Do you want your business to stand out?

New South Media Custom Solutions creates cost-effective and engaging content in print and digital formats for clients in a wide array of industries. Products include stand-alone magazines, travel guides, promotional materials, books, advertorial inserts, and commemorative and anniversary publications.

Full-service capabilities include
- publication and brochure design
- impactful storytelling and content development
- engaging logo creation
- industry-specific branded content
- advertisement design
- native content
- advertorials
- photography
- print production management

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ON THE COVER Clockwise from top: San Antonio skyline, by Matthew LeJune on Unsplash; Hunter Cattle, Brooklet, Georgia, courtesy of the SBA; The Alamo, by Haley Phelps on Unsplash; Linda Parks of LWI Custom Cabinets, courtesy of Linda Parks; Hometown Trolley, Wisconsin, courtesy of Hometown Trolley; 21 Short Stop, Georgia, courtesy of the SBA

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This year the U.S. Small Business Administration marks its 65th year helping small businesses start, grow and succeed. The Agency remains committed to its core missions: advocating for entrepreneurs and helping them access capital, government contracts, counseling and disaster assistance. As Administrator of the SBA, I am honored to serve as a member of President Trump’s cabinet and represent the interests of America’s 30 million small businesses.

Small businesses truly are the engines of our economy—and our communities. Over half of the U.S. workforce either owns or works for a small business, and small businesses create two out of every three net new jobs in the private sector. Small businesses may not put their names on stadiums and skyscrapers, but they likely put them on the uniforms of their local Little League and bowling teams. They are the delis and salons and retailers and manufacturers that make each community special. Across our great country, neighborhoods and families depend on the success of small business.

Since taking leadership of the SBA in February 2017, I have had the privilege of meeting with entrepreneurs all over the country. My goal is to visit small businesses in every one of the SBA’s 68 districts. So many of them tell me they simply would not exist without the help of the SBA—from the guaranteed loans that provided the capital they needed to realize their dreams of owning a small business, to the advice they got from our district offices and resource partners, to the disaster aid they received when it seemed all hope had been lost.

Throughout this issue of our resource guide, you will read stories of successful entrepreneurs who received assistance from the SBA. These successes are the motivation for the work we do.

As SBA Administrator, I am proud to lead a team of professionals dedicated to helping entrepreneurs turn their visions into viable businesses. All of us share the joy of watching an entrepreneur go from having a simple idea and a business plan to living the American Dream—and often becoming an employer that empowers the dreams of others. It’s clear that the strength of America’s communities is often determined by the economic opportunities available to its citizens. Small businesses invigorate neighborhoods and cities, making them vibrant places to live, work and raise a family. And we at the SBA are working to ensure small businesses have the tools and resources they need to make that happen at every stage, whether they are launching, expanding or getting through a tough time.

Of course, we can’t do it alone. We are honored to have the expertise of our resource partners, including Small Business Development Centers, Women’s Business Centers, Veterans Business Outreach Centers and SCORE chapters in communities nationwide.

As the President noted at an event he hosted at the White House with more than a hundred entrepreneurs from all over the country, “America is on the verge of a golden age for small business.” The SBA is working to continue to revitalize a spirit of entrepreneurship in America and help America’s small businesses compete in a global economy. Entrepreneurs find that owning a business is one of the most effective ways to secure a financial future for themselves, provide for their families, exercise their commitments to their communities, and drive our country’s economic growth. I encourage all entrepreneurs to leverage the opportunities detailed in this resource guide to propel their businesses forward.

Regards,
Linda McMahon
SBA Administrator
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](http://SBA.gov) to learn how you can move your business forward with confidence.
In 2008, after working in the magazine business in Chicago, Washington, D.C., and Mississippi for 10 years, I moved back to my home state of West Virginia to create my own media company, New South Media, Inc. It was the scariest thing I’ve ever done. I didn’t know the first thing about starting a business, and I funded it myself by ransacking my retirement funds. When I started, I had one unpaid employee—me.

I had never heard of the U.S. Small Business Administration. I had no role model or support system to walk me through the process. All I had was a stack of dog-eared how-to books and a bucketload of grit and determination.

As an entrepreneur and a small business owner, I know firsthand the challenges small companies face. I live it everyday. I know what it is like to work 100+ hours a week, to pay your employees before yourself, and to need funding to grow your business, all while trying to raise educated and thoughtful children and still put dinner on the table. I know what it is like to be completely overwhelmed and to have doors slammed in your face, only to get up the next day and try, try again. I know what it feels like to fail. And I know what it feels like to succeed.

My goal when founding my company was to create publications that would be community builders, nurturing a culture that better encourages and supports small businesses by telling their stories. After all, small businesses outnumber corporations 1,162-to-one and are the lifeblood of our economy and culture.

As I look back on the past 10 years of business ownership, the thing I most wish I had known is what a valuable resource the SBA is to small businesses like my own. I can think of hundreds of mistakes I wouldn’t have made and tons of tools I could have used in those early, difficult days. And I’m pretty sure I’d also have a few less grays in my hair.

When I first saw a copy of the SBA Resource Guide, I flipped through the pages eagerly. But as you can imagine, as an editor and publisher, I always read magazines with a critical eye, and I caught myself thinking what my company would do differently with the publication.

It was four years ago when I decided to find out how to go about competing for the contract to become the publisher of the Small Business Resource Guide. I was introduced to the world of government contracting and the opportunities available for small businesses. And to be honest, it was a bit intimidating. As I navigated the process, there were many times when I almost stopped. Sometimes I thought there was no way a woman-owned small business in the rural state of West Virginia could compete and win a federal contract. But every time I had a question, someone from my SBA West Virginia district office was quick to answer it, and I kept persevering.

That’s what we do as small business owners, right?

That’s why my team at New South Media and I are really excited to be the new publisher of the SBA’s Small Business Resource Guides. I’m inspired by the success stories we feature in each issue of this magazine, and it has been a pleasure to work with the SBA on redesigning and refocusing the content of these guides to better serve small businesses in all corners of the country. So, let’s use this magazine to educate everyone so all small businesses can know about the resources available to them.

Wishing you much success,

Nikki Bowman
Publisher
New South Media Inc.
The nearly 30 million small businesses in America are the heartbeat of our communities. In the state of Texas alone, there are 2.6 million small businesses putting 4.7 million Texans to work. The SBA is the only independent voice of those small businesses, backed by the collective power and resources of the federal government.

Our district office is committed to fostering economic growth by providing assistance to small businesses within our service area, which spans across 55 counties of Central South Texas. Our mission is to make sure we are providing the right kind of tools to ensure that American entrepreneurs can start new businesses and create jobs. Our mission is to power the American dream.

Whether you are located in a big city, a town, or a rural area, with our network of partners, we are your go-to resource for small business, providing counseling, capital, and contracting expertise so businesses can confidently start, grow, expand, or recover.

One of the SBA's greatest strengths is its range of programs and resources. We offer a true continuum of assistance for small businesses, from pre-venture to long established firms. In our district's service area, are partners include two SCORE Chapters, six Small Business Development Centers, and a Women Business Center. Find their contact information in this Resource Guide.

As the district director, I have had the opportunity to visit many small businesses owners, each with diverse backgrounds and industries. They all have a common goal: to build a better future for themselves, their families, and their communities. I hope that you find the information in this guide helpful as you embark on your small business journey.

I encourage both aspiring and established entrepreneurs to reach out to our office to discuss SBA programs and services. You can also learn more about available resources, upcoming events, and local SBA news at sba.gov/tx/sanantonio.
Kristina Pence-Dunow did not intend to become a businesswoman, a cornerstone of her small town’s economy, and the nation’s only female owner of a transit vehicle manufacturer. In the beginning, she just wanted to keep the family business going.

Pence-Dunow was a dental assistant for the first several years of her adult life. Then, after giving birth to her son in 1988, she joined her husband’s family business. The company built fancy horse trailers as well as the occasional trackless trolley—a public transit vehicle designed to look like an old-timey streetcar but set on a bus chassis. She started out doing bookkeeping and upholstery work. It was a small shop, so everyone wore several hats.

Then, in the early 1990s, Pence-Dunow and her husband moved to Crandon, Wisconsin, so he could pursue a career in off-road racing. They took the trolley business with them. A few years later, her husband decided to devote his full attention to racing. The couple eventually divorced and Pence-Dunow became sole owner of the business.

“I kept the trolleys going and raised my two children,” she says. The company made a few dozen vehicles each year, selling them through a distributor in Florida. Things were going well. At the time, all the nation’s trolley manufacturers were small, family-owned businesses. “We all just had our same customers and everybody stayed small.”

But then competition arrived. A large bus manufacturer began making trolleys, too. “They flooded the market. They had the capital behind them,” Pence-Dunow says. “I was being starved for sales.”

Other trolley companies shut their doors, but Pence-Dunow didn’t have a backup plan. She still had two kids to raise. So she did the only thing she could—she kept going.
**Still rolling**

Since she knew her company could not compete with the bus manufacturer on volume, Pence–Dunow knew she would have to out-innovate them. She rebuilt the business from the ground up. She cut ties with her Florida distributor and created her own network of dealerships. She rebranded the company as Hometown Trolley.

These changes came at a cost. Pence–Dunow had to lay off all her employees. She racked up debt. “I went six months with no work,” she says. But she was able to weather the storm, thanks to assistance from the U.S. Small Business Administration.

About the time she was rebuilding and rebranding her company, Pence–Dunow met Chuck Brys of the Small Business Development Center at the University of Wisconsin–Green Bay. Brys connected her to a local bank with an in–house SBA specialist, who guided her through getting an SBA-guaranteed loan to help cover her debt.

Brys also helped Pence–Dunow develop a business plan and put together three–year projections for Hometown Trolley’s growth. He encouraged her to be aggressive with those projections. To Pence–Dunow’s surprise, her company did not just meet those projections—they exceeded them.

Slowly, Hometown Trolley’s emphasis on innovation began to take hold. The company developed a handicap-accessible, low-floor trolley. The city of Virginia Beach, Virginia, ordered 15. The big bus manufacturer didn’t have a comparable model.

Pence–Dunow began landing similar contracts around the country, slowly taking a lead in the trolley market. Then, in 2016, she was able to purchase the bus company’s trolley division.

“I just kept sending the CEO an email,” Pence–Dunow says. It took a year and a half but, finally, the company agreed to sell. As luck would have it, the company wanted out of the trolley business so it could focus on its commercial truck line.

It was a big expenditure for a small company, but Pence–Dunow knew from experience how to make it work. She took out another SBA-guaranteed loan.

**Picking up speed**

Hometown Trolleys can now be found everywhere from Roanoke, Virginia, to Miami, Florida, and Laguna Beach, California. The vehicles are also found on the campuses of universities, themeparks, and retirement villages.
SBA Resource Partners

To help your business flourish, the SBA’s Resource Partners are here to help guide you through every phase of the business cycle. They provide counseling and training, for free or low cost, nationwide. These independent organizations, funded through SBA cooperative agreements or grants, extend our reach.

