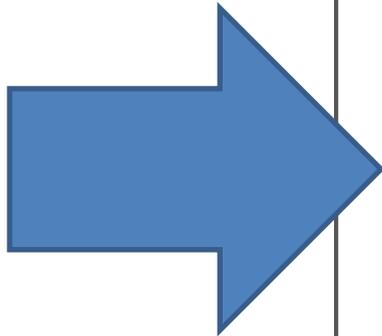


SBA Partner Training Portal Binder

For your convenience, we have combined all of the PDF files currently in the SBA Partner Training Portal. These are the same files you would access by clicking on the hyperlink in the One-Page PTP listing.



SBA PARTNER TRAINING PORTAL
U.S. Small Business Administration

In consultation with business advisors and mentors, SBA developed the Partner Training Portal to complement existing training of new and existing business counselors, advisors and mentors. We provide an easy to use, centralized site with up-to-date information on SBA's core products and services, expressly designed to meet the needs of advisors, counselors and mentors. Most content is provided as printable PDF documents or short vignettes.

We encourage you to begin using this online tool to ensure your team of advisors, counselors and mentors have the most up-to-date knowledge of the Small Business Administration's products and services that entrepreneurs can access to start and grow their small businesses.

PORTABLE DOCUMENT FORMAT (PDF)	VIGNETTES
1. Ta Fact Sheet	1. 7(a) Loans for Small Businesses
2. 8(a) Business Development Program	2. 8(a) Business Development Program
3. Advantage Loans	3. BusinessUSA
4. Assistance Centers (Export Assistance Centers, VBOC, PTAC, Answer Desk)	4. CAPLine Program
5. BusinessUSA	5. CDC/504 Real Estate & Equipment Loans
6. CAPLines	6. Contracting Overview
7. CDC/504 Loan Program Fact Sheet	7. Disaster Loan Program
8. Contracting Certifications	8. Export Loan Programs
9. Contracting Overview	9. HUBZone Overview
10. Disaster Loan Application Process	10. Mentor/Protégé Program Overview
11. Disaster Loans: Partner Toolkit	11. National Ombudsman
12. Emerging Leaders	12. Regional Cluster Initiative
13. Export Loan Programs	13. SBA Learning Center
14. Finding Contracting Opportunities	14. SBIC Overview
15. HUBZone Overview	15. SBIR.gov Walk-through
16. Mentor/Protégé Program Overview	16. SBIR/STTR Overview
17. National Ombudsman	17. ScaleUp America Initiative
18. Regional Cluster Initiative	18. Surety Bonds
19. Restrictions for Government Contracting	19. The SBA Microloan Program
20. SBA 7(a) Loan Application Checklist	20. Veterans' Loan Programs
21. SBA Counseling and Training	
22. SBIC Overview	
23. SBIC Life Cycle	
24. SBIR/STTR Overview	
25. ScaleUp America Initiative	
26. Surety Bonds	
27. The SBA Microloan Program	
28. Types of Disaster Loans	
29. Veterans' Programs	
30. Which Loan is More Appropriate: 7(a) or CDC/504?	
31. WOSB 2016 Federal Contract Program Module 1: Program Overview	
32. WOSB 2016 Federal Contract Program Module 2: System Walkthrough	
33. WOSB Frequently Asked Questions (FAQ)	

www.sba.gov/ptp

Before choosing PRINT ALL, Please note:

1. Documents 1 – 30 are one-page reference guides.
2. Document 31 is an 18-page WOSB *Overview* PowerPoint Presentation
3. Document 32 is a 12-page WOSB *System Walkthrough* PowerPoint presentation

If you have any questions, comments, or have suggestions for improving the SBA Partner Training Portal, please send us an email: Learning@SBA.gov

SBA PARTNER TRAINING PORTAL

U.S. Small Business Administration

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PORTABLE DOCUMENT FORMAT (PDF)	VIGNETTES
<ol style="list-style-type: none"> 1. 7a Fact Sheet 2. 8(a) Business Development Program 3. Advantage Loans 4. Assistance Centers (Export Assistance Centers, VBOC, PTAC, Answer Desk) 5. BusinessUSA 6. CAPLines 7. CDC/504 Loan Program Fact Sheet 8. Contracting Certifications 9. Contracting Overview 10. Disaster Loan Application Process 11. Disaster Loans: Partner Toolkit 12. Emerging Leaders 13. Export Loan Programs 14. Finding Contracting Opportunities 15. HUBZone Overview 16. Mentor/Protégé Program Overview 17. National Ombudsman 18. Regional Clusters Initiative 19. Registering for Government Contracting 20. SBA 7(a) Loan Application Checklist 21. SBA Counseling and Training 22. SBIC Overview 23. SBIC Life Cycle 24. SBIR/STTR Overview 25. ScaleUp America Initiative 26. Surety Bonds 27. The SBA Microloan Program 28. Types of Disaster Loans 29. Veterans Programs 30. Which Loan is More Appropriate: 7(a) or CDC/504? 31. WOSB Program Overview 32. WOSB Program – Certify.sba.gov Walkthrough 33. WOSB Program – Certify.sba.gov FAQs 	<ol style="list-style-type: none"> 1. 7(a) Loans for Small Businesses 2. 8(a) Business Development Program 3. BusinessUSA 4. CAPLine Program 5. CDC/504 Real Estate & Equipment Loans 6. Contracting Overview 7. Disaster Loan Program 8. Export Loan Programs 9. HUBZone Overview 10. Mentor/Protégé Program Overview 11. National Ombudsman 12. Regional Clusters Initiative 13. SBA Learning Center 14. SBIC Overview 15. SBIR.gov Walk-through 16. SBIR/STTR Overview 17. ScaleUp America Initiative 18. Surety Bonds 19. The SBA Microloan Program 20. Veterans' Loan Programs

Basic 7(a) Loans

The 7(a) Loan Program, the SBA's most common loan program, provides financial help for businesses with special requirements.

7(a) Loans Overview

Who Qualifies

For-profit businesses that can meet SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous eligibility factors.

Structure

Term loans with one monthly payment of principal and interest (P&I). Borrower contribution required. Interest rate depends upon how lender applies for guaranty. Cannot revolve. No balloon or call provisions.

Maturity

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.

Use of Proceeds

- Acquire land
- Purchase existing building
- Convert, expand or renovate buildings
- Acquire and install fixed assets
- Acquire inventory
- Purchase supplies and raw materials
- Purchase a business
- Start a business
- Leasehold improvements
- Term working capital
- Refinance certain outstanding debts

Maximum Loan Amount

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 SBA portion cannot exceed \$3.75 million.

Benefit to Borrower

Obtains financing not otherwise available, fixed maturity, available when collateral is limited. Can establish or re-affirm relationship with lender.

7(a) Repayment Terms

Amortization

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, whereas for variable rate loans, the lender can require a different payment amount when the interest rate changes.

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. Balloon payments or call provisions are not allowed on any 7(a) loan except SBA Express loans.

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 prepaid during the first three years.

Collateral

The SBA expects every 7(a) loan to be fully secured, but the SBA will not decline a request to guarantee a loan if the only unfavorable factor is insufficient collateral, provided all available collateral is offered.

This expectation means every SBA loan is to be secured by all available assets (both business and personal) until the recovery value equals the loan amount or until all assets have been pledged (to the extent that they are reasonably available).

Personal guarantees are required from all owners of 20% or more of the equity of the business, and lenders can require personal guarantees of owners with less than 20% ownership. Liens on personal assets of the principals may be required.

7(a) Fees, Interest Rates, Guaranty & Lenders

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 loan amount.

< \$150,000 = 0%

> \$150,000 = 0.25%

> \$150,000 & Maturity > 1 year = 3.00%

> \$700,000 & Maturity > 1 year = 3.5%

Any portion > \$1,000,000 = +0.25%

Interest Rates

The actual interest rate for a 7(a) loan guaranteed by the SBA is negotiated between the applicant and the lender and subject to the SBA maximums.

Rate = Base Rate + Allowable Spread

3 Acceptable Base Rates:

- Prime rate published in a daily national newspaper
- London Interbank One Month Prime plus 3%
- SBA Peg Rate

Maximum Allowable Spread:

- Maturity < 7 years = 2.25%
- Maturity > 7 years = 2.75%

Percent of Guaranty

SBA can guarantee up to:

- 85% of a loan up to \$150,000
- 75% of a loan greater than \$150,000

Maximum SBA Exposure: \$3,750,000

Finding a Lender

SBA's Leveraging Information and Networks to Access Capital (LINC) tool provides a simple way for small business owners to connect with prospective SBA lenders based on your business needs.

<https://www.sba.gov/tools/linc>

7(a) Loan Application Checklist

Once a business has decided to apply for a loan guaranteed by the SBA, it will need to collect the appropriate documents for application. Use the checklist below to ensure the business has everything the lender will ask for to complete the application. Once the loan package is complete, the lender will submit it to the SBA.

Borrower Information Form

To begin the process, the small business owner will need to complete SBA Form 1919. This form must be completed by all associates of the business applicant as required on the form, to include all owners of 20% or more of the business, all officers and directors, managing members, any person hired to manage the day-to-day operations and any other person who is guaranteeing the loan.

Personal Background and Financial Statement

To assess a small business owner's eligibility, the SBA also might require that they complete the following forms:

- Statement of Personal History - SBA Form 912 (If required after completing Form 1919)
- Personal Financial Statement - SBA Form 413 (Not required, but available for lenders to use)

Business Financial Statement

To support a small business owner's application and demonstrate ability to repay the a loan, the following statements must be prepared:

- Year End Profit and Loss (P&L) Statement for the last three years
- Year End Balance Sheet for the last three years, including a detailed debt schedule
- Reconciliation of Net Worth
- Interim Balance Sheet
- Interim Profit & Loss Statements
- Projected Financial Statements that include month to month cash flow projections, for at least a one-year period.

Business Certificate/License

Small business owners will need to be able to provide the original business license or certificate of doing business when closing the loan. If the business is a corporation, stamp the corporate seal on the SBA loan application form. This information should be readily available to provide to the lender.

Loan Application History

Include records of any loans the small business owner may have applied for in the past.

Income Tax Returns

Include the business' signed federal income tax returns for the previous three years.

Resumes

Include personal resumes for each principal.

Business Overview and History

Provide a history of the business and its challenges. Include an explanation of why the SBA loan is needed and how it will help the business.

Business Lease

Include a copy of the business lease, or note for a landlord, giving terms of the proposed lease.

Additional Documents (If Purchasing an Existing Business)

The following information may be required for purchasing an existing business:

- Current balance sheet and P&L statement of business to be purchased
- Previous three years' federal income tax returns of the business to be purchased
- Proposed Bill of Sale including Terms of Sale
- Asking price with schedule of inventory, machinery and equipment, furniture and fixtures
- Franchise, jobber or licensing agreements
- Proof of equity injection
- Additional SBA forms may be required based on the specific use of proceeds or fees paid by the applicant to a loans package, broker or agent

Which Loan Is More Appropriate: 7(a) or CDC/504?

The right loan for your client's business depends on their specific needs. Use the information below to help guide small business owners toward the best SBA product for them.

