Just a few things to discuss with your Trusted Choice insurance agent when you’re starting a new business. Over 80% of all business insurance is sold through independent agents. They specialize in small businesses and have many insurance companies from which to choose for protecting your business, your employees, and even you and your family.

Make sure a Trusted Choice independent insurance agent is one of your first calls before you open your doors.

Find protection for your family or business by seeking a Trusted Choice Agent near you at TrustedChoice.com

This ad sponsored by over 4,000 members of the Independent Insurance Agents of Virginia - www.iiav.com
A Micro Business is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than $3 million in average annual revenue over the three-year period prior to their certification.

SBSD is here to help you with this certification and the potential customers it represents.

Effective October 1, 2014, all state purchases under $10,000 shall be set aside for micro-businesses when the price quoted is fair and reasonable.

Over 90% of Virginia’s businesses are categorized as small businesses. Along with women-and-minority-owned businesses, these companies are the source of most new jobs within the state.

For these hardworking and talented entrepreneurs, growing a successful business is not an easy task. For most small businesses, opportunities and financial assistance are important and often difficult to access.

We provide vital support to those businesses through advocacy programs and collaboration with other agencies and departments.
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On the Cover:
Annabel Ortega de Radillo and Jose Radillo, owners
Empower Painting Inc.
16881 S Forsythe Rd
Oregon City, OR 97045, USA
503-307-8443
See story on inside back cover.
THE VALUE of HEALTHCARE

Get your business check-up today!

SBA.gov/healthcare
• Learn what the Affordable Care Act (ACA) means for you and your small business, with information about key pieces of the law based upon the size of your business

Healthcare.gov
• Learn more about the new small business health insurance marketplaces, find coverage options for your employees and enroll in either your state or federal marketplace

BusinessUSA.gov/healthcare
• This new site includes a search tool to direct you to ACA resources based on a business’s location, size and current insurance offerings

For more information, visit the above resources or contact your local SBA District Office.
Message From The District Director

Good Day, I am Carl Knoblock, the District Director for Virginia. As the statement above states, the laws of mathematics refer to reality, they are not certain; and as far as they are certain, they do not refer to reality.”

(Albert Einstein)

I visit small business owners and entrepreneurs on a regular basis. The phrase above is so true of going into business or being in business. Success is never a guarantee certainty even if you have all the tools, people, and money. Luck and timing are two factors that can disrupt certainty.

Virginia is rich in history. At the same time, it is rich in education, research, agriculture, tourism, defense, information technology, logistics, and natural resources. We have abundant water which is critical to advance the growth of the region.

As far as the laws of mathematics refer to reality, they are not certain; and as far as they are certain, they do not refer to reality.”

(Albert Einstein)

We have abundant water which is critical to advance the growth of the region.

What attracts people globally to our region? The first answer is typically our world leading educational institutions, but do not forget the Virginia Port Authority & logistics. Let’s not lose sight how valuable this market is to the economy in our region and how it connects us to the world.

In this guide you will find free counseling via our local Small Business Development Centers (SBDC), Women’s Business Centers (WBO), SCORE (Mentors to America’s Small Business) and our PTACS (Procurement Technical Assistance Centers). If you would like to know more about counseling opportunities, check the Getting Started section of this publication to see what programs are available in your county. Do not lose sight of our excellent website – www.sba.gov.

At some point, you may find yourself in need of capital infusion to expand your facilities, purchase equipment, machinery, or inventory. The SBA offers a variety of loans to meet your capital needs. Learn more about our various loan programs by visiting the Getting Approved section of the guide.

One area to expand opportunities is touching our global neighbors. Exporting is underutilized for economic growth. We have all kinds of goods and services that the world is wanting. Let us help you discover those new found opportunities all around. The Small Business Administration is designed to help in both areas.

SBA is Smart, Bold, & Accessible:

1. Smart = Using technology to advance our programs
2. Bold = Using grant programs with private/public partnerships (Scale Up; Growth Accelerators); Innovation (SBIR/SBIC)
3. Accessible = Technology & working with resource/non-resource partners

Think Small Business, Big Returns

Carl Knoblock
District Director of SBA’s Virginia District Office
Doing Business in Virginia

The SBA helps business owners grow and expand their businesses every day.

THE RICHMOND DISTRICT OFFICE
The Richmond District Office is responsible for the delivery of SBA’s many programs and services. The District Office is located in the Richmond Federal Office Building at 400 N. 8th Street, Suite 1150, Richmond, VA, 23219. Office hours are from 8:00 AM until 4:30 PM, Monday through Friday.

SERVICES AVAILABLE
Financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders.

Free counseling, advice and information on starting, better operating or expanding a small business through the SCORE, Small Business Development Centers (SBDC) and Women’s Business Centers (WBC). They also conduct training events throughout the district - some require a nominal registration fee.

Assistance is available to businesses owned and controlled by socially and economically disadvantaged individuals through the 8(a) business development program. Please contact one of our Business Opportunity Specialists listed.

Women’s Business Representative
Carl Knoblock
District Director
804-253-9087
karl.b.knoblock@sba.gov

District International Trade Officer
Ford Scott
Lender Relations Specialist
804-253-8027
ford.scott@sba.gov

Veteran’s Outreach Representative
Marci Posey
Economic Development Specialist
804-253-8906
marci.posey@sba.gov

SUCCESS STORY
Chesapeake’s Taylor Made Diagnostics CEO Wins Small Business Person of the Year

Founded in 1995, Taylor Made Diagnostics came into being to help and support the Tidewater area. Caroline Anne Taylor, company president, was looking for a new opportunity that would help her face the demands of being a registered nurse and mother. At the same time, she noted that businesses were facing unique challenges with regulatory requirements mandated of their workforce.

Businesses in her community found themselves paying for employees to travel to medical testing facilities as mandated by the Occupational Safety & Health Administration, which resulted in lost revenue. Caroline Taylor leaped on the opportunity and created a mobile occupational medicine practice that permitted testing to be done at the workplace, meaning workers were back on the job in a matter of minutes. Employers were quick to see a return on investment.

The strength of a business is tested in times of great stress, and in 2000, Taylor was diagnosed with Lyme disease. The clinical and administrative team Taylor built ensured the business and customers would continue to be taken care of. If it weren’t for the commitment and dedication of her staff, Taylor says, the business could not have succeeded.

Once again in 2009 during the economic recession, Taylor Made Diagnostics showed its strength as a business. Taylor Made Diagnostics Inc. obtained a Small Business Administration SBA-backed 504 loan through Southern Bank to purchase their current location, which tripled their previous rental spaces.

The growth in compliance requirements has helped increase the importance of Taylor’s mobile occupational medicine practice. The company has also grown to 20 employees – a far cry from her beginnings more than 25 years ago. Taylor Made Diagnostics now serves federal and private employers with substance abuse, testing, workers Compensation injury treatment, occupational health programs and more.

Small businesses that are successful are important members of their communities, and Taylor Made Diagnostics is no different. Taylor herself is involved with several charitable organizations, and believes in the philosophy of giving back not only of her own time, but encourages her employees to also be active participants in the community.

Ms. Taylor supports numerous local business associations. As a member to local organizations she is eager to share the insight that one faces when starting & running a small business. She is a mentor to the future businesses, and stresses to other entrepreneurs that they have to adapt to change in order to create continued success as she has for the past 25 years.

Visit us online: www.sba.gov/va
SUCCESS STORY

Suffolk Firm Gives Back With Help from SBA

Donald Mills, President of Mills Marine and Ship Repair, says his motivation for starting the company in 2012 was lack of African American companies in ship repair and the desire to be successful. Bringing over 30 years of experience in ship building and repair to Mills Marine and Ship Repair, Mills provides those services throughout the Commonwealth and across the country.

After serving in the United States Army for three years, Mills and his wife Ernestine relocated from Rocky Mount, North Carolina to Hampton Virginia in 1978 to serve an Apprenticeship at Newport News Shipbuilding. Mills also enrolled in the North Carolina community college system as a business management major.

He completed the apprenticeship program in 40 months and was promoted to Pipe supervisor. Throughout his employment with the company, Mills was placed in roles of ever-increasing responsibilities. He finished his career in facilities as a construction engineer.

After retiring from Newport News Shipbuilding, Mills located his corporate offices in downtown Suffolk, Virginia in 2009 and officially launched Mills Marine into full operations in 2012. Looking for an I-95 experience, Mills instead found himself on an unpaved road and hitting bumps and difficulties on his journey to success. Mills says “Proper preparation prevents problems.”

As a Veteran-owned business located in a Historically Underutilized Business Zone (HUBZone) and is a 8(a) certified establishment, Mills Marine has grown to over 30 employees. SBA’s HUBZone program helps small businesses in urban and rural communities gain preferential access to federal contracting opportunities. The program helps small businesses and residents in disadvantaged urban and rural communities by helping businesses find work and hire locally. The nine-year 8(a) Business Development Program assists small disadvantaged businesses in gaining access to government contracting.

The future looks bright as Mills expects to expand and offer employment opportunities to 250 – 300 employees. The contracts that Mills Marine have been awarded for being located in a HubZone has impacted the company and allows him to give back to his community by employing residents of the city. Even though he is newly accepted 8(a) participant he feels he will greatly benefit from the program and the opportunities it will provide.

Ernestine Mills shares in the vision of the company and is actively engaged in the direction and day to day operations Ms. Mills serves as Vice President of Finance and co-owner. As Mills Marines grows, the company wants to give back to the community and expects to begin hiring people who have a felony conviction and desire a second chance.
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COUNSELING
Getting Help to Start, Market and Manage Your Business

Every year, the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and existing small business owners start, grow and succeed.

Whether your target market is global or local, the SBA and its resource partners can help at every stage of turning your entrepreneurial dream into a thriving business.

If you’re just starting out, the SBA and its resources can help you with business and financing plans. If you’re already in business, you can use the SBA’s resources to help manage and expand your business, obtain government contracts, recover from disaster, find foreign markets for your produce or services, and make your voice heard in the federal government.

You can access SBA information at www.sba.gov or visit one of our local offices for assistance.

SBA’S RESOURCE PARTNERS

In addition to our district offices, which serve every state and territory, the SBA works with a variety of local resource partners to meet your small business needs: SCORE chapters, Small Business Development Centers (SBDCs), and Women’s Business Centers (WBCs). This partner network reaches into communities across America: More than 13,000 business counselors, mentors and trainers are available through over 320 SCORE chapters, 900 Small Business Development Centers, and 110 Women’s Business Centers. These professionals can help with writing a formal business plan, locating sources of financial assistance, managing and expanding your business, finding opportunities to sell your goods or services to the government, and recovering from disaster. To find your local district office or SBA resource partner, visit www.sba.gov/tools/local-assistance.

SCORE

SCORE is a national network of more than 11,000 entrepreneurs, business leaders and executives who volunteer as mentors to America’s small businesses. SCORE leverages decades of experience from seasoned business professionals to help small businesses start, grow companies and create jobs in local communities. SCORE does this by harnessing the passion and knowledge of individuals who have owned and managed their own businesses and want to share this “real world” expertise with you. With more than 320 offices throughout the country, SCORE provides key services both face-to-face and online to busy entrepreneurs who are just getting started or in need of an experienced business professional as a sounding board for their existing business. SCORE can help you as they have done for more than 10 million entrepreneurs and small business owners by matching your specific needs with a business mentor, traveling to your place of business for an on-site evaluation, and teaming with several SCORE mentors to provide you with tailored assistance in a number of business areas.

• SCORE mentors understand the needs and challenges of managing successful businesses because they’ve experienced them too. Most have owned and operated their own businesses or served in management positions for our nation’s top companies.
• SCORE chapters provide business workshops and seminars on topics customized to the needs of the local business community. In all communities, SCORE offices advocate the need for business planning and offer an introduction to the fundamentals of a business plan.
• For established businesses, SCORE offers in-depth training on topics such as customer service, hiring practices, using the Internet for business, marketing, home-based business operations and many other issues.

Since 1997, SCORE has offered a leading online business resource for entrepreneurs – www.score.org. This site is a comprehensive small business resource that includes SCORE’s 24/7 email mentoring service. Entrepreneurs can use email mentoring available at www.score.org/mentors to search a database of hundreds of SCORE online counselors.

ON THE UPSIDE

It’s true, there are a lot of reasons not to start your own business. But for the right person, the advantages of business ownership far outweigh the risks.

• You get to be your own boss.
• Hard work and long hours directly benefit you, rather than increasing profits for someone else.
• Earnings and growth potential are unlimited.
• Running a business will provide endless variety, challenge and opportunities to learn.
COUNSELING

SCOREVirginia District – 0304
Chapter Offices

Richmond SCORE
Federal Bldg., 400 N. 8th St., Ste. 1130
Richmond, VA 23219-4829
804-350-3569
admin.0012@scorevolunteer.org
www.richmond.score.org

Roanoke SCORE
105 Franklin Rd. S.W., Ste. 150
Roanoke, VA 24011
540-857-2834
info@scoreroanokeva.org
www.roanoke.score.org

Hampton Roads SCORE
C/O Retail Alliance
838 Granby St.
Norfolk, VA 23510-2051
757-455-9338
admin@hrscore.org
www.hamptonroads.score.org

4525 Main St., Ste. 700
Virginia Beach, VA 23462
757-455-9338
admin@hrscore.org

Shenandoah SCORE
301 W. Main St.
Waynesboro, VA 22980
540-949-4423
score427@ci.waynesboro.va.us
www.shenandoahvly.score.org

Central Virginia SCORE
Chamber of Commerce Center
209 Fifth St. N.E.
Charlottesville, VA 22902
434-295-6712
tom.hubbard@gmail.com
www.centralvirginia.score.org

Greater Lynchburg SCORE
147 Mill Ridge Rd., Ste. 122
Lynchburg, VA 24502
434-582-4560
info@lynchburgscore.org
www.lynchburgscore.org

Martinsville SCORE
Chamber of Commerce
115 Broad St./P.O. Box 709
Martinsville, VA 24112
276-632-6401
wmccain@embarkmail.com
www.martinsville.score.org

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* Wells Fargo is the #1 SBA lender in loan units and dollar volume according to the U.S. Small Business Administration as of September 30, 2015. All financing is subject to credit approval and SBA Eligibility. © 2015 Wells Fargo Bank, N.A. All rights reserved.
In addition to its core business development services, the SBDCs offer special focus areas such as disaster recovery and preparedness, technology transfer and commercialization, regulatory compliance, and accessing unique resources for women, minority, and veteran business owners and entrepreneurs. SBDCs have also increased their capacity to help U.S. entrepreneurs enter global markets through export readiness assessment, training, regulatory compliance and a broad range of international trade assistance for new and existing exporters.

The program combines a unique combination of federal, state and private sector resources to provide, in every state and territory, the foundation for the economic growth of small businesses. In FY2015 they:

- Assisted more than 12,000 entrepreneurs to start new businesses — equating to nearly 32 new business starts per day.
- Provided counseling services and training services to over 549,000 clients.
- Raised more than 4.68 billion in capital infusion.

The efficacy of the SBDC program has been validated by a nationwide evaluation study. Of the clients surveyed, more than 80 percent reported that the business assistance they received from the SBDC counselor was worthwhile. The top five impacts of counseling cited by SBDC clients were revising marketing strategy, increasing sales, expanding products and services, improving cash flow and increasing profit margins. More than 40 percent of long-term clients who received five counseling sessions reported that the business assistance was worthwhile. The top five impacts of long-term clients who received five counseling sessions were revising marketing strategy, increasing sales, expanding products and services, improving cash flow and increasing profit margin.

For information on the SBDC program, visit www.sba.gov/va.
**SOUTHERN REGION**

Longwood University SBDC – Farmville – Lead Center  
Sheri McGuire, Executive Director  
315 W. Third St.  
Farmville, VA 23901  
434-395-2086 • 434-395-2359 Fax  
margie douglass@sw.edu  
www.sbdc-longwood.com

Crater SBDC of Longwood University  
Pat Hood, Branch Center Director  
1964 Wakefield St.  
Petersburg, VA 23805-0808  
804-518-2003 • 804-518-2004 Fax  
hoodpa@longwood.edu  
www.sbdc-longwood.com

U.S. Export Assistance Centers

SBA trade finance specialists are co-located in 19 U.S. Export Assistance Centers throughout the U.S., with U.S. Department of Commerce and, in some locations, Export-Import Bank of the U.S. personnel. This multiple agency collaboration provided trade promotion and export-finance assistance in a single location. The USEACs also work closely with other federal, state and local international trade organizations to provide assistance to small businesses. To find your nearest USEAC, visit: [http://www.sba.gov/content/us-export-assistance-centers](http://www.sba.gov/content/us-export-assistance-centers). You can find additional export training and counseling by contacting your local SBA district office.

**Southwest Virginia SBDC**  
Margie Douglass, Director  
P.O. Box SVCC, Rt. 19  
Richlands, VA 24641-1101  
276-964-7345 • 276-964-7575 Fax  
margie.douglass@sw.edu  
http://sw.edu/cwes/economic-solutions/sbdc/

Virginia Highlands SBDC  
Tom Fleckenstein, Director  
VA Highlands Community College  
100 VHCC Dr.  
Abingdon, VA 24210  
P.O. Box 828  
Abingdon, VA 24212  
276-739-2474 • 276-739-2577 Fax  
tfleckenstein@vhcc.edu  
www.vhcc.edu/sbdc

Blue Ridge Crossroads SBDC  
Mandy Archer, Director  
1117 E. Stuart Dr.  
Galax, VA 24333  
276-236-0391 • 276-236-0485 Fax  
info@breceda.org  
www.breceda.org

**Women’s Business Centers**

The SBA’s Women Business Center (WBC) program is a network of over 100 community-based centers that provide business training, counseling, coaching, mentoring and other assistance geared toward women, particularly those who are socially and economically disadvantaged. WBCs are located in nearly every state and U.S. territory including the District of Columbia and the territories of Puerto Rico and American Samoa. They are partially funded through a cooperative agreement with the SBA.

To meet the needs of women entrepreneurs, WBCs offer services at convenient times and locations, including evenings and weekends. WBCs are located within non-profit host organizations that offer a wide variety of services in addition to the services provided by the WBC. Many of the WBCs also offer training and counseling and provide materials in different languages in order to meet the diverse needs of the communities they serve.

WBCs often deliver their services through long-term training or group counseling, both of which have shown to be effective. WBC training courses are often free or are offered for a small fee. Some centers will also offer scholarships based on the client’s needs.

A number of WBCs also provide courses and counseling via the Internet, and in mobile classrooms and satellite locations. In fiscal year 2015, the WBC program counseled and trained over 140,000 clients, creating local economic growth and vitality. The WBCs helped entrepreneurs access more than $87 million dollars in capital. Based on a 2010 Impact Study, of the WBC clients that have received three or more hours of counseling, 15 percent indicated that the services led to hiring new staff, 34 percent indicated that the services led to an increased profit margin, and 47 percent indicated that the services led to an increase in sales.

In addition, the WBC program has taken a lead in preparing women business owners to apply for the Women-Owned Small Business (WOSB) Federal Contract program that authorizes contracting officers to set aside certain federal contracts for eligible women-owned small businesses or economically disadvantaged women-owned small businesses. For more information on the program, visit [www.sba.gov/wosb](http://www.sba.gov/wosb). To find the nearest SBA WBC, visit [www.sba.gov/women](http://www.sba.gov/women).

**Women’s Business Center of Northern Virginia**

7001 Loisdale Rd.  
Springfield, VA 22150  
703-768-1440 • 703-768-0547 Fax  
info@wbcnova.org  
www.cbponline.org

**Women’s Business Center of Central Virginia**

Springfield, VA 22150  
703-768-1440 • 703-768-0547 Fax  
info@wbcnova.org  
www.cbponline.org

**Women’s Business Center of Southwestern Virginia**

Springfield, VA 22150  
703-768-1440 • 703-768-0547 Fax  
info@wbcnova.org  
www.cbponline.org

**Women’s Business Center of Roanoke Valley**

Springfield, VA 22150  
703-768-1440 • 703-768-0547 Fax  
info@wbcnova.org  
www.cbponline.org

**Women’s Business Center of Southwest Virginia**

Springfield, VA 22150  
703-768-1440 • 703-768-0547 Fax  
info@wbcnova.org  
www.cbponline.org

**Women’s Business Center of Mountain Empire**

Springfield, VA 22150  
703-768-1440 • 703-768-0547 Fax  
info@wbcnova.org  
www.cbponline.org
**SBA EMERGING LEADERS**

The intense seven-month entrepreneurship training for identified SBA Emerging Leaders creates a learning environment to accelerate the growth of high-potential small businesses, stimulates job creation and helps drive economic development within their communities. A competitive selection process results in company executives participating in high-level training and peer-networking sessions led by professional instructors. Graduates are poised to create an economic ripple effect because they are now equipped with the support, resources and enhanced business skills necessary to succeed.

**Impact of Emerging Leaders:**

The initiative is currently offered in 51 underserved communities across the country.

To date, 3,000 businesses have participated and nearly 2,700 Emerging Leaders have graduated since its inception. A study of Emerging Leaders past participants reported that:

- Nearly 70% obtained revenue growth
- Over 80% created new jobs or retained all
- Participants secured federal, state, local and tribal contracts awards over $1 Billion
- 95% were satisfied with the Emerging Leaders program

Visit [www.sba.gov/emergingleaders](http://www.sba.gov/emergingleaders) for more information.

**SBA’S CLUSTER INITIATIVE**

The SBA is investing in regional innovation clusters throughout the US that span a variety of industries, ranging from energy and manufacturing to advanced defense technologies. Clusters are geographic concentrations of interconnected companies, specialized suppliers, academic institutions, service providers and associated organizations with a specific industry focus. They provide high-value, targeted connecting of small and large businesses, including networking with potential industry partners abroad.

The Regional Innovation Clusters serve a diverse group of sectors and geographies. Three of the initial pilot clusters, termed Advanced Defense Technology clusters, are specifically focused on meeting the needs of the defense industry. The Wood Products Cluster, debuted in 2015, supports the White House’s Partnerships for Opportunity and Workforce and Economic Revitalization (POWER) Initiative for coal communities. All of the clusters support small businesses by fostering a synergistic network of small and large businesses, university researchers, regional economic organizations, stakeholders, and investors, while providing matchmaking, business training, counseling, mentoring, and other services to help small businesses expand and grow.

Throughout the initiative, SBA has asked a third-party evaluator to examine SBA’s Regional Innovation Clusters in detail, including their various stakeholder participants and the services and activities provided by the clusters, with a focus on small business participants. Some highlights from the Year 3 report, released in July 2014, include the following:

- 80% of participants agree that cluster activities led to increases in collaborative activity within their region;
- Cluster administrators provided more than 13,000 hours of one-on-one assistance to more than 460 small businesses, with recipient small businesses receiving an average of nearly 29 hours each.
- The value of economic activity in the third year of the program totaled more than $3.9 Billion
- Employment in cluster-associated small businesses grew an average of 6.9%, more than 4 times faster than the regional benchmark.
- Revenues in cluster-associated small businesses increased an average of 6.9%, nearly twice as fast as comparable firms

For more information on SBA’s Cluster Initiative, go to [www.sba.gov/clusters](http://www.sba.gov/clusters).

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**SBA’S LEARNING CENTER**

SBA’s Learning Center is a virtual campus complete with free online courses, workshops, podcasts and learning tools.

**Key Features of the SBA’s Learning Center:**

- Training is available anytime and anywhere — all you need is a computer (or mobile device) with Internet access.
- Nearly 50 free online and interactive courses are available.
- Checklists and worksheets to get your business planning underway.
- Course topics include how to write a business plan, financing options that include SBA lending programs, mastering overseas markets through exporting, public sector procurement tactics, and specialty material for veterans, young entrepreneurs, and women business owners.
- Over ten new courses launched in the last year; including a new Spanish-language version of a course for Young Entrepreneurs. Visit [www.sba.gov/learning](http://www.sba.gov/learning) for these free resources.

**Contact Information:**

Visit us online: [www.sba.gov/va](http://www.sba.gov/va)

Visit our online: [www.sba.gov](http://www.sba.gov)

**Women’s Business Center**
Old Dominion University - Business Gateway
(in partnership with the SBA)
Director: Erika Small-Sisco
Program Manager: Sadiksha Nepal
4111 Monarch Way, Ste. 106
Norfolk, VA 23508
757-683-3729 ext. 8 or 757-683-7150
wbcinfo@odu.edu
www.odu.edu/bg/wbc

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www.facebook.com/odessa.tx
SBA'S SCALEUP AMERICA INITIATIVE

The SBA's new ScaleUp America Initiative is designed to help small firms with high potential to "scale up" and grow their businesses so that they will provide more jobs and have a greater economic impact, both locally and nationally. The SBA has structured this community-focused initiative with local entrepreneurial ecosystems in mind: a key emphasis of the program is building and strengthening entrepreneurial networks within a particular community, so that firms can grow by leveraging and complimenting the existing resources and expertise in their areas.

The ScaleUp initiative functions by supporting communities' efforts to deliver cohort-based intensive assistance to established high-potential small businesses and entrepreneurs that are primed for growth beyond the start-up or early stages. The initiative provides funds to organizing entities in local communities to do the following:
- deliver a proven entrepreneurship education curriculum for growth-oriented entrepreneurs and small businesses; provide on-going one-on-one support,
- provide mentoring and technical assistance;
- facilitate connections to growth capital; and
- identify opportunities to build and strengthen connections and networks in their community.

Since launching this initiative, the SBA has awarded funding support to a geographically and organizationally diverse group of fifteen ScaleUp communities.

FINANCIAL LITERACY

If you want to start a business or learn how to better manage your business money, consider Money Smart for Small Business. Money Smart for Small Business provides a practical introduction to the everyday tasks of starting and managing a business. Developed jointly by the Federal Deposit Insurance Corporation (FDIC) and the U.S. Small Business Administration (SBA), this instructor-led curriculum consists of 13 modules. Each module includes a fully scripted instructor guide, participant workbook, and PowerPoint slides. These resources enable an organization to offer Money Smart for Small Business classes right away. The modules provide the most essential information on running a small business from a financial standpoint. In addition to grounding participants in the basics, the curriculum serves as a foundation for more advanced training and technical assistance. You can find this curriculum by visiting www.sba.gov/moneysmart.

To learn more about the Financial Literacy and Education Commission, visit www.mymoney.gov.

REACHING UNDERSERVED COMMUNITIES

The SBA also offers a number of programs specifically designed to meet the needs of underserved communities.

ENCORE ENTREPRENEURS

With their range of life experiences and their tendency to have more disposable income, entrepreneurs age 50 and older are one of the fastest growing groups of business owners. To help meet the needs of “encore entrepreneurs,” SBA and AARP have joined forces to mentor, counsel, and educate Americans age 50 and over on how to start or grow a small business. Through this partnership, SBA and AARP collaborate to connect the 50+ population to small business development resources, including online courses, webinars, live workshops, conferences, and mentoring activities. For additional information, visit www.sba.gov/encore.