There are more than

300 SCORE chapters
980 Small Business Development Centers
100 Women’s Business Centers
20 Veterans Business Outreach Centers

SCORE

Join the ranks of other business owners who have experienced higher revenues and increased growth thanks to mentoring they received from SCORE. The nation’s largest network of volunteer business mentors harnesses the passion and knowledge of real-world business executives to provide invaluable mentorship. SCORE mentors are available as often as you need, in person, via email or over video chat. Visit sba.gov/score to start working on your business goals.

SMALL BUSINESS DEVELOPMENT CENTERS

Small Business Development Center counselors can help entrepreneurs realize their dream of business ownership. SBDC counselors help your business remain competitive in an ever-changing global economy. You have access to free one-on-one counseling and low-cost training. Some of the counseling and training topics available: marketing, regulatory compliance, technology development and international trade. Find your local Small Business Development Center at sba.gov/sbdc.

WOMEN’S BUSINESS CENTERS

Women interested in starting their small businesses can tap into a national network of community-based Women’s Business Centers. The centers offer training and counseling to those looking to make their entrepreneurial mark. If you’re interested in starting or expanding your business, your local Women’s Business Center is a good place to start. Each center tailors services to its community, offering a variety of programs in finance, management and marketing. For your nearest Women’s Business Center, visit sba.gov/women.

VETERANS BUSINESS OUTREACH CENTERS

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.

“...transportation,” Pence-Dunow says. “A trolley is an experience. People will let a city bus go by and wait for a trolley.”

The company is still innovating. Pence-Dunow hopes to expand her line of electric and liquefied petroleum gas–powered trolleys. Hometown Trolleys also has designed bus bodies for its existing chassis and drivetrains. It’s a way of tapping a small but profitable market. Small municipalities often wait years for buses from large manufacturers, since major cities snatch up most of the supply. Hometown Trolley can fill those small orders in much less time.

By 2020, Hometown Trolleys plans to be making more than 200 buses and trolleys a year—far more than the dozen or so it was making when Pence-Dunow took over.

“I can’t believe how much we’ve grown,” she says.

In the past four years alone, the company has gone from $2 million in gross sales to $15 million. It moved from a 6,000-square-foot shop to a 32,000-square-foot factory, which is now being expanded. And, best of all, the company has grown its workforce from a dozen people to 54 full-time employees and a few part-timers, with plans to add six more employees soon.

And it’s still a family business. Pence-Dunow’s daughter Jessica does marketing and graphic design for the company. Her son Dustin helps run the production floor.

Without help from the SBA, “I would have never stepped out and known what to do,” Pence-Dunow says. “All of that, it was great learning experience that I still use today. I’m doing a lot more on my own, because I have more resources, but I can refer back to that.”

But she says the most important resource was the moral support. “Someone saying, ‘You can do this.’”

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Our Local SBA Resource Partners

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

SCORE
To schedule an appointment to start working on your business goals, contact your closest SCORE office.

**Austin Chapter #249 - Headquarters**
Westland Office Park
5524 Bee Caves Road, building M
Austin, TX 78746
(512) 928-2425

**Bastrop City Office**
1408B Chestnut St.
Bastrop, TX 78602

**Dripping Springs Chamber of Commerce**
509 W. Mercer St.
Dripping Springs, TX 78620

**Georgetown Chamber of Commerce**
100 Stadium Drive
Georgetown, TX 78626

**Leander Chamber of Commerce**
100 N. Brushy
Leander, TX 78641

**Marble Falls Chamber of Commerce**
916 Second St.
Marble Falls, TX 78654

**Round Rock Public Library**
216 E. Main St.
Round Rock, TX 78664

**San Marcos Chamber of Commerce**
202 N. C.M. Allen Parkway
San Marcos, TX 78667
(913) 909-6223 or (512) 878-6318

**San Antonio Chapter #165 - Headquarters**
Hipolito F. Garcia Federal Building
615 E. Houston St., suite 293
San Antonio, TX 78205
(210) 403-5931

**San Antonio Public Library**
600 Soledad St.
San Antonio, TX 78205
(210) 403-5931 or (210) 207-2500

**Schertz Public Library**
798 Schertz Parkway
Schertz, TX 78154
Small Business Development Centers

South-West Texas Border SBDC Network Office - Regional/Lead Center
501 W. Cesar E. Chavez Blvd.
San Antonio, TX 78207
(210) 458-2450

University of Texas at San Antonio SBDC
Serving Atascosa, Bandera, Comal, Frio, Gillespie, Guadalupe, Kendall, Kerr, Medina, and Wilson counties
501 W. Cesar E. Chavez Blvd.
San Antonio, TX 78207
(210) 458-2460

El Paso Community College SBDC
Serving El Paso and Hudspeth counties
9050 Viscount Blvd., B-520
El Paso, TX 79925
(915) 831-7743

University of Texas – Rio Grande Valley SBDC
Serving Cameron, Hidalgo, Starr, and Willacy counties
1407 E. Freddy Gonzalez Drive
Edinburg, TX 78539
(956) 665-7535

University of Houston – Victoria SBDC
Serving Aransas, Bee, Calhoun, DeWitt, Goliad, Gonzales, Jackson, Karnes, Lavaca, Refugio, and Victoria counties
Victoria Tower
1908 N. Laurent St., fourth floor
Victoria, TX 79901
(361) 485-4485

Texas A&M International University SBDC
Serving Jim Hogg, Webb, and Zapata counties
Radcliffe Killam Library Room
5201 University Blvd., KLM-321
Laredo, TX 78041
(956) 326-2827

Del Mar College SBDC
Serving Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, McMullen, Nueces, and San Patricio counties
3209 S. Staples St.
Corpus Christi, TX 78404
(361) 698-1021

Angelo State University SBDC
Serving Concho, Crockett, Irion, Kimble, Mason, McCulloch, Menard, Schleicher, Sutton, and Tom Green counties
69 N. Chadbourne St.
San Angelo, TX 76909
(325) 942-2098

Texas State SBDC
Serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lampasas, Lee, Llano, San Saba, Travis, and Williamson counties

Women’s Business Center

LiftFund Women’s Business Center
Central Public Library
600 Soledad St.
San Antonio, TX 78205
(888) 215-2373 or (210) 587-9575

1555 University Blvd., suite 265
Round Rock, TX 78665
(512) 716-4800

Sul Ross State University-Rio Grande College SBDC
Serving Dimmit, Edwards, Kinney, LaSalle, Maverick, Real, Uvalde, Val Verde, and Zavala counties
3107 Bob Rogers Drive
Eagle Pass, TX 78852
(830) 758-5022

Sul Ross State University-Big Bend SBDC
Serving Brewster, Culberson, Jeff Davis, Pecos, Presidio, and Reeves counties
Centennial School Building
500 W. Ave. H
Alpine, TX 79832
(432) 837-8694

International Trade Center SBDC
501 W. Cesar E. Chavez Blvd.
San Antonio, TX 78207
(210) 458-2470

SBDCNet
501 W. Cesar E. Chavez Blvd.
San Antonio, TX 78207
(210) 458-2747 or (800) 689-1912

SBDC Procurement Technical Assistance Center
501 W. Cesar E. Chavez Blvd.
San Antonio, TX 78207
(210) 458-2458

Technology Commercialization Center
501 W. Cesar E. Chavez Blvd.
San Antonio, TX 78207
(210) 458-2745
Your Advocates

The SBA’s 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:
- When you need economic and small business statistics
- If your business could be negatively affected by regulations proposed by the government
- If you have contracting issues with a federal agency
- Reduce unfair penalties and fines
- Seek remedies when rules are inconsistently applied
- Recover payment for services done by government contractors

**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 helps you:
- Resolve regulatory disputes with federal agencies
- 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.

To submit a comment or compliant 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.
How to Start a Business in South Central Texas

Thinking of starting a business? Here are the nuts and 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 the applicable 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.

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.

Beer Licenses and Liquor Permits
The licensing division of the Texas Alcoholic Beverage Commission investigates and processes applications for all phases of the alcoholic beverage industry, including the manufacture, sale, purchase, transportation, storage, and distribution of alcoholic beverages. Applications for beer permits and/or liquor licenses can be obtained by contacting the Texas Alcoholic Beverage Commission website: tabc.state.tx.us.

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.

Assumed Name Certificate
If a business will operate as a sole proprietorship or a partnership, an Assumed Name Certificate or dba (doing business as) for each name (or deviation of that name) that the business will use must be on file with each county clerk office in the county in which business will be conducted. If no business premises are maintained, the Assumed Name Certificate must be filed in the county where the business activity will be conducted. If the business will operate as a corporation, limited partnership or limited liability company and the business will be identified by a name other than the name on file with the secretary of state, an Assumed Name Certificate must be filed with the secretary.
of state, and each county in which the business activity will be conducted. Filing this certificate does not impart any real name protection it is merely a formal process that informs the public as to who the registered agent of a business is and how that person can be contacted.

### Business Incorporation

All businesses operating as corporations in Texas must file articles of incorporation with the Office of the Secretary of State of Texas. If the corporation conducts business under names other than that stated in the articles of incorporation, the corporation needs to file an Assumed Name Certificate with the county clerk in which the principal office and registered office of the corporation is located. You can also find out if a corporation is already using your chosen name.

### Other Business Entities

Other forms of business entities required to file with the Secretary of State include: limited partnerships, limited liability partnerships, limited liability companies, professional corporation, professional associations, and nonprofit corporations. The secretary of state provides a summary of requirements for the creation of these entities, but does not provide forms for organizational documents except for registration of a limited liability partnership.

### Certificate of Authority

Corporations, limited partnerships and limited liability companies organized in other states or countries may transact business in Texas by obtaining a Certificate of Authority through the Office of the Secretary of State of Texas. The corporation section of the secretary of state can provide you the forms. An out of state business can create a Texas corporation, limited partnership, or limited liability company for transaction of business in Texas.

### Texas Secretary of State Online Access

SOSDirect provides subscribers with a convenient way to file business entity formation documents, call (512) 475-2755 or visit sos.state.tx.us/corp/sosda/index.shtml.

### Taxes

Any business with employees must register with the IRS and acquire an Employer Identification Number, also known as the Federal Tax ID Number, and pay federal withholding tax at least quarterly. The IRS Small Business/Self-Employed Tax Center: irs.gov/businesses. Here you can find the online tax calendar, forms and publication, and online learning.


For small business forms and publications, visit irs.gov/businesses/small-businesses-self-employed/small-business-forms-and-publications.

### IRS Tax Assistance Centers

Taxpayer Assistance Centers operate by appointment only, Monday through Friday, 7 a.m. to 7 p.m. Multilingual assistance is available through telephone interpreters. For IRS center locations, visit irs.gov/help/contact-my-local-office-in-texas.

### Sales and Use Tax Permit

Every sole proprietorship, partnership, corporation or other organization going into business should call the Office of the State Comptroller to determine if a Sales and Use Tax Permit is required for the product you sell, rent, lease or for the service you render. There is no fee for a sales and use tax permit; however, you may be required to furnish a bond or security. The Texas Comptroller of Public Accounts also has tax exempt information. Under Texas law, the purchaser of a business is responsible for any sales tax owed by the previous owners. Additionally, the law requires a purchaser to withhold from the purchase price any amount needed to cover a sales tax debt. Visit comptroller.texas.gov.