	CDC/504 Loans	7(a) Loans
Eligible Uses	<ul style="list-style-type: none"> Buy, build or renovate commercial real estate Purchase capital equipment and machinery Limited refinance of conventional commercial real estate and equipment debt when expansion of the business is involved 	<ul style="list-style-type: none"> Start, expand or acquire a business Buy, build, or renovate commercial real estate Refinance existing debt Purchase capital equipment & machinery Working capital & inventory Lines of credit
Maximum Loan Amount	A maximum of 40% of total project costs, up to \$5 million (or \$5.5 million for small manufacturers or projects that meet Energy Public Policy goals for energy reduction or upgrades of renewable energy sources).	Up to \$5 million with a maximum SBA guaranty of \$3.75 million.
Down Payment Requirement	For all projects, a minimum down payment of 10% is required. The down payment requirement increases by 5% if the applicant (a) is a new business, or (b) is purchasing an existing business or if the property being purchased is considered special use. If both conditions exist, the minimum down payment required is 20%.	Determined on a case by case basis.
Maximum Loan Term	Real Estate: 20 years Equipment: 10 years Projects involving both may qualify for 20 year term	Equipment: Typically 10 years, or up to the useful life of the asset being acquired Working Capital: Up to 10 years Debt Refinance: Based on remaining useful life of asset financed with the original debt
Interest Rate	For the portion of the project financed by the SBA 504 program, a 20 year fixed interest rate is available. For the portion of the project financed by the bank, the interest rate is set by the respective bank.	Typically variable but determined on a case by case basis.
Fees	Total approximately 2.6% of the SBA 504 portion of the transaction. These fees cannot be paid out-of-pocket and are automatically financed.	Ranges from 2.0% to 3.75% of the guaranteed portion for long-term loans and 0.25% of the guaranteed portion for short-term loans of 12 months or less.
Collateral Required	In most cases, the property or equipment being financed is sufficient to meet collateral requirements.	SBA requires that all 7(a) loans be collateralized to the maximum extent possible up to the loan amount. If business assets do not fully secure the loan, available personal assets of the owners are required as collateral. SBA will not decline a loan solely on the basis of inadequate collateral.
Prepayment Penalties	For the SBA 504 portion of the transaction, a prepayment penalty exists for the first 10 years and is a declining percentage of the outstanding loan balance.	Typically no prepayment penalty.
Eligibility Requirements	The small business applicant/operating company must be: <ul style="list-style-type: none"> Operating for profit Located in the United States (including territories and possessions) A small business as defined by their primary industry, or have a net worth of less than \$15 million and a net income of less than \$5 million Demonstrate a need for the desired credit with credit not available elsewhere on reasonable terms Not among the type of businesses considered not eligible under 13 CFR §120.110 	

8(a) Business Development Program

In order to help small, disadvantaged businesses compete in the marketplace, the SBA created the 8(a) Business Development Program

▶ What is the 8(a) Business Development Program?

The 8(a) Business Development Program is a business assistance program for small disadvantaged businesses. The 8(a) Program offers a broad scope of assistance to firms that are owned and controlled at least 51% by socially and economically disadvantaged individuals.

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 program helps thousands of aspiring entrepreneurs to gain a foothold in government contracting.

Participation in the program is divided into two phases over nine years: a four-year developmental stage and a five-year transition stage.

Pro tip: For more information about the 8(a) Program and its detailed requirements, visit the Code of Federal Regulations at: <http://1.usa.gov/1DsuPyN>

▶ What are the benefits of the 8(a) Program?

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) firms build their competitive and institutional know-how, we also encourage you to participate in competitive acquisitions.

8(a) firms are also able to form joint ventures to bid on contracts. This enhances the ability of 8(a) firms to perform larger prime contracts and overcome the effects of contract bundling, the combining of two or more contracts together into one large contract. Also, see the Mentor-Protégé Program for more information on allowing starting 8(a) companies to learn the ropes from other more experienced businesses.

▶ Requirements and Goals of the 8(a) Business Development Program

The overall program goal is to graduate 8(a) firms that will go on to thrive in a competitive business environment. There are some requirements in place to help achieve this goal. Program goals require 8(a) firms to:

- Maintain a balance between their commercial and government business.
- Limit on the total dollar value of sole-source contracts that an individual participant can receive while in the program: \$100 million or five times the value of its primary NAICS code.

To make sure 8(a) firms are on track to accomplish their goals and are following requirements, the SBA district offices monitor and measure the progress of participants through:

- Annual reviews
- Business planning
- Systematic evaluations

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. You can also be eligible for assistance in obtaining access to surplus government property and supplies, SBA-guaranteed loans, and bonding assistance for being involved in the program.

▶ Steps to Applying

1. View the SBA online course Pre 8(a) Business Development Program Module 1 – Setting Expectations. (<http://1.usa.gov/1MiulNJ>)
2. Get official copies of all governing documents required by the state of business.
3. Get a free D-U-N-S number from Dunn and Bradstreet. (fedgov.dnb.com/webform)
4. Obtain a free Tax Identification Number (TIN) or Employer Identification Number (EIN) from the IRS. (IRS.gov)
5. Create a profile in the federal government's System for Award Management (SAM). (SAM.gov).
6. Get a free SBA General Login System user ID. (<http://1.usa.gov/1bTHvL>)
7. Complete and submit the free 8(a) online application.

▶ Questions to Ask

- Do all principals show good character?
- Is the firm organized as a for-profit business?
- Is the firm a small business that meets the SBA size standard?
- Has the firm been conducting ongoing business for at least 2 years?
 - » Does the firm have "established filings" with the state, county and city where it does business (established filings mean the articles, permits, etc.) and are the filings signed, dated, and stamped by the state that issued them?
 - » Does the firm have tax returns and financial statements that show its growth and potential to succeed?

Pro tip: There is a Two-Year Waiver Rule that allows a business to still apply to join the 8(a) Program even if the business is not at least two years old. Do one or more socially and economically disadvantaged individuals:

- Own a majority (51% or more) of the firm?
- Control the board of directors?
- Serve as the highest officer?
- Run the firm's daily business operations?
- Manage the firm?
- Receive the highest pay from the firm?

If the answer is "Yes" to all of the questions, the business may be eligible to participate in the 8(a) Business Development program.

Advantage Loans

SBA guarantees several types of special 7(a) business loans, known as Advantage Loans. These loans allow quick access to lines of credit for small businesses through streamlined application processes.

▶ SBA Express Loans

What is an SBA Express Loan?

SBA Express Loans can be used as revolving lines of credit – to help restock inventories and support larger revenue sales – which are particularly critical for small businesses as they emerge of recessions.

i Pro Tip: These loans offer a streamlined application process with reduced paperwork, and approval is often granted in a matter of days

Eligibility

A lender may be eligible to participate in SBA Express if:

- It is currently an SBA partner lender and meets certain portfolio performance standards.
- There are no minimum SBA loan volume requirements to begin making SBA Express loans.
- It is currently a non-SBA lender that makes a reasonable number of commercial loans of \$50,000.00 or less

SBA makes eligibility decisions; qualified lenders may be granted authorization to make eligibility determinations.

Maximum Loan Amount

The total amount of any SBA Express Loan may not exceed \$350,000. (See SBA's October 8, 2010 press release for more information about the temporary increase to \$1,000,000)

Maximum SBA Guaranty

- 50%

Interest Rates

Lenders and borrowers can negotiate the interest rate. Rates can be fixed or variable and are tied to the prime rate (as published in The Wall Street Journal), LIBOR, or the optional peg rate (published quarterly in the Federal Register) and may be fixed or variable but they may not exceed SBA maximums: lenders may charge up to 6.5% over the base rate for loans of \$50,000 or less, and up to 4.5% over for loans over \$50,000.

Revolving Lines of Credit

Up to seven years with maturity extensions permitted at the outset.

Forms

Lender primarily uses own forms and procedures, plus SBA Form 1919, Borrower Information.

Collateral

Lenders are not required to take collateral for loans up to \$25,000. Lenders may use their existing collateral policy for loans over \$25,000 up to \$350,000.

Credit Decision

The lender makes credit decisions.

Purchase

May request expedited SBA purchase on small loans or in situations where liquidation may be delayed

▶ Community Advantage Loans

What is a Community Advantage Loan?

Community Advantage is a pilot loan program introduced by SBA to meet the credit, management, and technical assistance needs of small businesses in underserved markets. Community Advantage provides mission-based lenders access to 7(a) loan guaranties as high as 85% for loans up to \$250,000.

Eligibility

For-profit businesses in underserved markets that can meet SBA's size standards. Although a borrower must prove credit worthiness and the viability of the business idea, unlike traditional lending, qualification for this program is not limited by the size of the borrower's balance sheet, or the amount of collateral involved.

Percent of Guaranty

- 85% for loans of \$150,000 or less
- 75% for loans greater than \$150,000

Maturity

- Maximum 10 years for working capital.
- 10 years or the useful life of equipment.
- Maximum 25 years for real estate.

Interest Rates

The maximum interest rate on a Community Advantage Loan is the Prime Interest Rate + 6%

Maximum Loan Amount

The total amount of any Community Advantage Loan may not exceed \$250,000.

Fees

- Maturities of 12 months or less = 0.25%
- Maturities over 12 months:
 - » Gross loan less than \$150,000 = 2.0%
 - » Gross loan over \$150,000 = 3.0%
 - » On-going guaranty fee paid by lender = 0.55%

Paperwork

Community Advantage features streamlined paperwork, with a two-page application for borrowers. Most Community Advantage loans will be approved within 5 to 10 days.

Assistance Centers

SBA works with a number of local partners to counsel, mentor, and train small business owners from across industries located around the country. Each of these partners offers a specialized, unique set of services, experience, and connections to help small business owners answer their most important questions.

U.S. Export Assistance Centers

Exporting can enable small businesses to increase sales and profit, reduce dependence on the domestic market and stabilize seasonal fluctuations. If a business is ready to explore exporting, Export Assistance Centers located in major metropolitan areas throughout the United States can help.

Each U.S. Export Assistance Center is staffed by professionals from one or more of the following: SBA, Department of Commerce, Export-Import Bank and other public and private organizations. Together, their mission is to help small and medium sized businesses compete in today's global marketplace by providing export assistance.

These U.S. Export Assistance Centers have SBA representatives who are available to help you with all of your SBA export financing needs:

- Arlington, VA
- Atlanta, GA
- Boston, MA
- Charlotte, NC
- Chicago, IL
- Cleveland, OH
- Dallas/Fort Worth, TX
- Denver, CO
- Detroit, MI
- Irvine, CA
- Los Angeles, CA
- Miami, FL
- Minneapolis, MN
- New Orleans, LA
- New York, NY
- Philadelphia, PA
- Portland, OR
- San Francisco, CA
- Seattle, WA

 **PRO TIP:** Find an assistance center near you at sba.gov/local-assistance

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). www.sba.gov/vboc

Services Provided:

- Pre-Business Plan Workshops - VBOCs conduct entrepreneurial development workshops dealing specifically with the major issues of self-employment.
- Concept Assessments - VBOCs assist clients in assessing their entrepreneurial needs and requirements.
- Business Plan Preparations - VBOCs assist clients in developing and maintaining a five-year business plan.
- Comprehensive Feasibility Analysis - VBOCs provide assistance in identifying and analyzing the strengths and weaknesses of the business plan to increase the probability of success.
- Entrepreneurial Training & Counseling - VBOCs, working with other SBA resource partners, target entrepreneurial training projects and counseling sessions tailored specifically to address the needs and concerns of the service-disabled veteran entrepreneur.
- Mentorship - VBOCs conduct, as appropriate, on-site visits with clients to ensure adherence to their business plans.