BUSINESS SMART TOOLKIT

SBA's Office of Entrepreneurial Development in partnership with the National Association of Government Guaranteed Lenders (NAGGL) developed the Business Smart Toolkit. The toolkit is a ready-to-use workshop that lays the groundwork for helping new and aspiring entrepreneurs launch a business idea and understand the steps to building a business that is credit ready. The Business Smart Toolkit was designed to provide resources for underserved communities.

The information is laid out simply in three modules. The three modules focus on: 1) Basics of Business startup; 2) Essentials of becoming credit-ready; and 3) How and where to find additional small business support and educational resources. The toolkit is designed for local community organizations whose constituents are interested in starting a business but do not know where to begin. The curriculum will allow the local organization to provide their constituents with enough basic
knowledge to get them on the right track in starting and connecting them to local resources—along with providing further support along their entrepreneurial journey. The toolkit and instructor guide are written at a level so that a community volunteer can feel comfortable presenting the information. The Business Smart Toolkit is free and readily-downloadable at www.SBA.gov/BusinessSmart.

FAITH-BASED AND COMMUNITY INITIATIVES

SBA’s Center for Faith-Based and Community Initiatives works to engage and build strong partnerships with community and nonprofit organizations, both secular and faith-based, to support entrepreneurship, economic growth and promote prosperity for all Americans. The Center works in coordination with other offices within the Agency to formulate policies and practices that extend the reach and impact of SBA programs into local communities. SBA recognizes the important role community leaders and networks have in economic development at the local and national level. Further, the Center plays a key role in helping identify, engage and impact underserved communities. For additional information, visit www.sba.gov/faith-based.

LGBT BUSINESS OUTREACH INITIATIVE

The SBA’s groundbreaking outreach to the Lesbian, Gay, Bisexual and Transgendered (LGBT) community is for the first time bringing SBA resources directly to LGBT business owners. Recognizing the unique challenges faced by the nation’s 1.4 million LGBT-owned businesses, the SBA has partnered with several national business advocacy organizations, including the National Gay and Lesbian Chamber of Commerce, to increase the use of SBA programs by LGBT owned businesses.

The SBA is the nation’s leading advocate and champion for all entrepreneurs and is deeply committed to helping LGBT-owned small businesses launch, innovate, hire and grow. Across the country, our resource partners are providing LGBT entrepreneurs with game-changing business advice. For more information on LGBT business development, go to www.sba.gov/LGBT or e-mail: lgbt@sba.gov.

NATIVE AMERICAN BUSINESS DEVELOPMENT

The SBA Office of Native American Affairs (ONAA) ensures that American Indians, Alaska Natives and Native Hawaiians seeking to create, develop and expand small businesses have full access to the business development and expansion tools available through the Agency’s entrepreneurial development, lending, and contracting programs.

The office provides a network of training initiatives that include a Native Entrepreneurial Empowerment Workshop, a Native American 8(a) Business Development Workshop, a Money Smart Workshop, an Incubator Workshop and the online tool, “Small Business Primer: Strategies for Growth.” ONAA also is responsible for consulting with tribal governments prior to finalizing SBA policies that may have tribal implications. Visit www.sba.gov/ona for more information or contact Marci Posey, Richmond District’s Native American Initiatives Liaison at 804-253-8906.

WOMEN BUSINESS OWNERS

Women entrepreneurs are changing the face of America’s economy. In the 1970s, women owned less than 5 percent of the nation’s businesses. Today, they are majority owners of about a third of the nation’s small businesses and are at least equal owners of about half of all small businesses. SBA serves women entrepreneurs nationwide through its various programs and services, some of which are designed especially for women.

The SBA’s Office of Women’s Business Ownership (OWBO) serves as an advocate for women-owned businesses. The office oversees a nationwide network over 100 Women’s Business Centers that provide business training, counseling and mentoring geared specifically to women, especially those who are socially and economically disadvantaged. The program is a public-private partnership with locally-based nonprofits.

Women’s Business Centers serve a wide variety of geographic areas, population densities, and economic environments, including urban, suburban, and rural. Each Women’s Business Center tailors its services to the needs of its individual community, but all offer a variety of innovative programs, often including courses in different languages. They provide training in finance, management, and marketing, as well as access to all of the SBA’s financial and procurement assistance programs.

In addition to the women’s business centers, the Office of Women’s Business Ownership works with other offices within SBA to monitor how women are utilizing SBA programs such as our loan programs, investment programs and contracting opportunities. OWBO also establishes partnerships with many women’s business organizations to help ensure that more women have access to the services provided by SBA and its partners.

Through a strategic alliance with Thunderbird School of Global Management, SBA is pleased to provide access to the DreamBuilder online training curriculum in both English and Spanish. This curriculum is currently being used by over 30 women’s business centers. It is available at no cost to entrepreneurs at https://www.dreambuilder.org/sba

For the second year, the Office of Women’s Business Ownership has held the InnovateHer competition. The InnovateHER Challenge provides an opportunity for entrepreneurs to showcase products and services that: have a measurable impact on the lives of women and families, have the potential for commercialization, and fill a need in the marketplace. SBA’s InnovateHER: Innovating for Women Business Summit on March 17, 2016 in Washington, D.C. will bring together creative ideas to support women’s efforts to push the limits, break the glass ceiling and create long-term, positive changes in gender equality.

YOUNG ENTREPRENEURS

The SBA recognizes the importance of fostering young entrepreneurs and small business owners and their role in the economy. The SBA offers different activities and resources throughout the year aimed at aspiring young entrepreneurs, including social media outreach and customized online courses available at www.sba.gov/learning.

For additional information, visit www.sba.gov/young.

SBA also administers two contracting and business development programs that are specifically designed to benefit underserved communities. For more information on the 8(a) Business Development Program and the HUBZone Program, see the Contracting section.
Each year SBA serves over 200,000 veterans, service disabled veterans and military spouses across the United States and at military installations around the globe. SBA provides training and mentorship, access to capital, preparation for opportunities in federal procurement, cultivating connections within commercial supply chains and disaster relief assistance.

SBA’s Office of Veterans Business Development (OVBD) offers a number of programs and services to support aspiring and existing veteran entrepreneurs and military spouses of all eras, women veterans, and service disabled veterans. These programs, Boots to Business, Boots to Business: Reboot, Veteran Women Igniting the Spirit of Entrepreneurship (VWISE), and Entrepreneurship Bootcamp for Veterans with Disabilities (EBV), offer cutting edge, experiential training in entrepreneurship and small business management. These programs were developed to introduce transitioning service members, veterans, and military spouses, to entrepreneurship, exploring self-employment opportunities, and turning an idea into a growth venture. In addition, these programs also help to connect participants to SBA’s local network of resource partners and establish a support structure for graduates.

For more information on any of SBA’s program for veterans, please visit www.sba.gov/veterans.

BOOTS TO BUSINESS AND BOOTS TO BUSINESS: REBOOT

Boots to Business is an entrepreneurial education and training program offered by the U.S. Small Business Administration (SBA) as a training track within the Department of Defense’s Transition Assistance Program (TAP). The curriculum provides valuable assistance to transitioning service members exploring business ownership or other self-employment opportunities by leading them through the key steps for evaluating business concepts and providing the foundational knowledge required to develop a business plan. In addition, participants are introduced to SBA resources available to help access start-up capital and additional technical assistance.

Boots to Business Reboot is a two-step entrepreneurship training program offered by the U.S. Small Business Administration through a public-private sponsorship with the Institute of Veterans and Military Families, the Marcus Foundation and First Data Corporation. This course is open to Veterans of all eras (Servicemembers, including members of the National Guard and Reserves) and their spouses. The curriculum provides assistance to those interested in exploring business ownership or other self-employment opportunities by leading them through the key steps for evaluating business concepts and providing foundational knowledge required to develop a business plan. In addition, participants are introduced to SBA resources available to access start-up capital, technical assistance and contracting opportunities.

For more information contact James Williams, SBA’s Lead Boots to Business instructor at 804-253-8134.

VETERAN WOMEN IGNITING THE SPIRIT OF ENTREPRENEURSHIP (V-WISE)

Veteran Women Igniting the Spirit of Entrepreneurship (V-WISE) is a three-phase program, V-WISE is offered three times per year across the nation, to approximately 200 participants per session. The program includes a growth track for women and women military spouses already in business as well as start-up training for new entrepreneurs.

ENTREPRENEURSHIP BOOTCAMP FOR VETERANS WITH DISABILITIES

The EBV National Program is a novel, one-of-a-kind initiative designed to leverage the skills, resources and infrastructure of higher education to offer cutting-edge, experiential training in entrepreneurship and small business management to post-9/11 veterans with service-connected disabilities and a passion for entrepreneurship as well as military family members who serve in a caregiver role to a veteran with a service-connected disability. The aim of the program is to open the door to economic opportunity for our veterans and their families by developing their competencies in creating and sustaining an entrepreneurial.

VETERANS BUSINESS OUTREACH CENTERS (VBOC)

The Veterans Business Outreach Center Program is designed to provide entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans owning or considering starting a small business. The SBA has 14 organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC).

Veterans Institute for Procurement (VIP) - VIP is designed for veteran owned businesses to increase their ability to win government contracts by establishing best business practices. The training is available to established veteran business owners through a cooperative agreement between SBA, the Montgomery County Chamber of Commerce, the State of Maryland, and private sponsors. VIP includes an accelerator-like in-residence educational training program consisting of a three-day comprehensive certification course instructed by professional service experts, government officials, and agency representatives. Since the program launched in 2009, VIP has graduated 546 veteran-owned businesses from 37 states, Washington D.C., and Guam.

For more information contact Marci Posey, SBA’s Veterans Outreach Representative at 804-253-8906.

Veterans Assistance
www.vetbiz.gov
www.sba.gov/vet

Hampton Roads Veterans Business Outreach Center
00U Business Gateway, Old Dominion University
Cherylynn Sagester, Director
4111 Monarch Way, Ste. 103
Norfolk, VA 23508
757-683-5505
Cherylynn Sagester, Director
VBOCinfo@odu.edu
www.hrvooc.com

Community Business Partnership
Veteran’s Business Outreach Center
7001 Loisdale Rd., Ste. C
Springfield, VA 22150
703-768-1440
Charles McCaffrey, Director
charles@cbponline.org
www.cbponline.org/

CONTINUITY OF OPERATIONS DURING DEPLOYMENT

SBA also connects veterans and military spouses to lenders that offer loan programs providing fee relief for eligible veterans, military spouses and veterans who serve special low-interest-rate financing to small businesses when an owner or essential employee is called to active duty. SBA’s Veterans Advantage program provides fee relief for eligible veterans and military spouses and survivors. The Military Reservist Economic Injury Disaster Loan Program (MREIDL) provides loans up to $2 million to eligible small businesses to cover operating costs that cannot be met due to the loss of an essential employee called to active duty in the Reserves or National Guard.
Most new business owners who succeed have planned for every phase of their success. Thomas Edison, the great American inventor, once said, “Genius is 1 percent inspiration and 99 percent perspiration.” That same philosophy also applies to starting a business.

First, you’ll need to generate a little bit of perspiration deciding whether you’re the right type of person to start your own business.

IS ENTREPRENEURSHIP FOR YOU?

There is simply no way to eliminate all the risks associated with starting a small business, but you can improve your chances of success with good planning, preparation and insight. Start by evaluating your strengths and weaknesses as a potential owner and manager of a small business. Carefully consider each of the following questions:

- **Are you a self-starter?** It will be entirely up to you to develop projects, organize your time, and follow through on details.
- **How well do you get along with different personalities?** Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, employees and professionals such as lawyers, accountants, or consultants. Can you deal with a demanding client, an unreliable vendor, or a cranky receptionist if your business interests demand it?
- **How good are you at making decisions?** Small business owners are required to make decisions constantly — often quickly, independently, and under pressure.
- **Do you have the physical and emotional stamina to run a business?** Business ownership can be exciting, but it’s also a lot of work. Can you face six or seven 12–hour workdays every week?
- **How well do you plan and organize?** Research indicates that poor planning is responsible for most business failures. Good organization — of financials, inventory, schedules, and production — can help you avoid many pitfalls.
- **Is your drive strong enough?** Running a business can wear you down emotionally. Some business owners burn out quickly from having to carry all the responsibility for the success of their business on their own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.

- **How will the business affect your family?** The first few years of business start-up can be hard on family life. It’s important for family members to know what to expect and for you to be able to trust that they will support you during this time. There also may be financial difficulties until the business becomes profitable, which could take months or years. You may have to adjust to a lower standard of living or put family assets at risk.

Once you’ve answered these questions, you should consider what type of business you want to start. Businesses can include franchises, at-home businesses, online businesses, brick-and-mortar stores or any combination of those.

FRANCHISING

There are more than 3,000 business franchises. The challenge is to decide on one that both interests you and is a good investment. Many franchising experts suggest that you comparison shop by looking at multiple franchise opportunities before deciding on the one that’s right for you.

Some of the things you should look at when evaluating a franchise: historical profitability, effective financial management and other controls, a good image, integrity and commitment, and a successful industry.

In the simplest form of franchising, while you own the business, its operation is governed by the terms of the franchise agreement. For many, this is the chief benefit for franchising. You are able to capitalize on a business format, trade name, trademark and/or support system provided by the franchisor. But you operate as an independent contractor with the ability to make a profit or sustain a loss commensurate with your ownership.

If you are concerned about starting an independent business venture, then franchising may be an option for you. Remember that hard work, dedication and sacrifice are key elements in the success of any business venture, including a franchise.

Visit www.sba.gov/franchise for more information.

HOME-BASED BUSINESSES

Going to work used to mean traveling from home to a plant, store or office. Today, many people do some or all their work at home.

Getting Started

Before diving headfirst into a home-based business, you must know why you are doing it. To succeed, your business must be based on something greater than a desire to be your own boss. You must plan and make improvements and adjustments along the road.

Working under the same roof where your family lives may not prove to be as easy as it seems. One suggestion is to set up a separate office in your home to create a professional environment.

**Ask yourself these questions:**

- Can I switch from home responsibilities to business work easily?
- Do I have the self-discipline to maintain schedules while at home?
- Can I deal with the isolation of working from home?

Legal Requirements

A home-based business is subject to many of the same laws and regulations affecting other businesses.

**Some general areas include:**

- **Zoning regulations.** If your business operates in violation of them, you could be fined or shut down.
- **Product restrictions.** Certain products cannot be produced in the home. Most states outlaw home production of fireworks, drugs, poisons, explosives, sanitary or medical products and toys. Some states also prohibit home-based businesses from making food, drink or clothing.

Be sure to consult an attorney and your local and state departments of labor and health to find out which laws and regulations will affect your business. Additionally, check on registration and accounting requirements needed to open your home-based business. You may need a work certificate or license from the state. Your business name may need to be registered with the state. A separate business telephone and bank account are good business practices.

Also remember, if you have employees you are responsible for withholding income and Social-Security taxes, and for complying with minimum wage and employee health and safety laws.
After you’ve thought about what type of business you want, the next step is to develop a business plan. Think of the business plan as a roadmap with milestones for the business. It begins as a pre-assessment tool to determine profitability and market share, and then expands as an in-business assessment tool to determine success, obtain financing and determine repayment ability, among other factors.

Creating a comprehensive business plan can be a long process, and you need good advice. The SBA and its resource partners, including Small Business Development Centers, Women’s Business Centers, Veterans Business Outreach Centers, and SCORE, have the expertise to help you craft a winning business plan. The SBA also offers online templates and a course to get you started.

In general, a good business plan contains:

**Introduction**
- Give a detailed description of the business and its goals.
- Discuss ownership of the business and its legal structure.
- List the skills and experience you bring to the business.
- Discuss the advantages you and your business have over competitors.

**Marketing**
- Discuss the products and services your company will offer.
- Identify customer demand for your products and services.
- Identify your market, its size and locations.
- Explain how your products and services will be advertised and marketed.
- Explain your pricing strategy.

**Financial Management**
- Develop an expected return on investment and monthly cash flow for the first year.
- Provide projected income statements and balance sheets for a two-year period.
- Discuss your break-even point.
- Explain your personal balance sheet and method of compensation.
- Discuss who will maintain your accounting records and how they will be kept.
- Provide “what if” statements addressing alternative approaches to potential problems.

**Operations**
- Explain how the business will be managed day-to-day.
- Discuss hiring and personnel procedures.
- Discuss insurance, lease or rent agreements.
- Account for the equipment necessary to produce your goods or services.
- Account for production and delivery of products and services.

**Concluding Statement**
Summarize your business goals and objectives and express your commitment to the success of your business. Once you have completed your business plan, review it with a friend or business associate and professional business counselor like SCORE, WBC or SBDC representatives, SBA district office economic development specialists or veterans’ business development specialists.

Remember, the business plan is a flexible document that should change as your business grows.
Many entrepreneurs need financial resources to start or expand a small business and must combine what they have with other sources of financing. These sources can include family and friends, venture-capital financing and business loans. This section of the Small Business Resource guide discusses SBA’s primary business loan and equity financing programs. These are: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the Microloan Program and the Small Business Investment Company Program. The distinguishing features for these programs are the total dollar amounts that can be borrowed, the type of lenders who can provide these loans, the uses for the loan proceeds and the terms placed on the borrower. The SBA does not provide grants to individual business owners to start or grow a business.

SBA BUSINESS LOANS

If you are contemplating a business loan, familiarize yourself with the SBA’s business loan programs to see if there may be a viable option. The SBA has a variety of loan programs which are distinguished by their different uses of the loan proceeds, their dollar amounts, and the requirements placed on the actual lenders. The three principal players in most of these programs are the applicant small business, the lender and the SBA. (The Agency does not actually provide the loan, but rather they guaranty a portion of the loan provided by a lender (except for microloans)). The lender can be a regulated bank or credit union, or a community based lending organization.

For help locating a lender in your area, SBA has an online tool called LINC that matches small businesses with participating SBA lenders. LINC begins with a simple online form that requests basic information about your business and financing needs. That information is transmitted to all participating SBA lenders operating within your county. If a lender is interested, you will receive an email with the contact information for that lender. LINC can be accessed through SBA's website at https://www.sba.gov/tools/linc.

Submitting an inquiry through LINC does not constitute a loan application but is instead a valuable tool to identify SBA lenders within your community. Once you have identified those lenders, you will apply directly to the lenders by providing them the documents they require. Generally an application includes a business plan that explains what resources will be needed to accomplish the desired business purpose including the associated costs, the applicants' contribution, planned uses for the loan proceeds, a listing of the assets that will secure the loan (collateral), a history of the business and explanation of how the business generates income, and most important, an explanation of how the business will be able to repay the loan in a timely manner.

The lender will analyze the application to see if it meets their criteria and make a determination if they will need an SBA guaranty in order to provide the loan. SBA will look to the lender to do much, if not all, of the analysis before it provides its guaranty to the lender's proposed loan. The SBA’s business loan guaranty programs provide a key source of financing for viable small businesses that have real potential but cannot qualify for credit on reasonable terms by themselves.

If no lenders respond to your inquiry through LINC or if you are unable to secure financing from the lenders that you have contacted, please contact your local SBA District Office for additional resources.

7(a) LOAN PROGRAM

The 7(a) Loan program is the SBA’s primary business loan program. It is the agency’s most frequently used non-disaster financial assistance program because of its flexibility in loan structure, variety of uses for the loan proceeds and availability. The program has broad eligibility requirements and credit criteria to accommodate a wide range of financing needs.

Congress authorized SBA to provide financial assistance either directly or in cooperation with banks or other financial institutions through agreements to participate in section 7(a) of the Small Business Act. Historically, a 7(a) loan was provided either directly from SBA or from regulated lenders who provided the loan after they obtained a guaranty from SBA. Since 1996, all 7(a) loans have only been provided on a guaranteed basis, meaning from a lender participating in the 7(a) Loan Guaranty Program. The business loans that SBA guarantees do not come from the Agency, but rather from banks and other approved lenders. The loans are funded by these organizations and they
make the decision to approve or deny the applicant’s loan request.

The guaranty that SBA provides the lender reduces the lender’s risk of borrower non-payment because the guaranty assures the lender that if the borrower defaults, the lender can request that SBA pay the debt rather than the borrower. SBA only guarantees a portion or percentage of every loan, so in the event of default the lender will only get partially repaid by SBA. However the borrower is still obligated for the full loan amount.

To qualify for an SBA guaranteed loan, a small business must meet the lender’s criteria and the 7(a) program requirements. One of those requirements is that the lender must certify that it would not provide this loan under the proposed terms and conditions without an SBA guaranty. If the SBA is going to provide a lender with a guaranty, the applicant must be eligible and creditworthy and the loan structured under conditions acceptable to the SBA.

The 7(a) Program includes ten (10) types of loans which all share certain eligibility requirements but which also have some different requirements so they can accommodate specific business needs and/or give lenders greater flexibility with loan structure. The most popular 7(a) loan type is the Basic 7(a) Loan, which can be used for the most diverse purposes. The other nine 7(a) loan types are variations of the Basic 7(a) Loan with different uses for the loan proceeds and alternative structures.

The applicant business must:
1. Be an operating business (except for loans to Eligible Passive Companies);
2. Be organized for profit;
3. Be located in the United States;
4. Be able to demonstrate a need for the desired credit.
5. Be a business, along with its Affiliates, that meets SBA’s Size Standard Requirements.
6. Be a business that is not engaged in a prohibited business activity or owned by a non-qualified owner, or located at a prohibited place.
7. Only use the Loan Proceeds for only acceptable purposes, which includes proceeds to start-up a new business, buy an existing business, acquire machinery & equipment and/or furniture & fixtures, acquire or renovate a building which the business will occupy, permanent working capital, and refinancing existing business debt under certain conditions. Proceeds from a Basic 7(a) cannot be used to buy investments that are held for their potential appreciation, or to be provided to an associate of the business except under very limited circumstances.
8. Be able to demonstrate that it can’t get the proceeds from its own resources or those of its principal owners and the lender must certify that they would only approve the loan if it is able to obtain a guaranty from SBA.
9. Have ownership that is of Good Character
10. Be able to satisfy any Miscellaneous Eligibility Requirements that may be imposed on a loan request based on the circumstances of the case including, but not limited to the purpose of the loan.
What to Take to the Lender

Documentation requirements will vary depending upon the purpose of the loan. Contact your lender for the information you must supply.

Common requirements include the following:

- A Business Plan that includes:
  - Purpose of the loan
  - History of the business
  - Projections of income, expenses and cash flow as well as an explanation of the assumptions used to develop these projections
  - Personal financial statements on the principal owners
  - Resume(s) of the principal owners and managers.
  - Amount of investment in the business by the owner(s)
  - Projected opening-day balance sheet (new businesses)
  - Lease details
  - Proposed Collateral

Three Years of Financial Statements that include:

- Balance Sheet and Income Statement (P&L) for three years (existing businesses) (Tax Returns usually suffice)
- Interim Financial Statements dated within 180 days of the request for assistance
- Schedule of term debts (existing businesses)
- Aging of accounts receivable and payable (existing businesses), plus
- Interim Financial Statements dated within 180 days of the request for assistance

How the 7(a) Program Works

Small Business applicant assembles their request for financing based on the intended purpose of the proposed loan and what documents the lender requires. A loan to help a moving company acquire a new truck will be less involved than a loan to acquire or start-up a business. The paperwork can be completed on either a business loan application provided by the lender or an SBA application, but using the SBA forms does not actually increase the chance an applicant has in getting a business loan. The applicant then submits their loan application to a lender for the initial review. If the applicant is applying for their first business loan, it is recommended that the selected lender be the one who maintains the personal account of the owner(s).

The lender will generally review the credit merits of the request before deciding if they will make the loan themselves or if they will need an SBA guaranty. If a guaranty is needed, the lender will also review the application for SBA eligibility. The applicant should be prepared to complete some additional documents if the lender says they need an SBA guaranty for approval. Applicants who feel they need more help with the process should contact their local SBA district office or one of the SBA’s resource partners for assistance.

There are several ways a lender can request a 7(a) Guaranty for a proposed business loan from SBA. The main differences between these processing methods are based on the experience the lender has in requesting guarantees from SBA, the documentation the lender provides to SBA, the amount of review the SBA conducts after receiving the request, the amount of the loan and the lender responsibilities in case the loan defaults and the business’ assets must be liquidated. The current different processing methods are:

- Standard 7(a) Guaranty
- Certified Lender Program
- Preferred Lender Program
- SBA Express
- Export Express
- Community Advantage

When a lender requests a 7(a) guaranty for a business loan they propose to provide a small business their application consist of two parts. The applicant fills out SBA Form 1919 while the lender completes SBA Form 1920. The Form 1919 is designed for the applicant to explain what they intend to do with the money and how they will repay the loan. The Form 1920 requires the lender to explain their analysis of the eligibility and credit merits of the request.

When the request loan amount is smaller (generally under $350,000) the lender is allowed to provide SBA with less information in their application for guaranty but that does not mean the applicant business can provide the lender with less information. The lender has the ability to ask the applicant for as much detail as they believe is necessary for them to make their decision on the specific request.

When the SBA approves a guaranty they notify the lender who will work with the applicant to make sure the terms and conditions designed for the specific loan are met before closing. The lender also disburses the funds and assumes responsibility for collecting the payments and general servicing. The borrower makes loan payments directly to the lender, with any loan, the borrower is obligated to repay the full amount of the loan in a timely manner.

What the SBA Looks for:

- Ability to repay the loan on time from the projected operating cash flow;
- Owners and operators who are of good character;
- Feasible business plan;
- Management expertise and commitment necessary for success;
- Sufficient funds, including (but not limited to) the SBA guaranteed loan, to operate the business on a sound financial basis (for new businesses, this includes the resources to meet start-up expenses and the initial operating phase);
- Adequate equity invested in the business; and
- Enough collateral to fully secure the loan or, all worthwhile available business collateral plus personal real estate if the loan cannot be fully secured.

The Impact of a Credit Score

SBA also credit scores every business that is a potential recipient of a loan guaranteed by SBA. If the loan is for $350,000 or less, the credit score obtained will have a significant impact on the amount of work the lender has to complete when applying for an SBA guaranty. As such it is important for any owner of a business to be aware of their credit score and correct any discrepancies prior to approaching their lender.
THE BASIC 7(a) LOAN

The Basic 7(a) Loan is the most commonly provided type of SBA business loan based on historical dollars approved. They are the most flexible types of SBA loans because they can help finance such a large variety of business purposes for the largest number of business types, engaged in the widest spectrum of activities.

In the Federal Government’s 2013 Fiscal Year (October 1, 2012 to September 30, 2013) about 80 percent of the dollars and 38 percent of the number of all 7(a) loans were Basic 7(a) Loans. The reciprocal percentages were divided between the nine other 7(a) Programs.