### Texas Franchise Tax

This privilege tax is imposed on each taxable entity chartered/organized in Texas or doing business in Texas. The Texas Franchise Tax applies to partnerships (general, limited and limited liability), corporations, limited liability companies, business trusts, professional associations, business associations, joint ventures and other legal entities.

### 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, socialsecurity.gov/employer or (800) 772-1213. You can file W-2s online or verify job seekers through the Social Security Number Verification Service.

### E-Verify: Employment Eligibility Verification

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees. The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Services Office of Business Liaison offers a selection of information bulletins and live assistance through the Employer Hotline. For forms call (800) 870-3676, for the employer hotline call (800) 357-2099.

E-Verify is operated by the Department of Homeland Security in partnership with the Social Security Administration. It’s the quickest way for employers to determine the employment eligibility of new hires. It is a secure system that electronically verifies the Social Security number and employment eligibility information reported on Form I-9. Visit dh.gov/e-verify or call (888) 464-4218 or e-mail e-verify@dhs.gov.

### Labor

The U.S. Department of Labor promotes and develops the welfare of the wage earners, job seekers, and retirees of the United States; improving working conditions; advancing opportunities for profitable employment; assuring work-related benefits and rights, dol.gov.
The Texas Workforce Commission oversees and provides workforce development services to employers and job seekers. It is part of Texas Workforce Solutions, a local and statewide network comprised of the agency, 28 workforce development boards, and contracted service providers and community partners. This network gives customers local access to workforce solutions and statewide services at numerous workforce solutions offices. The commission provides unemployment benefits services through five telephone centers. It administers unemployment tax through numerous local tax offices. For commission locations, visit twc.state.tx.us/find-locations.

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

Employee Insurance
If you hire employees you may be required to provide unemployment or workers’ compensation insurance. For health insurance options, visit healthcare.gov.

Disability Compliance
For assistance with the Americans with Disabilities Act call (800) 669-3362 or visit ada.gov.

Child Support Enforcement
Employers are essential to the success of the child support program and are responsible for collecting 75 percent of support nationwide through payroll deductions. The Office of Child Support Enforcement at the Department of Health and Human Service’s Administration for Children and Families offers employers step-by-step instructions for processing income withholding orders for child support. “A Guide to an Employer’s Role in the Child Support Program” is available at the Office of Child Support Enforcement’s website at acf.hhs.gov/programs/css/resource/a-guide-to-an-employers-role-in-the-child-support-program. 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, at acf.hhs.gov/css/employers. Please send questions to employerservices@acf.hhs.gov.

By deducting child support from employee paychecks, Texas employers play a key role in improving the economic security of children who rely on child support to cover many of their basic needs. The Office of the Attorney General, in partnership with Texas employers, has online services and tools to make it easier for employers to complete their child support responsibilities, visit portal.cs.oag.state.tx.us/wps/portal/employerhome.

Copyrights
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 these things are expressed. Contact the U.S. Copyright Office at (202) 707-3000 or toll free (877) 476-0778, copyright.gov.

Chambers of Commerce
Austin Asian Chamber
(512) 407-8240, austinchamber.com

Greater Austin Black Chamber
(512) 459-1181, austinbcc.org

Women’s Chamber
(512) 338-0839, womenschambertexas.com

Del Rio
(830) 775-3551, drchamber.com

Laredo
(956) 722-9895, laredochamber.com

San Angelo
(325) 655-4136, sanangelo.org

Alamo Asian American Chamber
(210) 802-6937, alamo-aacc.org

Alamo City Black Chamber
(210) 486-2125, alamocitychamber.org

San Antonio Hispanic Chamber
(210) 255-0462, sahcc.org

San Antonio LGBT Chamber
(210) 504-9429, salgbtchamber.org

San Antonio Women’s Chamber
(210) 299-2636, sawomenschamber.org

San Marcos
(512) 393-5900, sanmarcoschamber.com

Victoria
(361) 573-5277, victoriachamber.org

Economic Development
The Texas Economic Development Corporation and the Governor’s Office of Economic Development and Tourism serve as the gateway for bringing jobs to Texas. TxEDC and EDT offer many services to facilitate corporate relocation and expansion, including valuable incentives, financing options and resources. Contact (512) 936-0100 or visit businessintexas.com.

Patents & Trademarks
A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office, (800) 786-9199, or visit uspto.gov. It provides the owner with the right to exclude others from making, using, offering for sale or selling the patented item in the United States.

Trademarks or service marks are words, phrases, symbols, designs or combinations that identify and distinguish the source of goods. Trademarks may be registered at both the state and federal level. Trademarks and service marks may be registered in a state; however, federally registered trademarks may conflict with and supersede state registered business and product names.
10 STEPS to Start Your Business

Starting a business involves planning, making key financial decisions, and completing a series of legal requirements.

1 Conduct market research.
Market research will tell you if there’s an opportunity to turn your idea into a successful business. It’s a way to gather information about potential customers and businesses already operating in your area. Use that information to find a competitive advantage for your business.

2 Write your business plan.
Your business plan is the foundation of your business. It’s a roadmap for how to structure, run, and grow your new business. You’ll use it to convince people that working with you—or investing in your company—is a smart choice.

3 Fund your business.
Your business plan will help you figure out how much money you’ll need to start your business. If you don’t have that amount on hand, you’ll need to either raise or borrow the capital. Fortunately, there are more ways than ever to find the capital you need.

4 Pick your business location.
Your business location is one of the most important decisions you’ll make. Whether you’re setting up a brick-and-mortar business or launching an online store, the choices you make could affect your taxes, legal requirements, and revenue.

5 Choose a business structure.
The legal structure you choose for your business will impact your business registration requirements, how much you pay in taxes, and your personal liability.

6 Choose your business name.
It’s not easy to pick the perfect name. You’ll want one that reflects your brand and captures your spirit. You’ll also want to make sure your business name isn’t already being used by someone else.

7 Register your business.
Once you’ve picked the perfect business name, it’s time to make it legal and protect your brand. If you’re doing business under a name different than your own, you’ll need to register with the federal government, and maybe your state government, too.

8 Get federal and state tax IDs.
You’ll use your Employer Identification Number (EIN) for important steps to start and grow your business, like opening a bank account and paying taxes. It’s like a social security number for your business. Some—but not all—states require you to get a tax ID as well.

9 Apply for licenses and permits.
Keep your business running smoothly by staying legally compliant. The licenses and permits you need for your business will vary by industry, state, location, and other factors.

10 Open a business bank account.
A small business checking account can help you handle legal, tax, and day-to-day issues. The good news is it’s easy to set one up if you have the right registrations and paperwork ready.
Linda Parks expanded LWI Custom Cabinets with the help of her SBA San Antonio District Office, which directed her toward its resource partner network. She was first assisted by her local Small Business Development Center in 2002. Her SCORE mentor advised her on how to expand her facility and increase her business. Linda was chosen as the 2018 SBA San Antonio District Office Small Business Person of the Year because she created jobs by expanding her product line. She’s also dedicated to community service; LWI installed cabinets for Habitat for Humanity homes in the Lockhart area. Linda worked for 13 years as an engineer in the semiconductor industry at Motorola and Advanced Micro Devices. She has a strong background in running a small business. She has been both a restaurateur and a children’s book writer/publisher.

• How has the SBA helped you grow your business? I originally contacted the SBA back in 2003 when I had only been in business for a few years. One of the challenges I faced at that time was a lack of accounting knowledge. I knew I needed to beef up my knowledge to succeed, and the SBA connected me with a college program where students were assisting local businesses in the community. I was teamed with a group of students who helped me convert my Excel spreadsheet accounting methods to QuickBooks. These business students taught me what needed to be included in my profit & loss statement. The project concluded with a presentation to the class, which I joined in. It was such a great experience, and without the SBA, I never would’ve known about it.

• What are the biggest challenges you face as a small business owner? Throughout my 17-year journey with LWI Custom Cabinets, my biggest and most consistent challenge has been hiring trained carpenters. There is a lack of skilled manual labor in the carpentry industry. In the small town where I am located, for example, the vocational school shut down. For years it introduced young people to this field and then it was just suddenly gone. I believe the future solution, however, will not be in getting more people into the field, but that the better companies will need to find ways to reduce the labor required to complete projects. We have already implemented process improvement with new designs and solutions that require less labor.

• What are your future plans for expansion, if any? LWI Custom Cabinets expanded the facility in 2014, adding 100 square feet, two storage areas, and a new spray booth facility. We are always keeping our eyes open for a possible next move.

• What advice do you have for other small businesses? Where to begin? There is so much advice I would impart to someone starting up a small business.
  • Remember to always laugh at your mistakes, because you will make many.
  • Hard work is just that: hard. There is no easy way to make it as a small business.
  • Remember that you only regret the chances you don’t take.
  • Take the risks that take you somewhere new.
  • Go outside your comfort zone.
  • Remember the customer is always right, even when they are wrong.
  • Blame will be put upon you even when you had nothing to do with it—this is an industry code.
  • You don’t get what you deserve; you get what you negotiate.
  • Doing more of what doesn’t work won’t make it work any better.
  • Don’t ever let someone else’s problem become your emergency.
  • Keep your cool. There is a solution to every problem.

• What do you find are the satisfactions of small business ownership? I love being the decision maker, but the sense of accomplishment is a close second. There is no doubt that there are days when owning my own business is really challenging, but it is those challenges that stretch and develop me further. I am always learning new skills, whether they are financial, organizational, physical, or even learning from mistakes I have made. I love being able to say that my biggest asset is myself, my creativity, my energy, and my capabilities. There is nothing greater than success and being able to stand up and say, “I created that! I earned that!”
“
I am always learning new skills, whether they are financial, organizational, physical, or even learning from mistakes I have made.”

Linda Parks
Owner, LWI Custom Cabinets
Write your Business Plan

Your business plan is the foundation of your business. Learn how to write a business plan quickly and efficiently with a business plan template.

Business plans help you run your business
A good business plan guides you through each stage of starting and managing your business. You’ll use your business plan as a roadmap for how to structure, run, and grow your new business. It’s a way to think through the key elements of your business.

Business plans can help you get funding or bring on new business partners. Investors want to feel confident they’ll 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 choice.

Pick a business plan format that works for you
• There’s no right or wrong way to write a business plan. What’s important is that your plan meets your needs.

• Most business plans fall into one of two common categories: traditional or lean startup.

• Traditional business plans are more common, use a standard structure, and encourage you to go into detail in each section. They tend to require more work upfront and can be dozens of pages long.

• Lean startup business plans are less common but still use a standard structure. They focus on summarizing only the most important points of the key elements of your plan. They can take as little as one hour to make and are typically only one page.

Which business plan format is right for you?

Traditional Business Plan
• This type of plan is very detailed, takes more time to write, and is comprehensive.

• Lenders and investors commonly request this plan.

Lean Startup Plan
• This type of plan is high-level focus, fast to write, and contains key elements only.