Procurement & Technical Assistance Center (PTAC)

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.

Services Provided:

- 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 to handle a contract. A PTAC representative can sit with you one-on-one and determine if your business is ready, and help position you 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. A PTAC representative can help you determine where and how to register.
- See if you are eligible in any small business certifications. Some government contracts are set aside for certain businesses with special certifications, such as woman-owned, small disadvantaged businesses and HUBZone. A PTAC representative can help you obtain these certifications.
- 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, measure your performance and help with contract audits.

SBA Answer Desk

By Mail:
US Small Business Administration
409 3rd St, SW
Washington DC 20416

By Phone: 800-827-5722

By Email: answerdesk@sba.gov

BusinessUSA.gov

BusinessUSA is a centralized, one-stop platform to make it easier than ever for businesses to access resources to help them grow and hire.

What is BusinessUSA?

Purpose

Help businesses navigate the complexities of the bureaucracy encountered when working with federal agencies.

Approach

Quickly connect entrepreneurs and business owners to the specific information and services relevant to them by collecting easy-to-use, practical resources provided by federal, state and local governments.

History

In October 2011, the President directed the creation of BusinessUSA. Over time, the site has evolved into an easy-to-navigate collection of guides, decision-support questionnaires, and certification tools. In addition, a native mobile application is available on both iOS and Android devices.

How to Access BusinessUSA

- URL: BusinessUSA.gov
- Mobile App: iOS App Store and Google Play Store



The screenshot shows the BusinessUSA.gov homepage with several key sections:

- Start a Business:** A section with a play button icon and the text "Are you thinking about starting a business of your own? This wizard will guide you through aspects of starting a business and finding information you need to succeed." Below it is a "Launch the Wizard" button.
- Access Financing:** A section with a dollar sign icon and the text "In a few quick steps, this wizard will guide you to government resources to access financing for your business." Below it is a "Launch the Wizard" button.
- Explore Exporting:** A green sidebar menu with icons for "Grow Your Business", "Find Opportunities", "Learn About New Health Care Changes", "Browse Resources For Veterans", "Learn About Taxes and Credits", and "Help with Hiring Employees".
- BUSINESS NEWS:** A section with the heading "BUSINESS NEWS" and several news items with "SEE MORE" buttons.
- LOCATE CLOSEST RESOURCES & EVENTS:** A section with a location dropdown set to "22031" and a "GO" button. It contains three columns of resources:
 - Local Events:** Includes "Business Matchmaking Jul 23rd, 2015" and "Basic Guide to Exporting Webinar Series: Exporting Services Jul 23rd, 2015".
 - Other Resources:** Includes "Libraries of Virginia", "Virginia Employment Commission", and "Weldon Cooper Center for Public Service at University of Virginia".
 - Resource Centers:** Includes "George Mason University - Virginia SBDC Lead Center Fairfax, Virginia", "George Mason University Procurement Technical Assistance Program - PTAC, Fairfax, Virginia", and "Business Finance Group, Inc., Fairfax, Virginia".
- Success Stories:** A section with the heading "Success Stories" and a featured story titled "DIG Capital Haiti: Rebuilding Homes in Haiti".

Callout boxes on the left and right provide additional context:

- DECISION WIZARDS:** Short question-and-answer tools that help businesses identify their next steps. (Points to Start a Business and Access Financing)
- BUSINESS ASSISTANCE RESOURCE LOCATOR:** Find local assistance and upcoming events. (Points to the LOCATE CLOSEST RESOURCES & EVENTS section)
- BUSINESS TOOLS & RESOURCES:** In-depth resources covering a range of topics, including:
 - Government contracting
 - International trade
 - Financing options
 - Resources for Veterans
 - Disaster Assistance Latest News

CAPLines

The CAPLines program for loans up to \$5 million is designed to help small businesses meet their short-term and cyclical working capital needs. There are four distinct loan programs under the CAPLines umbrella:

▶ Contract Loan

Who Qualifies

Same as standard 7(a) requirements. Plus, must:

- Demonstrate an ability to operate profitably based on completion of similar contracts
- Possess the ability to bid and perform the specific type of work required by the contract(s)
- Have the financial capacity and technical expertise to complete the contract on time and at a profit

Use of Proceeds

To finance the cost of one or more specific contracts, sub-contracts, or purchase orders, including overhead or general and administrative expenses, allocable to the specific contract(s).

Maturity

Not to exceed 10 years.

Structure

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.

Maximum Loan Amount

A Contract CAPLine loan can be for as much as \$5 million. In addition, a single Contract CAPLine may be utilized to fund a single or multiple contracts.

Benefit to Borrower

Provides opportunity for contractors and sub-contractors to get financing not otherwise available.

▶ Seasonal Line of Credit

Who Qualifies

Same as standard 7(a) requirements. Plus, must:

- Have been in operation for at least one calendar year, and
- Be able to demonstrate a definite pattern of seasonal activity

Use of Proceeds

Proceeds must be used solely to finance the seasonal increases of accounts receivable and inventory (or, in some cases, associated increased labor costs). Funds cannot be used to maintain activity during the slow periods of the business' cycle.

Maturity

Not to exceed 10 years.

Structure

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.

Maximum Loan Amount

A Seasonal CAPLine loan can be for as much as \$5 million, and a maximum guaranty is \$3.75 million. The loan amount is based on the cash flow projections and should correlate to the costs of the season buildup of inventory and/or receivables.

Benefit to Borrower

Provides opportunity for seasonal businesses to get seasonal financing not otherwise available.

 **Pro Tip:** SBA's limit to any one business is \$3.75 million, so a business can have multiple loans guaranteed by SBA up to a total of \$3.75 million.

▶ Builders Line

Who Qualifies

Same as standard 7(a) requirements. Plus, must:

- Be construction contractors or homebuilders with demonstrated managerial and technical ability
- Perform the construction/renovation work or manage the job with at least one supervisory employee on the job site throughout construction
- Plan for "prompt and significant" renovations
- Demonstrate prior successful performance in bidding and completing construction/renovation on comparable project

Use of Proceeds

Borrowers must use the loan proceeds solely for direct expenses related to the construction and/or "substantial" renovation costs of a specific eligible project (residential or commercial buildings for resale), including labor, supplies, materials, equipment rental, direct fees like building permits and inspection fees, utility connections, construction of septic tanks, and landscaping.

The cost of land may be eligible if it doesn't exceed 20% of the project cost.

Maturity

Not to exceed 5 years. The repayment of all funds disbursed for any individual project shall occur within 36 months after either completion of each individual project or at time of sale, whichever is less.

Structure

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.

Maximum Loan Amount

Can be for as much as \$5 million.

Benefit to Borrower

Provides opportunity for residential and commercial builders to get financing not otherwise available.

▶ Working Capital Line of Credit

Who Qualifies

Same as standard 7(a) requirements. Plus, must generate accounts receivable or have inventory.

Use of Proceeds

For short-term working capital and operating needs. Proceeds must not be used to pay delinquent withholding taxes or similar trust funds (state sales taxes, etc.) or for floor planning.

Maturity

Not to exceed 10 years.

Structure

Lender has latitude with structuring principal payments. Borrower should discuss with lender. Must be revolving. Extra fees apply.

Maximum Loan Amount

A Working Capital CAPLine loan can be for as much as \$5 million.

Benefit to Borrower

Provides opportunity for businesses that sell on credit to get revolving financing not otherwise available.

CDC/504 Loan Program Fact Sheet

SBA's CDC/504 Loan Program provides financing for the purchase of fixed assets, which usually means real estate, buildings and machinery, at fixed, low rates.

CDC/504 Basics

What is a CDC?

A Certified Development Company (CDC) is typically a nonprofit corporation set up to contribute to the economic development of its community. These mission-based lenders are located nationwide and operate primarily in their state of incorporation.

What is the CDC/504 Loan Program?

CDCs work with SBA and private-sector lenders to provide financing to small businesses through the CDC/504 Loan Program, which provides growing businesses with long-term, fixed-rate financing for major fixed assets, such as land and buildings.

What are the typical components of a CDC/504 loan?

A typical 504 loan structure includes:

- A loan secured from a private sector lender with a senior lien covering up to 50% of the project cost
- A loan secured from a CDC (backed by a 100% SBA-guaranteed portion of the loan) with a junior lien covering up to 40% of the total cost
- A contribution from the borrower of at least 10% equity

Use of CDC/504 Loan Proceeds

A 504 loan can be used for:

- The purchase of land, including existing buildings
- The purchase of improvements, including grading, street improvements, utilities, parking lots, and landscaping
- The construction of new facilities or modernizing, renovating or converting existing facilities
- The purchase of long-term machinery and equipment
- Leasehold improvements

CDC/504 Loan Program Eligibility

To be considered for a CDC/504 loan, applicants must meet the following eligibility requirements:

- Operate as a for-profit company
- Do business in the United States
- Has a tangible net worth less than \$15 million, and an average net income less than \$5 million after taxes for the preceding two years
- Not engaged in speculation or investment in rental real estate, illegal activities, loan packaging, multi-sales distribution, or gambling
- No available funds from other sources, including from the individual owners or company itself
- Ability to repay the loan on time from the projected operating cash flow of the business
- Good character, defined as the historical willingness and ability to pay debts and abide by laws
- Relevant management expertise
- Feasible business plan supported by realistic assumptions

CDC/504 Loan Amounts, Interest Rates & Fees

Loan Amounts

Maximum loan amounts are determined by how funds will be used based on which of the following goals they support:

1. Job Creation

The maximum 504 portion of the loan is \$5 million for meeting the job creation criteria or community development goal. Generally, the business must create or retain one job for every \$65,000 provided by SBA (\$100,000 for small manufacturing).

2. Public Policy

The maximum 504 portion of the loan is \$5 million if a project meets one of 14 Public Policy or Community Development Goals found in 13 CFR 120.862.

Pro Tip: If the Energy Public Policy goals for energy reduction or upgrades of renewable energy sources are met, the maximum 504 portion of the loan is \$5.5 million.

3. Small Manufacturing

The maximum 504 portion of a loan for small manufacturers is \$5.5 million. A small manufacturer is defined as a company that has its primary business classified in sectors 31, 32, or 33 of the North American Industrial Classification System (NAICS) and all of its production facilities are located in the U.S. To qualify for a \$5.5 million 504 loan, the business must either:

- Create or retain at least one job per \$100,000 guaranteed by the SBA in two years **OR**
- Meet one of the Public Policy or Community Development Goals

Pro Tip: An applicant that meets a Public Policy or Community Development goal can be eligible for a 504 loan, even if it does not meet the job creation or retention requirements.

Collateral

Generally, the project assets being financed are used as collateral. Personal guarantees of the principal owners are also required.

Maturity

10 for machinery & equipment; 20 years for real estate.

Interest Rates

Pegged to an increment above the current monthly market rate for 5-year and 10-year U.S. Treasury issues.