The Basic 7(a) Loan is a term loan usually repaid with one monthly payment of principal and interest. Interest only repayment periods are permitted when needed, such as for a start-up business that doesn’t achieve breakeven in its initial months of operation. Other repayment structures are also permitted depending upon the borrower’s needs and the flexibility of the lender.

A Basic 7(a) Loan does not revolve so the sum of the disbursements is the loan amount. SBA can guaranty revolving lines of credit, but that is accomplished through some of the nine variations to the Basic 7(a) Loan.

The following aspects of the Basic 7(a) Loan are also applicable to all other 7(a) Loan unless specifically referenced as not applying to a specific Special 7(a) Loan.

Percentage of Guarantees and Loan Maximums

SBA only guarantees a portion of any particular 7(a) loan so each loan will have an SBA share and an unguaranteed portion which gives the lender a certain amount of exposure and risk on each loan. The percentage of guaranty depends on either the dollar amount or the program the lender uses to obtain its guaranty. For loans of $150,000 or less the SBA generally guarantees as much as 85 percent and for loans over $150,000 the SBA generally provides a guaranty of up to 75 percent.

The maximum dollar amount of a single 7(a) loan is $5 million and there is no minimum. The maximum dollar amount of the SBA share which can be provided to any one business (including affiliates) is $3,750,000.

Interest Rates

The actual interest rate for a 7(a) loan guaranteed by the SBA is negotiated between the applicant and lender but is subject to the SBA maximums. Both fixed and variable interest rate structures are available. The maximum rate comprises two parts, a base rate and an allowable spread. There are three acceptable base rates (Wall Street Journal Prime*, London Interbank One Month Prime plus 3 percent, and an SBA Peg Rate). Lenders are allowed to add an additional spread to the base rate to arrive at the final rate. For loans with maturities of less than seven years, the maximum spread will be no more than 2.25 percent. For loans with maturities of seven years or more, the maximum spread will be 2.75 percent. The spread on loans under $50,000 and loans processed through Express procedures have higher maximums.

Most 7(a) term loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same because the interest rate is constant. For variable rate loans the lender can change the payment amount when the interest rates change. Applicants can request that the lender establish the loan with interest-only payments during the start-up and expansion phases (when eligible) to allow the business time to generate income before it starts making full loan payments.

Guaranty and Other Fees

Loans guaranteed by the SBA are assessed a guaranty fee. This fee is based on the loan’s maturity and the dollar amount guaranteed, not the total dollar amount of the loan. The guaranty fee is initially paid by the lender and then passed on to the borrower at closing. The funds the business needs to reimburse the lender can be included in the overall loan proceeds.

On any loan with a maturity of one year or less, the fee is just 0.25 percent of the guaranteed portion of the loan. On loans with maturities of more than one year, the normal guaranty fee is:
- 2.0 percent of the SBA guaranteed portion on loans up to $150,000; **
- 3.0 percent on loans over $150,000 but not more than $700,000; and
• 3.5 percent on loans over $700,000. There is also an additional fee of 0.25 percent on any guaranteed portion over $1 million.

* All references to the prime rate refer to the base rate in effect on the first business day of the month the loan application is received by the SBA.

** For all SBA-guaranteed loans of $150,000 or less that are approved between October 1, 2016 and September 30, 2017, the guaranty fee will be 0%.

Benefit For Veterans and/or Spouses with 51% ownership or more: Any guaranteed loans approved to businesses owned by Veterans of any era or their Spouses during fiscal year 2017 (October 1, 2016 through September 30, 2017) will receive the benefit of having its regular guaranty fee reduced by 50%, for loans between $150,001 and $500,000 only.

If the loan being provided a business owner by qualifying veterans is for $350,000 or less and the lender chooses to apply for its guaranty of that loan by using Express processing procedures (described elsewhere in this article) then the guaranty fee will be zero as long as the guaranty is approved before September 30, 2017.

The lender may not charge a prepayment penalty if the loan is paid off before maturity but the SBA will charge the borrower a prepayment fee if the loan has a maturity of 15 or more years and is pre-paid during the first three years.

7(a) Loan Maturities
The SBA’s loan programs are generally intended to encourage longer term small-business financing, but actual loan maturities are based on the ability to repay, the purpose of the loan proceeds and the useful life of the assets financed. Maturity generally ranges from 7 to 10 years for working capital, business start-ups, and business acquisition type loans, and up to 25 years if the purpose is to acquire real estate or fixed assets with a long term useful life.

Collateral
The SBA expects every 7(a) loan to be secured first with the assets acquired with the loan proceeds and then with additional business and personal assets, depending upon the loan amount and the way the lender requests their guaranty. However, SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, provided all available collateral is offered. When the lender says they will need an SBA guaranty, the applicant should be prepared for liens to be placed against all business assets. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may also be required. SBA does not require any collateral for any 7(a) guaranteed loan for $25,000 or less but the lender can require collateral if they chose.

Loan Structure
The structure of a Basic 7(a) Loan is that repayment has to be set up so the loan is paid in full by maturity. Over the term of the loan there can be additional payments or payment relaxation depending on what is happening with the business. Balloon payments and call provisions are not allowed on any 7(a) term loan.

Eligibility
7(a) loan eligibility is based on a number of different factors, ranging from Size and Nature of Business to Use of Proceeds and factors that are case specific.

Size Eligibility
The first eligibility factor is size, as all loan recipients must be classified as “small” by the SBA. The size standards for all 7(a) loans are outlined below. A more in-depth listing of standards can be found at: www.sba.gov/size.

SBA Size Standards have the following general ranges:

- Manufacturing — from 500 to 1,500 employees
- Wholesale Trades — Up to 100 employees
- Services — $2 million to $35.5 million in average annual receipts
- Retail Trades — $7 million to $35.5 million in average annual receipts
- Construction — $7 million to $33.5 million in average annual receipts
- Agriculture, Forestry, Fishing, and Hunting — $750,000 to $17.5 million in average annual receipts

There is an alternate size standard for businesses that do not qualify under their industry size standards for SBA funding. That alternative is that the applicant business (plus affiliates) can’t have a tangible net worth exceeding $15 million and average net income exceeding $5 million for the last two years. This new alternate makes more businesses eligible for SBA loans and applies to SBA non-disaster loan programs, namely its 7(a) Business Loans and Certified Development Company programs.

Nature of Business
The second eligibility factor is based on the nature of the business and the process by which it generates income or the customers it serves. The SBA has general prohibitions against providing financial assistance to businesses involved in such activities as lending, speculating, passive investment, pyramid sales, loan packaging, presenting live performances of a prurient nature, businesses involved in gambling and any illegal activity.

The SBA also cannot make loan guarantees to non-profit businesses, private clubs that limit membership on a basis other than capacity, businesses that promote a religion, businesses owned by individuals incarcerated on probation or parole, municipalities, and situations where the business or its owners previously failed to repay a federal loan or federally assisted financing, or are delinquent on existing federal debt.

Use of Proceeds
The third eligibility factor is Use of Proceeds. A Basic 7(a) Loan can provide proceeds to purchase machinery, equipment, fixtures, supplies, and to make improvements to land and/or buildings that will be occupied by the subject applicant business.

Proceeds can also be used to:
- Permanent Working Capital;
- Purchase Inventory;
- Expand or renovate facilities;
- Acquire machinery, equipment, furniture, fixtures and leasehold improvements;
- Acquire a business;
- Start a business;
- Acquire Land and Build a Location for the applicant business; and
- Refinance existing debt under certain conditions.

SBA 7(a) loan proceeds cannot be used:
- For the purpose of making investments.
- To provide funds to any of the owners of the business except for ordinary compensation for actual services provided.
- For Floor Plan Financing
- For a purpose that does not benefit the business

Miscellaneous Factors
The fourth factor involves a variety of requirements such as SBA’s credit elsewhere test where the personal resources of the owners need to be checked to see if they can make a
contribution before getting a loan guaranteed by the SBA. It also includes 
the SBA’s anti-discrimination rules and 
limitations on lending to agricultural 
enterprises because there are other 
agencies of the Federal government 
with programs to fund such businesses. 
Generally, SBA loans must meet the 
following criteria:
• Every loan must be for a sound 
business purpose;
• There must be sufficient invested 
equity in the business so it can 
operate on a sound financial basis;
• There must be a potential for long-
term success;
• The owners must be of good 
character and reputation; and
• All loans must be so sound as to 
reasonably assure repayment.
For more information, go to 
www.sba.gov/apply.

SPECIAL PURPOSE
7(a) LOAN PROGRAMS

The 7(a) loan program is the most 
flexible of the SBA’s lending programs. 
Over time, the Agency has developed 
several variations of the Basic 7(a) Loan 
in order to address specific financing 
needs for particular types of small 
businesses or to give the lender greater 
flexibility with the loan’s structure. 
The general distinguishing feature 
between these loan types is their use 
of proceeds. These programs allow the 
proceeds to be used in ways that are 
not otherwise permitted in a basic 7(a) 
loan. These special purpose programs 
are not necessarily for all businesses 
but may be very useful to some small 
businesses. They are generally governed 
by the same rules, regulations, fees, 
interest rates, etc., as the basic 7(a) 
loan. Lenders can advise you of any 
variations.

Credit Reporting Companies
To check your own credit, contact the 
following:
FREE CREDIT REPORTS: Under a federal 
law called the Fair and Accurate Credit 
Transactions Act (FACT Act), Virginia 
consumers may request a free copy of 
their credit report. The three major credit 
organizations have established a centralized 
site from which these credit reports may be 
ordered. The website and mailing address 
are:
Annual Credit Report Request Service
P.O. Box 105281
Atlanta, GA 30348-5281
877-322-8228
www.annualcreditreport.com

The Special Purpose Loans include:

International Trade Loan Program
The SBA’s International Trade 
Loan (ITL) is designed to help 
small businesses enter and expand 
into international markets or, 
when adversely affected by import 
competition, to make the investments 
necessary to better compete. The ITL 
offers a combination of fixed asset, 
working capital financing and debt 
refinancing with the SBA’s maximum 
guaranty--90 percent--on the total loan 
amount. The maximum loan amount is 
$5 million.

Guaranty Coverage
The SBA can guaranty up to 90 
percent of an ITL up to a maximum 
of $4.5 million, less the amount of 
the guaranteed portion of other SBA 
loans outstanding to the borrower. The 
maximum guaranty for any working 
capital component of an ITL is limited 
to $4 million. Any other working capital 
SBA loans that the borrower has are 
counted against the $4 million guaranty 
limit.

Use of Proceeds
• For the facilities and equipment 
portion of the loan, proceeds may be 
used to acquire, construct, renovate, 
modernize, improve or expand 
facilities or equipment in the 
U.S. to produce goods or services 
involved in international trade, 
including expansion due to bringing
production back from overseas if the borrower exports to at least one market.
• Working capital is an allowable use of proceeds under the ITL.
• Proceeds may be used for the refinancing of debt not structured on reasonable terms and conditions, including any debt that qualifies for refinancing under the standard SBA 7(a) Loan Program.

Loan Term
• Maturities on the working capital portion of the ITL are typically limited to 10 years.
• Maturities of up to 10 years on equipment unless the useful life exceeds 10 years.
• Maturities of up to 25 years are available for real estate.
• Loans with a mixed use of fixed-asset and working-capital financing will have a blended-average maturity.

Exporter Eligibility
• Applicants must meet the same eligibility requirements as for the SBA’s standard 7(a) Loan Program.
• Applicants must also establish that the loan will allow the business to expand or develop an export market or demonstrate that the business has been adversely affected by import competition and that the ITL will allow the business to improve its competitive position.

Foreign Buyer Eligibility
Foreign buyers must be located in those countries where the Export-Import Bank of the U.S. is not prohibited from providing financial assistance.

Collateral Requirements
• Only collateral located in the U.S. (including its territories and possessions) is acceptable.
• First lien on property or equipment financed by the ITL or on other assets of the business is required. However, an ITL can be secured by a second lien position if the SBA determines there is adequate assurance of loan repayment.
• Additional collateral, including personal guaranties and those assets not financed with ITL proceeds, may be appropriate.
A small business wanting to qualify as adversely impacted from import competition must submit supporting documentation that explains the impact, and a plan with projections that explains how the loan will improve the business’ competitive position.

Export Working Capital Program
The SBA’s Export Working Capital Program (EWCP) assists businesses exporters in meeting their short-term export working capital needs. Exporters can use the proceeds to make the products they will be exporting. They can also apply for such lines of credit prior to finalizing an export sale or contract. With an approved EWCP loan in place, exporters have greater flexibility in negotiating export payment terms—secure in the assurance that adequate financing will be in place when the export order is won.

Benefits of the EWCP
• Financing for suppliers, inventory or production of export goods.
• Export working capital during long payment cycles.
• Financing for stand-by letters of credit used as bid or performance bonds or advance payment guarantees.
• Reserves domestic working capital for the company’s sales within the U.S.
• Permits increased global competitiveness by allowing the exporter to extend more liberal sales terms.
• Increases sales prospects in under-developed markets which may have high capital costs for importers.
• Low fees and quick processing times.

Guaranty Coverage
• Maximum loan amount is $5,000,000.
• 90 percent of principal and accrued interest up to 120 days.
• Low guaranty fee of one-quarter of one percent of the guaranteed portion for loans with maturities of 12 months or less.
• Loan maturities are generally for 12 months or less, but can be up to a maximum of 36 months.

Use of Proceeds
• To pay for the manufacturing costs of goods for export.
• To purchase goods or services for export.
• To support standby letters of credit to act as bid or performance bonds.
• To finance foreign accounts receivable.

Interest Rates
The SBA does not establish or subsidize interest rates on loans. The interest rate can be fixed or variable and is negotiated between the borrower and the participating lender.

Advance Rates
• Up to 90 percent on purchase orders.
• Up to 90 percent on documentary letters of credit.
• Up to 85 (90 percent on insured) foreign accounts receivable.
• Up to 75 percent on eligible foreign inventory located within the U.S.
• In all cases, not to exceed the exporter’s costs.

Collateral Requirements
The export-related inventory and the receivables generated by the export sales financed with EWCP funds generally will be considered adequate collateral. The SBA requires the personal guarantee of owners with 20 percent or more ownership.

How to apply
Application is made directly to SBA-participating lenders. Businesses are encouraged to contact SBA staff at their local U.S. Export Assistance Center (USEAC) to discuss whether they are eligible for the EWCP and whether it is the appropriate tool to meet their export financing needs. Participating lenders review/approve the application and submit the guaranty request to SBA staff at the local USEAC.

CAPlines
The CAPLines Program is designed to help small businesses meet their short-term and cyclical working capital needs. The programs can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts, subcontracts, or purchase orders; finance the direct cost associated with commercial and residential construction; or provide general working capital lines of credit. The maturity can be for up to 10 years except for the Builders Capline which is limited to 36 months after the first structure is completed. Guaranty percentages are the same as for a Basic 7(a) Loan. There are four distinct short term loan programs under the CAPLine umbrella:
• The Contract Loan Program is used to finance the cost associated with contracts, subcontracts, or purchase orders. Proceeds can be disbursed before the work begins. If used for one contract or subcontract, it is generally not revolving; if used for more than one contract or subcontract at a time, it can be revolving. The loan maturity is usually based on the length of the
contract, but no more than 10 years. Contract payments are generally sent directly to the lender but alternative structures are available.

- **The Seasonal Line of Credit Program** is used to support buildup of inventory, accounts receivable or labor and materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must have a definite established seasonal pattern. The loan may be used over again after a “clean-up” period of 30 days to finance activity for a new season. These loans also may have a maturity of up to five years. The business may not have another seasonal line of credit outstanding but may have other lines for non-seasonal working capital needs.

- **The Builders Line Program** provides financing for small contractors or developers to construct or rehabilitate residential or commercial property. Loan maturity is generally three years but can be extended up to five years, if necessary, to facilitate sale of the property. Proceeds are used solely for direct expenses of acquisition, immediate construction and/or significant rehabilitation of the residential or commercial structures. The purchase of the land can be included if it does not exceed 20 percent of the loan proceeds. Up to 5 percent of the proceeds can be used for physical improvements that benefit the property.

- **The Working Capital Line Program** is a revolving line of credit (up to $5,000,000) that provides short term working capital. These lines of credit are generally used by businesses that provide credit to their customers, or whose principle asset is inventory. Disbursements are generally based on the size of a borrower’s accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory. The specific structure is negotiated with the lender. There may be extra servicing and monitoring of the collateral for which the lender can charge up to 2 percent annually to the borrower.

**Other Guaranty Lines of Credit**

All the Special Purpose Programs listed above have SBA structured repayment terms meaning the Agency tells the lender how principal and interest is to be repaid. These programs also require the lender to use certain closing forms. Lenders with the ability to obtain 7(a) guarantees through any of the Express processes are considered experienced enough to be able to structure their own repayment terms and use their own closing documents. With this ability the lender can tailor a line of credit that it gets guaranteed by SBA to the needs of the business. Therefore, if a potential applicant seeks the previously listed Basic 7(a) or Special Purpose 7(a) Programs don’t meet their needs they should discuss their options with a lender capable of providing an SBA Express or Export Express loan with an SBA guaranty.

**SBAExpress**

The SBAExpress Loan or Line of Credit is a flexible smaller loan up to $350,000 that a designated lender can provide to its borrower using mostly their own forms, analysis and procedures to process, structure, service, and disburse this SBA-guaranteed loan. When structured as a term loan the proceeds and maturity are the same as a Basic 7(a) Loan. When structured as a revolving line of credit the requirements for the payment of interest and principal are at the discretion of the lender and maturity can’t exceed 7 years.

**Export Express**

SBA’s Export Express loans offer flexibility and ease of use for both borrowers and lenders on loans up to $500,000. It is the simplest export loan product offered by the SBA.

**Use of Proceeds**

Loan proceeds may be used for business purposes that will enhance a company’s export development. Export Express can take the form of a term loan or a revolving line of credit. As an example, proceeds can be used to fund participation in a foreign trade show, finance standby letters of credit, translate product literature for use in foreign markets, finance specific export orders, as well as to finance expansions, equipment purchases, and inventory or real estate acquisitions, etc.

**Ineligible Use of Proceeds**

Proceeds may not be used to finance overseas operations other than those strictly associated with the marketing and/or distribution of products/services exported from the U.S.

**Interest Rates**

Terms are negotiated between the borrower and lender but interest rates may not exceed Prime plus 4.5 percent on loans over $50,000 and Prime plus 6.5 percent on loans of $50,000 or less.

**Exporter Eligibility**

Any business that has been in operation, although not necessarily in exporting, for at least 12 full months and can demonstrate that the loan proceeds will support its export activity is eligible for Export Express. The one year in business operations requirement can be waived if the applicant can demonstrate previous successful business experience and exporting expertise and the lender does conventional underwriting, not relying solely on credit scoring.

**Foreign Buyer Eligibility**

The exporter's foreign buyer must be a creditworthy entity and not located in countries prohibited for financial support on the Export-Import Bank’s Country Limitation Schedule and the methods of payment must be acceptable to the SBA and the SBA lender.

**How to Apply**

Interested businesses should contact their existing lender to determine if they are an SBA Export Express lender. Application is made directly to the lender. Lenders use their own application material in addition to SBA’s Borrower Information Form. Lenders’ approved requests are then submitted with a limited amount of eligibility information to SBA’s National Loan Processing Center for review.

**7(a) LOAN PROCESSES FOR LENDERS**

There are various ways a lender can apply to SBA for a 7(a) guaranty. Some are designed for experienced lenders who are fully committed to providing business loans guaranteed by SBA to their clientele that need them, while others are designed for lenders with limited experience or when there are certain issues that require SBA to thoroughly review the situation. The fundamental process available to all lenders who have signed up to participate with SBA is called the Standard Loan Guaranty Process. It is used by lenders to request a guaranty from SBA when they are new to SBA lending or the request
requires an SBA review. Other methods of processing a request for guaranty have less requirements for SBA, so the time SBA takes is less, but potentially more requirements or responsibilities for the lender. The determining factors on which one is used depends on the experience of the lender in dealing with SBA, the complexity of the case, the purpose of the loan, and the dollar amount being requested.

**Standard 7(a) Loan Processing**

After the applicant business and lender complete their required documents, the lender makes application to SBA for a guaranty by submitting them to SBA’s Loan Guaranty Processing Center. The center will screen the application and, if satisfactory complete a thorough review of both eligibility and creditworthiness before making the decision to approve the issuance of a guaranty as submitted, approve with modifications (which will be discussed with the lender), or reject the request. When the lender makes application to SBA, they have already internally agreed to approve the recommended loan to the applicant if, and only if, the SBA provides a guaranty.

Standard processing means a lender makes their request for guaranty using SBA Form 1920 and the applicant completes SBA Form 1919, even if the applicant previously completed the lender’s required application forms.

The analysis of eligibility starts with a review of the “Eligibility Questionnaire,” completed by the lender. The analysis of credit starts with a review of the SBA Form 1920 and the lender’s credit memo which must discuss at least six elements:

1. Balance sheet and ratio analysis;
2. Analysis of repayment. It is not acceptable to base repayment ability solely on the applicant’s credit score;
3. Assessment of the management skills of the applicant;
4. Explanation of the collateral used to secure the loan and the adequacy of the proposed collateral;
5. Lender’s credit history with applicant including an explanation of any weaknesses;
6. Current financial statements and pro-forma financial spread. SBA pro-forma analysis reflects how the business will look immediately following disbursement, not one year after disbursement.

SBA also expects that the lender’s credit memo includes the intended use of the loan proceeds and any historical and current issues that require explanation. SBA also expects a discussion of the process by which the applicant business generates its income when it is not immediately obvious. An explanation of how the business conducts its operation is also expected.

SBA has three days to screen and 10 days to process the request for guaranty from the lender. Any additional time a lender takes to make their determination prior to requesting a guaranty from SBA will add to the length of time to reach a final decision. If the guaranty is approved, SBA will prepare a loan authorization outlining the terms and conditions under which the guaranty is provided and prepare an approval letter for transmission to the lender.

**Certified Processing**

SBA has a Certified Lenders Program (CLP) which lenders with more experience and commitment to SBA lender can obtain which allows them to request a 7(a) guaranty through a process similar to the Standard process except the SBA will only review the lenders request rather than re-analyze.

**Preferred Processing**

SBA has a Preferred Lenders Program (PLP) designed for lenders who have been delegated the authority to make both the eligibility and credit decisions without a second look by SBA. This process is used by the most experienced lenders who have the most dedicated staffs ready to review requests for financial assistance from existing and potential customers in order to see if they need to become SBA guaranteed loans.

**SBAExpress Processing**

The SBAExpress guaranty is available to lenders as a way to obtain a guaranty on smaller loans up to $350,000. The program authorizes select, experienced lenders to use mostly their own forms, analysis and procedures to process, structure, service, and disburse SBA-guaranteed loans. The SBA guarantees up to 50 percent of an SBAExpress loan. Loans under $25,000 do not require collateral. The use of proceeds for a term loan is the same as for any Basic 7(a) Loan. Like most 7(a) loans, maturities are usually five to seven years for working capital and up to 25 years for real estate or equipment. Revolving lines of credit are allowed for a maximum of seven years.

**Export Express Processing**

SBA Export Express offers flexibility and ease of use for lenders. Participating lenders may use their own forms, procedures and analyses. The SBA provides the lender with an immediate response. This loan is subject to the same loan processing, closing, servicing and liquidation requirements as for other similar-sized SBA loans.

**Guaranty Coverage**

The SBA provides lenders with a 90 percent guaranty on loans up to $350,000 and a 75 percent guaranty on loans between $350,001 and $500,000.

**Community Advantage Loans**

The Community Advantage Pilot Program is aimed at helping businesses located in underserved communities to gain access to capital by opening up 7(a) lending to mission-focused, community-based lenders — such as Community Development Financial Institutions (CDFIs), Certified Development Companies (CDCs), and SBA Microloan Intermediaries. These lenders provide technical assistance and economic development support to businesses located in underserved markets.

The application process is the same as for a Basic 7(a) Loan. The main difference with this program from other SBA 7(a) loan programs is the lender who ultimately provides the loan funds is not a traditional SBA lender. The maximum loan amount is $350,000. Visit: www.sba.gov/content/community-advantage-loans for more information about this program.

**COMMUNITY ADVANTAGE LENDERS IN VIRGINIA**

**Business Finance Group, Inc.**

3930 Pender Dr., Ste. 300
Fairfax, VA 22030
Amy Rowan, Community Program Coordinator
703-667-5049 • 703-352-9100 Fax
arowan@businessfinancegroup.org

**Local Initiatives Support Corporation (LISC)**

Virginia Loan Officer: Schirra Hayes
804-358-7602 ext. 16
wshayes@lisc.org
Service area: Cities of Richmond and Petersburg.
CERTIFIED DEVELOPMENT COMPANY LOAN PROGRAM (504 LOANS)

The 504 Loan program is an economic development program that supports American small business growth and helps communities through business expansion and job creation. The 504 loan program provides long-term, fixed-rate, subordinate mortgage financing for acquisition and/or renovation of capital assets including land, buildings and equipment. Some refinancing is also permitted. Most for-profit small businesses are eligible for this program. The types of businesses excluded from 7(a) loans (listed previously) are also excluded from the 504 loan program.

The SBA’s 504 Certified Development Companies (CDC) serve their communities by financing business expansion needs. Their professional staff works directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower’s business. CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Reinvestment Act credit.

The SBA 504 loan is distinguished from the SBA 7(a) loan program in these ways:

**The maximum debenture, or long-term loan, is:**

- $5 million for businesses that create a certain number of jobs or improve the local economy;
- $5 million for businesses that meet a specific public policy goal, including loans for aiding rural development and expansion of small businesses owned by veterans, women, and minorities; and
- $5.5 million for manufacturers and energy related public policy projects.

Recent additions to the program allow $5.5 million for each project that reduces the borrower’s energy consumption by at least 10 percent; and $5.5 million for each project that generates renewable energy fuels, such as biodiesel or ethanol production. Projects eligible for up to $5.5 million under one of these two requirements do not have to meet the job creation or retention requirement, so long as the CDC portfolio reflects an average jobs to debenture portfolio ratio of at least 1 job per $65,000.

- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment.

- Most borrowers are required to make an injection (borrower contribution) of just 10 percent which allows the business to conserve valuable operating capital. A further injection of 5 percent is needed if the business is a start-up or new (less than two years old), and a further injection of 5 percent is also required if the primary collateral will be a single-purpose building (such as a hotel).

- Two-tiered project financing: A lender finances approximately 50 percent of the project cost and receives a first lien on the project assets (but no SBA guaranty); A CDC (backed by a 100 percent SBA-guaranteed debenture) finances up to 40 percent of the project costs secured with a junior lien. The borrower provides the balance of the project costs.