• Some lenders and investors may ask for more information.
TRADITIONAL BUSINESS PLAN FORMAT

You might prefer a traditional business plan format if you’re very detail oriented, want a comprehensive plan, or plan to request financing from traditional sources.

When you write your business plan, you don’t have to stick to the exact business plan outline. Instead, use the sections that make the most sense for your business and your needs. Traditional business plans use some combination of these nine sections.

Executive Summary
Briefly tell your reader what your company is 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
Use your company description to provide detailed information about your company. Go into detail about the problems your business solves. Be specific, and list out the consumers, organization, or businesses your company plans to serve.

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

Market Analysis
You’ll need a good understanding of your industry outlook and target market. Competitive research will show you what other businesses are doing and what their strengths are. 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
Tell your reader 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 LLC.

Use an organizational chart to lay out who’s in charge of what in your company. Show how each person’s unique experience will contribute to the success of your venture. Consider including resumes or CVs of key members of your team.

Service or Product Line
Describe what you sell or what service you offer. Explain how it benefits your customers and what the product lifecycle looks like. 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 in detail.

Marketing and Sales
There’s no single way to approach a marketing strategy. Your strategy should evolve and change to fit your unique needs.

Your goal in this section is to describe how you’ll attract and retain customers. You’ll also describe how a sale will actually happen. You’ll refer to this section later when you make financial projections, so make sure to thoroughly describe your complete marketing and sales strategies.

Funding Request
If you’re asking for funding, this is where you’ll outline your funding requirements. Your goal is to clearly explain how much funding you’ll need over the next five years and what you’ll use it for.

Specify whether you want debt or equity, the terms you’d like applied, and the length of time your request will cover. Give a detailed description of how you’ll use your funds. Specify if you need funds to buy equipment or materials, pay salaries, or cover specific bills until revenue increases. Always include a description of your future strategic financial plans, like paying off debt or selling your business.

Financial Projections
Supplement your funding request with financial projections. Your goal is to convince the reader that your business is stable and 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. If you have other collateral you could put against a loan, make sure to list it now.

Provide a prospective financial outlook for the next five years. 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.

This is a great place to use graphs and charts to tell the financial story of your business.

Appendix
Use your appendix to provide supporting documents or other materials that were specially requested. Common items to include are credit histories, resumes, product pictures, letters of reference, licenses, permits, patents, legal documents, and other contracts.

TRADITIONAL BUSINESS PLAN CHECKLIST

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

LOCAL BUSINESS ASSISTANCE
LEAN STARTUP PLAN FORMAT

You might prefer a lean startup format if you want to explain or start your business quickly, your business is relatively simple, or you plan to regularly change and refine your business plan.

Lean startup formats are charts that use only a handful of elements to describe your company’s value proposition, infrastructure, customers, and finances. They’re useful for visualizing tradeoffs and fundamental facts about your company.

There are many versions of lean startup templates, but one of the oldest and most well known is the Business Model Canvas, developed by Alex Osterwalder. You can search the web to find free templates of the Business Model Canvas, or other versions, to build your business plan.

We’ll discuss the nine components of the Business Model Canvas version here.

Key Partnerships
Note the other businesses or services you’ll work with to run your business. Think about suppliers, manufacturers, subcontractors and similar strategic partners.

Key Activities
List the ways your business will gain a competitive advantage. Highlight things like selling direct to consumers or using technology to tap into the sharing economy.

Key Resources
List any resource you’ll leverage to create value for your customer. Your most important assets could include staff, capital, or intellectual property. Don’t forget to 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. Is it automated or personal? In person or online? Think through the customer experience from start to finish.

Customer Segments
Be specific when you name your target market. Your business won’t be for everybody, so it’s important to have a clear sense of who your business will serve.

Channels
List the most important ways you’ll talk to your customers. Most businesses use a mix of channels and optimize them over time.

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

Revenue Streams
Explain how your company will actually make money. Some examples are direct sales, memberships fees, and selling advertising space. If your company has multiple revenue streams, list them all.

"If you fail to plan, you are planning to fail.”

Benjamin Franklin
Entrepreneurship training is available through the SBA's programs for veterans, sba.gov/veterans. This includes active duty service members, those transitioning out of service, National Guard and Reserve members, and military spouses in the United States and at military installations around the world. Connect to other entrepreneurs and your local network of SBA Resource Partners through these services and programs. Veterans Business Outreach Centers, sba.gov/vboc, provide business training and counseling to those interested in starting or growing a small business.

Entrepreneurship Training Programs

Boots to Business is an entrepreneurial training program offered by the SBA as a training track within the Department of Defense’s Transition Assistance Program. The curriculum provides valuable assistance to those transitioning out of service and their spouses. You explore business ownership and other self-employment opportunities while learning key business concepts. Participants learn how to access start-up capital using SBA resources. This program provides the foundational knowledge required to develop a business plan.

Boots to Business: Reboot delivers the Boots to Business curriculum to veterans of all eras, members of the National Guard and Reserve, and military spouses in their local communities.

Veteran-owned and service-disabled veteran-owned businesses nationwide interested in federal contracting can receive entrepreneurship guidance from the Veteran Federal Procurement Entrepreneurship Training Program. This program is administered by the Veteran Institute for Procurement, which has three training programs to assist veterans, VIP START, VIP GROW, and VIP INTERNATIONAL.

The Women Veteran Entrepreneurship Training Program serves women who are veterans, service members, and spouses of service members and veterans as they start or grow their business.

Loan Fee Relief

To encourage lending to veterans who want to start or grow their businesses, the SBA reduces upfront guarantee fees on select loans. That means the cost savings will be passed down to you, the eligible veteran. To learn about this loan fee relief, contact your local SBA district office or ask your SBA Lender about the Veterans Advantage program.

Have an employee who was called to active duty?

Ask your SBA Lender about the Military Reservist Economic Injury Disaster Loan Program. It provides loans up to $2 million to small businesses for working capital caused by the loss of an essential employee called to active duty in the National Guard or Reserve.
Programs for Entrepreneurs

SBA’s Emerging Leaders program helps grow businesses.

Business executives looking for their next challenge and the opportunity to take their business to the next level will find it with the SBA’s Emerging Leaders program, sba.gov/emergingleaders.

Graduates of Emerging Leaders, an intense seven-month entrepreneurship program, reported that they have been able to grow their businesses and drive economic development within their communities. Emerging Leaders executives are chosen through a competitive selection process. The program fosters a learning environment that accelerates the growth of high-potential small businesses, while providing training and peer networking sessions.

Emerging Leaders graduates join a network of 5,000 alumni nationwide. Since the start of the program, graduates have reported gaining more than $300 million total in new financing and securing over $2.16 billion in government contracts.

Online Resources for Entrepreneurs

Find short courses and learning tools to start and grow your small business at the sba.gov Learning Center.

The SBA’s free Online Learning Center courses help you start and grow your small business. The Learning Center is a great resource for every entrepreneur, especially rural business owners looking for easy access to vital business training. Courses available include:

- Writing your business plan
- Legal requirements for your small business
- Small business financing options
- Digital and traditional marketing to win customers
- Your options during a disaster

Access the SBA’s Learning Center at sba.gov/learning.

Aspiring entrepreneurs can learn how to launch a business with the Business Smart Toolkit. This online workshop lays the groundwork, teaching you how to build a business that is ready to take on credit.

- The three parts of the toolkit:
  - Basics of business startup
  - Building business credit
  - How to find additional small business support and educational resources

The toolkit can be presented as a class, like within a community organization, or for small group or individual at-home use. The toolkit and instructor guide are written so that a community volunteer can feel comfortable presenting the information. Find the free download at sba.gov/businesssmart.
American Indians, Alaska Natives, and Native Hawaiians seeking entrepreneurial development training can start and grow their business with the help of these SBA-supported programs. The SBA, sba.gov/naa, also consults with tribal governments prior to finalizing SBA policies affecting tribes.

The Cherokee Nation Tahlequah, Oklahoma
Receive executive coaching in financial management, sales, marketing and product management. Visit cherokee.org/contact.aspx.

Oregon Native American Business and Entrepreneurial Network Portland, Oregon & Tulsa, Oklahoma
Develop your business on native lands and find peer mentoring that focuses on building native microenterprise throughout Oregon, Oklahoma, Texas and New Mexico. Visit onaben.org.

Rural Enterprises of Oklahoma, Inc. (REI Oklahoma) Durant, Oklahoma
Do you need business counseling, 8(a) certification assistance and other training? The organization has two Native American business resource centers in Oklahoma. Visit reiok.org.

The Native American Development Corporation North Billings, Montana
Receive counseling in government contracting through the SBA’s 8(a) program and other federal and state programs. Register to attend networking events, conferences and workshops at nadc.ecenterdirect.com/signup.

Hi’ilei Aloha LLC Honolulu, Hawaii
Do you have an idea and want to see if it could become a successful business? For the next entrepreneurship course for Native Hawaiians, visit hiilei.org.

Indian Dispute Resolution Services, Inc. Plymouth, California
Tribal members in California, Nevada, and Oregon can receive computer accounting and business training through the microenterprise initiatives at idrsinc.org.
When Garrett Marrero and Melanie Oxley applied for loans to buy a brewpub in Maui in 2004, it didn’t go well. “We got laughed out of every bank in the state,” Marrero likes to say. As it turns out, they would have been a good risk. Over the past 14 years, Marrero and Oxley have built an operation that employs hundreds, sells internationally, and enriches its community. They were recognized by the U.S. Small Business Administration in 2017 as National Small Business Persons of the Year.

A California native, Marrero grew up in a family that appreciates craft beer. He tried homebrewing in high school and had friends who brewed. “When I traveled, experiencing the local beer was always important to me,” he says. “So when I came to Hawaii, I thought the local beer was ridiculous. I knew I could put people together to make great beer.”

He and Oxley were living and working in California and, in 2004, decided to move to Hawaii and brew beer. They learned that the Fish and Game Brewing Company on Maui was for sale. Since banks wouldn’t finance the inexperienced entrepreneurs, they sold and mortgaged everything they could, plundered retirement funds, and borrowed from parents and grandparents in order to buy the seven-barrel brewpub and restaurant.
“I had that typical young male can’t-go-wrong kind of attitude, but I think Melanie was more nervous.” Marrero recalls. “It was a little scary. But we both took it as extra motivation to succeed—we couldn’t fail our family and our friends.”

The couple were new to entrepreneurship, but they applied a strong work ethic and good business sense to the task. They quickly set up a 25-barrel brewhouse and, in 2007, were among the earliest small breweries to distribute in cans—a move that craft breweries have since embraced as both financially and environmentally sound. And having savvily gotten a right of first refusal on adjacent units, they expanded. By 2012, they’d grown from 5,000 to 13,000 square feet. “We flat-out needed more space,” Marrero says.

This time, they approached the SBA for help. “The way it works is, you have to have the financing through an SBA lending partner—a local bank—and then the SBA guarantees part of the loan,” Marrero says. Maui Brewing took out a multimillion-dollar loan to buy land and build a building for 25- and 50-barrel brewhouses down the road in Kihei. “We would not have been approved for such a loan without the SBA.”