Fees

Approximately 3% of the 504 portion of the loan, and may be financed with the loan.

SBA Contracting Certifications

There are several self-certifications available to small businesses to build their potential to successfully compete in the federal sector.

▶ Women-Owned Small Businesses & Economically Disadvantaged Women-Owned Small Businesses

<http://1.usa.gov/12p7m68>

The Women-Owned Small Business Federal Contract Program authorizes contracting officers to set aside certain federal contracts for eligible women-owned small businesses (WOSBs) or Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs).

To be eligible, a firm must be

- At least 51% owned and controlled by one or more women, and primarily managed by one or more women.
- The individual(s) that have majority ownership and control must be U.S. citizens.
- The firm must be “small” in its primary industry in accordance with SBA’s size standards for that industry. For more information, visit <http://1.usa.gov/1FKJw0P>.
- In order for a WOSB to be deemed “economically disadvantaged,” its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule.
- While both WOSBs and EDWOSBs may be eligible to receive award of contracts in WOSB industries, only EDWOSBs are eligible to receive the award of contracts in EDWOSB industries.

Participation in the program is divided into two phases over nine years: a four-year developmental stage and a five-year transition stage.

▶ Certificates of Competency

<http://1.usa.gov/1lc3GkW>

The Certificate of Competency (COC) program allows a small business to appeal a contracting officer’s determination that it is unable to fulfill the requirements of a specific government contract on which it is the apparent low bidder. When the small business applies for a COC in writing, SBA industrial and financial specialists conduct a detailed review of the firm’s capabilities to perform on the contract. If the business demonstrates the ability to perform, the SBA issues a COC to the contracting officer requiring the award of that specific contract to the small business.

 **Pro tip:** The COC program is carried out by a specialized SBA field staff of individuals with technical, engineering, and government procurement backgrounds in cooperation with financial specialists, also of the field organization.

▶ Small Disadvantaged Business Certification

<http://1.usa.gov/1bPkj3W>

Since October 2008, small businesses can self-represent their status as a small disadvantaged business (SDB). A business does not have to submit an application to SBA for SDB status.

To self-represent as an SDB, a business should register in the System for Award Management (SAM). However, the business must still understand the SBA eligibility criteria for SDBs. Generally, this means that:

- The firm must be 51% or more owned and control by one or more disadvantaged persons.
- The disadvantaged person or persons must be socially disadvantaged and economically disadvantaged.
- The firm must be small, according to SBA’s size standards

▶ Service-Disabled Veteran Owned Small Business

SBA.gov/SDVOSB

The Service-Disabled Veteran-Owned Small Business Concern Program establishes the criteria to be used in federal contracting to determine:

- Service-disabled veteran status
- Business ownership and control requirements
- Guidelines for establishing sole source and set-aside procurement opportunities
- Protest and appeal procedures for SDVOSBC procurements.

In order to be eligible for the SDVOSBC, you and your business must meet the following criteria:

- The Service Disabled Veteran (SDV) must have a service-connected disability that has been determined by the Department of Veterans Affairs or Department of Defense
- The SDVOSBC must be small under the North American Industry Classification System (NAICS) code assigned to the procurement
- The SDV must unconditionally own 51% of the SDVOSBC
- The SDV - or in the case of an SDV with permanent and severe disability, the spouse or permanent caregiver of the veteran - must control the management and daily operations of the SDVOSBC
- The SDV must hold the highest officer position in the SDVOSBC

Contracting Overview

The federal government buys nearly \$100 billion worth of goods and services from small businesses each year. However, selling to the government requires a very different approach than the commercial sector.

▶ What is a “small business”?

To be a small business, an owner must adhere to industry size standards established by the SBA. For most industries, the SBA defines a “small business” either in terms of the average number of employees over the past 12 months, or average annual receipts over the past three years. In addition, small businesses must:

- Be organized for profit
- Have a place of business in the US
- Operate primarily within the US or makes a significant contribution to the US economy through payment of taxes or use of American products, materials or labor
- Be independently owned and operated
- Not be dominant in its field on a national basis

Use the Size Standards Tool (<https://www.sba.gov/tools/size-standards-tool?ms=nid4060>) to find out if a business qualifies as a small business.

▶ SBA’s Role in Government Contracting

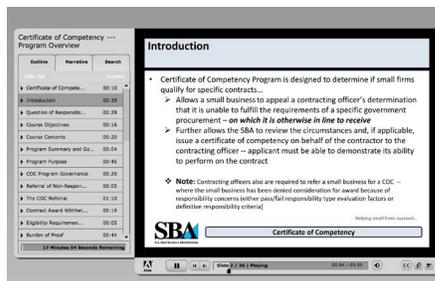
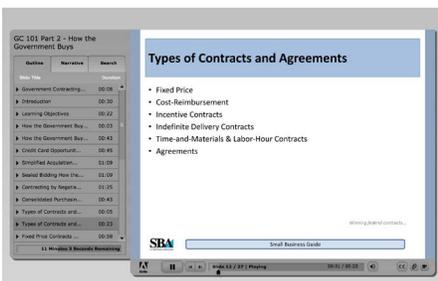
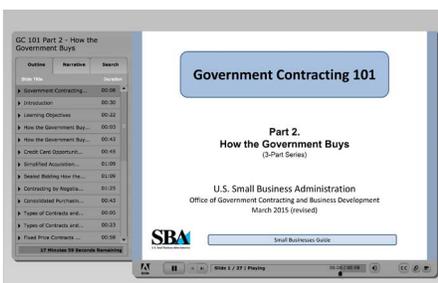
SBA’s Office of Government Contracting & Business Development works with federal agencies to award at least 23% of all prime government contract dollars to small businesses and help federal agencies meet specific statutory goals for small businesses that are part of special programs, including women-owned small businesses, service-disabled veteran-owned small businesses, and small businesses that are located in historically underutilized business zones (HUBZones).

The SBA also offers business development and government contracting assistance through the 8(a) Business Development Program, a 9-year program that assists small businesses owned and controlled by individual(s) deemed socially and economically disadvantaged. This assistance is offered through one-on-one counseling, training workshops, matchmaking opportunities with federal buyers, and other management and technical guidance.

▶ Government Contracting Classroom

SBA has created a series of free, online contracting courses designed to help prospective and existing small businesses understand the basics about contracting with government agencies. These self-paced courses take about 30 minutes to complete

These are a few examples of what the online classroom looks like. To browse and sign up for courses, visit: <https://www.sba.gov/gcclassroom>



Disaster Loan Application Process

Businesses can apply online for all types of SBA disaster assistance loans. Businesses should follow the steps below, and gather the listed information, to receive their loans as quickly as possible.

How Disasters Are Declared

All disaster incidents are generally handled by first responders on a state or local level. When the governor of a state determines the local resources are overwhelmed, they will request additional assistance from the federal government. The following are declarations the Office of Disaster Assistance (ODA) will respond to:

Presidential Declaration for Individual Assistance: Activates the FEMA Individuals and Households Grant Program (IHP) and automatically makes SBA loans available to businesses, homeowners, and renters with physical damages.

Administrative (Agency) Declaration (SBA Declaration): Activates SBA's Disaster Loan Program, which makes loans available for businesses of all sizes, including private and non-profit organizations, homeowners and renters for physical damages.

Presidential Declaration for Public Assistance: Once a Governor's request for Public Assistance is approved by the President, SBA issues a declaration that makes loans available for the physical damage and economic injury of private, non-profit organizations that provide critical services of a governmental nature.

Secretary of Agriculture Declaration: When the Secretary of Agriculture issues a disaster declaration, SBA also issues a declaration for the availability of economic injury loans to small businesses.

Governor Certification Declaration: The Governor requests a declaration from SBA based on a certification of damages in the area, and SBA makes economic injury loans available to affected small businesses.

Secretary of Commerce: The Secretary of Commerce may make a determination that eligible small businesses that have suffered substantial economic injury as a result of commercial fishery failures or fishery resource disasters.

Military Reservist Declaration: Working capital loans are made available for eligible small businesses.

Required Information to Complete the Application

To assess a small business owner's eligibility, the SBA requires the following information:

- | | |
|---|--|
| <input type="checkbox"/> Contact information for all applicants | <input type="checkbox"/> Insurance information |
| <input type="checkbox"/> Social Security numbers for all applicants | <input type="checkbox"/> Financial information (including tax returns, income, account balances, and monthly expenses) |
| <input type="checkbox"/> FEMA registration number | <input type="checkbox"/> Employer Identification Number (EIN) |
| <input type="checkbox"/> Deed or lease information | |

Submitting a Disaster Loan Application

Small business owners can apply online for SBA disaster assistance loans in three ways:



Online

<http://disasterloan.sba.gov>

All types of SBA disaster assistance loans can be applied for online. Note that in addition to the online application, applicants will need to sign and date IRS Form 8821, giving permission for the IRS to provide tax return information to SBA.



Pro tip: The online application is the fastest method to receive a decision about loan eligibility.



Mail

SBA Processing & Disbursement
14925 Kingsport Rd.
Ft. Worth, TX 76155

The following forms comprise the SBA Disaster Business Loan Application:

- SBA Form 5
- SBA 159D
- SBA Form 1368
- SBA Form 413
- IRS Form 8821
- SBA Form 2202
- SBA Form 5C



In-Person

Local Disaster Recovery Center
Small businesses can apply in-person at any local Disaster Recovery Center. These centers offer personal, one-on-one help from an SBA representative. To find a location, email:

disastercustomerservice@sba.gov

Office of Entrepreneurial Dev.
The Office of Entrepreneurial Development supports the training and counseling needs of small businesses, and can help businesses submit application for Disaster Loans.

SBA.gov/offices/headquarters/oed

Disaster Loans: Mentor Toolkit

The ability to plan for, and respond to, disasters can protect small businesses from the threat of chaos and uncertainty when a disaster strikes. However, most small business owners have no experience in dealing with disaster planning or contingency plans. Use the information below to help guide small businesses owners through the process of preparing their business for a disaster.

▶ Disaster Preparedness Checklist - Vital Questions to Ask Business Owners

To assess a small business owner's preparedness for the threat of disasters, ask the following questions:

- Do you have insurance? If so, what does your policy cover? Is this coverage adequate?
- Are your insurance policies, financial records, etc. stored in a safe backup location?
- Have you taken and stored photos or videos of your property?
- Are you able to readily access your accounts receivable after a disaster?
- Do you have a list of your suppliers in a safe place or stored electronically?
- Do you have employee contact information available in case of an emergency?
- Have you identified backup utility options to power the business during an emergency?

▶ Frequently Asked Questions By Small Business Owners

Small business owners that have experienced, or are preparing for, a disaster will likely have a lot of questions. Below are some of their most commonly asked questions:

I already have a mortgage on my business. Can the SBA refinance my mortgage?

The SBA can refinance all or part of a previous mortgage in some cases when the applicant does not have credit available elsewhere, has suffered uninsured damage (40 percent or more of the property value), and intends to repair the damage.

How soon before I know I've been approved for a loan?

The sooner you return the completed loan application, the sooner the SBA can process it. The SBA tries to make a decision within two to three weeks. Make sure the application is complete. Missing information is a major cause of delays.

Should I wait for my insurance settlement before I file my loan application?