- Fixed interest rate on SBA loan. The SBA guarantees the debenture 100 percent. Debentures are sold in pools monthly to private investors. This low, fixed rate is then passed on to the borrower and establishes the basis for the loan rate.

- All project-related costs can be financed, including acquisition (land and building, land and construction of building, renovations, machinery and equipment) and soft costs, such as title insurance and appraisals. Some closing costs may be financed.

- Collateral is typically a subordinate lien on the assets financed; allows other assets to be free of liens and available to secure other needed financing.

- Long-term real estate loans are up to 20-year term, heavy equipment 10- or 20-year term and are self-amortizing.

**Businesses that receive 504 loans are:**

- Small — net worth under $15 million, net profit after taxes under $5 million, or meet other SBA size standards.
- Organized for-profit.
- Most types of business — retail, service, wholesale or manufacturing.

For information, visit www.sba.gov/504.
CERTIFIED DEVELOPMENT COMPANIES

Business Finance Group, Inc.
3930 Pender Dr., Ste. 300
Fairfax, VA 22030
Sally Robertson
srobertson@businessfinancegroup.org
703-352-0504 or 800-305-0504
703-352-9100 Fax
Central Virginia Office: Richmond, VA
Curt V. Solomon, 540-846-7355 (cell)
csolomon@businessfinancegroup.org

Chesapeake Business Finance Corporation
1101 30th St. N.W., Ste. 500
Washington, DC 20007
John Sower
Sower1@erols.com
202-625-4373 • 202-342-0389 Fax

Rappahannock Economic Dev. Corp.
1125 Jefferson Davis Hwy., Ste. 420
Fredericksburg, VA 22401
Joe DiStefano, President
jdistefano@redco504.org
540-373-2897 • 540-526-9898 Fax

Tidewater Business Financing Corp.
500 E. Main St., Ste. 403
Norfolk, VA 23510
Brent Swanson
brent@tidewater504.com
757-623-2691 • 757-623-0660 Fax

MICROLOAN PROGRAM (LOANS UP TO $50,000)

The Microloan Program provides very small loans (up to $50,000) to women, low-income, minority, veteran, and other small business owners through a network of more than 100 Intermediaries nationwide. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the small loans directly to start-up and existing businesses. Entrepreneurs work directly with the Intermediaries to receive financing and business knowledge support. The proceeds of a microloan can be used for working capital, or the purchase of furniture, fixtures, supplies, materials, and/or equipment. Microloans may not be used for the purchase of real estate. Interest rates are negotiated between the borrower and the Intermediary. The maximum term for a microloan is six years. Because funds are borrowed from the Intermediary, SBA is not involved in the business loan application or approval process. And, payments are made directly from the small business to the Intermediary.

The program also provides business-based training and technical assistance to micro-borrowers and potential micro-borrowers to help them successfully start or grow their businesses. Such training and technical assistance may include general business education, assistance with business planning, industry-specific training, and other types of training support.

Entrepeneurs and small business owners interested in small amounts of business financing should contact the nearest SBA district office for information about the nearest Microloan Program Intermediary Lender or go to www.sba.gov/microloans.

INTERMEDIARY LENDERS

ACCIÓN East, dba ACCION USA (NY)
80 Maiden Ln., Ste. 903
New York, NY 10038
Jennifer Spaziano, Director of Internet Lending
866-245-2789
loans@accioneast.org
us.accion.org
Service Area: State of Virginia.

Disabled Veterans Assistance Foundation
28202 Cabot Rd., Ste. 300
Laguna Niguel, CA 92677
949-365-5760
http://dvafusa.org

ECDC Enterprise Development Group (formerly Ethiopian Community Development Council)
901 S. Highland St.
Arlington, VA 22204
703-685-0510 • 703-685-4200 Fax
Executive Director: Tsehaye Teferra
Microloan Contact: Kevin Kelly
kkelly@ecdcus.org
Service Area: Counties of Arlington, Culpeper, Fairfax, Fauquier, King George, Loudoun, Prince William, Spotsylvania, Stafford and the Cities of Alexandria, Falls Church and Fredericksburg.

People Incorporated Financial Services
1173 W. Main St.
Abingdon, VA 24210
276-619-2243 • 276-525-1211 Fax
Executive Director: Robert G. Goldsmith
Microloan Contact: Cindy D. Green
director, community Economic Development
cgreen@peopleinc.net
www.peopleinc.net

How the Microloan Program Works

- The SBA lends $ to intermediary lender
- The SBA provides grant $ to intermediary lender to help offset cost of providing training and technical assistance
- Lends $ to microbusinesses Provides training and technical assistance to microbusinesses
- Borrowers funds for business growth
STATE TRADE AND EXPORT PROMOTION (STEP) PROGRAM

The State Trade and Export Promotion (STEP) Program is a pilot export initiative to make matching-fund awards to states to assist small businesses enter and succeed in the international marketplace. Activities to support small business exporting under the STEP Program are provided to eligible small business concerns ("STEP Clients") located in states, territories, and the District of Columbia. For more information on the STEP program visit www.sba.gov/internationaltrade.

SURETY BOND GUARANTEE PROGRAM

The Surety Bond Guarantee Program is a public-private partnership between the Federal government and surety companies to provide small businesses with the bonding assistance necessary for them to compete for public and private contracting and subcontracting opportunities. The guarantee provides an incentive for sureties to bond small businesses that would otherwise be unable to obtain bonding. The program is aimed at small businesses that lack the working capital or performance track record necessary to secure bonding on a reasonable basis through regular commercial channels.

Through this program, the SBA guarantees bid, payment, performance and ancillary bonds issued by surety companies for individual contracts and subcontracts up to $6.5 million. The SBA reimburses sureties between 70 and 90 percent of losses sustained if a contractor defaults on the contract. On Federal contracts, SBA can guarantee bonds on contracts up to $10 million, if guarantee would be in the best interest of the Government.

SBA has two program components, the Prior Approval Program and the Preferred Surety Bond Program. In the Prior Approval Program, the SBA guarantees 90 percent of surety's paid losses and expenses on bonded contracts up to $100,000, and on bonded contracts greater than $100,000 that are awarded to socially and economically disadvantaged concerns, HUBZone contractors, and veterans, and service-disabled veteran-owned small businesses. All other bonds guaranteed in the Prior Approval Program receive an 80 percent guarantee. Sureties must obtain the SBA's prior approval for each bond guarantee issued. Under the Preferred Program, the SBA guarantees 70 percent, and sureties may issue, monitor and service bonds without the SBA's prior approval.

Small businesses, surety companies, and bond agents are invited to visit our website at www.sba.gov/osg. Participating agents and sureties may be found at http://web.sba.gov/orasbgpub/dsp_welcome.cfm. The program office may be reached at 202-205-6540 or Tamara E. Murray, Underwriting Marketing Specialist, Denver, CO 303-927-3479.

SBA’s Prior Approval Program

Participating agents and sureties may obtain the SBA’s prior approval for each bond guarantee issued. Under the Prior Approval Program, the SBA guarantees 90 percent of surety’s paid losses and expenses on bonded contracts up to $100,000, and on bonded contracts greater than $100,000 that are awarded to socially and economically disadvantaged concerns, HUBZone contractors, and veterans, and service-disabled veteran-owned small businesses. All other bonds guaranteed in the Prior Approval Program receive an 80 percent guarantee. Sureties must obtain the SBA’s prior approval for each bond guarantee issued. Under the Prior Approval Program, the SBA guarantees 70 percent, and sureties may issue, monitor and service bonds without the SBA’s prior approval.

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THE SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The Small Business Innovation Research (SBIR) program is a highly competitive program that encourages domestic small businesses to engage in Federal Research/Research and Development (R/R&D) that has the potential for commercialization. Through a competitive awards-based program, SBIR enables small businesses to explore their technological potential and provides the incentive to profit from its commercialization. By including qualified small businesses in the nation’s R&D arena, high-tech innovation is stimulated and the United States gains entrepreneurial spirit as it meets its specific research and development needs.

SBIR Program Eligibility

Only United States small businesses are eligible to participate in the SBIR program. An SBIR awardee must meet the following criteria at the time of Phase I and II awards:
1. Organized for profit, with a place of business located in the United States;
2. No more than 500 employees, including affiliates;
3. Be a concern which is more than 50% directly owned and controlled by one or more individuals (who are citizens or permanent resident aliens of the United States), other small business concerns (each of which is more than 50% directly owned and controlled by individuals who are citizens or permanent resident aliens of the United States), or any combination of these;
4. Be a concern which is more than 50% owned by multiple venture capital operating companies, hedge funds, private equity firms, or any combination of these (for agencies electing to use the authority in 15 U.S.C. 638(dd)(1)); or
5. Be a joint venture in which each entity to the joint venture must meet the requirements set forth in paragraph (a)(1)(i) or (a)(1)(ii) of this section. A joint venture that includes one or more concerns that meet the requirements of paragraph (a)(1)(ii) of this section must comply with §121.705(b) concerning registration and proposal requirements.
6. No single venture capital operating company, hedge fund, or private equity firm may own more than 50% of the concern.
7. For awards from agencies using the authority under 15 U.S.C. 638(dd) (1), an awardee may be owned and controlled by more than one VC, hedge fund, or private equity firm so long as no one such firm owns a majority of the stock.
8. If an Employee Stock Ownership Plan owns all or part of the concern, each stock trustee and plan member is considered an owner.
9. If a trust owns all or part of the concern, each trustee and trust beneficiary is considered an owner.
10. Phase I awardees with multiple prior awards must meet the benchmark requirements for progress toward commercialization.

SBIR-Participating Agencies

Each year, Federal agencies with extramural research and development (R&D) budgets that exceed $100 million are required to reserve 2.9% (FY 15) of the extramural research budget for SBIR awards to small businesses. These agencies designate R&D topics and accept proposals. Currently, eleven agencies participate in the SBIR program:
• Department of Agriculture
• Department of Commerce - National Institute of Standards and Technology
• Department of Commerce - 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
• National Aeronautics and Space Administration
• National Science Foundation
For additional information visit www.sbir.gov.

SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

Small Business Technology Transfer (STTR) is another program that expands funding opportunities in the federal innovation research and development (R&D) arena. Central to the program is expansion of the public/private sector partnership to include the joint venture opportunities for small businesses and nonprofit research institutions. The unique feature of the STTR program is the requirement for the small business to formally collaborate with a research institution in Phase I and Phase II. STTR's most important role is to bridge the gap between performance of basic science and commercialization of resulting innovations.

STTR Program Eligibility

Only United States small businesses are eligible to participate in the STTR program. The small business must meet all of the following criteria at time of award:

Leeds Novamark Capital I, L.P.
Mark Raterman
Plaza America Tower II
11710 Plaza America Dr., Ste. 160
Reston, VA 20190
703-651-2149 • 703-651-2149 Fax
raterman@leedsnovamark.com

2. No more than 500 employees,
1. Organized for profit, with a place
Organized for profit, with a place of business located in the United States;
- At least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the United States, and;
- No more than 500 employees, including affiliates.

The nonprofit research institution must also meet certain eligibility criteria:
- Located in the U.S.
- Meet one of three definitions:
  - Nonprofit college or university
  - Domestic nonprofit research organization
  - Federally funded R&D center (FFRDC)

STTR differs from SBIR in three important aspects:
1. The SBC and its partnering institution are required to establish an intellectual property agreement detailing the allocation of intellectual property rights and rights to carry out follow-on research, development or commercialization activities.
2. STTR requires that the SBC perform at least 40% of the R&D and the single partnering research institution to perform at least 30% of the R&D.
3. Unlike the SBIR program, STTR does not require the Principal Investigator to be primarily employed by the SBC.

STTR-Participating Agencies
Each year, Federal agencies with extramural research and development (R&D) budgets that exceed $1 billion are required to reserve 0.40% (FY 15) of the extramural research budget for STTR awards to small businesses. These agencies designate R&D topics and accept proposals. Currently, five agencies participate in the STTR program:
- Department of Defense
- Department of Energy
- Department of Health and Human Services
- National Aeronautics and Space Administration
- National Science Foundation

For additional information visit www.sbir.gov.
The old adage “time is money” is perhaps one of the most pertinent statements that you can apply to small business owners. Whether you’re starting a business or managing a growing one, entrepreneurs and business owners wear many hats and have many questions:

- What laws and regulations apply to my business?
- How do I start to write a business plan?
- Where can I get help with X, Y and Z?

Many of us invariably turn to our networks and the Internet to find answers. But how can you trust that the information you are getting is truly applicable to your business and, let’s face it, even accurate?

As part of its mission to help business owners start, succeed and grow, SBA, through the SBA.gov website has developed numerous online tools and guides to help small businesses get information and answers they need quickly and efficiently. For example, these 10 Steps to Starting a Business and these 10 Steps to Hiring your First Employee guides are essential reading. Then there are the Licenses and Permits Search Tool and the Loans and Grants Search Tool.

New Online Tools to Help Business Owners Plan, Manage and Grow

The SBA has expanded its capacity and selection of tools and information that business owners need by developing a whole range of new online features! Check them out:

1. Find an SBA Lender through the Leveraging Information and Networks to access Capital (LINC) Tool
   The SBA extends financial assistance to for-profit small businesses through its lending partners, such as banks, certified development companies, and microloan intermediaries. For help locating a lending partner in your area, use SBA’s LINC tool that matches small businesses with SBA lenders. LINC begins with a simple online form that requests basic information about your business and financing needs. That information is transmitted to all participating SBA lenders operating within your county. If a lender is interested, you will receive an email with the contact information for that lender. LINC can be accessed through SBA’s website at https://www.sba.gov/tools/linc.

2. Get to Know Your Market and Competition Better with the SizeUp Tool
   Want to know how your business stacks up against the competition? Where your potential competitors are located? Where the best places are to advertise your business? These are all critical inputs for your business plan and can also help back up any financing applications.

   Now with the new SizeUp tool you can crunch millions of data points and get customizable reports and statistics about your business and its competition. Just enter your industry, city, state and other details. SizeUp then runs various reports and provides maps and data related to your competition, suppliers and customers. It also highlights potential advertising opportunities.

3. Build a Business Plan Tool
   Business planning can seem a daunting task, but it doesn’t have to be that way. To help you plan and steer your business, this new “Build a Business Plan” tool guides you through the process of creating a basic, downloadable business plan. The great thing about it is you can build a plan in smaller chunks of time, save your progress and return at your leisure.

   To use the tool, simply log into SBA.gov and enter information into a template for each section of the business plan including, market analysis, company description and financial projections. The tool is secure and confidential and will keep your plan on record for up to six months. You can also save, download or email the plan at any time.

4. Size Standards Tool - Find Out Fast if You Qualify for Government Contracts
   In order to be eligible to sell to the government and compete for small business “set-aside” contracts, business owners had to rummage through various rules and matrices to find out if their business is truly “small” according to SBA size standards. Now, with this new Size Standards Tool, you can follow three simple steps to cut through the guesswork and quickly find out if you qualify for government contracting opportunities. SBA also offers other resources including government contracting training courses, and guides to help you register as a contractor.

5. Events Calendar - Locate Business Training and Seminars
   SBA and its partners, including Small Business Development Centers, Women’s Business Centers, and SCORE, hold hundreds of small business training seminars and workshops across the country. Until now, there was no single repository for these events. Now, with SBA’s Events Calendar, you can quickly find and sign up for training.

   Enter a date range and/or zip code to locate events in your area. Results are filtered by topic such as “starting a business,” “managing a business,” “business planning,” and “financing a business.”

Visit us online: www.sba.gov/va
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<td>Basic 7(a)</td>
<td>For profit businesses that can meet SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous eligibility factors.</td>
<td>Acquire land; purchase existing building; convert, expand or renovate buildings; construct new buildings; acquire and install fixed assets; acquire inventory; purchase supplies and raw materials; purchase a business, start a business, leasehold improvements, term working capital; and, under certain conditions, to refinance certain outstanding debts.</td>
<td>Based on the use of proceeds and borrower's ability to repay. Not based on collateral. Maximum maturity: 10 years for working capital (seven years is common), 10 years for fixed assets, 25 years for real estate.</td>
<td>A Basic 7(a) can be for as much as $5 million. SBA's limit to any one business is $3.75 million so a business can have multiple loans guaranteed by SBA but the guaranteed portion combined cannot exceed $3.75 million.</td>
<td>Term loans with one monthly payment of principal and interest (P&amp;I). Borrower contribution required. Interest rate depends upon how lender applies for guaranty (see lender program chart). Cannot revolve, no balloon or call provisions.</td>
<td>Business can obtain financing not otherwise available, fixed maturity, available when collateral is limited. Can establish or re-affirm relationship with lender.</td>
</tr>
<tr>
<td>International Trade Loan (ITL)</td>
<td>Same as Basic 7(a), plus, business must be engaged or preparing to engage in exporting or be adversely affected by competition from imports.</td>
<td>Acquire, renovate, modernize facilities or equipment used in making products or services to be exported, plus, for permanent working capital or to refinance business debts currently on unreasonable terms.</td>
<td>Same as Basic 7(a).</td>
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<tr>
<td>Export Working Capital Loan (EWCP)</td>
<td>Same as Basic 7(a). Plus, must be in business one year and engaged or preparing to engage in exporting. One-year in business requirement can be waived for principals with previous exporting and business expertise.</td>
<td>Short-term working capital to cover the costs of filling export orders, including ability to support an Export Stand-By Letter of Credit.</td>
<td>Can be up to a maximum of 36 months but generally 12 months or less.</td>
<td>Gross loan amount $5.0 million with 90% guaranty. SBA maximum guaranteed portion is $4.5 million.</td>
<td>Finance single or multiple transactions. Interest paid monthly, principal paid as payments from items shipped overseas are collected. Can be renewed annually. Extra servicing fees are allowed. Can be transactional or revolving asset-based line of credit.</td>
<td>Provides U.S. exporters with a line of credit that can be separated from domestic operations line of credit. Can be used to finance 100% of the cost of filling export orders.</td>
</tr>
<tr>
<td>Seasonal CAPlines</td>
<td>Same as Basic 7(a). Plus, in business for at least one year and can demonstrate seasonal financing needs.</td>
<td>To finance the seasonal increases of accounts receivable, inventory and labor.</td>
<td>10 years</td>
<td>Same as Basic 7(a).</td>
<td>Short-term financing for seasonal activities to be repaid at the end of the season when payment for the seasonal activity is made to business</td>
<td>Provides opportunity for seasonal businesses to get seasonal financing not otherwise available.</td>
</tr>
<tr>
<td>Contract CAPlines</td>
<td>Same as Basic 7(a). Plus, will perform on contract or purchase order for some third-party buyer.</td>
<td>To finance the cost of one or more specific contract, sub-contract, or purchase order, including overhead or general and administrative expenses, allocable to the specific contract(s).</td>
<td>10 years</td>
<td>Same as Basic 7(a).</td>
<td>Short-term financing for performance of approved contract, sub-contract, or purchase order to be repaid when payment for the activity is made to business. Can be revolving or not.</td>
<td>Provides opportunity for contractors and sub-contractors to get financing not otherwise available.</td>
</tr>
<tr>
<td>Builders CAPlines</td>
<td>Same as Basic 7(a). Plus, building/renovating residential or commercial structure for re-sale without knowing buyer at time of approval.</td>
<td>For the direct expenses related to the construction and/or “substantial” renovation costs of specific residential or commercial buildings for resale, including labor, supplies, materials, equipment rental, direct fees. The cost of land is potentially eligible.</td>
<td>Maximum of three years to disburse and build or renovate. Extension possible to accommodate sale.</td>
<td>Same as Basic 7(a).</td>
<td>Short-term financing to build or renovate home or building for sale to unknown third party. “Substantial” means rehabilitation expenses of more than one-third of the purchase price or fair market value at the time of application. Can be revolving or not.</td>
<td>Provides opportunity for residential and commercial builders to get financing not otherwise available.</td>
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## Programs and Structures

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<tr>
<td>Working Capital CAPlines</td>
<td>Same as Basic 7(a). Borrower should sell on credit and/or have inventory needing immediate replacement after the sale.</td>
<td>For short-term working capital and operating needs, including to finance export sales. Proceeds must not be used to pay delinquent withholding taxes or similar trust funds (state sales taxes, etc.) or for floor planning.</td>
<td>10 years</td>
<td>Same as Basic 7(a).</td>
<td>Structured with requirements for payment of principal tied to the businesses collection of payments from their clientele</td>
<td>Provides opportunity for businesses that sell on credit to get revolving financing not otherwise available.</td>
</tr>
<tr>
<td>SBA Express Lender Structured Loans or Lines of Credit</td>
<td>Businesses needing a term loan or a line of credit to conduct credit in the USA.</td>
<td>Term loan to support business operations including equipment and real estate. Working capital</td>
<td>If revolving, seven-year maximum, including term out period. Equipment, useful life; real estate, 25 years.</td>
<td>$350,000</td>
<td>Structure is established by individual lender. Lender must have SBA Express designation</td>
<td>Has availability for a line of credit to help with short-term cash needs of the business.</td>
</tr>
<tr>
<td>Export Express Lender Structured Loans or Lines of Credit</td>
<td>Businesses needing a term loan or line of credit to support exporting activity.</td>
<td>Term loan to support business operations including equipment and real estate. Working capital, 70 percent of which is to be used to support exporting activities.</td>
<td>If revolving line of credit for working capital, seven-year maximum, including term out period. Equipment, useful life; real estate, 25 years.</td>
<td>$500,000</td>
<td>Structure is established by individual lender. Lender must have Export Express designation</td>
<td>Has availability for a line of credit or loan to help with short-term cash needs of the business to support expanding export sales or to expand production for the sale of exported goods or services</td>
</tr>
<tr>
<td><strong>Non-7(a) Programs</strong></td>
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<td>504 Loan Program</td>
<td>For-profit businesses that can meet the SBA’s size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous factors.</td>
<td>For the acquisition of long-term fixed assets, equipment with a useful life of at least 10 years; refinance loan-term fixed asset debt under certain conditions; working capital under certain conditions; to reduce energy consumption; and to upgrade renewable energy resources.</td>
<td>Based on the use of proceeds. Twenty years for real estate. Ten years for machinery and equipment.</td>
<td>The SBA portion of the financing can generally be up to $5.0 million but may be up to $5.5 million for manufacturing businesses or energy saving public policy goals.</td>
<td>Loans packaged by Certified Development Companies (CDC) and designed to finance up to 40 percent of a “project” secured with a 2nd position lien. Another loan from a third party lender financing up to 50 percent of the same project secured in 1st position, and borrower contribution of at least 10 percent. Extra contributions for special-purpose properties and new businesses.</td>
<td>Long-term Treasury fixed rates that are below market; low borrower contribution only 10 to 20 percent, full amortization with no call or balloon conditions.</td>
</tr>
<tr>
<td>Microloan Program</td>
<td>Same as Basic 7(a). Plus, nonprofit child-care businesses.</td>
<td>Similar to Basic 7(a). Plus, start-up nonprofit child-care businesses</td>
<td>Shortest term possible, not to exceed six years.</td>
<td>$50,000 to the small business at any given time.</td>
<td>The SBA provides a loan to a nonprofit micro-lender called an “intermediary” who uses the proceeds to make microloans to small businesses. Technical assistance can also be provided.</td>
<td>Direct loan from nonprofit intermediary lender, fixed-rate financing, can be very small loan amounts, and technical assistance is available.</td>
</tr>
</tbody>
</table>

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1 “Project” is the purchase or lease, and/or improvement or renovation of long-term fixed assets by a small business, with 504 financing, for use in its business operations.

All SBA programs and services are extended to the public on a nondiscriminatory basis.
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<td><strong>Standard Processing</strong></td>
<td>Lenders that have an executed participation agreement with the SBA. Export Working Capital requires additional 750-EX agreement.</td>
<td>Basic 7(a). International Trade, Export Working Capital, all CAPlines.</td>
<td>Base rate is Wall Street Journal prime, or LIBOR* one month rate plus 3 percent, or SBA Peg rate. Plus, an allowable spread from 2.25 to 2.75 percent based on term. Lender can add 2 percent if loan is $25,000 or less, and 1 percent if loan is $25,001 to $50,000. Can be fixed or variable. No maximum set on Export Working Capital.</td>
<td>Lender completes eligibility questionnaire and SBA reviews eligibility during loan processing.</td>
<td>Lender to cover all aspects of prudent credit analysis with emphasis on applicant’s ability to repay loan from operation. SBA conducts analysis of lender’s analysis.</td>
<td>Maximum loan $5 million. Loans up to $150,000 guaranteed up to 85 percent; loans over $150,000 guaranteed up to 75 percent. Business with multiple SBA loans may get some variations. Export Working Capital and International Trade Loans have 90% guaranty.</td>
</tr>
<tr>
<td><strong>Preferred Lender Program (PLP) Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed PLP agreement.</td>
<td>Same as Standard processing except restrictions on loans involving some types of debt refinancing.</td>
<td>Same as Standard 7(a).</td>
<td>Lender completes Eligibility Analysis.</td>
<td>Delegated to lender.</td>
<td>Maximum loan $5 million. Guaranty percentage same as Standard 7(a).</td>
</tr>
<tr>
<td><strong>SBA Express Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed SBA Express agreement.</td>
<td>Basic 7(a) with restrictions on some types of debt refinancing. Plus, lender structured term and revolving loans.</td>
<td>If $50,000 or less, cannot exceed prime + 6.5 percent. If over $50,000, cannot exceed prime + 4.5 percent. Prime may be lender prime.</td>
<td>Lender completes SBA Form 1920 “Eligibility Information.”</td>
<td>Delegated to lender.</td>
<td>Maximum loan $350,000. Guaranty percentage 50 percent.</td>
</tr>
<tr>
<td><strong>Export Express Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed Export Express agreement.</td>
<td>Similar to SBA Express, but must meet export-related eligibility criteria and use of proceeds requirement.</td>
<td>If $50,000 or less, cannot exceed prime + 6.5 percent. If over $50,000, cannot exceed prime + 4.5 percent. Prime may be lender prime.</td>
<td>Lender completes SBA Form 1920 “Eligibility Information.”</td>
<td>Delegated to lender.</td>
<td>Maximum loan $500,000. Guaranty percentage range between 75 and 90 percent.</td>
</tr>
<tr>
<td><strong>Community Advantage</strong></td>
<td>Lenders that have an executed Community Advantage agreement.</td>
<td>Basic 7(a) except restrictions on some types of refinancing.</td>
<td>Prime + 6 percent.</td>
<td>Lenders complete SBA Form 1920 “Eligibility Information.”</td>
<td>Similar to Standard 7(a) except credit factors to consider are more defined.</td>
<td>Maximum loan $250,000. Guaranty percentage same as Standard 7(a).</td>
</tr>
</tbody>
</table>

*London InterBank Offered Rate

All SBA programs and services are extended to the public on a nondiscriminatory basis.
The U.S. government is the largest single purchaser of goods and services in the world, buying everything from armored vehicles and cutting-edge scientific research, to paper clips and super computers. Every year, the federal government awards more than $500 billion in contracts, and a significant share of those contracts are made specifically available for award to small businesses.