Maui Brewing Company’s six year-round beers include its signature Pineapple Mana Wheat and Coconut Hiwa Porter which, like many of its seasonal brews, use locally grown ingredients. “They always say small business is the backbone of America; I think farmers even more so,” Marrero says.
“We brew our seasonal POG IPA with passionfruit, orange, and guava juice, locally grown. Integrating that into a style that dates back to the 1600s, an IPA, makes it unique.”

Today the operation consists of the Kihei brewery and three restaurants: the original location, one established on the island of Oahu in 2017, and one opened at the brewery in early 2018. The company distributes in 23 states and internationally. By year-end, Marrero expects to have a fourth restaurant, employ 700 or more, and top $20 million in revenue. Later ambitions include distilled spirits and craft cocktails in cans.

In addition to supporting Hawaii growers, Maui Brewing offers a share of sales to local nonprofits. It also plays an integral role in the Maui Brewers Festival, which draws visitors and raises money for the Maui Arts and Cultural Center.

And Marrero shares his hard-won expertise with aspiring entrepreneurs. His advice? “Work with several local lenders, but definitely involve the Small Business Development Center in your area. They’ll help with feasibility studies, putting together a good loan package,” he says. “Be clear and concise with your vision, and don’t rely on others to sell your story—you are your best advocate.”

Melanie Oxley and Garrett Marrero

SBA Guaranteed Loans

For small business entrepreneurs who cannot get traditional forms of credit, an SBA-guaranteed loan can fill that need. The SBA guarantees loans made by lending institutions to small businesses that would not otherwise be able to obtain financing. The lender works with applicants to determine the best option for the small business. For those who are eligible and cannot obtain conventional financing with reasonable rates and terms, the guarantee reduces a lender’s risk of loss in the event of a default on the loan. The SBA guarantee is conditional on the lender following SBA program requirements. Just like with any other loan, you make your loan payments directly to your SBA Lender in accordance with your terms.

Visit your local SBA office for a lender referral, or use Lender Match, sba.gov/lendermatch.

The SBA’s online tool connects entrepreneurs with SBA Lenders interested in making small business loans in your area.
Local Funding Programs

For information on our SBA Lenders, visit sba.gov/tx/sanantonio

Participating SBA Lenders

SBA loans in the San Antonio district
Oct. 1, 2016 through April 30, 2018

1st National Bank of Ballinger
911 Hutchings Ave.
Ballinger, TX 76821
(325) 365-2525
fnbballinger.com

1st National Bank of Beeville
1400 E. Houston St.
Beeville, TX 78102
(361) 358-1530
fnbsotx.com

1st National Bank of Tom Bean
109 S. Britton St.
Tom Bean, TX 75489
(903) 546-6275
fnbtb.com

A+ FCU
6420 US Hwy. 290 East
Austin, TX 78723
(512) 302-6800
aplusfcu.org

ACCIION New Mexico
(505) 243-8844
accionnm.org

AIBank
337 Phelps Ave.
Littlefield, TX 79339
(806) 385-4441
aimbankonline.com

Almena State Bank
500 Main St.
Almena, TX 76822
(785) 669-2489
almenastatebank.com

American Bank National Association
3267 Bee Caves Road, #103
Austin, TX 78746
(512) 328-9900
americanbank.com

American Bank of Commerce
2243 W. Braker Lane
Austin, TX 78758
(512) 391-5614
theabcbank.com

American Momentum Bank
1 Momentum Blvd.
College Station, TX 77845
(979) 774-1111
americannomentumbank.com

Amistad Bank
1301 Veterans Blvd.
Del Rio, TX 78842
(830) 775-0295
amistadbank.com

Amplify FCU
3600 W. Parmer Lane, suite 206
Austin, TX 78727
(512) 836-5901
goamplify.com

Atlantic Capital Bank National Association
945 E. Paces Ferry Road NE, suite 1600
Atlanta, GA 30326
(404) 995-6050
atlanticcapitalbank.com

Bancorp South Bank
(888) 797-7711
bancorpsouth.com

Bank of Hope
(213) 639-1700
bankofhope.com

Bank of Rhode Island
(401) 456-5152
bankri.com

BankUnited National Association
(786) 313-1010
bankunited.com

Banesco USA
(786) 552-0550
banescouusa.com

Bank of America National Association
(800) 263-2055
bankofamerica.com

Bank of America
1177 NE Loop 410
San Antonio, TX 78209
(210) 283-6582
broadwaybank.com

Bank of the West
108 W. Northwest Highway
Grapevine, TX 76051
(817) 310-3555
bnkwest.com

BBVA Compass Bank
200 Concord Plaza, suite 200
San Antonio, TX 78216
(210) 370-6096
compassweb.com

Berkshire Bank
(413) 443-5601
berkshirebank.com

Branch Banking & Trust Co.
9901 I-10W., suite 165
San Antonio, TX 78230
(210) 253-6401
bbt.com

Broadway National Bank
1177 NE Loop 410
San Antonio, TX 78209
(210) 283-6582
broadwaybank.com

Capital CDC
1250 Capital of Texas Highway South, building 1, suite 600
Austin, TX 78746
(512) 327-9229
capitalcdc.com

Capital One National Association
18402 U.S. Highway 281 North, suite 215, San Antonio, TX 78259
(210) 491-7881
capitalone.com

Carver State Bank
(912) 447-4200
carverstatebank.com

CBC National Bank (First Federal Bank of Florida)
(904) 321-0400
cbchnationalbank.com

Celtic Bank Corp.
(801) 363-6500
celticbank.com

Centennial Bank
710 S. Adams St.
Fredericksburg, TX 78624
(830) 997-5544
bankoncb.com

Citizens Bank
(423) 543-2265
citizensbank24.com

Comerica Bank
300 W. Sixth St., suite 1300
Austin, TX 78701
(800) 925-2160
comerica.com

Commercial Bank of California
(714) 431-7000
cbcal.com

For information on our SBA Lenders, visit sba.gov/tx/sanantonio
<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Business Bank</td>
<td>625 University Drive East College Station, TX 77840 (979) 846-8000</td>
<td>(213) 627-9888</td>
<td>royalbusinessbankusa.com</td>
</tr>
<tr>
<td>Sage Capital Bank National Association</td>
<td>1606 N. Sarah DeWitt Drive Gonzales, TX 76829 (830) 672-8585</td>
<td>1606 N. Sarah DeWitt Drive Gonzales, TX 76829 (830) 672-8585</td>
<td>sagecapitalbank.com</td>
</tr>
<tr>
<td>Schertz Bank &amp; Trust</td>
<td>519 Main St. Schertz, TX 78154 (210) 945-7400</td>
<td></td>
<td>schertzbank.com</td>
</tr>
<tr>
<td>Seacoast Commerce Bank</td>
<td>4800 E. 42nd St. Odessa, TX 79762 (432) 552-5000</td>
<td>(888) 432-7000</td>
<td>sccombank.com</td>
</tr>
<tr>
<td>Security Bank</td>
<td>600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(772) 221-2760</td>
<td>seacoastbank.com</td>
</tr>
<tr>
<td>Security Service FCU</td>
<td>17806 IH-10, suite 100 San Antonio, TX 78256 (800) 552-7732 x449</td>
<td></td>
<td>ssscu.org</td>
</tr>
<tr>
<td>Shinhan Bank America</td>
<td>1213 Kingwood Drive Kingwood, TX 77339 (281) 359-6468</td>
<td>(646) 843-7300</td>
<td>shbamerica.com</td>
</tr>
<tr>
<td>Simmons Bank</td>
<td>1402 W. Bitters Road San Antonio, TX 78248 (210) 375-3133</td>
<td>(512) 834-8886</td>
<td>swnbk.com</td>
</tr>
<tr>
<td>SouthStar Bank SSB</td>
<td>5000 University Drive East College Station, TX 77840 (979) 846-8000</td>
<td>(772) 221-2760</td>
<td>southstarbank.com</td>
</tr>
<tr>
<td>Southwest Bank</td>
<td>4800 E. 42nd St. Odessa, TX 79762 (432) 552-5000</td>
<td></td>
<td>southwbank.com</td>
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<tr>
<td>Southwestern National Bank</td>
<td>11220 N. Lamar Blvd., suite A100 Austin, TX 78753 (512) 834-8886</td>
<td></td>
<td>swnbk.com</td>
</tr>
<tr>
<td>Spirit of Texas Bank SSB</td>
<td>600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td></td>
<td>mysbank.com</td>
</tr>
<tr>
<td>State Bank and Trust Co.</td>
<td>2000 McKinney Ave., suite 700 Dallas, TX (214) 932-6600</td>
<td>(478) 796-6000</td>
<td>statebt.com</td>
</tr>
<tr>
<td>Stearns Bank National Association</td>
<td>1402 W. Bitters Road San Antonio, TX 78248 (210) 375-3133</td>
<td>(320) 253-6607</td>
<td>stearns-bank.com</td>
</tr>
<tr>
<td>Texas Champion Bank</td>
<td>1402 W. Bitters Road San Antonio, TX 78248 (210) 375-3133</td>
<td></td>
<td>texascitizensbank.com</td>
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<tr>
<td>Texas Capital Bank National Association</td>
<td>4949 Fairmont Parkway Pasadena, TX 77050 (281) 991-4949</td>
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<td>texaschampionbank.com</td>
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<tr>
<td>Texas Citizens Bank National Association</td>
<td>1626 S. Voss Road Houston, TX 77057 (979) 297-7211</td>
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<td>texasgulfbank.com</td>
</tr>
<tr>
<td>Texas Gulf Bank National Association</td>
<td>600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td></td>
<td>texstar-bank.com</td>
</tr>
<tr>
<td>The Bancorp Bank</td>
<td>1626 S. Voss Road Houston, TX 77057 (979) 297-7211 600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(302) 385-5000</td>
<td>thebancorp.com</td>
</tr>
<tr>
<td>The Bank of San Antonio</td>
<td>1900 NW Loop 410 San Antonio, TX 78213 (210) 807-5547 600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(210) 561-4500</td>
<td>utxcu.com</td>
</tr>
<tr>
<td>The First National Bank of Bastrop</td>
<td>489 Highway 71 West Bastrop, TX 76602 (512) 321-2561 600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(210) 408-5709</td>
<td>vantagebank.com</td>
</tr>
<tr>
<td>The First National Bank of McGregor</td>
<td>401 Main St. McGregor, TX 76657 (254) 840-2836 600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(210) 344-6108</td>
<td>wallisbank.com</td>
</tr>
<tr>
<td>The Mint National Bank</td>
<td>1213 Kingwood Drive Kingwood, TX 77339 (281) 359-6468</td>
<td></td>
<td>themintbank.com</td>
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<tr>
<td>Third Coast Bank SSB</td>
<td>20022 Highway 59 North, suite 190 Humble, TX 77338 (281) 446-7000</td>
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<td>thirdcoastbankssb.com</td>
</tr>
<tr>
<td>Titan Bank National Association</td>
<td>1701 E. Hubbard Ave. Mineral Wells, TX 76067 (940) 325-9821</td>
<td></td>
<td>titanbank.com</td>
</tr>
<tr>
<td>Transpecos Banks</td>
<td>112 E. Pecan St., suite 800 San Antonio, TX 78205 (210) 228-4463</td>
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<td>transpecosbanks.com</td>
</tr>
<tr>
<td>United Community Bank</td>
<td>1626 S. Voss Road Houston, TX 77057 (979) 297-7211 600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(706) 745-2151</td>
<td>ucbi.com</td>
</tr>
<tr>
<td>United Midwest Savings Bank</td>
<td>5000 University Drive East College Station, TX 77840 (979) 846-8000</td>
<td>(937) 585-5861</td>
<td>umwsb.com</td>
</tr>
<tr>
<td>United Texas CU</td>
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<td>(210) 561-4500</td>
<td>utxcu.com</td>
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<tr>
<td>University FCU</td>
<td>8303 N. Mopac Expressway, suite A-105 Austin, TX 78759 (512) 467-8080 600 N. Marienfield St., first floor Midland, TX 79701 (432) 333-9901</td>
<td>(505) 843-9232</td>
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<td>(505) 843-9232</td>
<td>zionsbank.com</td>
</tr>
<tr>
<td>Participating Certified Development Companies</td>
<td>Enchantment Land CDC 6500 Jefferson St. NE, suite 200 Albuquerque, NM 87109 (505) 843-9232</td>
<td>6500 Jefferson St. NE, suite 200 Albuquerque, NM 87109 (505) 843-9232</td>
<td>zionsbank.com</td>
</tr>
</tbody>
</table>
CEN-TEX Certified Development Corp. dba BCL of Texas
2212 S. Congress Ave.
Austin, TX 78704
(512) 912-9884 x102