No. Don't miss the filing deadline by waiting for an insurance settlement. Final insurance information can be added when a settlement is made. The SBA can approve a loan for the total replacement cost, but any insurance proceeds that duplicate SBA's loan must be applied to your SBA loan.

Can I use the disaster loan to expand my business?

No. The disaster loan helps restore property to pre-disaster condition, and, under certain circumstances, protects the structure from future disasters. It cannot upgrade or expand a business unless required by local building codes.

Is collateral required for these loans?

In a Presidential declaration, physical business loans over \$25,000 must be secured to the extent possible. For Agency declarations, physical business loans over \$14,000 must be secured to the extent possible. All EIDL loans over \$25,000 must be secured to the extent possible.

Am I required to submit a personal financial statement with my loan application?

Yes. The SBA must review a financial statement for each owner and one for each partner, officer, director and stockholder with 20 percent or more ownership. The SBA requires the principals of the business to personally guarantee repayment of the loan, and in some instances to secure the loan by pledging additional collateral.

I'm a farmer, and my barns, fence, and some of my crops were damaged, as well as my home. Can I apply for to SBA for assistance?

You may apply for an SBA disaster loan to cover the damage to your home and its contents only. SBA cannot cover agriculture losses. Contact the U.S. Department of Agriculture for recovery assistance for your farm at www.usda.gov.

How can I register my business with FEMA?

In Presidentially declared disasters, you can begin the disaster application process by registering online with the Federal Emergency Management Agency at www.FEMA.gov, or by calling FEMA at 1-800-621-FEMA (3362).

What other resources are available to learn more about disaster planning?

Go to www.ready.gov or call 1-800-BE-READY to order or download free sample emergency plans, business preparedness checklists, and templates providing detailed business continuity and preparedness information.

SBA Emerging Leaders

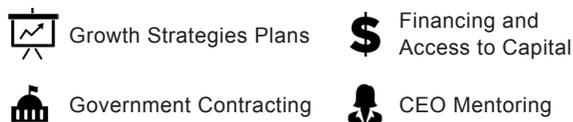
SBA Emerging Leaders is a federal training series that specifically focuses on executives of businesses poised for growth in historically challenged communities. The program series provides these executives with the organizational framework, resource network, and motivation required to build sustainable businesses and promote the economic development within underserved communities.

Designed For:

Small business owners and executives that have:

- Annual revenues of at least \$400,000
- Been in business for at least 3 years
- At least one employee, other than self

Specialized areas of training include:



Program Highlights

- The program curriculum runs over a 7 month period each year
- Customized training for “C”-level executives (i.e. CEO, COO, etc) with demonstrated business sustainability
- Participant recruitment begins each February through SBA’s local district offices and classes typically begin each April
- A three-year strategic growth action plan with benchmarks and performance targets to help the participant emerge as self-sustaining businesses that creates jobs and builds communities
- Includes 100+ hours of professional specialized training and peer-to-peer counseling delivered over the course of seven months

Pro Tip: Participation in the Emerging Leaders series is totally free! The only cost to business owners is their time and commitment.

Frequently Asked Questions

Small business owners that are considering applying for Emerging Leaders will likely have some questions. Here are a few of the most commonly asked questions:

What types of businesses participate in the program?

There are currently no restrictions on the types of businesses that can participate. Some examples of participating businesses include: manufacturers, retail/wholesalers, contractors, professional services and food service.

In what ways does the training help small businesses?

The training is specifically designed to stimulate and support the expansion of your business. The curriculum provides a framework to help businesses access new avenues of capital through strategic planning and direct mentoring, offering practical tools to pursue new paths for business development. It surrounds small business owners with a network of government resources and local business leaders prepared to invest time and energy in their business.

What are the overall benefits of participation?

The end result of the executive education prepares and encourages small businesses to move to the next level on their growth trajectory and to help them emerge as self-sustaining businesses that create jobs and build communities. At the conclusion of the training, entrepreneurs produce a three-year strategic growth action plan with benchmarks and performance targets that will help them access the necessary support and resources to move forward.

Emerging Leaders Initiative Host Cities

The Emerging Leaders Initiative is based on available funding and is currently hosted in cities located across the country:



Albuquerque, NM; Atlanta, GA; Austin, TX; Bakersfield, CA; Baltimore, MD; Birmingham, AL; Boise, ID; Boston, MA; Charlotte, NC; Chicago, IL; Columbus, OH; Dallas, TX; Denver, CO; Detroit, MI; El Paso, TX; Fargo, ND; Honolulu, HI; Houston, TX; Indianapolis, IN; Jackson, MS; Las Vegas, NV; Little Rock, AR; Los Angeles, CA; Louisville, KY; Memphis, TN; Miami, FL; Milwaukee, WI; Minneapolis, MN; Nashville, TN; New Jersey; New Orleans, LA; New York, NY; Oklahoma City, OK; Philadelphia, PA; Phoenix, AZ; Pittsburgh, PA; Portland, OR; Providence, RI; Salt Lake City, UT; San Juan, PR; Seattle, WA; Sioux Falls, SD; St. Louis, MO; Syracuse, NY; Tampa, FL; Wichita, KS; Youngstown, OH; Washington, DC

Map data ©2015 Google.

Find Up-to-Date Locations At: <https://www.sba.gov/about-sba/sba-initiatives/sba-emerging-leaders-initiative>

Export Loan Programs

SBA has made it a priority to help small business exporters by providing a number of loan programs specifically designed to help develop or expand export activities.

Export Express Loan Program

Which Lenders Qualify

Lenders that have an executed participation agreement with the SBA.

Use of Proceeds

These proceeds can be used to support any export development expenses, including:

- Developing an export market, such as attending foreign trade shows, translating product literature, etc
- Financing export transactions
- General lines of credit to support export activity, including standby letters of credit
- Equipment and real estate used in the production of goods and services for export

Eligibility

For all Export Loans, the SBA conducts an eligibility analysis. In order to qualify for an Export Express Loan, a business must:

- Use the loan proceeds to start or expand exporting
- Be in operation for one year prior to application

i Pro Tip: This one-year requirement can be waived if the applicant demonstrates exporting expertise, has successful business experience, and the lender does conventional underwriting.

Maximum Allowable Interest Rates

- Gross Loan amount of \$50,000 or less:
 - » Prime + 6.5%
- Gross Loan amount over \$50,000:
 - » Prime + 4.5%

Credit Analysis

The lender covers all aspects of prudent credit analysis with an emphasis on the applicant's ability to repay the loan from operation. **PRO TIP:** The SBA is not involved in this credit review.

Maximum Loan Amount

- \$350,000 with a 90% guaranty
- \$500,000 with a 75% guaranty

Maximum Terms

- Working Capital: 7 years
- Equipment: useful life, or 10 years
- Real Estate: 25 years

Export Working Capital Loan Program (EWCP)

Who Qualifies

Same as basic 7(a) eligibility. Plus, must be in business one year and engaged or preparing to engage in exporting.

i Pro Tip: This one-year requirement can be waived if the applicant demonstrates exporting expertise and successful business experience.

Use of Proceeds

These proceeds can be used to support export transactions only. They can cover most costs - for inventory, production,

and supporting accounts receivable - from purchase order through collections. They can also support Standby Letters of Credit.

Maturity

Can be up to a maximum of 36 months, but generally 12 months or less.

Structure

These loans can be structured to fund one or more transactions, or as an asset-based line of credit. Interest is paid monthly, and the principal is paid as payments from items shipped overseas are collected. These loans

can be renewed annually, and lenders may charge an extraordinary servicing fee. The percentage of guaranty is up to 90%.

Maximum Loan Amount

An EWCP loan can be for as much as \$5 million, with a 90% guaranty to the lender for a \$4.5 million maximum guaranty.

Benefit to Borrower

These loans provide American exporters with a line of credit to support export sales that can be separated from a domestic operations line of credit.

International Trade Loan Program

Who Qualifies

Same as basic 7(a) eligibility. Plus, businesses must be:

- engaged or preparing to engage in exporting, OR
- adversely affected by competition from imports and planning to use this financing to become more competitive

Use of Proceeds

These proceeds may be used to acquire, renovate, modernize facilities or equipment used in making products or services to be exported. Plus, they may be used for permanent working capital and to refinance business debts currently on unreasonable terms.

Maturity

Based on the use of proceeds and the borrower's ability to repay. Not based on collateral. Maximum maturity:

- Working Capital: 10 years
- Fixed Assets: 10 years
- Real Estate: 25

Structure

Term loans with one monthly payment of principal and interest (P&I). Borrower contribution is required. Interest rates are the same as with 7(a) term loans.

Maximum Loan Amount

- Maximum loan amount: \$5 million
- Maximum guaranty: 90% or \$4.5 million

i Pro Tip: If the borrower has both an international trade loan and a working capital loan guaranteed by the SBA, the maximum guaranty on all working capital loans to any one business is limited to \$4 million.

Benefit to Borrower

Same as basic 7(a). Plus, long-term financing for export related fixed assets and working capital.

Finding Contracting Opportunities

Small businesses interested in pursuing federal contracts have many options available to represent their company to potential buyers, to research the federal marketplace for available opportunities, and understand the competition. To prepare a business for federal contracting opportunities, it is important to understand these resources.

▶ System for Award Management

SAM.gov

If a business is ready to bid on federal contracts, it's necessary to submit the business profile to the primary database that federal agencies use to locate contractors. To send a business "resume" to the government, register a business profile with the System for Award Management, also known as SAM. Agencies can search for a business based on several factors, including capabilities, size, location, experience and ownership. All businesses, whether large or small, must have a profile in SAM in order to do business with the federal government.

▶ Dynamic Small Business Search

<http://dsbs.sba.gov/>

The Small Business Administration maintains the Dynamic Small Business Search (DSBS) database. As a small business registers in the System for Award Management, there is an opportunity to fill out a small business profile. The information provided populates DSBS. DSBS is another tool contracting officers use to identify potential small business contractors for upcoming contracting opportunities.

i Pro tip: Small businesses can also use DSBS to view information about their competitors, including their growth, customers, and market penetration.

▶ FedBizOpps: Federal Business Opportunities

FBO.gov

Federal business opportunities for contractors are listed at FedBizOpps: Federal Business Opportunities. Federal agencies are required to use this site to communicate available procurement opportunities and their vendor requirements to the public and interested potential vendors for all contracts valued over \$25,000.

i Pro tip: You can use the FBO to search past contract awards for more data around market size, competition, and growth.

▶ GSA Schedules

GSA.gov

Many government agencies establish government-wide contracts, which simplify the procurement process for federal agencies by allowing them to acquire a vast array of products and services directly from commercial suppliers.

The largest government-wide contracts are established by the U.S. General Services Administration under its GSA Schedules Program. State and local governments also use the GSA schedules for purchasing goods and services, so becoming a GSA schedule contractor can be beneficial at all levels of government.