The Small Business Administration works with agencies to award at least 23 percent of all prime government contracts to small businesses, including specific statutory goals for small disadvantaged businesses (SDB) – 5%, businesses that are women-owned (WOSB) – 5% or service-disabled veteran-owned (SDVOSB) – 3%, and businesses that are located in historically underutilized business zones (HUBZone firms) – 3%.

The agency ensures that small businesses have access to long-lasting development opportunities, which means working with small businesses to help them to become and remain competitive, as well as encouraging federal agencies to award more contracts to small businesses. The SBA performs an advocacy function for small businesses through outreach programs, matchmaking events, and online training opportunities. The agency works directly with individual Federal buying offices and large business government contractors to identify contracting opportunities for small businesses.

Cost reimbursement contracts provide for the payment of allowable costs incurred by the contractor plus a reasonable profit, to the extent stated in the contract. The contract establishes a ceiling price, above which a contractor may not exceed without the approval of the contracting officer. Cost reimbursement contracts are commonly used in research and development contracts.

Some contracts do not fit neatly into these two categories, such as time and material contracts (prices for hourly wages are established but the hours are estimated), and although rarely used, letter contracts, which authorizes a contractor to begin work on an urgent requirement before all terms and conditions are finalized.

Small Business Set-Asides
A “set-aside” for small businesses reserves an acquisition exclusively for small business competition. This includes requirements competed among HUBZone Certified Small Businesses, SBA 8(a) Certified small businesses, Service-Disabled Veteran-Owned small businesses, and Economically Disadvantaged/Women-Owned small businesses in specific industries. Generally, set asides are appropriate, or in some cases required, if the contracting officer has a reasonable expectation of receiving two or more offers from responsible concerns and award can be made at fair market prices. Some programs also have authority for sole awards (awards with competition) depending on the circumstances.

HOW GOVERNMENT CONTRACTING WORKS
Sealed bidding vs. Negotiation
There are two primary competitive contracting methods the government uses to purchase goods and services, sealed bidding and negotiation. The first method, sealed bidding, involves the issuance of an invitation for bid (IFB) by a procuring agency. Under the sealed bidding method, a contract is awarded to the responsive and responsible bidder whose bid, conforms to the requirements of a solicitation (IFB) that will be most advantageous to the government, considering only price and the price-related factors included in the IFB. The second method, negotiation, involves issuing a request for proposal (RFP) or request for quotation (RFQ). The business with the best proposal in terms of technical content, best value, price and other factors generally is awarded the contract.

Types of Contracts
Fixed-price contracts place the full responsibility for the costs and risk of loss on the contractor, and generally do not permit any adjustment on the basis of the contractor’s costs during the performance of the contract. It provides maximum incentive for the contractor to control costs and perform effectively and imposes a minimum administrative burden upon the contracting parties. This type of contract is used in all sealed bid and some negotiated procurements.

Cost reimbursement contracts provide for the payment of allowable costs incurred by the contractor plus a reasonable profit, to the extent stated in the contract. The contract establishes a ceiling price, above which a contractor may not exceed without the approval of the contracting officer. Cost reimbursement contracts are commonly used in research and development contracts.

Some contracts do not fit neatly into these two categories, such as time and material contracts (prices for hourly wages are established but the hours are estimated), and although rarely used, letter contracts, which authorizes a contractor to begin work on an urgent requirement before all terms and conditions are finalized.
There are two ways in which set-asides can be determined. First, if an acquisition of goods or services has an anticipated dollar value above $3,500 (micropurchase threshold), but not exceeding $150,000 (simplified acquisition threshold SAT), it is automatically reserved for small businesses. The acquisition will be set aside above the SAT only if the contracting officer determines there are two or more responsible small businesses that are competitive in terms of price, quality, and delivery, and an award can be made at a fair market price. Reasonable expectations of small business competition are based on market research including an evaluation of past acquisition history for an item or similar items. As part of market research, contracting officers may publish Sources Sought notices on the Federal Business Opportunities (FBO; www.fbo.gov) website seeking firms for upcoming opportunities. Be sure to respond to these notices so you can be solicited for the requirements.

There are several exceptions and unique rules for specific kinds of small businesses and industries, so you should become familiar with the rules, which are contained in the Federal Acquisition Regulation (FAR). For small business set-asides for manufactured items, any business proposing to furnish a product that it did not manufacture must furnish the product of a small business manufacturer unless the SBA has granted either a waiver or exception to this requirement, referred to as the Non-manufacturer rule. In industries where the SBA finds that there are no small business manufacturers, it may issue a waiver to the non-manufacturer rule. Waivers permit small businesses dealers or distributors to provide the product of any size concern regardless of the place of manufacture (but other laws such as the Buy American Act or Trade Agreements Act may apply). For service and construction requirements, the small business must perform set percentages of the work with its own employees (Limitations on Subcontracting), on set-aside requirements.

**Sole Source**

Although competition is the preferred means of contracting, the SBA’s 8(a) Business Development Program (FAR subpart 19.8), HUBZone (subpart 19.13), Service Disabled Veteran-Owned Business (subpart 19.14) and Woman-Owned Small Business Programs (subpart 19.15) each have provisions allowing for sole-source awards, when applicable. A contracting officer must give equal consideration to firms in each of these Programs when considering an award.

**Subcontracting**

Subcontracting opportunities are a great opportunity for small businesses, especially for those not ready to bid as prime contractors. Experience gained from subcontracting with a federal prime contractor can better prepare businesses to bid for prime contracts. Current regulations stipulate that for contracts offering subcontracting opportunities with values over $700,000 for goods and services, or $1.5 million for construction must offer the maximum practicable subcontracting opportunities to small businesses. In addition, potential large business prime contractors must submit a subcontracting plan with their proposal describing how they will successfully maximize subcontracting opportunities to small businesses.

To find subcontracting opportunities, a list of federal prime solicitations is listed under the U.S. Small Business Administration Subcontracting Network (SUBNET) web.sba.gov/subnet/search/index.cfm and through the General Services Administration (GSA) at www.gsa.gov/content/government-contracting-field-staff-directory. Research the list of prime contractors and determine which are best suited to your business. Develop a marketing strategy, and then contact the Small Business Liaison Officer (SBLO) listed for each prime to schedule an appointment. The SBA has a cadre of Commercial Market Representatives (CMRs) who work closely with large prime contractors to maximize use of small businesses as subcontractors. They can also assist small businesses with subcontracting matters. To find a CMR, go to: https://www.sba.gov/content/cmr-directory.

**Local SBA Procurement Center Representatives:**

Procurement Center Representatives increase the small business share of Federal procurement awards by initiating small business set-asides, preserving procurements for competition among small business firms; providing small business sources to Federal buying activities; and counseling small firms. In addition, PCRs, advocate for the breakout of items for full and open competition to affect savings to the Federal Government. PCRs are assigned by federal agencies. For information regarding specific locations of PCRs visit: http://www.sba.gov/content/government-contracting-field-staff-directory.

**SBA CONTRACTING PROGRAMS**

**HUBZONE**

The Historically Underutilized Business Zones (HUBZone) program helps small businesses located in distressed urban and rural communities gain access to federal set-aside contracts and sole source contracts, as well as a price evaluation preference in full and open contract competitions. Federal agencies have a goal of awarding 3 percent of the total value of all prime contract and subcontract awards to small businesses that SBA has certified as HUBZone. The list of HUBZone small business can be located at http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm. To qualify for the program, a business (except those that are tribally-owned) must meet the following criteria:

- Small Business by SBA size standards
- Owned and controlled at least 51 percent by U.S. citizens, or a Community Development Corporation (CDC), an agricultural cooperative, or an Indian tribe
- Principal office must be located within a “Historically Underutilized Business Zone,” which includes lands considered “Indian Country” and military facilities closed by the Base Realignment and Closure Act
- At least 35 percent of its employees must reside in a HUBZone

**Note:** Different rules apply for Tribal Governments, Alaska Native Corporations, Community Development Corporations and small agricultural cooperatives. These are delineated in Title 13 of the Code of Federal Regulations, Part 126.

Existing businesses that choose to move to qualified areas are eligible to apply for certification provided they meet all the eligibility requirements. To fulfill the requirement that 35 percent of a HUBZone firm’s employees reside in a HUBZone, employees must live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

**The SBA is responsible for:**

- Determining whether or not applicants are qualified HUBZone small business concerns;
- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program;
The 8(a) program is an essential instrument for helping socially and economically disadvantaged entrepreneurs gain access to the economic mainstream of American society. The 9-year program helps thousands of aspiring entrepreneurs gain a foothold in government contracting. The program offers business development assistance that includes one-on-one training and counseling, training workshops, matchmaking opportunities with federal buyers and other management and technical guidance. 8(a) participants can receive sole-source contracts, up to a ceiling of $4 million for goods and services and $6.5 million for manufacturing. While we help 8(a) participants build their competitive and institutional know-how, we also encourage them to participate in competitive acquisitions to become viable firms that continue to grow after graduating from the program. There is a statutory requirement that small disadvantaged business concerns be awarded not less than 5 percent of the total value of all prime contract awards. All 8(a) firms are considered small disadvantaged business concerns for the purpose of federal contracting. To be eligible for the 8(a) Business Development program, a business must meet the following criteria:

1. Are you a small business?
   - Is your small business:
     - Organized for profit?
     - Located in the U.S.?
     - Operated primarily within the U.S. or making a significant contribution to the U.S. economy through payment of taxes or use of American products, materials, or labor?
     - Independently owned and operated?
     - Not dominant in the field of operation in which it is bidding for government contracts?
     - A sole proprietorship, partnership, corporation, or any other legal form?
   - If the first six criteria apply to your business, ask yourself the second important question to find out if your business meets size standard requirements.

2. What is the size standard for your business?
   - Size standards are used to determine whether a business is small or “other than small.” Size standards vary depending upon the industry. To determine the size standard for your business, you will need a North American Industry Classification code (NAICS). Every federal agency uses these codes when considering your business. To determine your NAICS code, go to [www.census.gov/naics/](http://www.census.gov/naics/).
   - Some SBA programs require their own unique size standards. To find out more about these requirements and other size standard information, go to [www.sba.gov/size](http://www.sba.gov/size).

3. Do you fall under a specific certification?
   - Under the umbrella of “small business,” SBA has outlined several specific certifications that businesses may fall under. These certifications are divided into two categories:

   **SBA-Certified and Self-Certified.**
   - The SBA-Certified Programs were created to assist specific businesses in securing federal contracts and therefore can only be issued by SBA administrators. For the Self-Certified Programs, you can determine for yourself if your business meets the requirements by referring to the Federal Acquisition Regulation (FAR).
   - Just as Congress has given federal agencies a goal of procuring 23 percent of federal contracts from small businesses, so too must federal agencies meet specific contracting goals for other categories of small firms. These goals are:
     - 23 percent of contracts for Small Businesses
     - 5 percent of contracts to Small Disadvantaged Businesses
     - 5 percent to Women-Owned Small Businesses
     - 3 percent to Service-Disabled Veteran-Owned Small Businesses
     - 3 percent to HUBZone Small Businesses
   - Federal agencies have a strong incentive to fulfill these contracting goals. You should apply for those SBA-Certified and determine which Self-Certification programs for which you qualify to take advantage of contracting opportunities.

### WHAT YOU SHOULD KNOW ABOUT YOUR BUSINESS

To be eligible to bid on a federal contract, you must know your business. Answer the following three questions:

- **Are you a small business?**
- **What is the size standard for your business?**
- **Do you fall under a specific certification?**
Each 8(a) firm is assigned a Business Opportunity Specialist at the nearest SBA District Office geographically near the business to coordinate the firm’s business development assistance. In addition, 8(a) participants may take advantage of specialized business training, counseling, marketing assistance, and high-level executive development provided by the SBA and our resource partners. 8(a) participants can also be eligible for assistance in obtaining access to surplus government property and supplies, SBA-guaranteed loans, and bonding assistance.

For additional information about applying for the SBA’s 8(a) Program, visit www.sba.gov/8a.

SMALL DISADVANTAGED BUSINESS

A Small Disadvantaged Business (SDB) is defined as a small business that is at least 51 percent owned and controlled by one or more individuals who are socially and economically disadvantaged.

There is a federal government-wide goal of awarding at least 5 percent of prime contracting dollars to SDBs each year. Large prime contractors must also establish a 5 percent subcontracting goal for SDBs in their subcontracting plans which includes SBA 8(a) certified small businesses.

Firms self-certify as SDB in the federal database called the System for Award Management (SAM) without submitting any application to the SBA; however, firms approved by the SBA into the 8(a) Business Development Program are automatically certified as an SDB. To self-certify, firms should access the website: www.sba.gov/sdb. By reading the information contained therein you will be given guidance as to what steps are required.

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

The Service-Disabled Veteran-Owned Small Business (SDVOSB) program has a federal government-wide goal of awarding at least 3 percent of prime and subcontracting dollars to Service-Disabled Veteran-Owned Small Businesses each year. Large prime contractors must also establish a subcontracting goal for SDVOSBs in their subcontracting plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and the SBA prior to the award of a contract.

While the SBA does not certify companies as SDVOSBs, the SDVOSB protest process is administered by SBA to ensure that only businesses owned by service-disabled veterans receive contracts reserved exclusively for them. When a business’s SDVOSB self-certification is challenged, the SBA determines if the business meets the status, ownership and control requirements.

An SDVOSB must be owned and controlled by one or more individuals with a service connected disability. To determine your eligibility, contact your local veterans’ business development officer, visit the various program websites, or contact SBA’s Office of Veterans Business Development at www.sba.gov/ovbd.

WOMEN-OWNED SMALL BUSINESS FEDERAL CONTRACT PROGRAM

On October 7, 2010, the SBA published a final rule effective February 4, 2011, aimed at expanding federal contracting opportunities for women-owned small businesses.

The Women-Owned Small Business (WOSB) Federal Contract Program authorizes contracting officers to set aside certain federal contracts for eligible women-owned businesses and economically disadvantaged women-owned small businesses (EDWOSB) in specified industries where it has been determined WOSBs and EDWOSBs are underrepresented. Commencing October 14, 2015, certain contract requirements can be awarded on a sole-source basis to WOSB and EDWOSB concerns in those specified industry categories.

To be eligible, a firm must be at least 51 percent owned or controlled by one or more women. The women must be U.S. citizens and the WOSB or EDWOSB must be “small” under its primary industry in accordance with SBA’s size standards established for under the North American Industry Classification code assigned to that industry. To be deemed “economically disadvantaged” its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule. For additional information, visit www.sba.gov/wosb.

Protests under the WOSB Federal Contract Program are also adjudicated by the SBA. When a company’s WOSB or economically disadvantaged WOSB self-certification is challenged, the SBA determines if the business meets ownership and control requirements.

Large prime contractors must also establish a subcontracting goal for Woman-Owned Small Businesses in their Subcontracting Plans. These subcontracting goals are reviewed at time of proposal by both the contracting officer and the SBA prior to the award of a contract.

GETTING STARTED IN CONTRACTING

Once you have identified the important information regarding your business, it is time to start the process of procuring a government contract.

1. Identify your DUNS (Data Universal Numbering System) Number
To register your business, obtain a DUNS number used to identify and track millions of businesses. You can obtain your free DUNS number when registering with the System for Award Management. Log on to www.sam.gov for more information or by contacting Dun & Bradstreet at http://fedgov.dnb.com/webform.

2. Identify your EIN (Employer Identification Number)
An EIN, otherwise known as a federal tax identification number, is generally required of all businesses. For more information, go to www.irs.gov.

3. Identify your NAICS (North American Industry Classification) codes
The NAICS codes are used to classify the industry a particular business occupies. You will need at least one NAICS code to complete your registration, but be sure to list as many as apply. You may also add or change NAICS codes at any time. Visit www.census.gov/eos/www/naics/ to find NAICS codes.

4. Register with the System for Award Management (SAM), formerly the Central Contractor Registration (CCR) - www.sam.gov
The SAM is an online federal government maintained database of companies wanting to do business with the federal government. Agencies search the database for prospective vendors. You must be registered in SAM in order to do business as a Federal contractor. Register at www.SAM.gov. After completing registration, you will be asked to enter your small business profile information through the SBA Supplemental Page. The information will be displayed in the Dynamic Small Business Search. Creating a profile in SAM and keeping it current ensures your firm has access to federal contracting opportunities.

Entering your small business profile, including your business information and
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key word description, allows contracting officers, prime contractors, and buyers from state and local governments to learn about your company.

5. Submit an offer for a GSA Schedule Contract
The GSA (General Services Administration) Multiple Award Schedule (aka Federal Supply Schedule) is used by GSA to establish long-term, government-wide contracts with commercial firms. Although their use is not generally mandatory, many Agencies and buying offices use GSA schedules for their contracting needs. Once these contracts are established, government agencies can order the supplies and services they need directly from the firms through the use of an online shopping tool. Becoming a GSA schedule contractor increases your opportunity for contracts across all levels of government. Businesses interested in becoming GSA schedule contractors should review the information available at www.gsa.gov/schedules.

6. Make Sure Your Business is Financially Sound
This critical step is absolutely necessary to make sure that your business is financially prepared for the journey ahead. Even if you are able to obtain a government contract, you will not be receiving all of the money at once. It helps to have a clear plan of how your business will stage the benefits of the contract.

7. Search Federal Business Opportunities (FedBizOpps) for Contracting Opportunities
FedBizOpps, is an online service operated by the federal government that announces available business opportunities. FedBizOpps helps identify the needs of federal agencies and available contracting opportunities. To begin searching for contracting opportunities, go to www.fbo.gov.

8. Marketing Your Business
Registering your business is not enough to obtain a federal contract; you will need to market your business to attract federal agencies. Tips for good marketing are:

• Determine which federal agencies buy your product or service, and get to know them;
• Identify the contracting procedures of those agencies;
• Focus on opportunities in your niche and prioritize them;
• You should schedule the PSC (Product Services Code) and/or a FSC (Federal Supply Classification), which describes your business. These codes provide additional information about the services and products your business offers.

9. Procurement Technical Assistance Centers (PTACs)
Doing business with the government is a big step to growing your business. Procurement Technical Assistance Centers (PTACs) provide local, in-person counseling and training services for you, the small business owner. They are designed to provide technical assistance to businesses that want to sell products and services to federal, state, and/or local governments. PTAC services are available either free of charge, or at a nominal cost. PTACs are part of the Procurement Technical Assistance Program, which is administered by the Defense Logistics Agency.

What can a PTAC do for you?

• Determine if your business is ready for government contracting.
• Pursuing government contracts is a challenge, and can be burden for your company if you do not have the resources or maturity to handle a contract. A PTAC representative can sit with you one-on-one and determine if your company is ready, and how to position yourself for success.
• Help you register in the proper places. There are numerous databases to register with to get involved with the government marketplace, including the Department of Defense’s System for Award Management (SAM), GSA Schedules, and other government vendor sites.
• See if you are eligible in any small business certifications. Some government contracts are set aside for certain businesses that have special certifications, such as woman-owned, minority-owned, and HUBZone. A PTAC representative can help you obtain these certifications, if you are eligible, allowing for more government contract opportunities.
• Research past contract opportunities. A PTAC representative can look into past contracts, to see what types of contracts have been awarded to businesses like yours.

In addition, a PTAC can help you identify and bid on a contract, and if you are awarded the contract, continue to provide you support through measuring your performance and helping with your contract audits. Don’t hesitate to find the PTAC near you today to get started in government contracting or to improve your success.

Virginia PTAP (Procurement Technical Assistance Program) at George Mason University:

Headquarters, located at the Mason Enterprise Center
4031 University Dr., Ste. 100
Fairfax, VA 22030
Anna Urman, Director
703-277-7750 • 703-352-8195 Fax
ptap@gmu.edu
www.virginiaptap.org

STATEWIDE Locations

Northern Virginia PTAC:
Mason Enterprise Center
4031 University Dr., Ste. 100
Fairfax, VA 22030
Elizabeth Torrens, Operations Manager
703-277-7757
ptap@gmu.edu
www.virginiaptap.org

Virginia PTAP (Procurement Technical Assistance Center)

Hampton Roads Procurement Assistance Center at Old Dominion University
4111 Monarch Way, Ste. 106
Norfolk, VA 23529
Point of Contact: Monique McWhite, Manager
757-683-5542
mmcwhite@odu.edu
www.odu.edu/partnerships/business/gateway/programs/hrpac

Procurement Technical Assistance Center at Southwest VA Community College
SWCC Campus Tazewell Hall, Rm. T349
724 Community College Rd.
Richlands, VA 24641
Belinda Sheridan, Program Manager
276-964-7537
belinda.sheridan@sw.edu
Carolyn Alley, Lead Procurement Specialist
276-964-7537
carolyn.alley@sw.edu

OTHER VIRGINIA REGIONAL PTACs

Crater procurement assistance center at crater planning district commission
1964 Wakefield St.
Petersburg, VA 23842
Joanne Tompkins, Director
jptomkins@cpd.state.va.us
Lisa Parks, Procurement Specialist
804-861-1667
lparks@cpd.state.va.us
www.craterptac.org

Central Virginia PTAC:
2211 Hydraulic Rd., Ste. 103
Charlottesville, VA 22901
Tom Miglias, Director
434-293-2136
tmiglas@gmu.edu
www.virginiaptap.org

Richmond Area:
Richard Rosaneli, Procurement Counselor
GMU-PTAC – Richmond
VA Certified Counselor – Richmond
Richmond, VA
804-356-3910
rosanel@gmu.edu
www.virginiaptap.org

Virginia PTAP (Procurement Technical Assistance Center)

Peninsula Technology Incubator
1100 Exploration Way, Ste. 302K
Hampton, VA 23666
Cecilia Cotton, Lead Procurement & Veteran (CVE) Certification Counselor
757-325-6798
ccotton3@gmu.edu
www.virginiaptap.org
The following federal procurement resources may also be of assistance:

- **The Certificates of Competency (CoC) program** allows SBA to review a contracting officer’s non-responsibility determination that it is unable to fulfill the requirements of a specific government contract. The SBA will conduct a detailed review of the firm’s technical and financial capabilities to perform on the contract. If the business demonstrates the capability to perform, the SBA issues a Certificate of Competency to the contracting officer, requiring award of that contract to the small business.

- **Procurement Center Representatives (PCR) and Commercial Marketing Representatives (CMR):** PCRs work to increase the small business share of federal procurement awards. CMRs offer many services to small businesses, including counseling on how to obtain subcontracts. To find a PCR or CMR near you, go to www.sba.gov/content/procurement-center-representatives.

- **SBDCs (Small Business Development Centers):** Like PTACs, SBDCs are important SBA Resource Partners which provide “hands-on” assistance to small businesses. To find an SBDC servicing your area, go to: http://sba.gov/officeofsmallbusinessdevelopment/locations.

- **Department of Defense** (The DoD is the largest purchaser of goods from small businesses):
  - www.acq.osd.mil/osbp/
  - Office of Federal Procurement Policy: www.whitehouse.gov/omb/procurementdefault
  - Acquisition Forecast: www.acquisition.gov/comp/procurementforecast/index.html
  - GSA Center for Acquisition Excellence: www.gsa.gov/accountability/0547

- **Natural Resources Sales Assistance**
  - The U.S. Small Business Administration (SBA) administers a Property Sales Assistance Program through its Office of Government Contracting. The Program includes; Royalty Oil, Strategic Materials from the National Stockpile, Leases involving rights to minerals; coal, oil and gas, Surplus Real & Personal Property Sales, and the U.S. Small Business Administration’s Timber Sale Program.
  - The SBA oversees timber sales by working with the Forest Service and other federally managed lands. Timber is regularly sold from Federal forests and other federally managed lands. SBA works with the Forest Service and other agencies to ensure opportunities exist for small businesses to bid on these federal timber sales.

**U.S. EXPORT RESOURCES AVAILABLE FOR BUSINESSES**

**MARKET RESEARCH**

- **Trade Statistics**
  - Trade Stats Express | see.export.gov
  - State and Metro Export Reports
    - www.trade.gov/mas/ian/statereports
  - Market Research Library/Country

- **Commercial Guides**
  - Get free access to reports on countries, industries, and commercial developments written by our Commercial Service officers in country
    - www.export.gov/mktresearch

- **FTA Tariff Tool**
  - Find out the tariffs with our trading partners on specific products and create reports and charts of trends under different agreements
    - www.export.gov/ftatarrifftool

**A Basic Guide to Exporting**

- **OPPORTUNITIES: FINDING BUYERS AND MAKING CONTACTS**
  - U.S. Export Assistance Centers
    - Located in over 100 cities: specializing the below services to help small businesses export
      - www.export.gov/eac/index.asp
  - **Trade Counseling**
    - Develop a market entry strategy, find the best export finance options, navigate export controls and complete the required trade documentation
  - **Business Matchmaking**
    - Get connected with pre-screened foreign buyers, participate in trade events, and set up meetings with government officials in your target markets

- **Market Intelligence**
  - Conduct analysis of market potential and foreign competition, complete background checks on companies, and get help from USEAC staff on navigating any cultural differences

- **“Gold Key” Services**
  - The Department’s “Gold Key” suite of service includes: customized matchmaking meetings scheduled overseas to find business partners and customers, pre-screened appointments arranged before travelling, market and industry briefings with trade specialists, post-meeting debriefings and assistance in developing appropriate follow-up strategies, and help with travel, accommodations, interpreter service, and clerical support

**TRADE MISSIONS**

- Participate in overseas trips with U.S. government personnel to meet with potential business partners and explore potential market opportunities

**FOREIGN BUYER DELEGATIONS**

- Exhibit your products to vetted potential foreign buyers at trade shows in the United States

**MAJOR FOREIGN TRADE SHOWS**

- Showcase your products and services in U.S. pavilions at overseas trade shows

**REVERSE TRADE MISSIONS**

- Meet foreign delegates coming to see U.S. products and technologies.