PeopleFund
2921 E. 17th St., building D, suite 1
Austin, TX 78702
(888) 222-0017

Texas CDC
1701 E. Seventh St.
Austin, TX 78702
(512) 433-1175

Southeast Texas Economic Foundation dba SBAlliance Capital
2210 Eastex Freeway
Beaumont, TX 77703
(409) 656-1115

Brownsville Local Development Co. Inc. dba Business Development Fund of Texas
2108 Central Blvd.
Brownsville, TX 78520
(956) 546-4020

CDC of the Southwest
3651 Crowberry Way
Euless, TX 76040
(469) 471-8953

Alliance Lending Corp.
James E. Guinn Complex
1150 South Freeway, suite 215
Fort Worth, TX 76104
(817) 871-6431

Community Certified Development Corp.
8590 Hwy. 6 North
Houston, TX 77095
(713) 457-1650 x201

Houston-Galveston Area Local Development Corp.
3555 Timmons Lane, suite 120
Houston, TX 77027
(830) 681-255

Lone Star State Capital Corp.
5330 Griggs Road, D101
Houston, TX 77021
(713) 845-2408

East Texas Regional Development Co. Inc.
3800 Stone Road
Kilgore, TX 75662
(903) 218-6400

Caprock Business Finance Corp. Inc.
1323 58th St.
Freedom Station
Lubbock, TX 79452
(806) 762-8721

East Montgomery County Improvement
P.O. Box 1019
New Caney, TX 77357
(281) 354-4419

North Texas Certified Development Corp.
1255 W. 15th St., suite 500
Plano, TX 75074
(972) 516-0514 x101

LiftFund
2007 W. Martin St.
San Antonio, TX 78207
(210) 531-5527

Central Texas CDC
2005 Bird Creek Drive,
suite 217
Temple, TX 76502
(254) 899-8546

ARKTEX Council of Governments
4808 Elizabeth St.
Texarkana, TX 75503
(903) 255-3538

Greater Texas Capital Corp.
3600 Old Bullard Road,
suite 403
Tyler, TX 75701
(903) 533-9229

Participating Nonprofit Community Lenders, Microlenders

CEN-TEX Certified Development Corp. dba BCL of Texas
2212 S. Congress Ave.
Austin, TX 78704
(512) 912-9884 x102

LiftFund
2007 W. Martin St.
San Antonio, TX 78207
(210) 226-3664

PeopleFund
2921 E. 17th St., building D, suite 1
Austin, TX 78702
(512) 472-8087

Why United Texas?
• Local decision making
• Low rates
• Straightforward application
• Loans for equipment, business vehicles, and real estate, including investment real estate
• Lines of credit and term loans
• SBA Guaranteed Loans - we’re an SBA Preferred Lender

210.561.4578 * utxcu.com

United Texas Credit Union

Friendly. Done right.

LiftFund Can Help:
We provide a variety of loan and business support products to help your clients grow their small business.

Small Business Loans - Up to $500,000
• Affordable interest rates
• SBA 7a Community Advantage Loans
• Start-up loans up to $250,000

SBA 504 Loan Program
LiftFund is a Certified Development Company, with the authority to process, administer and service U.S. SBA 504 loans up to $5.6 million in Texas only.

LiftFund’s Fees and Rates for Start-up and Small Business Loans
• Flexible terms
• Service and processing fees are assessed only after loan approval
• Credit history and risk determine loan amount

Are you looking for capital? Banks are your clients looking for capital but are not quite ready for you?

Loans for:
• Equipment/Inventory Financing
• Working Capital
• Start-up Funds
• Real Estate
• Tandem/Participation Loans
• Other Business Needs

Loans to:
• Start-ups
• New and Existing Businesses
• Less than Perfect Credit
• Individuals holding ITIN’s

Refer Now! 888.216.2373
LiftFund.com
info@LiftFund.com

LiftFund US, LLC
GRANTS FROM THE TEXAS CREDIT UNION LEAGUE

叮嘱: Your savings federally insured to $250,000 per account. This institution is not federally insured. Member FDIC. Accounts are not insured or guaranteed by any government or governmental-sponsored agency.
Need Financing?

Visit your local SBA office or lender to learn about these SBA loan programs.

The 7(a) Loan
The 7(a) loan is the SBA’s largest financing program because it can be used for almost any business purpose, and it offers reasonable rates and terms. If you’re unable to get conventional financing and you meet the eligibility requirements, you could use a 7(a) loan to purchase real estate, equipment, working capital, or inventory for your small business. Loan proceeds may also be used 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 percent

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 percent

SBA Microlenders
Entrepreneurs can borrow from $500 to $50,000 and access free business counseling from SBA microlenders. If you need working capital or funds for supplies, equipment, fixtures and furniture, a microloan can help eligible businesses start up and grow.

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

TERMS: lender negotiated, no early payoff penalty

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

MAX LOAN AMOUNT (UP TO 40 PERCENT 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 or 20 year terms

TERMS: 20 years for real estate or long term equipment; 10 years for general machinery and equipment

GUARANTEE: the SBA Lender provides a senior loan for 50 percent of the project cost (with no SBA guarantee); the CDC finances up to 40 percent 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 percent
If your product has a potential for commercialization, look into the Small Business Innovation Research program. Many small businesses enter the nation’s research and development arena because of this program. The United States gains your entrepreneurial vision while meeting specific research and development needs.

Each year, federal agencies with large research and development budgets are required to allocate 3.2 percent of it to this program. You could receive funding from one of these 11 participating federal agencies:

- Department of Agriculture
- Department of Commerce - National Institute of Standards and Technology or the 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

If your small business is engaged in next gen research and development, you can compete for funding under the Small Business Innovation Research and the Small Business Technology Transfer programs.

The Small Business Technology Transfer Program

The Small Business Technology Transfer program is for entrepreneurs interested in collaborating with one of these agencies for research & development:

- Department of Defense
- Department of Energy
- Department of Health & Human Services
- NASA
- National Science Foundation

Both programs have three phases:

**Phase I** is to establish the technical merit, feasibility and commercial potential of the proposed project. Awards are often up to $150,000 for one year.

**Phase II** funding is based on the results achieved in phase I and the scientific, technical merit and commercial potential of the project. Awards are often up to $1 million for two years.

**Phase III** is for the small business to pursue commercialization. It may involve U.S. government contracts.

Learn about these competitive awards-based programs at sbir.gov.
Why Export?

You want to increase revenue. Exporting would make you less dependent on any one market. It’s also a smart option for stabilizing sales if your product is seasonal.

Small businesses can enter and excel in the international marketplace using State Trade Expansion Program grants and training. To find out if your state is participating visit sba.gov/internationaltrade. 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
Ask your SBA Lender about the Export Express Loan for enhancing your export development.

Max loan amount: $500,000
Interest rate: negotiated between lender and business, fixed or variable rate, typically not to exceed prime + 6.5 percent
Terms based on use of loan: for real estate, up to 25 years; for equipment, up to 10 years; for lines of credit, up to seven years
Guarantee: up to 90 percent

The International Trade Loan can position you to enter or expand into international markets. It can also help you better compete if your business has been adversely affected by unfair trade practices.

Max loan amount: $5 million
Interest rate: negotiated between lender and business, fixed or variable, not to exceed prime + 2.75 percent
Terms based on use of loan: for real estate, up to 25 years; for equipment, up to 10 years
Guarantee: up to 90 percent

Exporters looking to meet their short-term capital needs can use the Export Working Capital Program. Use this loan to purchase inventory to make the products you export or to finance receivables. You can apply for lines of credit prior to finalizing an export sale or contract.

Max loan amount: $5 million
Interest rate: negotiated between lender and business, fixed or variable rate
Terms: typically one year, cannot exceed three years
Guarantee: up to 90 percent

Benefits of Exporting

Nearly 96 percent of consumers live outside the U.S., and two-thirds of the world’s purchasing power is in foreign countries. If you’re a small business owner, here’s how to work with the SBA for your trade needs.

STEP 1 GET COUNSELING

STEP 2 FIND BUYERS

STEP 3 GET FUNDING

One-Stop Exporting Shops
Find an SBA professional in one of these 21 U.S. Export Assistance Centers located in major metro areas, sba.gov/tools/local-assistance/eac. 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 free exporting assistance from professional business counselors.

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 international@sba.gov. Include your name, company name, mailing address, and phone number, as well as a brief description of the trade problem or challenge you are encountering.
If you own a U.S. small business, you could receive capital from a **Small Business Investment Company** that is regulated by the SBA. The agency provides guarantees to investment companies with financing expertise in certain sectors or industries. These investment companies then use private funds, along with SBA-guaranteed capital, to invest in qualifying small businesses. The small business then receives a loan, equity, or a combination of both. Equity is a share of ownership an investment company gets in a business. Mature, profitable businesses with sufficient cash flow to pay interest are more likely to receive capital from a Small Business Investment Company. Each one has its own investment profile in terms of targeted industry, geography, company maturity, the types and size of financing they provide. To search the SBIC directory, visit **Investment Capital under Funding Programs at sba.gov.**

Looking for investors? Consider a Small Business Investment Company.
What is the American dream? To many, it is the ideal that every United States citizen has an equal opportunity to achieve success and prosperity through hard work, determination, and initiative. Ember Industries, Inc., a family-owned company in San Marcos, Texas, exemplifies that national ethos. Established in 1986 as a small contract design firm, Ember Industries has grown into a full-service contract manufacturing business that builds, tests, and calibrates electronic devices and wire and cable assemblies. The company’s products are used to build things like above-ground tank monitors for oil fields and Lockheed military drones. In 2015, the company was on track to have one of its most profitable years, and then disaster struck.