▶ Federal Procurement Data System

FPDS.gov

Federal Procurement Data System – Next Generation is the repository of all federal contracting data for contracts whose estimated value is \$3,000 or more. Contract data will include every modification a contract undergoes, regardless of dollar value. With this system, a business can learn the following about federal contracting opportunities and increase its market capability:

- Which agencies have contracts and with whom
- What agencies buy
- Which contractors have contracts

i Pro tip: In addition, there are over 50 standard reports, as well as specialized reports that allow users to request information using over 160 customized fields

▶ USASpending.Gov

USASpending.Gov

USASpending.gov is a source for information about government spending through contracts awarded by the federal government. The website is a searchable database that contains information for each federal award, including:

- Name of the entity receiving the award
- Amount of the award
- Transaction type and funding agency
- Location of the entity receiving the award
- Unique identifier of the entity receiving the award

HUBZone Program

The Historically Underutilized Business Zone (HUBZone) Program helps small businesses in urban and rural communities gain preferential access to federal procurement opportunities.

▶ What is the HUBZone Program?

The Historically Underutilized Business Zones (HUBZone) Program was enacted into law in 1997, and is administered by the SBA. The program encourages economic development in historically underutilized business zones through the establishment of preferences.

▶ How the HUBZone Program works

The SBA regulates and implements the HUBZone program by:

- Determining which businesses are eligible to receive HUBZone contracts
- Maintaining a listing of qualified HUBZone small businesses that federal agencies can use to locate vendors
- Adjudicating protests of eligibility to receive HUBZone contracts
- Reporting to Congress on the program's impact on employment and investment in HUBZone areas

▶ Benefits of the HUBZone Program

The program's benefits for HUBZone-certified companies include:

- Competitive and sole source contracting
- 10% price evaluation preference in full and open contract competitions, and
- Subcontracting opportunities

The federal government has a goal of awarding 3% of all dollars for federal prime contracts to HUBZone-certified small business concerns.

▶ How can businesses qualify for the HUBZone Program?

In order to qualify for the HUBZone program, a business must be located in an area designated as a Historically Underutilized Business (HUB) Zone. Refer to <https://www.sba.gov/content/hubzone-maps> to determine if a HUBZone exists for a given location.

In addition, a business must meet the following criteria:

- It must be a small business by SBA standards
- It must be owned and controlled at least 51% by US citizens, or a Community Development Corporation, and agricultural cooperative, or an Indian tribe (Note that different rules apply for Tribal Governments, Alaska Native Corporations, Community Development Corporations and small agricultural cooperatives. These rules are delineated in Title 13 of the Code of Federal Regulations, Part 126)
- At least 35% of its employees must reside in a HUBZone

▶ Before Applying for HUBZone Certification

1. Verify eligibility compliance; and develop a strategy for the firm to maintain compliance after it is certified
2. Obtain registrations
 - Dun and Bradstreet – Data Universal Numbering System (DUNS)
 - System for Award and Management (SAM) – registered EIN/TIN
 - Dynamic Small Business Search (DSBS) profile
 - General Login System (GLS)
3. Review the HUBZone Application Guide at <http://1.usa.gov/1g25Z41>
4. Review and ask questions: HUBZone offers eligibility assistance on Tuesdays and Thursdays from 2-3pm ET via a toll free number; more information is at <https://www.sba.gov/hubzone>
5. Access SBA's General Login System (GLS)
6. Complete and submit the online HUBZone application
7. Upload supporting documentation as instructed

Mentor/Protégé Program

The 8(a) Business Development (BD) Mentor-Protégé Program is designed to enable successful firms to provide various forms of business development assistance to 8(a) BD Program Participants.

Goal of the Mentor-Protégé Program

The purpose of the 8(a) BD Mentor-Protégé relationship is to:



Enhance the capabilities of the an 8(a) BD Program Participant (i.e. the protégé firm) by pairing it with an experienced, successful firm (i.e. the mentor)



Assist the protégé firm with meeting the goals established in its SBA-approved business plan



Improve the protégé firm's ability to successfully compete for contracts

Why should small business owners join the Mentor-Protégé Program?

Technical and management assistance

Protégé firms gain access to the mentor's expertise, resources, and capabilities

Contracting

Mentors can provide assistance relevant to performance of non-8(a) contacts so that protégé firms more fully develop their competitive capabilities. Mentors can enter into joint-venture arrangements with protégés to compete for, and perform on, certain federal government contracts.

Financial assistance in the form of equity and/or loans

Mentors can own up to 40% of the protégé business to help it raise capital.

Who is eligible to enter the Mentor-Protégé Program?

Mentor

A mentor can be any of the following:

- Graduated 8(a) firm
- Current 8(a) firm in the transitional stage
- A small business
- A large business
- A non-profit entity

A mentor entity must:

- Demonstrate a commitment and ability to assist developing an 8(a) BD Program Participant
- Make a commitment to assist its protégé for at least one year.
- Demonstrate ALL of the following:
 - » Possess a favorable financial health
 - » Possess good character
 - » Federal contractor in good standing
 - » Can provide valuable assistance to a protégé through lessons learned and/or practical experience gained

Protégé Firm

Pro Tip: 8(a) firms should consult with their SBA District Office Business Opportunity Specialist BEFORE they apply for the Mentor-Protégé Program

Protégé firms must:

- Participate in the 8(a) BD Program
- Meet one of the following conditions
 - » Be in development stage of 8(a) BD Program
 - » Have never received an 8(a) contract
 - » Be less than half the size of the small business size standard corresponding to its primary NAICS code
- Be in good standing with SBA program requirements and current with all SBA reporting requirements
- Pro Tip: Generally, protégés may only have one mentor at a time, but SBA can authorize a second mentor after review.

Pro Tip: Generally, protégés may have only one mentor at a time and vice versa, but SBA can authorize an additional mentor or protégé after review.

What is the process for joining the Mentor-Protégé program?

1. The proposed Mentor and Protégé pairing draft and submit a written agreement to SBA
2. SBA reviews the agreement and determines if it will meet both parties' needs
3. The written agreement must:
 - Address how the Mentor's assistance will help the protégé firm meet the goals in its business plan.
 - Establish a single point of contact in the mentor firm responsible for management the agreement
 - Provide assistance for at least one year.
4. If approved, the relationship can begin immediately, with ongoing annual reviews from SBA to determine success of the relationship.

Pro Tip: If a firm doesn't qualify for the Mentor-Protégé program, the SBA offers a number of other training and educational programs, advisory services, publications, and contract assistance.

Office of the National Ombudsman

The Office of the National Ombudsman assists small businesses facing unfair or excessive federal regulatory compliance or enforcement issues such as repetitive audits or investigations, excessive fines, and retaliation.

▶ What is the Office of the National Ombudsman?

As an impartial liaison, the Office of the National Ombudsman directs reported regulatory fairness matters to the appropriate federal agency for high-level fairness review and works across government to address those concerns, reduce regulatory burdens, and help small businesses succeed.

▶ Who is the National Ombudsman designed to help?

The National Ombudsman is designed to help any...

- Small business, OR
- Non-profit organization, OR
- Small government entity with a population of 50,000 or less

...that has a comment or complaint that directly involves a federal agency and federal regulation.

▶ How does the National Ombudsman help small businesses?

The National Ombudsman reports to Congress annually on how federal agencies work with the small businesses they regulate. Each agency is graded on the timeliness and quality of its responses to small business concerns about regulatory compliance and enforcement.

The Ombudsman also coordinates activities of 10 Regional Regulatory Fairness Boards that help connect small businesses with resources available through the National Ombudsman's Office.

▶ How to file a comment or complaint with the National Ombudsman's Office

There are several ways to file a comment or complaint:

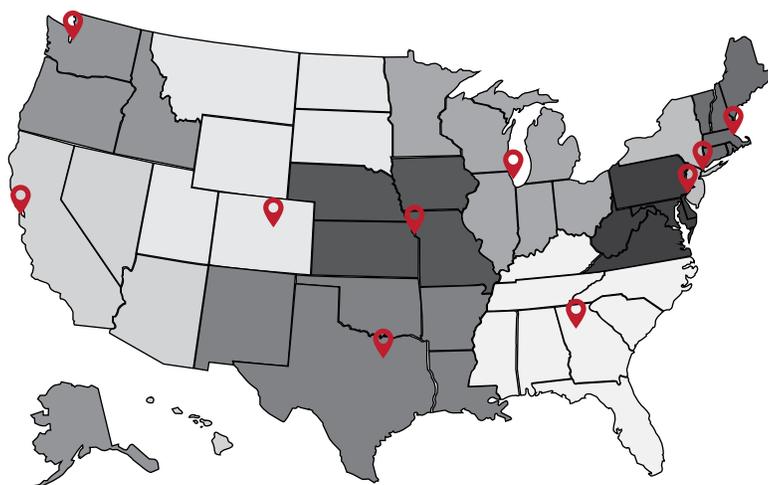
- **Email:** ombudsman@sba.gov
- **Fax:** 202-481-5719
- **Online:** sba.gov/ombudsman OR http://web.sba.gov/nocms/client/dsp_welcome.cfm
- **Mail:** U.S. Small Business Administration Office of the National Ombudsman, 409 3rd St SW, Washington, DC 20416

Pro Tips:

- Describe the enforcement, inspection, or compliance taken by the federal agency and the results or outcomes.
- Briefly state the specific action or outcome you are seeking.
- Provide documentation of the action taken if available, including correspondence, citations, and notices.

▶ What are the Regional Fairness Boards?

The SBA Administrator is required to appoint 10 Small Business Regulatory Fairness Boards. The boards are comprised of five volunteer small business owners. The 10 regional cities where they are based, and they areas they cover are:



- Boston: New England states (CT, ME, MA, NH, RI, VT)
- New York: Mid Atlantic states (NJ, NY, Puerto Rico, Virgin Islands)
- Philadelphia: South Atlantic states (DE, MD, PA, VA, WV, D.C.)
- Atlanta: Southeastern states (AL, FL, GA, KY, MI, NC, SC, TN)
- Chicago: Midwestern states (IL, IN, MI, MN, OH, WI)
- Dallas: Southern states (AR, LA, NM, OK, TX)
- Kansas City: Heartland states (IA, KS, MO, NE)
- Denver: Rocky Mountain states (CO, MT, ND, SD, UT, WY)
- San Francisco: Western states (AZ, CA, HI, NV, Guam, American Samoa)
- Seattle: Northwestern states (AK, ID, OR, WA)

Regional Clusters Initiative

SBA's Regional Clusters Initiative provides financial and technical assistance resources to Regional Innovation Clusters around the United States in order to help small businesses thrive. This guide provides an introduction to the Initiative.

▶ What is a Regional Innovation Cluster?

A Regional Innovation Cluster is a network of large and small businesses, specialized suppliers, academic institutions, service providers and economic organizations in a geographic location that grow and prosper by collaborating with each other. Clusters work together to maximize their strengths and resources, which allows them to compete on a larger scale. They also help to foster innovations in their region that may ultimately have a global economic impact.

▶ SBA's Regional Cluster Initiative:

In 2010, SBA launched an initiative to maximize the potential of Regional Innovation Clusters, and ultimately better support small businesses. The Clusters Initiative connects and enhances innovation assets so that small businesses can effectively leverage them to commercialize new technologies and expand into new markets, thereby positioning themselves and their regional economies for growth.