**THE U.S. TRADE AND DEVELOPMENT AGENCY**

- Connects international buyers with U.S. manufacturers and service providers in order to open new export markets and commercial opportunities world-wide
  - www.usdt.gov

**ADVOCACY**

- The Advocacy Center coordinates U.S. government efforts to advocate on behalf of U.S. exporters bidding on public-sector contracts with foreign governments and government agencies
  - www.export.gov/advocacy

**AGRICULTURAL PRODUCTS**

- The U.S. Department of Agriculture provides several of the aforementioned services through the Foreign Agricultural Service and partner State-Regional Trade Groups | www.fas.usda.gov/getting-started and www.fas.usda.gov/programs/market-access-program-state-regional-trade-groups

**FEDERAL EXPORT FINANCING AND INSURANCE OPTIONS**

- **Export Financing and Insurance**
  - Federal export financing options can make your company more competitive by helping you offer a potential buyer more attractive payment terms

**THE SMALL BUSINESS ADMINISTRATION (SBA)**

- Take advantage of a wide range of financing options for small businesses, including the Export Express Program, Export Working Capital Program, and International Trade Loan | www.sba.gov

**COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS**

- **Export Licenses (BIS)**
  - Obtain information on exports requiring a license before shipping
    - www.bis.doc.gov

- **Economic and Trade Sanctions (Treasury)**
  - Find out the countries, entities, and individuals with whom U.S. firms cannot do business | treas.gov/ofac

- **Electronic Export Information (Census)**
  - Electronic Export Information (EEI) is a free interactive system for U.S. exporters | www.export.gov/basicguide

**CONTRACTING**
The disaster program is SBA’s largest direct loan program, and the only SBA program for entities other than small businesses. SBA is responsible for providing affordable, timely and accessible financial assistance to non-farm businesses of all sizes, private, nonprofit organizations, homeowners and renters following declared disasters.

The SBA is authorized by the Small Business Act to make two types of disaster loans:

**Physical Disaster Loans**

Physical Disaster Loans are the primary source of funding for permanent rebuilding and replacement of uninsured or underinsured disaster-caused damages to privately-owned real and/or personal property. SBA’s physical disaster loans are available to businesses of all sizes, private nonprofit organizations of all sizes, homeowners and renters. Businesses and private, nonprofit organizations of any size may apply for a loan up to $2 million (actual loan amounts are based on the amount of uncompensated damage) to repair or replace real property, machinery, equipment, fixtures, inventory and leasehold improvements. A homeowner may apply for a loan of up to $200,000 to repair or replace the primary residence to its pre-disaster condition. Homeowners or renters may apply for a loan up to $40,000 to help repair or replace personal property, such as clothing, furniture or automobiles, lost in the disaster.

The SBA may increase a loan up to 20 percent of the total amount of physical damages as verified by SBA to make improvements that protect the property from similar future disasters.

**Economic Injury Disaster Loans**

Economic Injury Disaster Loans provide the necessary working capital after a declared disaster until normal operations resume. Small businesses, small agricultural cooperatives, small businesses engaged in aquaculture (fisheries, for example) and most private nonprofit organizations of all sizes are eligible for EIDL assistance, regardless of whether there was any physical damage. The loan limit is $2 million. The EIDL helps small businesses meet ordinary and necessary operating expenses as they recover from a disaster. The limit for physical and EIDL loans combined is $2 million.

The Military Reservists Economic Injury Disaster Loan is a working capital loan for small businesses facing financial loss when the owner or an essential employee is called up to active duty in their role as a military reservist. The loan limit is $2 million and the business can use the funds to cover operating expenses until the essential employee or business owner is released from active duty.

The SBA can only approve disaster loans to applicants having an acceptable credit history and repayment ability. The terms of each loan are established in accordance with each borrower’s ability to repay. The law gives SBA several powerful tools to make disaster loans affordable: low-interest rates (around 4 percent), long-terms (up to 30 years), and refinancing of prior liens (in some cases). As required by law, the interest rate for each loan is based on SBA’s determination of whether the applicant has credit available elsewhere — the ability to borrow or use their own resources.
resources to recover from the disaster without causing undue hardship.

More information on all of SBA’s disaster assistance programs, including information for military reservists, is available at www.sba.gov/disaster.

Apply online using the Electronic Loan Application (ELA) via SBA’s secure Website at: https://disasterloan.sba.gov/ela.

Disaster Preparedness

Recovering from a disaster doesn’t begin with clearing the debris and returning to work. Imagine stepping into your store, or restaurant, or the office where you run your business, a day or two after the fire has been contained, the tornado has passed, or floodwaters have receded. First come the questions: “How much will it cost to rebuild? Will my insurance cover all this? How will I pay my employees and vendors and cover the bills during the recovery phase?” Before a disaster strikes is a good time to start, or update and test your business continuity plan.

And while SBA disaster loans go a long way toward revitalizing communities devastated by the economic fallout that follows disasters, with a solid preparedness plan in place, your business will be able to recover sooner, possibly without taking on new debt.

Assessing your risks and needs are an important first step in developing your business continuity strategy. The American Red Cross’ Ready Rating™ program (www.readyrating.org) is a free online tool that helps businesses get prepared for disaster and other emergencies. With Ready Rating you can evaluate your level of disaster readiness, and you’ll get customized feedback on how to establish or expand your disaster plan.

Another useful site provided by FEMA — Ready.gov (www.ready.gov) — provides practical disaster preparedness tips and checklists for businesses, homeowners and renters. SBA has teamed up with Agility Recovery Solutions to offer business continuity strategies through the “PrepareMyBusiness” website (www.preparemybusiness.org) and monthly disaster planning webinars. Previous topics — presented by experts in their fields — have included crisis communications, testing the preparedness plan, and using social media to enhance small business recovery. At the website you can sign up for future webinars, view previous webinars, and download checklists that give you tips on risk assessment, evacuation plans and flood preparedness, that will help you develop a solid business continuity plan.

Meanwhile, here are a few preparedness tips to consider:

• Review Your Insurance Coverage. Contact your insurance agent to find out if your coverage is right for your business and make sure you understand the policy limits. 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 all your vital external vendors and suppliers are local and if the disaster is significantly widespread, you’ll all be in the same boat, struggling to recover. It’s a good idea to diversify your list of vendors for key supplies to companies outside your area or internationally, if possible. Create a contact list for important contractors and vendors you plan to use in an emergency and find out if those suppliers have a recovery plan in place. Keep this list with other documents filed in a place that’s accessible, and also at a protected off-site location.

• Plan for an alternate location. Do some research well in advance of the disaster for several alternative places to relocate your company in the event a disaster forces you to shut down indefinitely. Some options include contacting a local real estate agent to get a list of available vacant office space. Make an agreement with a neighboring business to share office space if disaster strikes. If possible, make plans for employees to telecommute until the office has been rebuilt.

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

As small businesses are leading America’s economic recovery, many of them are investing time and money into their plans to grow and create jobs. Developing a strong disaster preparedness plan should be a critical and integral piece of those efforts. Planning for a disaster is the best way of limiting its effects.
OFFICE OF ADVOCACY
The Office of Advocacy is an independent office within the U.S. Small Business Administration. Advocacy’s mission is to be the “small business watchdog” in the federal government. The office is headed by the chief counsel for advocacy, who is appointed by the President and confirmed by the Senate.

The office examines the role and status of small business in the economy and independently represents the views of small business to federal agencies, Congress, the president and federal courts. The Office of Advocacy compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data. The office also funds outside research on small business issues and produces numerous publications to inform policy makers about the important role of small businesses in the economy and the impact of government policies on small businesses. In addition, the office monitors federal agency compliance with the Regulatory Flexibility Act – the law that requires agencies to analyze the impact of their proposed regulations on small entities (including small businesses, small governmental jurisdictions and small nonprofit organizations), and consider regulatory alternatives that minimize the economic burden on small entities.

Advocacy’s mission is enhanced by a team of regional advocates, located in the SBA’s 10 regions. They are Advocacy’s direct link to small business owners, state and local government entities, and organizations that support the interests of small entities. The regional advocates help identify regulatory concerns of small business by monitoring the impact of federal and state policies at the grassroots level.

Learn more about the Office of Advocacy at www.sba.gov/advocacy.

Regional Advocate
Ngozi Bell
1150 First Ave., Ste. 1001
King of Prussia, PA 19406
610-382-3093 • 202-481-0200 Fax
ngozi.bell@sba.gov

OFFICE OF THE NATIONAL OMBUDSMAN:
Bringing Fair Regulatory Enforcement to America’s Small Businesses
The National Ombudsman has helped thousands of small businesses save time and money by resolving difficult regulatory compliance and enforcement issues. As part of President Obama’s mandate to promote a level playing field for small business, we work directly with federal regulators to facilitate practical and timely resolutions of Regulatory Enforcement Fairness (REF) matters impacting small businesses. The National Ombudsman oversees fair enforcement of small business regulation by:

• Providing small business owners a confidential way to report and resolve federal REF problems, like excessive enforcement action or disproportionate fines
• Escalating small business concerns to federal agencies for fairness review & resolution
• Grading federal agencies on their small business policies and practices

Small businesses can connect with the National Ombudsman online at sba.gov/ombudsman, in-person, or through a national network of Regulatory Fairness Board Members. The National Ombudsman meets with small business owners around the country at listening sessions and regulatory fairness dialogues in all ten SBA Regions. These outreach events provide critical, real-time input from the small business community on REF issues impacting small business growth and help federal regulators better understand how government can best support small business success.

Regional Regulatory Fairness Boards in each of SBA’s 10 regions promote regulatory fairness by alerting federal regulators to important REF issues such as unintended consequences of a new rule or regulation. These Boards, each made up of five small business owners, also help raise awareness in their communities about resources available to small businesses through the SBA and the National Ombudsman.

Every year, the National Ombudsman reports to Congress its findings on the impact of the policies and practices of every federal agency that touches small business.

To learn more about how the National Ombudsman can help your small business, or to confidentially report a REF issue, call 888-REG-FAIR (888-734-3247) or complete the simple one-page form at sba.gov/ombudsman/comment.

Fairness Boards Board Member
(Region 3)
Doña A.P. Storey
757-490-4710
donah.storey@govtips.biz
Even if you are running a small home-based business, you will have to comply with many local, state and federal regulations. Avoid the temptation to ignore regulatory details. Doing so may avert some red tape in the short term, but could be an obstacle as your business grows. Taking the time to research the applicable regulations is as important as knowing your market. Bear in mind that regulations vary by industry. If you’re in the food-service business, for example, you will have to deal with the health department. If you use chemical solvents, you will have environmental compliances to meet. Carefully investigate the regulations that affect your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties and jeopardize your business.

BUSINESS LICENSES

There are many types of licenses, both state and local as well as professional. Depending on what you do and where you plan to operate, your business may be required to have various state and/or municipal licenses, certificates or permits.

Licenses are typically administered by a variety of state and local departments. Consult your state or local government for assistance.

FICTITIOUS BUSINESS NAME

Search to determine if the name of your proposed business is already in use. If it is not used, register the name to protect your business. For more information, contact the county clerk’s office in the county where your business is based. If you are a corporation, you’ll need to check with the state.

BUSINESS INSURANCE

Like home insurance, business insurance protects your business against fire, theft and other losses. Contact your insurance agent or broker. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, others simply make good business sense. The types of insurance listed below are among the most commonly used and are merely a starting point for evaluating the needs of your business.

Liability Insurance – Businesses may incur various forms of liability in conducting their normal activities. One of the most common types is product liability, which may be incurred when a customer suffers harm from using the product. There are many other types of liability, which are frequently related to specific industries. Liability law is constantly changing. An analysis of your liability insurance needs by a competent professional is vital in determining an adequate and appropriate level of protection for your business.

Property – There are many different types of property insurance and levels of coverage available. It is important to determine the property insurance you need to ensure the continuation of your business and the level of insurance you need to replace or rebuild. You should also understand the terms of the insurance, including any limitations or waivers of coverage.

Business Interruption – While property insurance may pay enough to replace damaged or destroyed equipment or buildings, how will you pay costs such as taxes, utilities and other continuing expenses during the period between when the damage occurs and when the property is replaced? Business Interruption (or “business income”) insurance can provide sufficient funds to pay your fixed expenses during a period of time when your business is not operational.

“Key Man” – If you (and/or any other individual) are so critical to the operation of your business that it cannot continue in the event of your illness or death, you should consider “key man” insurance. This type of policy is frequently required by banks or government loan programs. It also can be used to provide continuity of operations during a period of ownership transition caused by the death, incapacitation or absence due to a Title 10 military activation of an owner or other “key” employee.

Automobile – It is obvious that a vehicle owned by your business should be insured for both liability and replacement purposes. What is less obvious is that you may need special insurance (called “non-owned automobile coverage”) if you use your personal vehicle on company business. This policy covers the business’ liability for any damage which may result from such usage.

Officer and Director – Under most state laws, officers and directors of a corporation may become personally liable for their actions on behalf of the company. This type of policy covers this liability.

Home Office – If you are establishing an office in your home, it is a good idea to contact your homeowners’ insurance company to update your policy to include coverage...
for office equipment. This coverage is not automatically included in a standard homeowner’s policy.

**Incorporating in Virginia**

If you intend to organize a business entity other than a sole proprietorship, then the SCC grants certificates to corporations, limited liability companies, limited partnerships and limited liability partnerships. It also issues certificates of authority to foreign corporations, LLCs, LPs, and LLPs. Forms and respective fees for establishing one of the above named business entities can be found at: www.scc.virginia.gov/clk/formfee.aspx

Instructions come with all forms. You cannot file the forms electronically. Typically, a small corporation would pay a $50 charter fee and a $25 filing fee for a total of $75. Other business entity types have a startup fee of $100. Expedite service is only for fast turn around. Otherwise, a corporate charter would take about five to seven business day to issue, if all of the paperwork is properly filed.

Although the SCC has no involvement with sole proprietorships, a business may be required to obtain a local business license from the local Commissioner of Revenue in which the business intends to locate. If the name of your business is something other than your personal name, you will need to obtain a fictitious name certificate (trade name; doing business as name) from the clerk of the local circuit court.

Depending on the type of business, there may be a professional licensing requirement with another state agency. For example, contractors need a license from the Board of Contractors within the Virginia Department of Professional and Occupational Regulation.

To obtain a Virginia Business Registration Guide and access to other state agencies click on: www.scc.virginia.gov/clk/begin.aspx

**TAXES**

Taxes are an important and complex aspect of owning and operating a successful business. Your accountant, payroll person, or tax adviser may be very knowledgeable, but there are still many facets of tax law that you should know. The Internal Revenue Service is a great source for tax information.

**Small Business/Self-Employed Tax Center:**

www.irs.gov/Businesses/Small-Businesses-Self-Employed

When you are running a business, you don’t need to be a tax expert. However, you do need to know some tax basics. The IRS Small Business/ Self-Employed Tax Center gives you the information you need to stay tax compliant so your business can thrive.


**FEDERAL PAYROLL TAX (EIN NUMBERS)**

An Employer Identification Number (EIN), also known as a Federal Employer Identification Number (FEIN), is used to identify a business entity. Generally, businesses need an EIN to pay federal withholding tax. You may apply for an EIN in various ways, one of which is to apply online at www.irs.gov/Businesses/Small-Businesses-Self-Employed. This is a free service offered by the Internal Revenue Service.

Call 800-829-1040 if you have questions. You should check with your state to determine if you need a state number or charter.

**FEDERAL SELF-EMPLOYMENT TAX**

Every employee must pay Social Security and Medicare taxes. If you are self-employed, your contributions are made through the self-employment tax.

The IRS has publications, counselors and workshops available to help you sort it out. For more information, contact the IRS at 800-829-1040 or www.irs.gov.

**Virginia Unemployment Tax**

Your business could be subject to Virginia unemployment tax. For more information contact:

**Business Tax Information**

If you plan to hire employees you are also required to obtain a Federal Employee Identification Number from the IRS. To obtain the registration form and reference documents, contact the IRS at 800-829-1040 or visit their website: www.irs.gov/businesses/business&selfemployed/index.html for complete information.

**SALES TAX EXEMPTION CERTIFICATE**

If you plan to sell products, you will need a Sales Tax Exemption Certificate. It allows you to purchase inventory, or materials, which will become part of the product you sell, from suppliers without paying taxes. It requires you to charge sales tax to your customers, which you are responsible for remitting to the state. You will have to pay penalties if it is found that you should have been taxing your products and now owe back taxes to the state. For information on sales tax issues, contact your state government.

**FEDERAL INCOME TAX**

Like the state income tax, the method of paying federal income taxes depends upon your legal form of business.
**Sole Proprietorship:** You must file IRS Federal Form Schedule C along with your personal Federal Income Tax return (Form 1040) and any other applicable forms pertaining to gains or losses in your business activity.

**Partnership:** You must file a Federal Partnership return (Form 1065). This is merely informational to show gross and net earnings of profit and loss. Also, each partner must report his share of partnership earnings on his individual Form 1040 based on the information from the K-1 filed with the Form 1065.

**Corporation:** You must file a Federal Corporation Income Tax return (Form 1120). You will also be required to report your earnings from the corporation including salary and other income such as dividends on your personal federal income tax return (Form 1040).

**FEDERAL PAYROLL TAX**

**Federal Withholding Tax:** Any business employing a person must register with the IRS and acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with the IRS to obtain your number and required tax forms. Call 800-829-1040 or 800-829-1040 if you have questions.

**IRS WEB PRODUCTS FOR SMALL BUSINESSES**

For the most timely and up-to-date tax information, go to [www.irs.gov](http://www.irs.gov).

**VIRTUAL SMALL BUSINESS WORKSHOP**


The Virtual Small Business Tax Workshop is the first of a series of video products designed exclusively for small business taxpayers. This workshop helps business owners understand federal tax obligations. Workshops are sponsored and presented by IRS partners who are federal tax specialists.

Workshop topics vary from a general overview of taxes to more specific topics such as recordkeeping and retirement plans. Although most are free, some workshops have fees associated with them. Fees for a workshop are charged by the sponsoring organization, not the IRS.

The IRS’s Virtual Small Business Tax Workshop is an interactive resource to help small business owners learn about their federal tax rights and responsibilities. This educational product, available online and on CD consists of nine stand-alone lessons that can be selected and viewed in any sequence. A bookmark feature makes it possible to leave and return to a specific point within the lesson. Users also have access to a list of useful online references that enhance the learning experience by allowing them to view references and the video lessons simultaneously.


**SOCIAL SECURITY CARDS**

All employees must have a Social Security number and card. It must be signed by its owner, and you should always ask to see and personally record the Social Security number. Failure to do so may cause your employee to lose benefits and considerable trouble for yourself in back tracking to uncover the error.

Each payday, your employees must receive a statement from you telling them what deductions were made and how many dollars were taken out for each legal purpose. This can be presented in a variety of ways, including on the check as a detachable portion or in the form of an envelope with the items printed and spaces for dollar deductions to be filled in.

**EMPLOYEE CONSIDERATIONS**

**Taxes**

If you have any employees, including officers of a corporation but not the sole proprietor or partners, you must make periodic payments towards, and/or file quarterly reports about payroll taxes and other mandatory deductions. You may contact these government agencies for information, assistance and forms.

Social Security Administration  
800-772-1213  
[www.ssa.gov](http://www.ssa.gov)

**Workers’ Compensation**

Workers’ compensation insurance provides compensation and medical benefits to workers or their dependents if the workers become disabled or die from accidental injury or occupational disease due to their employment. Employers must carry Workers’ Compensation Insurance with a private insurance carrier, have a certificate of self-insurance issued by the Virginia Workers’ Compensation Commission or be a member of a group self-insurance association approved by the State Corporation Commission if they have three or more employees regularly in service in the same business in Virginia. For more information, contact:

**Virginia Workers’ Compensation Commission**

1090 DMV Dr.,  
Richmond, VA 23220  
877-664-2568  
[www.vwc.state.va.us](http://www.vwc.state.va.us)  
questions@workcomp.virginia.org

**Wage & Hour**

The U.S. Department of Labor, Wage & Hour Division, enforces a number of labor laws that can significantly impact businesses of all sizes. Taking the time to familiarize you with these laws can limit exposure to fines, back wages, and other possible sanctions.

You should know about:

- Fair Labor Standards Act
- Federal requirements for the Minimum Wage, overtime pay, child labor, and related record keeping.

**Equal Employment Opportunity Commission (EEOC)**

The EEOC enforces several laws that prohibit employment discrimination based on race, color, sex, religion, national origin, age, disability, genetic information and retaliation for opposing job discrimination whether filing a charge, or participating in proceedings under these laws. EEOC’s mission is aimed towards employer education, as well as, enforcement.

All private employers that employ 15 or more individuals or at least 20 employees in matters relating to age discrimination fall under these laws.

For specific small business information, please refer to EEOC’s website at [www.eeoc.gov](http://www.eeoc.gov) or contact its 24-hour toll free national call center at 800-669-4000 (voice) or 800-669-6820 (TTY). EEOC has offices in Richmond and Norfolk, Virginia.
**Social Security's Business Services Online**
The Social Security Administration now provides free electronic services online at www.socialsecurity.gov/employeds. Once registered for Business Services Online, business owners or their authorized representative can:

- file W-2s online; and
- verify Social Security numbers through the Social Security Number Verification Service, used for all employees prior to preparing and submitting Forms W-2.

**Federal Withholding**
U.S. Internal Revenue Service
800-829-1040
www.irs.gov

**Health Insurance**
Compare plans in your area at www.healthcare.gov.

**Employee Insurance**
If you hire employees you may be required to provide unemployment or workers’ compensation insurance.

**Partnering With The Child Support Enforcement Program**
Employers play an important role in the enforcement process whenever their employees are required to pay child support. As valuable, essential partners with the program, employers account for about 75 percent of child and medical support collections enforced through payroll deductions.


**Workplace Disability Programs**
Americans with Disabilities Act (ADA): For assistance with the ADA, call 800-669-3362 or visit www.ada.gov.

The Virginia Office for Protection and Advocacy
1910 Byrd Ave., Ste. 5
Richmond, VA 23230
804-225-2042 • 800-552-3962 Voice/TTY
E-mail to: general.vopa@vopa.virginia.gov
www.vopa.state.va.us

**Business Organization: Choosing Your Business Structure**
There are many forms of legal structure you may choose for your business. Each legal structure offers organizational options with different tax and liability issues. We suggest you research each legal structure thoroughly and consult a tax accountant and/or attorney prior to making your decision.

The most common organizational structures are sole proprietorships, general and limited partnerships and limited liability companies.

Each structure offers unique tax and liability benefits. If you’re uncertain which business format is right for you, you may want to discuss options with a business counselor or attorney.

**Sole Proprietorship**
One person operating a business as an individual is a sole proprietorship.

It’s the most common form of business organization. Profits are taxed as income to the owner personally. The personal tax rate is usually lower than the corporate tax rate. The owner has complete control of the business, but faces unlimited liability for its debts. There is very little government regulation or reporting required with this business structure.

**General Partnership**
A partnership exists when two or more persons join together in the operation and management of a business. Partnerships are subject to relatively little regulation and are fairly easy to establish.

A formal partnership agreement is recommended to address potential conflicts such as: who will be responsible for performing each task; what, if any, consultation is needed between partners before major decisions, and what happens when a partner dies. Under a general partnership each partner is liable for all debts of the business. Profits are taxed as income to the partners based on their ownership percentage.

**Limited Partnership**
Like a general partnership, a limited partnership is established by an agreement between two or more persons. However, there are two types of partners:

- A general partner has greater control in some aspects of the partnership. For example, only a general partner can decide to dissolve the partnership. General partners have no limits on the dividends they can receive from profit so they incur unlimited liability.
- Limited partners can only receive a share of profits based on the proportional amount of their investment, and liability is similarly limited in proportion to their investment.

**LLCs and LLPs**
The limited liability company or partnership is a relatively new business form. It combines selected corporate and partnership characteristics while still maintaining status as a legal entity distinct from its owners. As a separate entity it can acquire assets, incur liabilities and conduct business. It limits liability for the owners. The limited liability partnership is similar to the LLC, but it is for professional organizations.

**U.S. Citizenship and Immigration Services**

**E-Verify: Employment Eligibility Verification**
E-Verify, operated by the Department of Homeland Security in partnership with the Social Security Administration, is the best — and quickest — way for employers to determine the employment eligibility of new hires. It is a safe, simple, and secure Internet-based
system that electronically verifies the Social Security number and employment eligibility information reported on Form I-9. E-Verify is voluntary in most states and there is no charge to use it. If you are an employer or employee and would like more information about the E-Verify program, please visit www.dhs.gov/E-Verify or contact Customer Support staff: 1-888-464-4218 Monday – Friday 8 a.m. – 5 p.m. E-mail: e-verify@dhs.gov

SAFETY AND HEALTH REGULATIONS
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 adopted by the U.S. Department of Labor. Call 1-800-321-6742 or visit www.osha.gov.

BUILDING CODES, PERMITS AND ZONING
It is important to consider zoning regulations when choosing a site for your business. You may not be permitted to conduct business out of your home or engage in industrial activity in a retail district. Contact the business license office in the city or town where the business is located.

BAR CODING
Many stores require bar coding on packaged products. Many industrial and manufacturing companies use bar coding to identify items they receive and ship. There are several companies that can assist businesses with bar-coding needs. You may want to talk with an SBDC, SCORE or WBC counselor for more information.

Federal Registration of Trademarks and Copyrights
Trademarks or service marks are words, phrases, symbols, designs or combinations thereof that identify and distinguish the source of goods. Trademarks may be registered at both the state and federal level. To register a federal trademark, contact:

U.S. Patent and Trademark Office
P.O. Box 1450
Alexandria, VA 22313-1450
800-786-9199
www.uspto.gov/

Trademark Information Hotline
703-308-9000

STATE REGISTRATION OF A TRADEMARK
Trademarks and service marks may be registered in a state.

State Corporation Commission
Virginia’s Division of Securities and Retail Franchising
P.O. Box 1197
Richmond, VA 23218
1300 E. Main St.
Richmond, VA 23219
804-371-9051
www.scc.virginia.gov

Caution: Federally registered trademarks may conflict with and supersede state registered business and product names.

Patents
A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office. 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. Additional information is provided in the publications, General Information Concerning Patents and other publications distributed through the U.S. Patent and Trademark Office. For more information, contact the:

U.S. Patent and Trademark Office
800-786-9199 • www.uspto.gov

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 it may protect the way these things are expressed. For general information contact:

U.S. Copyright Office
U.S. Library of Congress
James Madison Memorial Building
Washington, DC 20559
202-707-9100 - Order Line
202-707-3000 - Information Line
www.copyright.gov

Commonwealth of Virginia Programs:
The Virginia Department of Business Assistance and the Virginia Department of Minority Business Enterprise merged as of Jan. 1, 2014 to form the Department of Small Business and Supplier Diversity.

Virginia Department of Small Business and Supplier Diversity
http://www.sbsd.virginia.gov/
The Department of Small Business and Supplier Diversity, SBSD, is the state agency dedicated to enhancing the participation of our small, women- and minority-owned businesses in Virginia’s procurement opportunities. SBSD is responsible for the administration of two certification programs: the Small, Women- and Minority-owned Businesses under Virginia’s “SWaM” Procurement Initiative and the federal U.S. Department of Transportation’s Disadvantaged Business Enterprise (“DBE”) Program. SBSD also provides support to our certified businesses through business development and procurement advocacy programs, in cooperation with other agencies and departments.