“Things were going great. Honestly, the factory was going wonderfully. In June we were on pace for a record month,” says President Rob Leonardis. In May 2015, the Blanco River flooded disastrously, overflowing its banks to record levels and destroying more than 1,000 homes. Ember Industries suffered catastrophic damages. “We had 32 inches of water in the entire building. Basically, it ruined all of our manufacturing equipment,” says Vice President of Finance and Administration Frank Leonardis. “It shut us down. It was pretty devastating.”

The flood destroyed about one-third of Ember’s raw-material inventory and all of the work in progress as well as office furniture, computers and servers, and all of the company’s high-tech production equipment. “A week into it, our dad came to us and asked, should we be trying to do this? Should we even be trying to rebuild this?” Rob Leonardis recalls. But instead of shutting the doors, the company was approved for a $2 million SBA disaster loan, and just six weeks after the flood, Ember Industries was back to full production.

In 2017, Ember Industries received the SBA Phoenix Award for Outstanding Small Business Disaster Recovery. “Without the SBA loan, we would not have been able to survive as a company,” Rob Leonardis says. “The Office of Disaster Assistance at the SBA looks at businesses that have suffered through a disaster, recovered, and put their employees back to work. And Rob’s story about how SBA’s disaster loan helped the business recover is one of preserving the American dream,” explains Bill Koontz, public information officer for the Disaster Field Operations Center–West.

After the flood, Ember continued to

Rising Tide

Ember Industries receives SBA’s 2017 Phoenix Award for its recovery after a disaster.

written by Nikki Bowman
The SBA, the Federal Emergency Management Agency and other organizations work together to provide assistance to those affected by a disaster. Once immediate safety and security needs are met, the SBA helps get you and your community back to where you were before the disaster. The SBA provides loans to businesses of all sizes, nonprofits, homeowners and renters to cover rebuilding costs not covered by insurance or other forms of assistance.

Small businesses and nonprofits are also eligible to apply for economic injury losses, even if they suffered no physical damages. These direct loans come with low-interest rates and long terms. Property owners can also secure additional SBA funds to help protect their business or home against a disaster. Visit sba.gov/disaster.

The SBA Administrator can declare a disaster

Who to contact 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 agency cannot help you with a loan for all your needs, the SBA will, in most cases, refer you back to FEMA.

Who to contact after a disaster is declared by the SBA

Contact the SBA directly to apply for a disaster loan. Businesses of all sizes, nonprofits, homeowners and renters are eligible to apply:

- Online at https://disasterloan.sba.gov/ela/
- Visit a federal/state Disaster Recovery Center in your area
- Call our customer service center at (800) 659-2955 (TTY: 800-877-8339) and ask for an application package to be mailed to you

FEMA grant assistance for homeowners or renters is not available under an SBA declaration.

Information needed to get started:
- Address of damaged residence or business and contact info
- Insurance information, including type of insurance, policy numbers, amount received
- Household and/or business income
- Routing and bank account numbers
- Description of disaster-caused damage and losses
How an SBA Disaster Loan Works

The SBA provides loans to businesses of all sizes, nonprofits, homeowners and renters to cover rebuilding costs not covered by insurance or other forms of assistance.

Verification & Processing
An SBA loss verifier will estimate the total loss to your property damaged by the disaster.

- A loan officer determines your creditworthiness and eligibility after reviewing any insurance or other recovery funds. The SBA can approve and disburse a loan while your insurance recovery is pending. You will be advised in writing of all loan decisions.
- Terms may go up to 30 years. The SBA sets terms based on each borrower’s ability to repay, no early payoff fees or penalties.
- Rates are low, based on the type of loan and if you have credit available elsewhere.

For Physical Damages
A business of any size and any nonprofit may borrow up to $2 million to repair or replace damaged or destroyed real estate, machinery and equipment, inventory, and other business assets.

- A homeowner may borrow up to $200,000 to repair/replace primary residence damage.
- A homeowner or renter may borrow up to $40,000 to repair/replace damage to personal property, including vehicle losses.

For Economic Injury
The SBA also offers Economic Injury Disaster Loans for up to $2 million to help meet working capital needs caused by a disaster.

- Who are eligible: small businesses, small agricultural cooperatives, small businesses engaged in aquaculture, and most nonprofits.
- Economic injury assistance is available regardless of whether the business suffered any property damage.

Closing & Funds Disbursement
Approval decision and disbursement of loan funds is dependent on receipt of your documentation.

- Be sure to sign your closing documents. This can be done by mail or with an SBA representative at a closing center if one is open in your area.

The SBA disburses loan funds as recovery work is completed, items are replaced, and/or as funds are needed. The SBA will typically make an initial disbursement of up to $25,000, if all requirements are met, within five days of receiving your signed loan closing documents. Your case manager will schedule subsequent disbursements of the full loan amount. Your case manager will work with you to help you meet all loan conditions. Your loan may be adjusted after closing according to your changing circumstances, such as unexpected repair costs or additional insurance proceeds.
How to Prepare Your Business for an Emergency

The financial cost of rebuilding a business after a disaster can be overwhelming. However, with a business continuity plan in place, you will be able to rebound and reopen quickly. You’ll be in a better position to contribute to the economic recovery of your community. **First steps include:**

**Establish a protocol to communicate with employees** outside of the office to ensure they and their families are safe. Test the procedures regularly.

**Keep your plan and all related documents in a digital format** or in an accessible, protected, off-site location.

**Review your 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 after a disaster.

**Establish a solid supply chain**
If your vital vendors and suppliers are local and the disaster is widespread, you will all be in the same situation—struggling to recover.
- Set yourself up to be able to get key supplies from companies outside your area, if possible.
- Create a contact list for important contractors and vendors you plan to use in an emergency
- Make sure you know your suppliers’ recovery plans.

**Plan for an alternate location**
- Do some research in advance of the disaster for several alternative places to relocate your company in case a disaster forces you to close your business for an extended time.
- Contact a local real estate agent to get a list of available office space. You could make an agreement with a neighboring business to share office space. You could also make plans for employees to telecommute until your office reopens.

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.
Surety bonds help small businesses win construction, supply, and service contracts by providing the customer with a guarantee the work will be completed. 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. Eligible small businesses can receive the bonding assistance necessary to compete for contracting and subcontracting jobs using the Surety Bond Guarantee Program. This program is aimed at small businesses that lack the financial resources or performance track record necessary to secure bonding through regular commercial channels.

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
- **Subcontract trades** with a desire to establish their own bonding as a prime contractor
- **Those wishing to increase** their current bonding limits

1. **Surety bonds are requested**
   - Some contracts require that the business doing the work be properly bonded.

2. **Surety partners with business**
   - Authorized surety companies provide surety bonds to businesses that meet their qualifications.

3. **The SBA guarantees**
   - The SBA guarantees surety bonds for private surety companies, so more small businesses can qualify.

4. **Small businesses benefit**
   - Small businesses get SBA-guaranteed surety bonds so they can get to work.
For Public and Private Prime Contracts and all Subcontracts

The SBA guarantees: bid, payment, performance, and ancillary bonds issued by surety companies

Cost of contract: up to $6.5 million

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

For Federal Contracts

The SBA guarantees: bid, payment, performance, and ancillary bonds issued by surety companies— if a guarantee would be in the best interest of the government

Cost of contract: up to $10 million

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

SBA’s QuickApp Program

Typically, small businesses provide financial statements and other documentation when applying for surety bond guarantees. This process is streamlined under the SBA’s QuickApp program, which is for contracts below $400,000. The streamlined application reduces the normal paperwork to a simple two-page application, and the small business does not need to file any financials with the SBA.

The SBA partners with 31 surety companies and hundreds of bonding agents. Online applications submitted through SBA authorized agents are approved in less than two days for regular applications and within hours for QuickApps. Find authorized agents at sba.gov/osg.

Questions?

Do you want to discuss the advantages of the SBA’s Surety Bond Guarantee Program or need to locate an SBA authorized agent? Contact a bonding specialist:

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

Linda M. Laws
Seattle, Wash.
(206) 553-7317

Jennifer C. Bledsoe
Washington, DC
(202) 205-6153
Renee Boyce, president and CEO of My Next Career Path Staffing, LLC, knows firsthand the challenges of small business ownership. “Some of the biggest challenges are getting capital and financing to allow us to grow,” he says. “Sometimes it is hard to get a seat at the table. As a small business, we just need a fair opportunity to bid on contracts.”

Founded in 2014 in Las Vegas, Nevada, My Next Career Path Staffing (MNCP Staffing) is a consulting and staffing firm that provides resources to private businesses, public sector firms, and local, state, and federal government agencies nationwide. The company offers temporary and permanent recruitment or recruitment by project in the fields of information technology; engineering; medical, clinical, and professional services; and sales and marketing, and it is known for its IT solutions. The company is a certified 8(a), Minority Business Enterprise, Disadvantaged Business Enterprise (DBE), and Emerging Small Business in Nevada as well as a certified DBE in Arizona, California, Maryland, Oregon, Texas, and Utah.

“My Next Career Path saves companies time and money,” Boyce says. “Companies often receive hundreds of resumes in response to job ads, and it’s time-consuming to go through them. Reviewing resumes to locate the best candidates is another full-time job. We save time by honing in on the best matches for the firm.”

All business owners know that making a bad hire is expensive. Not only do you spend time and money training someone who isn’t a fit for the job, but then you have to start another candidate search, My Next Career Path prides itself in locating the candidates who are a great match from the start.

In 2017, Boyce was chosen as the SBA Nevada District Office Minority-owned Business of the Year. “The SBA has helped me grow my business by being a useful resource and providing guidance on working in the federal space,” says Boyce. My Next Career Path became a government contractor in 2016 and now reports more than 60 percent of the company’s business is in the federal arena.

The SBA is a resource for small businesses that are interested in working with the government. Boyce says, “It takes time and patience to work in the federal space. It’s certainly not for every business. But by establishing and
How to do business with the government

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

2. Search the FedBizOpps database (fbo.gov) or web.sba.gov/subnet 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, or see pages 16-19, to find your local office.

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


6. See if you’re eligible for a contracting program and start the certification process. All required documents must be uploaded to certify.sba.gov before submitting an offer on a contract set aside for a specific program.

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

“
The SBA has helped me grow my business by being a useful resource and providing guidance on working in the federal space.”

Renee Boyce,
MNCP Staffing president and CEO

building relationships and teaming with partners, we’ve learned how to navigate the federal arena.”

Running a small business can be challenging but it is also very rewarding. Boyce advises other small businesses to use the resources available like PTAC, SBA, and local business chambers. “It is important to build a strong network of relationships,” he points out. “Do not rule out opportunities to subcontract. It will allow you to understand the process and gain experience.”

Boyce has big plans for the future. “My goal is to continue to grow and expand the company globally with even more locations nationwide, while still delivering value-added services to the government and private businesses.”
SBA Contracting Programs

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

The federal government sets aside contracts for small business, and these contracting programs are designed to help you compete for and win federal contracts. Visit SBA.gov/contracting to learn more about set-asides and whether one or more of these government contracting programs is right for 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 and have experience in that field.