▶ Federal Collaborators



Department of Commerce's (DOC's) Economic Development Administration (EDA)



Department of Commerce's (DOC's) National Institute of Standards and Technology's (NIST's) Hollings Manufacturing Extension Partnership (MEP)



Department of Energy's (DOE's) Advanced Manufacturing Office (AMO)



Department of Labor's (DOL's) Employment and Training Administration (ETA)



U.S. Department of Agriculture (USDA)



Delta Regional Authority

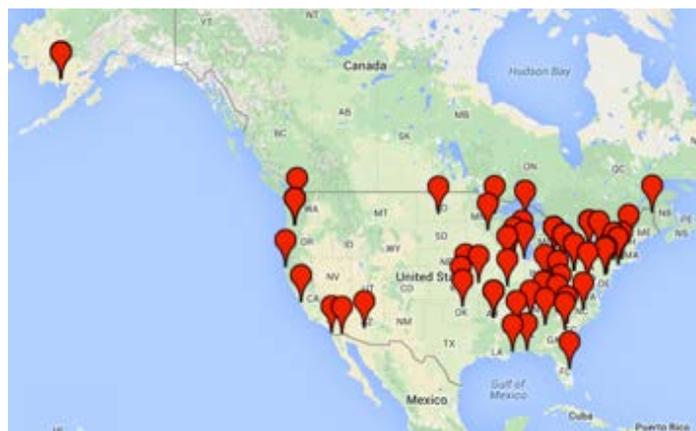


Appalachian Regional Commission

▶ Fast Facts - Impact:

- The number of small business cluster participants increased over 500% during the first three years
- In year 3 alone, clusters reported an average increase of 43% in the number of small business participants
- The value of economic activity reported for the third year of the Initiative totaled more than \$3.9 billion
- Employment in cluster-associated small businesses grew an average of 6.9% (more than 4X faster than the regional benchmark)
- Revenues in cluster-associated small businesses grew an average of 6.9% (nearly 2X as fast as comparable firms)
- Payrolls in cluster-associated small businesses increased an average of 14.1% (more than 4X faster than related firms that did not participate in clusters)

▶ Locations



SBA supports 56 federally funded cluster initiatives across the U.S. For a detailed listing, please visit: sba.gov/sba-clusters.

Registering for Government Contracting

Once a business has classified itself based on the established size standards, it is ready to begin registering to do business with the federal government. Follow these easy steps to self-certify a business as 'small' and obtain the registrations needed to begin bidding on government proposals.

Registration Process

1. Obtain a D-U-N-S Number
2. Register the business with the System of Award Management (SAM)
3. Find the NAICS codes for the company
4. Obtain past performance evaluations

Registration Process

Before bidding on government proposals, businesses need to obtain a Data Universal Numbering System, or D-U-N-S Number, a unique 9-digit identification number for each physical location of the business. D-U-N-S Number assignment is free for all businesses required to register with the federal government for contracts or grants. Submit a request at <http://bit.ly/1RN8VSW>

When registering for a D-U-N-S Number, business owners will need to provide:

- Legal name
- Headquarters name and address
- Business type (Sole proprietorship, Corporation, LLC, etc)
- Doing Business As (DBA) or any other name by which the business is commonly recognized
- Physical address, city, state and ZIP Code
- Mailing address
- Telephone number
- Contact name and title
- Number of employees at the physical location
- Whether it is a Home-Based Business

Registering the Business with SAM

To participate in Federal procurement, a business must first register in the Federal government's System for Award Management (SAM). Visit www.sam.gov for more information and to register or update a registration. It must also complete the representations and certifications in SAM.

Pro Tip: Although not required, the SBA recommends registering in SAM for subcontracting opportunities with other companies. Registering in SAM will allow prime contractors with subcontracting goals to search and track small businesses for potential subcontracting opportunities

NAICS Codes

The North American Industry Classification System (NAICS) classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the US economy. The NAICS codes define establishments based on the activities in which they are engaged. NAICS codes are also used for administrative, contacting, and tax purposes. NAICS is production oriented (not product oriented) and categorizes businesses with others that have similar methods of production. In addition, many states, cities and other political subdivisions like airport and bridge authorities use, or adapt, SBA's size standards based on NAICS for their own procurement programs.

Obtaining Past Performance Evaluations

Businesses interested in getting on the U.S. General Services Administration (GSA) Schedule for contracts should obtain an Open Ratings, Inc. Past Performance Evaluation. Open Ratings, a Dun & Bradstreet Company, conducts an independent audit of customer references and calculates a rating based upon a statistical analysis of various performance data and survey responses. While some GSA Schedule solicitations contain the form to request an Open Ratings Past Performance Evaluation, vendors may also submit an online request directly to Open Ratings.

Items Needed for Registration

- NAICS codes
- Data Universal Numbering System (DUNS)
- Federal Tax Identification Number (TIN or EIN)
- Product Service codes (optional by useful)
- Federal Supply Classification codes (optional but useful)

Resource Partners

SBA's Resource Partners deliver free or low cost counseling, mentoring, and training throughout the US and its territories to entrepreneurs and small business owners. To find locations nearest you, utilize the [Local Assistance Tool](#) on SBA.gov.

▶ **Small Business Development Centers:**

The Small Business Development Center (SBDC) Program provides professional business counseling free of charge as well as low cost training using an effective education network of 63 Lead Centers and more than 900 service delivery points. The program has a nationwide footprint found in every U.S. state and US Territory. Each SBDC is made up of a unique collaboration of SBA, state and local governments, and private sector funding resources. SBDCs provide a wide array of technical assistance to small businesses and aspiring entrepreneurs through extensive one-on-one long-term counseling, training and specialized services. SBDCs provide clients with professional business assistance regarding business plans, market research, financial preparation packages, cash flow, and procurement contracts to name a few. Some SBDCs also have International Trade Centers and some are classified by a special emphasis on Technology.

▶ **Women's Business Centers:**

With more than 100 locations, WBCs promote the growth of women-owned businesses through programs that address business training and technical assistance, and provide access to credit and capital, federal contracts, and international trade opportunities. Through the management and technical assistance provided by the WBCs, entrepreneurs are offered comprehensive training and counseling on a vast array of to help them start and grow their own businesses. Each women's business center tailors its services to the needs of its individual community and often WBCs provide the assistance in other languages to meet the diverse needs of the community. WBCs also provide services in the evenings and weekends to provide opportunities outside of regular working hours.

▶ **SCORE:**

SCORE is a non-profit association dedicated to providing entrepreneurs with free, confidential business counseling through a network of over 11,000 volunteer business counselors, more than 300 chapters, and an award-winning website www.SCORE.org. SCORE provides business counseling and training workshops in person through their local chapters and volunteers. Additionally, SCORE offers live webinars and tools online through their website and small businesses can search online for a mentor that fits their needs. Since its inception, SCORE has served more than 10 million entrepreneurs and small business owners through mentoring, counseling, and coaching sessions.

SBIC Investment Structure and Criteria

The SBIC Program is funded from both private and public sources to support small businesses. There are specific roles and regulations surrounding how these funds may and may not be used.



Roles



Private Investors:

- “Limited Partners” in the SBIC
- Negotiate the fund structure and management fees with the SBIC manager
- Invest the matching funds needed for the fund to access SBA-guaranteed leverage

SBA SBA:

- Assess fund manager qualifications and licenses funds as SBICs
- Generally provides up to \$2 of government-guaranteed debt for every \$1 of private capital, up to a maximum of \$150 million
- Regulates and monitors SBICs for compliance and performance



SBIC Fund Managers:

- Manages all aspects of the fund, including LP relations and compliance with SBA regulations
- Establishes investment strategy
- Identifies small business investment opportunities
- Monitors and exits investments

Investment Opportunity

Benefits of Leverage:

- Flexible Terms
- Rapid Deployment of Funds
- Increased Financial Scale
- Potential for Enhanced Returns

Organizational Benefits:

- Flexible Fund Structure
- Exemption from SEC Registration

Friendly to Bank Investors:

- Exemption from the Volcker Rule
- Community Reinvestment Act (CRA)

Investment Criteria

SBICs **must** invest only in Small Businesses

SBICs **may** invest in businesses located anywhere in the U.S. or its territories

SBICs **may** control a small business for up to seven years, or longer with SBA approval

SBICs **may** invest using loans, equity securities or debt securities with equity features such as warrants

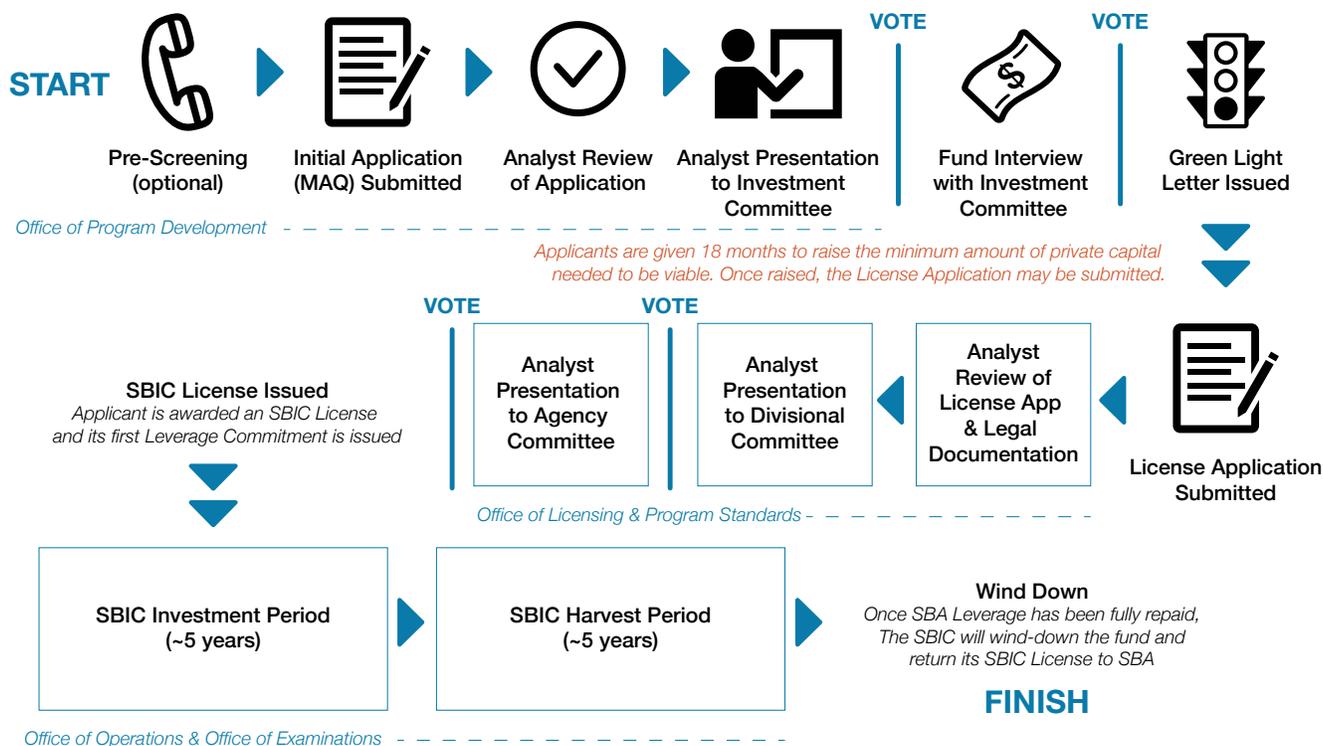
SBICs **may not** invest in businesses with over 49% of their employees or assets located outside the U.S. or its territories

SBICs **may not** invest in project finance, real estate, farmland, financial intermediaries or passive businesses

SBICs **may not** invest more than 10% of the total fund in a single portfolio company

SBIC Life Cycle

Fund managers with a proven track record of success, may be granted an SBIC License through the following process.