The mission of the Department of Small Business and Supplier Diversity is to promote access to the Commonwealth of Virginia’s contracting opportunities and ensure fairness in the procurement process.

ADDITIONAL RESOURCES
SBSD key goals are to increase the number of certified businesses in the Commonwealth, and increase the total dollars allocated to SWaM vendors as a percentage of all discretionary spend or contract dollars.

SBSD will certify your company, if qualified, as part of the Commonwealth’s initiative to increase procurement opportunities with state, federal, and local governments.

SBSD also provides assistance on how to do business with the Commonwealth. In addition, it provides management and technical assistance to individuals or groups, and administers numerous loan programs for small and disadvantaged businesses.

SBSD looks forward to continuing to promote economic growth by helping Virginia businesses prosper and to enhance and ensure fairness in the procurement process for all of Virginia’s small, women-owned and minority-owned businesses.

Main Office:
Virginia Department of Small Business and Supplier Diversity Main Office:
101 N. 14th St., 11th Fl.
Richmond, VA 23219
804-786-6585 • 804-786-9736 Fax

Business One Stop
www.bos.virginia.gov
Part of the Business One Stop goal is to fairly and efficiently connect private businesses to the resources they need as quickly as possible and to be the best point-of-contact for changes affecting business in Virginia. In addition, the Business Registration System, accessible from the Business One Stop web page, will walk a new business owner through each step they’ll need to complete in order to establish their new business, including:

- Name / entity registration forms (currently forms will still need to be printed and mailed or filed in person with the appropriate office)
- Federal and state tax registration
- Many professional and local business licenses
- Small, Woman-owned and/or Minority-owned (SWAM) business certification
- eVA system procurement registration

Virginia Economic Development Partnership
http://www.yesvirginia.org
The mission of the VEDP is to enhance the quality of life and raise the standard of living for all Virginians, in collaboration with Virginia communities, through aggressive business recruitment, expansion assistance, and trade development, thereby expanding the tax base and creating higher-income employment opportunities.

To fulfill this mission, we focus on cultivating new business investment, fostering international trade growth and encouraging the expansion of existing Virginia businesses.

The Economic Development Partnership understands the complicated demands of the site selection process and offer years of experience to help make your decision process simpler. And for those businesses located in Virginia, the Partnership provides expansion assistance as well as expert, cost-effective export assistance to open a world of trade opportunities.

Managers provide a variety of concierge-style services to help guide you through the process, from site selection to announcement to a long-term relationship as a member of Virginia’s dynamic corporate community.

901 E. Byrd St./P.O. Box 798
Richmond, VA 23218-0798
804-545-5600
info@yesvirginia.org
OTHER SOURCES OF ASSISTANCE

WOMEN'S BUSINESS ORGANIZATIONS

AMERICAN BUSINESS WOMEN'S ASSOCIATION
www.abwa.org

CAVALIER CHAPTER
Hilda Roundtree, President
www.abwa.org/chapter/cavalier-chapter

DAN VALLEY CHAPTER
Barbara Torain, President
www.abwa.org/chapter/dan-valley-chapter

NEW RIVER VALLEY EXPRESS NETWORK
Julian Posh, President
540-362-0125
NRExpress@gmail.com
nrexpress.blogspot.com

RIVER CITY EXPRESS NETWORK
Mary Anne Lawrence, President
www.rivercityexpressnetwork.org

CENTER FOR WOMEN ENTREPRENEURS BIZWORKS
2545 Belwood Rd.
Richmond, VA 23237
804-275-5190
info@bizworkscenter.org
www.bizworkscenter.org

COMMERCIAL REAL ESTATE WOMEN (CREW), HAMPTON ROADS
P.O. Box 62815
Virginia Beach, VA 23466-2815
P.O. Box 62815
804-814-5465
Pam Stalnaker, Chapter President
www.crewnorthernvirginia.org
crewnorthernvirginia.org

COMMERCIAL REAL ESTATE WOMEN (CREW), RICHMOND
Debbie Russell Reading, President
crewrichmond@crewnetwork.org
www.crewrichmond.org

COMMERCIAL REAL ESTATE WOMEN (CREW), VIRGINIA, NORTHERN
Erin K. McLaughlin, President
crewnorthernvirginia.org

COMMERCIAL REAL ESTATE WOMEN (CREW), RICHMOND
Debbie Russell Reading, President
crewrichmond@crewnetwork.org
www.crewrichmond.org

EXTRAORDINARY WOMEN
P.O. Box 739
Forest, VA 24551
800-526-8673
twomen.net/

FABWOMEN
shanna@fabwomen.me
www.fabwomen.me

HAMPTON ROADS HISPANIC CHAMBER
80 Lynnhaven Pkwy., Ste. 400
Virginia Beach, VA 23452
757-346-9663
ruestrafeira2015@gmail.com
www.hamptonroadshispanic.org

NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS (NAWBO)

NAWBO, RICHMOND CHAPTER
12741 Foxstone Road
Midlothian, VA 23113
804-840-6600
info@nawborichmond.org
www.nawborichmond.org

NAWBO, SEVA (SOUTHEAST VIRGINIA) CHAPTER
900 Commonwealth Place, Ste. 200-301
Virginia Beach, VA 23464
757-217-9665
www.nawboseva.org

NATIONAL ASSOCIATION OF WOMEN IN CONSTRUCTION (NAWIC)
www.nawic.org
navic@navic.org

NAWIC GREATER TIDEWATER CHAPTER #137
P.O. Box 503
Norfolk, VA 23501
www.nawic-gt137.org

NAWIC RICHMOND CHAPTER 141
Pam Stalnaker, Chapter President
804-814-5465
www.nawic-gt137.org

NAWIC ROANOKE VALLEY CHAPTER 226
navic226@gmail.com
sites.google.com/site/navicroanokevalleychapter226/home

NATIONAL WOMEN'S BUSINESS COUNCIL (NBWC)
1120 Connecticut Ave. N.W., Ste. 1000
Washington, DC 20036
202-872-5515
www.nbwc.gov

NATIONAL WOMEN'S BUSINESS OWNERS CORPORATION (NBWOC)
1001 W. Jasmine Dr., #G
Lake Park, FL 33403
800-675-5066
www.nbwoc.org
info@nbwoc.org

NETWORK OF ENTERPRISING WOMEN
P.O. Box 8584
Richmond, VA 23226
www.nwowen.org

PENINSULA WOMEN'S NETWORK
P.O. Box 7944
Hampton, VA 23666
membership@peninsulawomensnetwork.org
www.peninsulawomensnetwork.org

POWER OF WOMEN EXCHANGING RESOURCES
200 Golden Oak Ct., Ste. 110
Virginia Beach, VA 23452
888-527-5871
info@jcpplus1.com
www.jcpplus1.com/power-198

U.S. CHAMBER OF COMMERCE CENTER FOR WOMEN IN BUSINESS
1615 H St. N.W.
Washington, DC 20062
202-463-5868
cwbo@uschamber.com
www.uschamberfoundation.org/center-women-business

U.S. WOMEN'S CHAMBER OF COMMERCE
700 12th St. N.W., Ste. 700
Washington, DC 20005
888-418-7922
www.uswcc.org

VIRGINIA RANDOLPH CHAPTER
Hilda Roundtree, President
www.rbwopa.org

VIRGINIA RICHMOND CHAPTER 226
nrvexpress.blogspot.com
NRVExpress@gmail.com
540-382-0125
Julian Poss, President
www.nrvexpress.org

U.S. WOMEN'S CHAMBER OF COMMERCE
700 12th St. N.W., Ste. 700
Washington, DC 20005
888-418-7922
www.uswcc.org

VIRGINIA RICHMOND CHAPTER 141
804-230-8791
www.urbanleaguerichmond.org

U.S. WOMEN'S CHAMBER OF COMMERCE
700 12th St. N.W., Ste. 700
Washington, DC 20005
888-418-7922
www.uswcc.org

WOMEN'S BUSINESS CENTER
Old Dominion University - Business Gateway (in partnership with the SBA)
4111 Monarch Way, Ste. 106
Norfolk, VA 23508
757-683-3729 ext. 8 or 757-683-7150
wbcinfo@odu.edu
www.odu.edu/bglwbc

WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL (WBENC)
1120 Connecticut Ave. N.W., Ste. 1000
Washington, DC 20036
202-872-5515
www.wbenc.org

WOMEN'S ECONOMIC DEVELOPMENT CENTER
[WECD] HUD Project
Norfolk State University
700 Park Ave.
University Police Ste. 138
Norfolk, VA 23504
757-823-2650
dwanderlin@odu.edu
www.odu.edu/wecd

WOMEN ENTREPRENEURS OF THE ROANOKE VALLEY
www.wervonline.com

WOMEN'S PRESIDENTS' EDUCATIONAL ORGANIZATION
155 E. 55th St., Ste. 4H
New York, NY 10022
212-688-4114
certification@womenpresidentsorg.com
www.womenpresidentsorg.com
www.wpeo.us

OTHER SOURCE OF ASSISTANCE

Minority Business Organizations

NATIONAL MINORITY TECHNOLOGY COUNCIL
202-870-8127
karl.cuerton@nmtechcouncil.org
www.nmtechcouncil.org

METROPOLITAN BUSINESS LEAGUE
420 East Cary St., 2nd Fl.
Richmond, VA 23219
804-649-7473
info@thembml.com
www.thembml.com

URBAN LEAGUE OF GREATER RICHMOND, INC.
1420 Hull St., Bldg. B3
Richmond, VA 23224
804-230-8791
www.urbanleaguevirginia.org

URBAN LEAGUE OF HAMPTON ROADS, INC.
5700 Thurston Ave., Ste. 101
Virginia Beach, VA 23455
757-627-0864
membership@ulhryp.org
www.ulhryp.org and www.ulhryp.org

VIRGINIA ASIAN CHAMBER OF COMMERCE
919 East Main Street
Richmond, VA 23221
804-344-1540
www.aabic.org

VIRGINIA HISPANIC CHAMBER OF COMMERCE
The Bank of America Bldg.
10700 Midlothian Turnpike, Ste. 200
Richmond, VA 23235
804-378-4099 • 804-379-1727 Fax
info@vahcc.com
www.vahcc.com

Lesbian, Gay, Bisexual, Transgender Organizations

RICHMOND BUSINESS ALLIANCE
1407 Sherwood Ave.
804-378-4099 • 804-379-1727 Fax
www.richmondbusinessalliance.com

OTHER ASSISTANCE

Visit us online: www.sba.gov/va
OTHER ASSISTANCE

UNITED STATES SMALL BUSINESS ADMINISTRATION (SBA)

Visit us online: www.sba.gov/va

OTHER ASSISTANCE

VIRGINIA'S LGBTQ MEDIA COMPANY

THE BROOKWOOD

1342 Flynn Rd.
Richmond, VA 23225
804-276-8222
info@vgloc.org
http://www.vgloc.org/

Veteran's Business Organizations

AFCEA NORTHERN VIRGINIA CHAPTER
4400 Fairlakes Court
Fairfax, VA 22033
703-631-6100
www.afceanova.org/

AFCEA TIDewater Chapter
www.afceatidewater.com/

AFCEA HAMPTON ROADS
P.O. Box 3335
Norfolk, VA 23505
www.afceahamptonroads.org

AMERICAN LEGION DEPT OF VIRGINIA
1708 Commonwealth Ave.
Richmond, VA 23230
804-353-6606
www.valegion.org

THE AMERICAN LEGION SMALL BUSINESS TASK FORCE
1608 K St. N.W.
Washington, DC 20006
202-861-2700
www.legion.org

AMVETS
4647 Forbes Blvd.
Lanham, MD 20706
877-726-8387
www.amvets.org

COMMUNITY BUSINESS PARTNERSHIP
Veteran’s Business Outreach Center
7001 Loisdale Rd., Ste. C
Springfield, VA 22150
703-769-1440
www.cbponline.org/

DEPARTMENT OF VETERAN SERVICES
900 E. Main St., 6th Fl., West Wing
Richmond, VA 23219
804-786-0286
www.dvs.virginia.gov

DISABLED AMERICAN VETERANS OF VIRGINIA
P.O. Box 7176
Roanoke, VA 24019
866-706-5889
www.virginiadav.org

ELITE SDVOB NETWORK
3829 University Ave.
San Diego, CA 92105
619-284-9922
www.elitessDOB.org

INSTITUTE FOR VETERANS AND MILITARY FAMILIES
150 Crouse Dr.
Syracuse, NY 13244
315-443-0141
http://vets.syr.edu/

HAMPTON ROADS VETERANS BUSINESS OUTREACH CENTER
ODU Business Gateway,
Old Dominion University
4111 Monarch Way, Ste. 106
Norfolk, VA 23508
757-683-4793
www.hrvboc.com

NATIONAL GULF WAR RESOURCE CENTER
1726 S.W. Gage Blvd.
Topeka, KS 66604
866-531-7183
www.nwrc.org

NATIONAL VETERANS LEGAL SERVICES PROGRAM
P.O. Box 65762
Washington, DC 20035
202-265-8305
www.nvlsp.com

SDVOSB COUNCIL
4001-117 Virginia Beach Blvd, B120
Virginia Beach, VA 23455
757-635-7808
www.sdvosb-council.org

U.S. DEPARTMENT OF VETERAN AFFAIRS
810 Vermont Ave. N.W.
Washington, DC 20420
www.va.gov

VETERANS OF MODERN WARFARE
888-445-9891
www.vmusa.org

VETERANS SERVICES FOUNDATION
900 E. Main St., 6th Fl., West Wing
Richmond, VA 23219
804-786-0286
www.dvs.virginia.gov/veterans-services-foundation

VETERANS’ TRANSITION FORUM
202 Church St. NE, Ste. 100
Leesburg, VA 20175
888-728-5557
www.vetforum.org

VETERANS UNITED
1400 Veterans United Dr.
Columbia, MD 20503
800-884-5560
www.veteransunited.com

VFV VIRGINIA
403 Lee Jackson Hwy.
Staunton, VA 24401
540-886-8112
www.vfwva.org

VETERANS OF AMERICA
8719 Colesville Rd., Ste. 100
Silver Springs, MD 20910
800-VA-1316
www.vva.org

VIRGINIA NATIONAL GUARD ASSOCIATION
P.O. Box 329
Blackstone, VA 23824
804-328-0037
www.vnga2.org

VIRGINIA VALUES VETERANS
VETERANS EDUCATION, TRAINING, AND EMPLOYMENT
Virginia Department of Veterans Services
900 E. Main St., 6th Fl., West Wing
Richmond, VA 23219
804-371-2683
http://www.dvs.v3.com/

WOUNDED WARRIOR PROJECT
1120 G St. N.W., Ste. 700
Washington, DC 20005
202-558-4302
http://www.woundedwarriorproject.org/

Better Business Bureaus (Virginia)

BBB Serving Central Virginia
720 Moorefield Park Dr., Ste. 300
Richmond, VA 23226
804-648-0016
Fredericksburg
540-373-9872
Charlottesville
434-971-3707
info@richmond.bbb.org
www.richmond.bbb.org

BBB of Greater Hampton Roads
586 Virginia Dr.
Norfolk, VA 23505
757-531-1300
info@hamptonroads.bbb.org
www.norfolk.bbb.org

BBB of Western Virginia
5115 Bernard Dr., Ste. 202
Roanoke, VA 24018
540-342-3455
info@roanoke.bbb.org
www.vawest.bbb.org

BBB Serving Metro Washington, DC & Eastern PA
1411 K St. N.W., Ste. 1000
Washington, DC 20005-3404
202-383-8000
info@mybbb.org
www.dc-easternpa.bbb.org

Battlefield Memorial Institute
Central Virginia Chapter
1000 Research Park Blvd., Ste. 400
Charlottesville, VA 22911
434-984-0951
www.bibl.org

Carytown Retail Merchants Association
3126 W. Cary St., #175
Richmond, VA 23221
support@carytownrma.org
www.CarytownRMA.org

Design-Build Institute of America
1331 Pennsylvania Ave., N.W., 4th Fl.
Washington, DC 20004
202-682-0110
dbia@dbia.org
www.dbia.org

Visit us online: www.sba.gov/va
OTHER ASSISTANCE

DBIA MID-ATLANTIC CHAPTER
5765F Burke Centre Pkwy., Box 101
Burke, VA 22015-2233
703-851-6993
dbia-mar@cox.net
www.dbia-mar.org

DBIA HAMPTON ROADS CHAPTER
11712C Jefferson Ave., #265
Newport News, VA 23606
757-926-5388
contact@dbiahr.org
www.dbiahr.org

FRANNET
FranNet of Richmond
12113 Chaddockh Court
Glen Allen, VA 23059
1-800-FRANNET or 800-372-6638
tlawrence@frannet.com
www.frannet.com

GENEDGE (MANUFACTURING EXTENSION PARTNERSHIP)
32 Bridge St., Ste. 200
Martinsville, VA 24112
216-566-6890
www.genedge.org

GREATER RICHMOND PARTNERSHIP, INC.
901 E. Byrd St., Ste. 801
Richmond, VA 23219
804-643-3227
www.grpva.com

HENRICO BUSINESS LEADERS
11214 Hull Street Rd., Ste. A
N. Chesterfield, VA 23236
804-675-7502
info@henicobusinessleaders.com
www.henicobusinessleaders.com

JAMES RIVER TRADE EXCHANGE
4908 Monument Ave.
Richmond, VA 23220
804-267-7126
Office@JamesRiverTrade.com
www.jamesrivertrade.com

LYNCH’S LANDING
901 Church St.
Lynchburg, VA 24504
434-485-7250
info@downtownlynchburg.com
www.lynchslanding.com

LYNCHBURG RETAIL MERCHANTS ASSOCIATION
2412 Langhorne Rd.
Lynchburg, VA 24501
434-528-1732
www.lynchburghma.com

NATIONAL ASSOCIATION OF CERTIFIED GOVERNMENT BUSINESS ENTERPRISES
P.O. Box 2347
Richmond, VA 23218
804-343-7400
info@nacgeb.org
www.nacgeb.org

NATIONAL ASSOCIATION FOR THE SELF EMPLOYED
P.O. Box 241
Annapolis Junction, MD 20701
800-649-6272
www.nase.org

NATIONAL CONTRACT MANAGEMENT ASSOCIATION
21740 Beaumeade Cir., Ste. 125
Ashburn, VA 20147
571-382-0082
www.ncmahq.org

NATIONAL FEDERATION OF INDEPENDENT BUSINESS
800-634-2669
www.nfib.com

NATIONAL RESTAURANT ASSOCIATION
2055 L. St. N.W., Ste. 700
Washington, DC 20036
202-331-5900
www.restaurant.org

NATIONAL SMALL BUSINESS ASSOCIATION
1156 15th St. N.W., Ste. 1100
Washington, DC 20005
800-345-6728
www.nsba.biz

NEW RIVER VALLEY ECONOMIC DEVELOPMENT ALLIANCE
6226 University Park Dr., Ste. 2200
Radford, VA 24141
540-287-0007
info@nrvalliance.org
www.nrvalliance.org

PUBLIC RELATIONS SOCIETY OF AMERICA (PRSA)
33 Maiden Ln., 11th Fl.
New York, NY 10038
212-480-1400
chapters@prsa.org
www.prsa.org

RETAIL ALLIANCE
838 Granby St.
Norfolk, VA 23510
757-466-1600
www.retailalliance.com

RETAIL MERCHANTS ASSOCIATION
5101 Monument Ave.
Richmond, VA 23230
804-662-5500 or 866-750-2532
info@retailmerchants.com
www.retailmerchants.com

SMALL BUSINESS & ENTREPRENEURSHIP COUNCIL
301 Maple Ave. W., Ste. 690
Vienna, VA 22180
703-242-5840
www.sbecouncil.org

SCALEUP-ROANOKE VALLEY
210 S. Jefferson St.
Roanoke, VA 24011
540-724-1880
info@scaleup-roanoke.com
www.scaleup-roanokevalley.com

SIMPLICITY BARTER
1401 Kings Hwy.
Fredericksburg, VA 22405
540-374-0505
simplicitybarter@gmail.com
www.simplicitybarter.com

VENTURE FORUM RVA
www.richmondventureforum.com

VIRGINIA ASSOCIATION OF REALTORS
10231 Telegraph Rd.
Glen Allen, VA 23059
804-264-5033
members@varealtor.com
www.varealtor.com

VIRGINIA BANKERS ASSOCIATION
4490 Cox Rd.
Glen Allen, VA 23060
804-643-7469
www.vabanners.org

VIRGINIA BIOTECHNOLOGY ASSOCIATION
800 E. Leigh St., Ste. 14
Richmond, VA 23219
804-643-6360
questions@vabi.org
www.vabi.org

VIRGINIA BUSINESS INCUBATION ASSOCIATION
1125 Jefferson Davis Hwy., Ste. 400
Fredericksburg, VA 22401
540-654-1096
info@vbia.org
www.vbia.org

VIRGINIA COUNCIL OF CEOs
1700 Bayberry Ct., Ste. 201
Richmond, VA 23226
804-360-2644
info@vaceos.org
www.vaceos.org

VIRGINIA HOSPITALITY & TRAVEL ASSOCIATION
2101 Libbie Ave.
Richmond, VA 23230
804-552-2225
www.vhta.org

VIRGINIA HOUSING AND COMMUNITY DEVELOPMENT CORPORATION
445 N. Main St., Ste. 1574
Suffolk, VA 23439
866-931-5843

VIRGINIA INNOVATORS NETWORK
www.vainnovators.org

VIRGINIA MANUFACTURERS ASSOCIATION
2108 W. Laburnum Ave., Ste. 100F
Richmond, VA 23227
804-643-7489
www.vamfg.com

VIRGINIA PRESS ASSOCIATION
11529 Nuckols Rd.
Glen Allen, VA 23059
804-521-7570
www.vpva.org

VIRGINIA RETAIL FEDERATION
5101 Monument Ave.
Richmond, VA 23220
804-662-5505
www.virginiaretailfederation.com

VIRGINIA RETAIL MERCHANTS ASSOCIATION
1025 Boulders Pkwy., Ste. 110
N. Chesterfield, VA 23225
800-232-VRMA (8762)
vmra@virginiaretail.org
www.virginiaretail.org

VIRGINIA TOURISM CORPORATION
901 E. Byrd St.
Richmond, VA 23219
804-545-5500
webmaster@virginia.org
www.vatc.org

Small Business Incubators and Accelerators

BIZWORKS
2545 Bellwood Rd.
Richmond, VA 23237
804-275-5190
info@bizworkscenter.org
www.bizworkscenter.org

HAMPTON UNIVERSITY BUSINESS INCUBATOR
HAMPTON, VA
6 W. County St.
Hampton, VA 23663
757-722-9283
hubhamptonu.edu

FRANKLIN BUSINESS INCUBATOR
601 N. Mechanic St., Ste. 300
Franklin, VA 23851
804-521-7570
www.franklinbusinessincubator.com

HATCH NORFOLK
757-466-1600
zack@startwithhatch.com
www.startwithhatch.com

HAMPTON UNIVERSITY BUSINESS INCUBATOR
HAMPTON, VA
6 W. County St.
Hampton, VA 23663
757-722-9283
hubhamptonu.edu

FRANKLIN BUSINESS INCUBATOR
601 N. Mechanic St., Ste. 300
Franklin, VA 23851
804-521-7570
www.franklinbusinessincubator.com

HATCH NORFOLK
757-466-1600
zack@startwithhatch.com
www.startwithhatch.com

Visit us online: www.sba.gov/va
Virginia Small Business Resource – 55
INNOVATE! HAMPTON ROADS
innovatehamptonroads@incubators

LAUNCHPAD
WILLIAMSBURG, VA
4345 New Town Ave., Ste. 200
Williamsburg, VA 23188
757-565-4273
go@glautchampad.com
www.glautchampad.com

LIGHTHOUSE LABS
Richmond
larkin@lighthouselabsrvva.com
todd.nuckols@lighthouselabsrvva.com
www.lighthouselabsrvva.com

Lynchburg Business Development Center
bdedir@lbdc.com
lbdc.com

MASon ENTERPRISE CENTER
Springfield, Fairfax, Manassas, Leesburg, Warrenton
www.masonentreprencenter.org

New Richmond Ventures
1801 E. Cary St., Studio 100
Richmond, VA 23223
804-887-2355
Bob@newrichmondventures.com
newrichmondventures.com

Old Dominion University Business Gateway
106 Innovation Research Park I
4111 Monarch Way
Norfolk, VA 23529
757-376-7828
www.odu.edu/partnerships/business/gateway

Peninsula Technology Incubator
Hampton
daniel.morris@nianet.org
www.ptncubator.org

UNBOUNDRVA
2920 W. Broad St., Ste. 224
Richmond, VA 23220
804-332-6892
info@unboundrva.com
www.unboundrva.org

Virginia Biotechnology Research Park
800 E. Leigh St.
Richmond, VA 23219
804-828-5390
info@vabiotech.com
www.vabiotech.com

VTK KnowledgeWorks
Blackburn
info@vtkknowledgeworks.com
www.vtknowledgeworks.com

Government Resources

BUSINESS OPPORTUNITY WORKFORCE DEVELOPMENT CENTER
1602 Rolling Hill Dr., Ste. 110
Richmond, VA 23229
804-862-9555
www.virginiaotd.org/business/BOWD.asp

ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)
www.eda.gov

IRS SMALL BUSINESS AND SELF-EMPLOYED TAX CENTER

THE TECHNOLOGY GATEWAY
NASA Langley Research Center
Mail Stop 151
Hampton, VA 23681-2199
757-864-1178
LARC-DL-technologygateway@mail.nasa.gov

U.S. ENVIRONMENTAL PROTECTION AGENCY
EPA Region 3 (Mid-Atlantic)
1650 Arch St.
Philadelphia, PA 19103
800-438-2474
http://www2.epa.gov/aboutepa/epa-region-3-mid-atlantic

U.S. EXPORT ASSISTANCE CENTER
Mid-Atlantic Territory: Maryland, District of Columbia, Virginia, West Virginia, Delaware
Northern Virginia Export Assistance Center
1501 Wilson Blvd., Ste. 1225
Arlington, VA 22209
804-557-4063
william.houck@sba.gov
www.sba.gov/content/us-exports-assistance

USDA RURAL DEVELOPMENT
1606 Santa Rosa Rd., Ste. 238
Richmond, VA 23229
804-287-1550
www.rd.usda.gov/va

U.S. DEPARTMENT OF COMMERCE
For a listing of Bureaus and Offices:
www.commerce.gov/content/bureaus-and-offices

U.S. HOUSING & URBAN DEVELOPMENT
Richmond Field Office
600 E. Broad St., 3rd Fl.
Richmond, VA 23219
804-822-4805
portal.hud.gov/hudportal/HUD?src=/states/virginia