- Mentors and proteges must be organized for profit or as an agricultural cooperative.

- Mentors cannot own more than 40 percent 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.

8(a) Business Development Program

If you’re an entrepreneur who is socially and economically disadvantaged, you could get business training and government contracting assistance through the 8(a) Business Development Program, sba.gov/8a. The program includes free business development education, training workshops, and match-making opportunities with federal buyers. Firms owned by Alaska Native Corporations, American 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 meet the following criteria:

- Qualify as a small business which is unconditionally owned and controlled by one or more socially and economically disadvantaged people of good character

- Be controlled by a U.S. citizen who lives in the United States

- Demonstrate current capacity and potential for success

Socially disadvantaged: those who have been 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 of people are assumed to be socially disadvantaged: Black Americans, Native Americans, Alaska Natives, Native Hawaiian, 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 they have suffered disadvantage.

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

Glenn Davis, an 8(a) program graduate, operates BranCore, a consulting business, out of Richmond, Virginia.
CONTRACTING

The benefits:

• 8(a) businesses are assigned an SBA professional to help coordinate your 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.

What is an 8(a) sole-source contract? A direct awarding of a contract to an 8(a) small business that can provide the needed services.

HUBZone

Businesses located in Historically Underutilized Business Zones, also called HUBZones, sba.gov/hubzone, must be certified to gain special access to federal contracts. To qualify for the program, a small business must:

• Be at least 51 percent owned and controlled by a U.S. citizen(s), a Community Development Corporation, an agricultural cooperative, or an Indian tribe.

• Be located within a HUBZone, which includes Indian reservations and military facilities closed by the Base Realignment and Closure Act. Enter your address in our interactive map to see if your business is located in a HUBZone, https://maps.certify.sba.gov/hubzone/map.

• Have at least 35 percent of your employees residing in a HUBZone.

For 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 at 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.
Procurement Technical Assistance Centers

Businesses that want to sell products or services to federal, state, or local governments receive one-on-one counseling and training at Procurement Technical Assistance Centers, free or low cost.

How can a procurement assistance center help you?

» A center adviser can help you determine if your business is ready for government contracting.

» An adviser can help you register in the System for Award Management (sam.gov).

» Your adviser will help you see if you are eligible for any small business certifications and programs.

PTAC Locations

SBDC PTAC
501 W. Cesar East Chavez Blvd.
San Antonio, TX 78207
(210) 458-2458

Procurement Center Representative - South Central Texas Sheena L. Little
SBA Office of Government Contracting Area V
615 E. Houston St., suite 298
San Antonio, TX 78205
(210) 403-5909, sheena.little@sba.gov

Activities covered:
410th Contracting Support Brigade
Joint Base San Antonio-Fort Sam Houston

U.S. Army Medical Command
Joint Base San Antonio-Fort Sam Houston

Mission & Installation Contracting Command
Joint Base San Antonio-Fort Sam Houston

Defense Health Agency, CO-HIT-SA
Joint Base San Antonio-Fort Sam Houston

Regional Health Contracting Office-Central
Joint Base San Antonio-Fort Sam Houston

Health Readiness Contracting Office
Joint Base San Antonio-Fort Sam Houston

17th Contracting Squadron
Laughlin AFB

47th Contracting Squadron
Goodfellow AFB

338th Specialized Contracting Squadron
Joint Base San Antonio-Randolph

502d Contracting Squadron-Randolph
Joint Base San Antonio-Randolph

502d Contracting Squadron-Lackland
Joint Base San Antonio-Lackland

502d Contracting Squadron-Fort Sam Houston
Joint Base San Antonio-Fort Sam Houston

Air Force Installation Contracting Agency
Joint Base San Antonio – Lackland

Acquisition Management Integration Center, Det 2
Joint Base San Antonio-Lackland

Cryptologic and Cyber Systems Division
Joint Base San Antonio-Lackland

7th Contracting Squadron
Dyess AFB

82nd Contracting Squadron
Sheppard AFB

Texas Comptroller of Public Accounts
Statewide Historically Underutilized Business (HUB) Program
1711 San Jacinto Blvd., Austin, TX 78711
(512) 463-5883 or (888) 863-5881

South Central Texas Regional Certification Agency
3201 Cherry Ridge St., building C, suite 319
San Antonio, TX 78230
(210) 227-4722, sctrca.org
8 Tips for Finding Government Contracting Opportunities

Small businesses can benefit from government contracting opportunities.

Despite recent budget cuts, the U.S. federal marketplace remains a lucrative opportunity for small businesses. The federal government typically spends approximately $500 billion in contracts every year and the law requires that 23 percent of these dollars be awarded to small businesses.

But doing business with the largest purchaser of goods and services in the world isn’t easy. One of the biggest challenges that small businesses face is uncovering the right opportunities—ones that match their capabilities and growth plans.

Here are eight tips and resources to help you find government contract opportunities that make sense for your small business.

1. **Familiarize yourself with the rules.** Before a contract opportunity comes along that excites you, be prepared. Familiarize yourself with what’s involved with selling to the federal government. It’s quite different to the private sector with much longer lead times and strict bidding and product requirements.

2. **Understand what the government is buying.** Now it’s time to get strategic. Every agency and department has unique goals. Identifying these can help you target a niche or opportunity for your products or services.

   The good news is that the government offers potential contractors something that no other sector does—an insight into its budgetary priorities.

   What the government intends to buy and how much it has to spend is all in the public domain. These budgets (actually they read more like mission strategy papers than budgets) offer sufficient context for savvy small businesses to identify opportunities and focus their contracting sales and marketing strategy. Each federal agency or department budget is listed on the Office of Management and Budget (OMB) website.

3. **Zero in on agencies that aren’t meeting their small business goals.** Each year the SBA negotiates formal goals with individual agencies to ensure that small businesses get their fair share of federal contracts. For several consecutive years, many agencies have fallen short of their targets. So who made the grade and who didn’t? The Federal Procurement Data System posts scorecards for each agency. Could there be an opportunity here for your small business to lend its services and goods to help these agencies hit their targets next year?

4. **Research existing and upcoming opportunities.** Once you’ve identified agency initiatives that align with what your business has to offer, start tracking contract opportunities and solicitations that align with these on sites such as USAspending.gov and FedBizOpps.gov. Market intelligence firms like ONVIA or ImmixGroup can also do the work for you (ImmixGroup also has a useful blog that highlights upcoming opportunities as well as contracting tips).

5. **Put boots on the ground.** Make a point of attending agency- or industry-specific government events. These are hosted by the private sector but attract the procurement community, influencers and industry experts. Useful sites to explore for upcoming events include GovWin, GovEvents, and if you’re interested in the lucrative IT government market Digital Government Institute, ACT-IAC and GovMark Council are worth checking out.

6. **Find a partner and advocate in the OSDBU.** Another excellent way of getting in front of government buyers is to take advantage of the Office of Small and Disadvantaged Business Utilization (OSDBU) outreach events and expos. These serve to connect business owners to government buyers. You can view the upcoming event calendar here.

   These events also offer guidance on how small businesses can break into the contracting market and take advantage of programs like the 8(a) Business Development Program—a business development tool, which helps thousands of aspiring entrepreneurs gain a foothold in contracting with financial assistance and teaming opportunities.
Get help from SBA procurement reps. Another vital government resource are SBA’s local Procurement Center Representatives (PCRs). PCRs provide services that include training, counseling and business matchmaking events. Find the PCR in your area.

Don’t go it alone – partner with a government mentor. Anyone embarking on new ventures can benefit from a mentor. The SBA operates a notable mentor-protege program that can help you get access to contracts. The All Small Mentor-Protege Program (page 47) rewards protege small businesses and experienced mentor firms with government contracting opportunities. The program’s objective is to motivate larger companies to lend their knowledge to smaller, less experienced businesses so they can together compete for government contracts.

Additional Resources
For more tips and insights on breaking into and growing your business in the government contracting marketplace, check out these resources:

- **SBA Contracting Guide**: A deep dive into getting started, available resources and more. [sba.gov/contracting]
- **Contracting Blogs**: Learn about the latest resources and programs, and get tips on how to succeed. [sba.gov/blogs/contracting]
- **SBA Government Contracting Classroom**: Self-paced online courses on all aspects of the contracting process. [sba.gov/contracting/resources-small-businesses/government-contracting-classroom]

Written by Caron Beesley, Contributor
To further the mission of helping small businesses succeed, the SBA has regional offices across the country. Here are some fun facts about each region from sba.gov

Reasons to Love Your Region

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont) New Hampshire was home to the first ski club in the United States. As of 2014, Region 1 had the highest number of small business skiing facilities per square mile in the country, and all six region 1 states had skiing facilities.

Region 2 (New York, New Jersey, Puerto Rico, Virgin Islands) Small businesses are of key importance to Puerto Rico’s economy. Four out of five Puerto Rican workers are employed at small businesses, as compared to 48% for the United States as a whole.

Region 3 (District of Columbia, Delaware, Maryland, Pennsylvania, Virginia, West Virginia) Washington, D.C., and Maryland rank 1 and 3 respectively for the number of businesses owned by women. These two states and the district are in the top 10 for the amount of sales and employment from women-owned businesses.

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee) Region 4 is a center of minority-owned businesses. 23% of all minority-owned businesses are located in region 4, making it the second in the nation. This includes over 35% of all African American-owned businesses, the highest compared to any other region.

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin) Region 5 has an active veteran business community. It ranks second in terms of the number of veteran-owned businesses, with Ohio and Illinois in the top 10 states.

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas) Region 6 leads the nation in long-term GDP growth (2009–2016) with 22% over the seven-year period. Texas and Oklahoma experienced the largest growth in the region with 28% and 22% respectively.

Region 7 (Iowa, Kansas, Missouri, Nebraska) Region 7 has a booming small health care industry. The region has the most hospitals, general health care, and social assistance small businesses per capita than any other region.

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming) Region 8 is a great place for crafty entrepreneurs. Montana ranks first in the nation in the number of small breweries per capita; Colorado is third, and the region as a whole ranks second.

Region 9 (Arizona, California, Hawaii, Nevada, Guam) Region 9 is a diversity hub. Its 1.9 million minority-owned businesses amount to 24% of all U.S. minority owned businesses, placing it first in the United States in this category. Hawaii tops the country in diversity: 64% of Hawaiian businesses are minority-owned.

Region 10 (Alaska, Idaho, Oregon, Washington) Region 10 leads the country in coastline, fishing, and seafood exports. The region’s maritime endowment is led by Alaska, whose 6,640-mile-long coast is longer than those of the other 49 states combined. The region has the most small fishing operations of any region, and three of its ports—Portland, Seattle, and Anchorage—account for 67% of America’s fish exports.
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.
Customized business insurance for more peace of mind

As a small business owner, you know firsthand that each day can bring its challenges. With over 30 coverage options for customized insurance, we can build a policy that’s tailored for your business—from a full line of Commercial Auto insurance to General Liability, Workers’ Compensation, Business Owners policies, and more. Because when your unique business needs are covered, you can focus on what matters most—running your business.

ProgressiveCommercial.com