Overview of Key Applicant Criteria:

- Proven, robust and strong investment experience with a proven track record among principals
- Proven record of performance - High quality track record of transactions analogous to those proposed for the SBIC
- Clear strategy for SBIC – articulated focus and investment thesis with targeted transaction size, investment themes
- Fund structure in line with industry norms – appropriate alignment of interests among fund managers, investors and SBA

Selected Legal Documentation Reviewed in the Licensing Process:

- Limited Partnership Agreement (LPA): Applicants are encouraged to use the SBA-approved Model LPA
- Capital Certificate: Compendium of signed commitment letters from the prospective limited partners
- Fingerprint cards: Each principal of a proposed SBIC must undergo an FBI records check

SBA-SBIC Responsibilities:

- **The Office of Operations** serves as the primary point of contact for SBIC fund managers
 - » Assist SBICs with the draw down of SBA-guaranteed leverage
 - » Review and approve potential conflicts-of-interest
 - » Process requests for the transfer of LP interests
 - » Monitor financial health of SBICs
- **The Office of Examinations** assesses the regulatory compliance of SBICs with leverage once a year, without leverage once every other year
- **SBIC managers** must report information to SBA about the companies they finance
- **SBICs** report their financial results to SBA through quarterly and annual financial statements

Pro Tip: Applicants must have secured private capital commitments in an amount sufficient to ensure the fund's financial viability PRIOR to submitting the Licensing Application

SBIR/STTR

SBIR/STTR programs are the nation's largest source of early stage, non-diluted research and development, or R&D, funding for small business. While both programs follow a 3-Phased approach, each is subtly unique.

SBIR

- Federal agencies with extramural research and development (R&D) budgets that exceed \$100 million are required to allocate 2.9 percent of their R&D budget to these programs.
- Phase I: SBIR Phase I awards normally do not exceed \$150,000 total costs for 6 months.
- Phase II: SBIR Phase II awards normally do not exceed \$1,000,000 total costs for 2 years.

STTR

- Federal agencies with extramural research and development (R&D) budgets that exceed \$1 billion are required to reserve 0.4% of the extramural research budget for STTR awards to small businesses.
- Phase I: STTR Phase I awards normally do not exceed \$150,000 total costs for 1 year.
- Phase II: STTR Phase II awards normally do not exceed \$1,000,000 total costs for 2 years.



Three-Phase Program:

Phase I:

The objective of Phase I is to establish the technical merit, feasibility, and commercial potential of the proposed R&D efforts and to determine the quality of performance of the small business awardee organization prior to providing further Federal support in Phase II.

Phase II:

The objective of Phase II is to continue the R&D efforts initiated in Phase I. Funding is based on the results achieved in Phase I and the scientific and technical merit and commercial potential of the project proposed in Phase II.

Phase III:

The objective of Phase III, is for the small business to pursue commercialization objectives resulting from the Phase I/II R&D activities. The SBIR and STTR programs do not fund Phase III. Some Federal agencies do fund Phase III using non-SBIR/STTR funding for further R&D or production contracts for products, processes or services intended for use by the U.S. Government.

Pro Tips:

- All solicitations are posted on www.sbir.gov and linked to the most current and up-to-date solicitation posted on the agency's site.
- Federal Agencies may pursue sole source contracts to use the technology developed by Phase I/II award winners which automatically qualify as a Phase III activity.
- A Federal agency may provide a Phase 1/2 awardee up to \$5,000 per year to purchase services of a vendor that would assist with commercialization efforts.
- Small business awardees have access to Commercialization Assistance Programs (CAPs) which are typically third party subcontractors that aid in the mentoring and initial scaling of small businesses that are seeking mentoring, advising, and network building as they work through Phase I and/or II.
- There is a National SBIR/STTR Conference each year in Washington, DC that specializes in helping small businesses learn about participating in the SBIR/STTR programs. Representatives from all 11 federal agencies with SBIR/STTR programs attend, along with SBIR/STTR experts and trainers. There are also many events across the nation that can be found by going to SBIR.Gov. Twenty states have local representatives funded by SBA to help SBIR firms and they can be found by viewing the State Resource page on the site.

ScaleUp America Initiative

The SBA's ScaleUp America Initiative is designed to help small firms with high potential "scale up" and grow their businesses to allow them to provide more jobs and have a greater economic impact, both locally and nationally.

▶ What is the ScaleUp America Initiative?

The SBA has structured the ScaleUp America Initiative 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 complementing the existing resources and expertise in their areas.

▶ What kinds of support does the initiative provide?

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 & small businesses; provide on-going 1-on-1 support,
- provide mentoring and technical assistance;
- facilitate connections to growth capital; and
- identify opportunities to build and strengthen connections and networks in their community.

▶ How is the ScaleUp initiative implemented?

Content: ScaleUp is delivered by community partners. These organizing entities take many forms: recent awardees include economic development corporations, Small Business Development Centers and private firms (see below for more information on the inaugural group of awardees). Note, however, that this solicitation is not a funding opportunity for small businesses seeking direct assistance with their businesses.

Pro Tip: Each community that receives a ScaleUp America award is responsible for selecting the small business owners who will participate in the Program.

▶ The Four ScaleUp Components

Entrepreneurship Education Curriculum:



Delivery of a proven, existing curriculum for growth-oriented entrepreneurs

and small businesses, with the curriculum focused on the unique challenges of scaling established businesses, and which allows participants to develop a growth strategy that addresses topics such as, but not limited to process, strategy, financing, marketing, human resources, leadership, contracting and market/product development plans.

Management Assistance & Support:



On-going one-on-one support, mentoring and technical assistance, such as, but not

limited to providing data-driven market research analysis, business strategy development; assistance with increasing sales and identifying strategic partners, etc.;

Access to Capital:



Assistance and connections to growth capital, such as, but not limited to assisting with loan

package preparations, organizing matchmaking events with local lenders and funding streams, facilitating business pitch events to angel and venture funds

Connections:



Opportunities to build and strengthen connections and networks, such as, but not limited

to instituting CEO roundtables, forming advisory boards, matchmaking events with potential joint venture partners and regional manufacturers/suppliers, local federally funded resource partners, etc.

▶ Current ScaleUp Awardees

- **StartUp Tucson**, Community of focus: Tucson, Ariz.
- **University of North Florida**, Community of focus: Jacksonville Metropolitan Statistical Area (MSA), Fla.
- **University of Missouri - Kansas City**, Community of focus: Kansas City
- **Women's Business Development Center**, Community of focus: Aurora, Ill.
- **Your Management Team, Inc.**, Community of focus: Central Ohio
- **Supply Chain Visions LLC**, Community of focus: Roanoke, Va.
- **Supply Chain Visions LLC**, Community of focus: Greater Portland, Maine
- **Advantage West Economic Development Group**, Community of focus: Western North Carolina



Surety Bonds

The SBA provides financial security to small businesses by assuring project owners that contractors will perform their contractual obligations through the issuing of surety bonds.

▶ What is a Surety Bond?

A surety bond ensures contract completion in the event of contractor default. A project owner (called an obligee) seeks a contractor (called a principal) to fulfill a contract. The contractor obtains a surety bond from a surety company. If the contractor defaults, the surety company is obligated to find another contractor to complete the contract or compensate the project owner for the financial loss incurred.

▶ Three Types of Surety Bonds

Under the program, SBA guarantees three types of surety bonds:



Bid Bond

This bond guarantees that the bidder will be able to obtain payment and performance bonds if they are awarded the contract.



Payment Bond

Assures that suppliers and subcontractors will be paid.



Performance Bond

Guarantees that the contract will be completed.

▶ What is SBA's Role with Surety Bonds?

The mission of SBA's Office of Surety Guarantees is to provide and manage surety bond guarantees for qualified small and emerging businesses, in direct partnership with surety companies.

SBA helps small contractors by guaranteeing bid, performance, and payment bonds issued by participating surety companies for contracts up to \$6.5 million. SBA can guarantee a bond for a contract up to \$10 million if a Federal contracting officer certifies that SBA's guarantee is necessary for the small business to obtain bonding.

▶ What Fees Are Charged For SBA Bond Guarantees?

SBA charges the small business 0.729% of the contract price for a payment or performance bond. There is no charge for a bid bond. SBA charges the surety company 26% of the fee the surety company charges the small business.

▶ What is the application process for an SBA Surety Bond Guarantee?

Pro Tip: Applying for an SBA-backed Surety Bond is reviewed in under two (2) days on average, thanks to the online e-App system.

1. First choose a surety company or bonding agent who represents a participating surety company.
2. Then, complete the surety's application and provide the necessary credit, capacity and character information.
3. The surety or agent will underwrite the application and decide whether to issue the bond, and whether an SBA guarantee is required.
4. If the surety company requires an SBA guarantee as a condition of issuing the bond, the business can submit applications by paper or online through the E-App System (https://eweb.sba.gov/gls/dsp_sbabanner.cfm)

▶ Eligibility Requirements:

- The business must be classified as 'small', according to SBA's Size Standards.
- The business must demonstrate need of an SBA guarantee in order to obtain a bond.
- The size of the contract must not exceed \$6.5 million, or \$10 million if a Federal contracting officer certifies that SBA's guarantee is necessary to obtain bonding.
- The business must satisfy credit, capacity and character evaluations completed by the surety company or an agency representing the surety company.
- There must be a reasonable expectation of successful contract performance.
- The contract must require a bond.

The SBA Microloan Program

The SBA Microloan Program gives small business borrowers greater access to loans, providing small businesses with loans up to \$50,000, as well as business-based training and technical assistance. The following answers frequently asked questions regarding the Microloan Program.

FAQ:

Who is Eligible for a Microloan?

Small, for profit businesses, and non-profit day cares

How do I apply for a Microloan?

Applications are filed through intermediary lenders located throughout the United States. You may find a list of intermediary lenders on SBA's webpage at <https://www.sba.gov/content/microloan-program>. You may also contact your local SBA District Office for more information about the program and resources available to you. SBA's District Office contact information is available online at <https://www.sba.gov/tools/local-assistance/districtoffices>.

How much money can I expect from a microloan?

You may borrow up to \$50,000. The average microloan is about \$13,000.

What problems might I have getting a microloan?

Underwriting criteria are dictated by each Intermediary Lender. However, location can be a factor as intermediaries are not located everywhere and may only provide loans to small businesses in their approved operational area. Additionally, in most cases the business owner must be able to provide collateral and a personal guarantee to secure a loan.

What can I use the loan for?

Working capital, inventory, supplies, furniture, machinery, and equipment. You may not use it to purchase real estate.

What are the repayment terms?

Repayment terms are dictated by each Intermediary Lender. Loan terms can extend as far as 6 years and interest rates are generally between 7% and 10%.

Pro Tips:

- The SBA does not review, underwrite, or have the authority to approve or deny a microloan.
- Non-profit childcare centers may receive SBA microloans.
- