native Hawaiians, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. A person who is not a member of one of these groups must establish that it is more likely than not that he or she has suffered social disadvantage.

Economically disadvantaged: those whose ability to compete in the marketplace has been impaired because they have not had as much capital and credit opportunities compared to others in the same or similar line of business.

The benefits of the 8(a) program:

- You are assigned an SBA professional to help coordinate business development assistance.
- You could be awarded an 8(a) sole-source contract up to $4 million for goods and services, $7 million for manufacturing, exceptions apply.

8(a) small business that can provide the needed services. This is an accelerated process saving time for both you and the government agency or office.

All Small Mentor-Protege Program

Looking for an opportunity to partner with a more experienced firm for mentorship? That effort can be rewarded in the All Small Mentor-Protege Program, **sba.gov/allsmallmpp**. At the same time you're gaining invaluable direction and experience, you and your mentor can compete for government contracts, further growing your business.

To qualify for this program:

- Proteges must have a mentor prior to applying for the program. Visit your local SBA office for guidance. Ask about the SBA's Resource Partners and the Procurement Technical Assistance Program for help in connecting you with a mentor business.

- You must be certified as a small business within your NAICS industry classification (**naics.com**).
- Mentors and proteges must be organized for profit or as an agricultural cooperative.
- Mentors cannot own more than 40% equity in the protege's business.
- An SBA determination of affiliation must not exist between the mentor and the protege. All Small-approved partnerships receive an exclusion of affiliation for contracting purposes.

HUBZone

Businesses located in Historically Underutilized Business Zones, **sba.gov/hubzone**, can gain special access to federal contracts. To qualify for the certification, your small business must:

- be owned and controlled by U.S. citizens, a Community Development Corporation, an agricultural cooperative, Indian tribal government, Alaska Native Corporation, or a Native Hawaiian organization
- have a principal office located in a HUBZone, which includes Indian reservations and military facilities closed by the Base Realignment and Closure Act. Enter your address in our interactive map, **maps.certify.sba.gov/hubzone/map**, to see if you qualify.
- have at least 35% of your employees living in a HUBZone

Service-Disabled Veterans

If you're a service-disabled veteran looking to enter the federal marketplace, you may be eligible for this small business certification. To determine your eligibility, contact a veterans business development officer at your local SBA office, or the SBA's Office of Veterans Business Development, **sba.gov/ovbd**. After you have set up to do business with the government in **sam.gov**, update your status as a service-disabled veteran business. Keep in mind, the SBA does not officially certify this designation, so when a contract awarded based on this eligibility is protested, the SBA will determine if your business meets the eligibility status, ownership, and control requirements.

Women-Owned Small Business Certification

If you're a woman proprietor looking to sell to the federal government, you may be eligible for the Women-Owned Small Business certification, **sba.gov/wosb**.

Here's how to get certified:

1. Make sure you're eligible

- Your business must be at least 51 percent owned and controlled by one or more women who are U.S. citizens. The ownership must be direct and unconditional.
- A woman must hold the highest officer position and have managerial experience required to run the business.
- One or more women must manage the daily business operations on a full-time basis and conduct long-term decision making and planning.

To qualify as an economically disadvantaged woman-owned small business, your company must meet these criteria and the business owner and/or manager must meet certain income and asset requirements.

2. Register

- Register with the System for Award Management (sam.gov) to start doing business with the government.

3. Certify

Self-certify as a woman-owned small business or an economically disadvantaged woman-owned small business for free, or obtain certification from one of the SBA's approved third-party certifiers (which costs a fee):

- El Paso Hispanic Chamber of Commerce
- National Women Business Owners Corporation
- U.S. Women's Chamber of Commerce
- Women's Business Enterprise National Council

All required documents must be uploaded to **certify.sba.gov** prior to submitting an offer on a contract set aside for the program.

4. Update your status

- Update your status as a woman-owned small business in **sam.gov**.

5. Search the database

- Search the FedBizOpps database (**fbo.gov**) for your new business opportunity.

An O'Fallon Casting Inc. employee at work in O'Fallon, MO. Owner Vince Gimeno grew his business thanks to expert SBA business counseling.

Get Expert Contracting & Certification Help

Federal contracting can be complex, but you don't have to do it alone. A Procurement Technical Assistance Center adviser can help you determine if your business is ready for government contracting. An adviser can also help you register in the System for Award Management (**sam.gov**), and see if you're eligible for any small business certifications and/or programs. One-on-one counseling is free or low cost. Visit sba.gov/localassistance to find your local SBA office or an SBA Resource Partner near you (see page 6).