U.S. Small Business Administration (SBA)
www.sba.gov/content/us-exports-assistance

Virginia Department of Business Assistance
Virginia Department of Small Business and Supplier Diversity
Virginia Department of Minority Business Enterprise
Virginia Certification Small, Woman, and Minority-Owned Business (SWAM)
1111 E. Main St., Ste. 300
Richmond, VA 23219
804-786-6585
www.sbsd.virginia.gov

Virginia Department of Occupational & Professional Regulation
9660 Maryland Dr., Ste. 102
Richmond, VA 23233-1485
804-367-8500
www.dpor.virginia.gov

Virginia Department of Taxation
1957 Westmoreland St.
Richmond, VA 23230
804-367-8037
www.tax.virginia.gov

Virginia Economic Development Partnership
901 E. Byrd St.
Richmond, VA 23218
804-545-5600
info@yesvirginia.org
www.yesvirginia.org

Virginia Employment Commission
703 E. Main St.
Richmond, VA 23219
804-832-2363
www.vrcc.virginia.gov

Virginia Department of Housing and Community Development
Main Street Center
600 E. Main St., Ste. 300
Richmond, VA 23219
804-371-7000
www.dhcd.virginia.gov/index.php/business-va-assistance

Virginia Workforce Connection Services for Employers
www.vawc.virginia.gov

Virginia Workforce Connection Labor Market Information (LMI) Home
www.VirginiaLMI.com

Virginia Beach Office
City of Virginia Beach Municipal Ctr., Bldg. 1
2401 Courthouse Dr., Office #320
Virginia Beach, VA 23456
757-408-2465
By appointment only

Virginia Main Street Program
Department of Housing and Community Development
600 E. Main St., Ste. 300
Richmond, VA 23219
804-771-7000
mainstreet@dhcd.virginia.gov
www.dhcd.virginia.gov/mainstreet

Northern Virginia Office
VDOT Northern Virginia District Bldg.
4975 Alliance Dr.
Fairfax, VA 22030
703-475-0126
By appointment only

Virginia Workforce Connection Labor Market Information (LMI) Home
www.VirginiaLMI.com

General Information
Virginia Department of Labor and Industry
Main Street Center Bldg.
600 E. Main St., Ste. 207
Richmond, VA 23219-4101
804-371-2237
www.doli.virginia.gov

VA-13
www.va-13.com
804-576-6000
info@va-13.com
Richmond, VA 23220

Virginia Main Street Program
Main Street Office
4300 Main Street Office
Fairfax, VA 22030
703-732-0732
By appointment only

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Virginia Small Business Resource —

BEDFORD
Sara Smith, Executive Director
Bedford Main Street, Inc.
P.O. Box 405
Bedsford, VA 24523
540-586-2148 • 540-586-5775 Fax
bedfordmainstreet@gmail.com
www.bedfordmainstreet.com/

BERRYVILLE
Sue Ross, Manager
Berryville Main Street
23 E. Main St./P.O. Box 372
Berryville, VA 22611
540-955-4001 • 540-955-0909 Fax
manager@berryvillemainstreet.org
www.berryvillemainstreet.org

BLACKSTONE
Michael Bagley, Committee Chairman
Downtown Blackstone Inc.
P.O. Box 417
Blackstone, VA 23824
434-292-3041
www.downtownblackstone.org

BRISTOL
Christina Blevins, Executive Director
Blevin’s Downtown
36 Moore St.
Bristol, VA 24201
423-573-2200
www.berryvillemainstreet.org

CULPEPER
Jessica Brewer, Interim Executive Director
Culpeper Renaissance, Inc.
127 W. Davis St.
Culpeper, VA 22701
540-825-4416 • 540-825-7014 Fax
cinfo@culpeperdowntown.com
www.culpeperdowntown.com

FARMVILLE
John Burton, Program Manager
Farmville Downtown
121 E. Third St.
434-392-3060
manager@farmvilledowntown.com
www.farmvilledowntown.com

FRANKLIN
Dan Howe, Executive Director
Downtown Franklin Association
120 S. Main St./P.O. Box 355
Franklin, VA 23851
757-562-6900 • 757-562-5668 Fax
downtownfranklin@belford.com
www.downtownfranklinva.org

HARRISONBURG
Andrea Dono, Executive Director
Harrisonburg Downtown Renaissance
212 S. Main St.
Harrisonburg, VA 22801
540-432-8934 • 540-437-0631 Fax
Andrea.dono@harrisonburgva.gov
www.downtownharrisonburg.org

HOPEWELL
Evan Kaufman, Interim Director
Hopewell Downtown Partnership
205 E. Broadway Ave, 5-1
Hopewell, VA 23860
804-446-4847
www.downwashopewellva.net

LURAY
Liz Lewis, Executive Director
Luray Downtown Initiative, Inc.
18 Campbell St.
Luray, VA 22835
540-743-7700 • 540-743-1486 Fax
luraydowntown@embarrqmail.com
www.luraydowntown.com

LYNCHBURG
Ashley Kershner, Executive Director
Lynch’s Landing Foundation
901 Church St.
Lynchburg, VA 24504
434-485-7250 • 434-528-3169 Fax
info@downwashopewellva.net
www.downwashopewellva.net

MANASSAS
Debbie Haigh, Executive Director
Historic Manassas, Inc.
9431 West St.
Manassas, VA 20110
703-361-6589 ext. 103 • 703-361-6942 Fax
dhaigh@historicmanassasinc.org
www.visitsmanassas.org

MARION
Olivia Hall McDonald, Executive Director
Marion Downtown
138 W. Main St.
Marion, VA 24354
276-783-4190 • 276-783-8413 Fax
ohall@marionva.org
www.mariondowntown.org

MARTINSVILLE
Liz Secrest, Executive Director
Martinsville Uptown
22 E. Church St., Ste. 308
Martinsville, VA 24114
276-632-5688 • 276-632-8410 Fax
Liz@martinsvillevt.com
www.martinsvillevt.com

ORANGE
Jeff Curtis, Executive Director
Orange Downtown Alliance, Inc.
130 W. Main St./P.O. Box 283
Orange, VA 22960
540-672-2540 • 540-672-1317 Fax
director@orangecountyva.gov
www.orangedowntownalliance.org

RADFORD
Main Street Radford, Inc.
600 Unrhr Dr.
Radford, VA 24141
540-267-3153
info@visitradford.com
www.visitradford.com/

ROCKY MOUNT
Whitney Harmon, Executive Director
Community Partnership for the Revitalization of Rocky Mount
355 S. Main St.
Rocky Mount, VA 24151
540-484-3834 or 540-489-3925
director@historicrockymount.com
www.historicrockymount.com

ST. PAUL
Lou Wallace, Chairman
St. Paul Main Street
16351 Russell St.
St. Paul, VA 22483
276-395-0885
StPaulMainStreet@gmail.com
www.stpaulva.org

SOUTH BOSTON
Tanya Vest, Executive Director
Destination Downtown S. Boston
432 Main St.
South Boston, VA 24592
434-515-4200 • 434-515-4275 Fax
info@downtownsbso.com
www.downtownsbso.com

STAUNTON
Julie Markowitz, Executive Director
Staunton Downtown Devel. Assoc.
110 West Johnson St., Ste. 225
Staunton, VA 24401
540-332-3867 • 540-851-4018 Fax
Julie@stauntontowndown.org
www.stauntontowndown.org

WARRENTON
Jennifer Heyns, Executive Director
The Partnership for Warrenton Foundation
26 S. 3rd St.
Warrenton, VA 20186
540-349-8600 • 540-349-9299 Fax
info@partnershipforwarrenton.org
www.partnershipforwarrenton.org

WAYNESBORO
Greg Hutch, Executive Director
Waynesboro Downtown Dev., Inc.
301 W. Main St.
Waynesboro, VA 22980
540-942-6779 • 540-942-6755 Fax
info@downtownwaynesboro.com
www.downtownwaynesboro.com

WILLIAMSBURG
Jeffrey Ray, Executive Director
Williamsburg Downtown Dev., Inc.
110 W. Main St.
Williamsburg, VA 23185
757-229-9800 • 757-229-9801 Fax
info@downtownwilliamsburg.org
www.downtownwilliamsburg.org

WYNNEFORD
Greg Hutch, Executive Director
Waynesboro Downtown Dev., Inc.
301 W. Main St.
Waynesboro, VA 22980
540-942-6779 • 540-942-6755 Fax
info@downtownwaynesboro.com
www.downtownwaynesboro.com

WINCHESTER
Jennifer Bell, Downtown Manager
33 E. Bosawon St., Ste. 100
Winchester, VA 22601
540-535-3661
info@visitwinchestervg.com
www.visitwinchestervg.com

WYTHEVILLE
Jeff Taylor, Executive Director
Wytheville Downtown Dev.
3 E. Main St.
Wytheville, VA 24382
540-635-9180 • 540-635-9180 Fax
info@downtownwytheville.com
www.downtownwytheville.com

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Virginia Small Business Resource — 57
PRINCE GEORGE COUNTY
PRINCE GEORGE COUNTY ECONOMIC DEVELOPMENT
6802 Courts Dr., 3rd Fl.
Prince George, VA 23875
804-722-4612
econdeve@princegeorgeva.org
www.princegeorgeva.org

PRINCE WILLIAM COUNTY
PRINCE WILLIAM COUNTY ECONOMIC DEVELOPMENT
13575 Heathcote Blvd., Ste. 240
Gainesville, VA 20155
703-792-3500
econdeve@swigov.org
www.pwcdecondev.org

PULASKI COUNTY
PULASKI COUNTY ECONOMIC DEVELOPMENT
Pulaski County Administration
143 3rd St. N.W., Ste. 1
Pulaski VA 24301
540-980-7705
www.pulaskicountyva.gov

RAPPAHANNOCK COUNTY
RAPPAHANNOCK COUNTY ECONOMIC DEVELOPMENT
420 Southridge Pkwy., Ste. 106
Culpeper, VA 22701
540-829-7450
planinfo@rrregion.org
www.rrregion.org/rrpcco.html

RICHMOND COUNTY
RICHMOND COUNTY ECONOMIC DEVELOPMENT
101 Court Cir.
Warwick, VA 23872
804-333-3415
rmquicke@co.richmond.va.us
www.co.richmond.va.us

ROANOKE COUNTY
ROANOKE COUNTY ECONOMIC DEVELOPMENT
5204 Bernard Dr., Rm. 421
Roanoke VA 24018
540-772-2124
joop@roanokecountyva.gov
www.yesoar automobile.com

ROCKINGHAM COUNTY
ROCKINGHAM COUNTY ECONOMIC DEVELOPMENT
20 E. Gay St.
Harrisonburg, VA 22802
540-574-1896
mbridgets@rockinghamcountyva.gov
http://www.rockinghamva.com/

ROCKBRIDGE COUNTY
ROCKBRIDGE COUNTY ECONOMIC DEVELOPMENT
County Administration Bldg.
150 S. Main St.
Lexington, VA 24450
540-463-4361
sam_crickentenger@cso.rockbridge.va.us
http://www.co.rockbridge.va.us/

RUSSELL COUNTY
RUSSELL COUNTY ECONOMIC DEVELOPMENT
P.O. Box 1150
Honaker, VA 24260
276-371-0173
info@russelcountyvida.org
http://russelcountyvida.org/

SCOTT COUNTY
SCOTT COUNTY ECONOMIC DEVELOPMENT
180 W. Jackson St.
Gate City, VA 24251
276-386-2525
jkligere@scottcountyva.com
http://www.scottcountyva.org/

SMYTH COUNTY
SMYTH COUNTY ECONOMIC DEVELOPMENT
121 Bagley Cir., Ste. 108
Marion, VA 24354
276-783-3298
lhester@smythcounty.org
www.smythcounty.org

SOUTHAMPTON COUNTY
SOUTHAMPTON COUNTY ECONOMIC DEVELOPMENT
601 N. Mechanic St., Ste. 300
Franklin, VA 23851
757-562-1958
info@franklincounty.org
www.franklincounty.org

SPOTSYLVANIA COUNTY
SPOTSYLVANIA COUNTY ECONOMIC DEVELOPMENT
9019 Old Battlefield Blvd., Ste. 310
Spotsylvania, VA 22553
540-507-7210
trumra@spotsylvania.va.us
http://www.spotsylvaniaeda.com/

STAFFORD COUNTY
STAFFORD COUNTY ECONOMIC DEVELOPMENT
1300 CourtHouse Rd.
Stafford, VA 22555
540-468-8681
ecodeve@staffordcountyva.gov
www.co.stafford.va.us

SURRY COUNTY
SURRY COUNTY ECONOMIC DEVELOPMENT
46 School St., P.O. Box 65
Surry, VA 23883
757-349-5300
http://www.surrycountyva.gov/

SUSSEX COUNTY
SUSSEX COUNTY ECONOMIC DEVELOPMENT
15080 Courthouse Rd.
Sussex, VA 23884
434-246-1000
http://www.sussexcountyga.gov/

TAZEWELL COUNTY
TAZEWELL COUNTY ECONOMIC DEVELOPMENT
108 E. Main St.
Tazewell, VA 24651
276-989-1270
mthompson@tazewellcountyva.org
www.tazewellcountyva.org

WASHINGTON COUNTY
WASHINGTON COUNTY ECONOMIC DEVELOPMENT
County Administration Bldg.
1 Government Center Pl., Ste. D
Abingdon, VA 24210
276-628-8141
ida@washcova.com
http://www.washcova.com/

WESTMORELAND COUNTY
WESTMORELAND COUNTY ECONOMIC DEVELOPMENT
P.O. Box 1000
Montross, VA 22520
804-493-0130
nrisavi@westmoreland-county.org
http://www.westmoreland-county.org/

WISE COUNTY
WISE COUNTY ECONOMIC DEVELOPMENT
206 E. Main St., Rm. 223 P.O. Box 570
Wise VA 24293
276-326-2321
ecodeve@wiscov.org
http://www.wiscov.org

WYTHE COUNTY
WYTHE COUNTY ECONOMIC DEVELOPMENT
190 S. First St.
Wytheville, VA 24382
276-223-3370
jointida@wytheville.org
http://www.wytheida.org/

YORK COUNTY
YORK COUNTY ECONOMIC DEVELOPMENT
224 Ballard St.
Yorktown, VA 23690
757-890-3317
ecodev@york.county.org
www.yesyorkcounty.com

Bedford City
BEDFORD CITY DEPARTMENT OF ECONOMIC DEVELOPMENT
215 E. Main St.
Bedford, VA 24523
540-587-7123
bwarme@bedfordva.gov
www.bedfordva.gov

BRISTOL CITY
BRISTOL DEPARTMENT OF ECONOMIC DEVELOPMENT
15022 Lee Hwy.
Bristol, VA 24202
276-645-7471
melanie.fleetor@bristolva.org
www.accessbristolva.com/OED_home.html

BUENA VISTA CITY
BUENA VISTA DEPARTMENT OF ECONOMIC DEVELOPMENT
2039 Sycamore Ave.
Lexington, VA 24450
540-261-8616
bbrown@bvcity.org
www.buenavistavirginia.org

CHARLOTTESVILLE CITY
CHARLOTTESVILLE DEPARTMENT OF ECONOMIC DEVELOPMENT
610 E. Market St., Rm. 820
Charlottesville, VA 22902
434-976-3714
ness@charlottesville.org
www.charlottesville.org

CHESAPEAKE CITY
CHESAPEAKE DEPARTMENT OF ECONOMIC DEVELOPMENT
676 Independence Pkwy., Ste. 200
Chesapeake, VA 23320
757-382-8040
scwight@chesapeakeva.biz
www.chesapeakeva.biz

CLIFTON FORGE
DEPARTMENT OF ECONOMIC DEVELOPMENT
547 Main St.
Clifton Forge, VA 24422
540-863-2500
dburckhem@cliftonforge.gov
https://cliftonforge.gov/

COLONIAL HEIGHTS CITY
COLONIAL HEIGHTS DEPARTMENT OF ECONOMIC DEVELOPMENT
201 James Ave.
Colonial Heights, VA 23834
804-320-9265
epsk@colonialheightsva.com
www.colonial-heights.com

COWINGTON CITY
C/O ALLEGHANY HIGHLANDS ECONOMIC DEVELOPMENT
1000 Dabney Dr., Ste. 510
Clifton Forge, VA 24422
540-862-8036
alhill@alhill.org
www.alhill.org

City Economic Development Offices
ALEXANDRIA
ALEXANDRIA ECONOMIC DEVELOPMENT PARTNERSHIP
625 N. Washington St., Ste. 400
Alexandria, VA 22314
703-739-3820
info@alexcon.org
alexcon.org

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<thead>
<tr>
<th>City</th>
<th>Department of Economic Development</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danville</td>
<td></td>
<td>427 Patton St., Danville, VA 24543</td>
<td>347-393-7159</td>
<td><a href="mailto:vsmallbus@DiscoverDanville.com">vsmallbus@DiscoverDanville.com</a></td>
<td><a href="http://www.discoverdanville.com">www.discoverdanville.com</a></td>
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<td>Emporia</td>
<td></td>
<td>425 S. Main St., Emporia, VA 23947</td>
<td>757-385-7851</td>
<td><a href="mailto:jharrell@ci.emporia.vus">jharrell@ci.emporia.vus</a></td>
<td><a href="http://www.ci.emporia.vus">www.ci.emporia.vus</a></td>
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<tr>
<td>Fairfax</td>
<td></td>
<td>City Hall, Rm. 324, 10455 Armstrong St., Fairfax, VA 22030</td>
<td>703-385-7851</td>
<td><a href="mailto:nicole.hange@fairfaxva.gov">nicole.hange@fairfaxva.gov</a></td>
<td><a href="http://www.fairfaxva.gov">http://www.fairfaxva.gov</a></td>
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<td>Falls Church</td>
<td></td>
<td>300 Park Ave., Ste. 301 E, Falls Church, VA 22046</td>
<td>703-248-5491</td>
<td><a href="mailto:rickgoff@fallschurchva.org">rickgoff@fallschurchva.org</a></td>
<td><a href="http://www.fallschurchva.org/">http://www.fallschurchva.org/</a></td>
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<td>Franklin</td>
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<td>601 N. Mechanic St., Ste. 300, Franklin, VA 23851</td>
<td>757-562-1958</td>
<td><a href="mailto:info@franklinsouthamptonva.com">info@franklinsouthamptonva.com</a></td>
<td><a href="http://www.franklinsouthamptonva.com">www.franklinsouthamptonva.com</a></td>
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<td>Fredericksburg</td>
<td></td>
<td>706 Caroline St., Fredericksburg, VA 22404</td>
<td>540-372-1216</td>
<td><a href="mailto:khedett@fredericksburgva.gov">khedett@fredericksburgva.gov</a></td>
<td><a href="http://www.fredricksburgva.gov">www.fredricksburgva.gov</a></td>
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<td>Galax</td>
<td></td>
<td>1117 E. Stuart Dr., Galax, VA 24333</td>
<td>276-236-0391</td>
<td><a href="mailto:info@brceda.org">info@brceda.org</a></td>
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<td>Hampton</td>
<td></td>
<td>One Franklin St., Ste. 600, Hampton, VA 23689</td>
<td>800-555-3930</td>
<td><a href="mailto:business@hampton.gov">business@hampton.gov</a></td>
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<td>Harrisonburg</td>
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<td>345 S. Main St., Harrisonburg, VA 22801</td>
<td>540-432-7736</td>
<td><a href="mailto:brian.shull@harrisonburgva.gov">brian.shull@harrisonburgva.gov</a></td>
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<td>Hopewell</td>
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<td>209 E. Cawson St., Hopewell, VA 23860</td>
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<td><a href="mailto:Cdale@hopewellva.gov">Cdale@hopewellva.gov</a></td>
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<td>Lexington</td>
<td></td>
<td>300 E. Washington St., Lexington, VA 24450</td>
<td>540-462-3704</td>
<td><a href="mailto:mzehner@lexingtonva.gov">mzehner@lexingtonva.gov</a></td>
<td><a href="http://www.lexingtonva.gov">www.lexingtonva.gov</a></td>
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<td>Lynchburg</td>
<td></td>
<td>900 Church St., 2nd Fl, Lynchburg, VA 24504</td>
<td>434-465-4490</td>
<td><a href="mailto:marjette-upshur@lynchburgva.gov">marjette-upshur@lynchburgva.gov</a></td>
<td><a href="http://www.lynchburggca.com">www.lynchburggca.com</a></td>
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<td>Manassas</td>
<td></td>
<td>9027 Center St., Manassas, VA 22110</td>
<td>703-257-8223</td>
<td><a href="mailto:eva-gossman@ci.manassas.vus">eva-gossman@ci.manassas.vus</a></td>
<td><a href="http://www.manassascity.org">www.manassascity.org</a></td>
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<td>Manassas Park</td>
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<td>One Park Center Ct., Manassas Park, VA 20111</td>
<td>703-335-8820</td>
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<td>Martinsville</td>
<td></td>
<td>134 E. Church St., Martinsville, VA 24112</td>
<td>276-403-5940</td>
<td><a href="mailto:mheath@yesmartinsville.com">mheath@yesmartinsville.com</a></td>
<td><a href="http://www.yesmartinsville.com">www.yesmartinsville.com</a></td>
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<td>Newport</td>
<td></td>
<td>2400 Washington Ave., Newport News, VA 23607</td>
<td>757-926-8428</td>
<td><a href="mailto:sworkman@nngov.com">sworkman@nngov.com</a></td>
<td><a href="http://www.nngov.com/development">www.nngov.com/development</a></td>
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<td>Norfolk</td>
<td></td>
<td>500 E. Main St., Ste. 1500, Norfolk, VA 23501</td>
<td>757-664-4338</td>
<td><a href="mailto:steven.anderson@norfolk.gov">steven.anderson@norfolk.gov</a></td>
<td><a href="http://www.norfolkdevelopment.com">www.norfolkdevelopment.com</a></td>
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<tr>
<td>Norton</td>
<td></td>
<td>618 Virginia Ave. N.W., Norton, VA 24273</td>
<td>276-889-1160</td>
<td><a href="mailto:fredr@nortonva.org">fredr@nortonva.org</a></td>
<td><a href="http://www.nortonva.org">www.nortonva.org</a></td>
</tr>
<tr>
<td>Petersburg</td>
<td></td>
<td>400 E. Washington St., Petersburg, VA 23803</td>
<td>804-733-2352</td>
<td><a href="mailto:vjones@petersburg-va.org">vjones@petersburg-va.org</a></td>
<td><a href="http://www.petersburg-va.org">www.petersburg-va.org</a></td>
</tr>
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<td>Poquoson</td>
<td></td>
<td>830 Poquoson Ave., Poquoson, VA 23662</td>
<td>757-888-5314</td>
<td><a href="mailto:charity.gavaza@poquoson-va.gov">charity.gavaza@poquoson-va.gov</a></td>
<td><a href="http://www.ci.poquoson.va.us">www.ci.poquoson.va.us</a></td>
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<tr>
<td>Portsmouth</td>
<td></td>
<td>200 High St., Ste. 200, Portsmouth, VA 23704</td>
<td>757-393-8804</td>
<td>por tec <a href="mailto:o@portsmouthva.gov">o@portsmouthva.gov</a></td>
<td><a href="http://www.portsmouthva.gov">www.portsmouthva.gov</a></td>
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<td>Radford</td>
<td></td>
<td>10 Robertson St., Radford, VA 24141</td>
<td>540-731-3604</td>
<td><a href="mailto:edwardshel@radfordva.us">edwardshel@radfordva.us</a></td>
<td><a href="http://www.radfordva.us">www.radfordva.us</a></td>
</tr>
<tr>
<td>Richmond</td>
<td></td>
<td>1500 E. Main St., Ste. 400, Richmond, VA 23219</td>
<td>804-646-6737</td>
<td><a href="mailto:jane.ferrara@richmondgov.com">jane.ferrara@richmondgov.com</a></td>
<td><a href="http://www.richmondgov.com">www.richmondgov.com</a></td>
</tr>
<tr>
<td>Roanoke</td>
<td></td>
<td>117 Church Ave., Roanoke, VA 24011</td>
<td>540-853-2715</td>
<td><a href="mailto:econdev@roanokeva.gov">econdev@roanokeva.gov</a></td>
<td><a href="http://www.roanokeva.gov">www.roanokeva.gov</a></td>
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<tr>
<td>Salem</td>
<td></td>
<td>114 N. Broad St., Salem, VA 24153</td>
<td>540-375-3007</td>
<td><a href="mailto:mpayre@salema.gov">mpayre@salema.gov</a></td>
<td><a href="http://www.ci.salem.va.us">www.ci.salem.va.us</a></td>
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<tr>
<td>Staunton</td>
<td></td>
<td>116 W. Beverley St., Staunton, VA 24402</td>
<td>540-332-3869</td>
<td><a href="mailto:hamiltonbw@ci.staunton.va.us">hamiltonbw@ci.staunton.va.us</a></td>
<td><a href="http://www.staunton.va.us">www.staunton.va.us</a></td>
</tr>
<tr>
<td>Suffolk</td>
<td></td>
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On the Cover: Empower Painting Inc.

When Annabel Ortega de Radillo and her husband Jose decided to start a business, they sought the help of business advisors at the Clackamas College Small Business Development Center SBDC. While Jose’s years of experience in the painting industry gave him knowledge of the operations side of the business, Annabel brought her military experience managing administrative processes, scheduling, and finances. Even still, they had many questions about how to get started off on the right foot.

Myrna Rattle, the Veteran’s Representative at the Clackamas SBDC, met with Annabel and helped her enroll in the SBDC’s 16-week Small Business Greenhouse course. This particular course was appealing to Annabel for its affordability, evening schedule, and the comprehensiveness of the training. Well before completing the course, Annabel and Jose were able to launch their business, Empower Painting. Now some years later, Annabel jokes appreciatively that she believes she’s ‘met with the entire SBDC advisor team.’

“We need to have goals and objectives,” Annabel said, while walking around a recent residential client site. This is the advice she would share with other aspiring entrepreneurs. Annabel and Jose attribute much of the business’ successes to the couple’s attention to detail and quality assurance at job sites. "Jose likes to be onsite, making sure we deliver the best service to our customers. We are so proud and happy when we gain good feedback for our work," shared Annabel.

Now that they have Empower Painting successfully up and running, Annabel and Jose can reflect on many of the positive aspects of entrepreneurship: the client kudos that the business is earning from the local community, scheduling flexibilities that align with their family-life priorities, and working together in partnership.

Setting goals and knocking them down does not seem to be a problem for Annabel and Jose. They are successful small business owners, the proud parents of their two children, and Annabel still actively serves in the Oregon Army National Guard.

For more information about SBA Programs and Resources visit: www.sba.gov and to find your local Small Business Development Center visit www.sba.gov/tools/local-assistance/sbdc.
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