Regional/State Contracting Programs

REACH–Omaha Chamber of Commerce helps Omaha small and emerging businesses grow
and expand into government contracting.
Executive Director Winsley Durand
(402) 233-7144
wdurand@selectgreateromaha.com

Procurement Technical Assistance Centers

Nebraska Business
Development Center
University of Nebraska at Omaha
College of Business Mammel Hall
6708 Pine St., suite 200
Omaha
ptac.unomaha.edu

Director Veronica Doga
(402) 554-6253
vdoga@unomaha.edu

Mary Graff
(402) 554-6254
mgraff@unomaha.edu

Taylor Law
(402) 554-6263
tjlaw@unomaha.edu

Catherine Walsh
(402) 554-6270
cwalsh@unomaha.edu

NBDC–Southeast PTAC Office
Southeast Community College
Quentin Farley
285 S. 38th St. Place, suite 210
Lincoln
(402) 472-1177
qfarley@unomaha.edu

NBDC–Northeast PTAC Office
Norfolk Area Chamber of
Commerce
Meghann Buresh
609 W. Norfolk Ave.
Norfolk
(402) 371-4862 x101

NBDC-West PTAC Office
NBDC Kearney
University of Nebraska at
Kearney
West Center Building, room 129E
Chuck Beck
1917 W. 24th St.
Kearney
(308) 865-8244
cwbeck@unomaha.edu

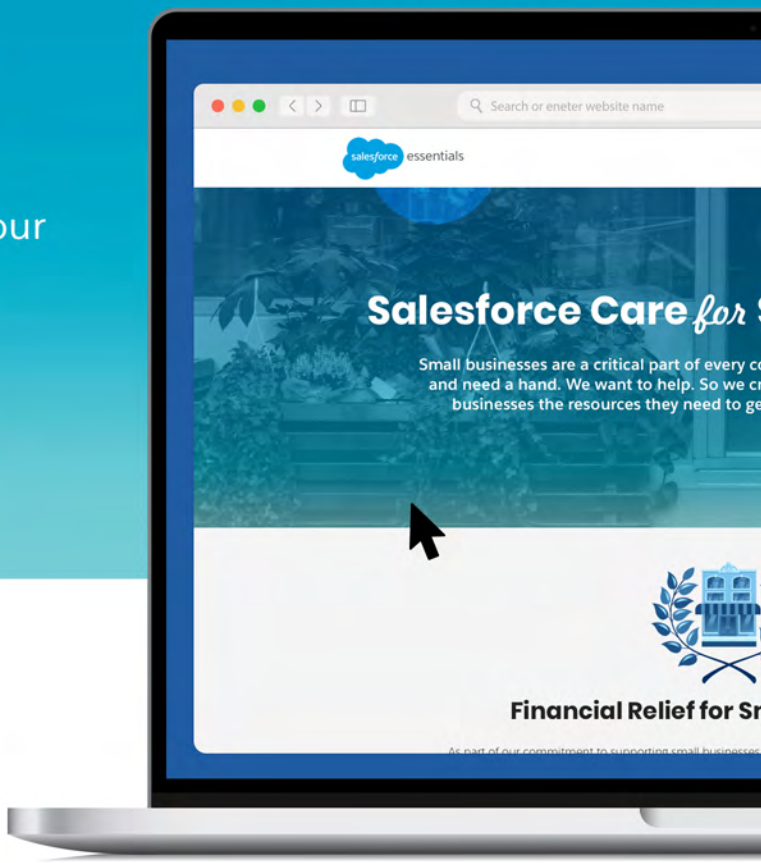
Free Solutions for Small Businesses

We can get through this together.

Small businesses are the heart of our communities. In these uncertain times, we want to help. So we created Salesforce Care to provide free resources, tips, and support.

- Stay connected to every customer with Salesforce Essentials – now free for 90 days.*
- Turn data insights into confident decision-making with analytics tool Tableau – free for 90 days.*
- Get the guidance you need to keep your business going with free workshops, webinars, and more.

Learn more:
salesforce.com/careforsmallbusiness



SALESFORCE CARE

*New customers only. Restrictions apply.

Progressive Casualty Ins. Co. & Affiliates. Business and Workers' Compensation coverage provided and serviced by affiliated and third party insurers.

Small business is no small task.

So Progressive offers commercial auto and business insurance that makes protecting yours no big deal.

Local Agent | ProgressiveCommercial.com

PROGRESSIVE
COMMERCIAL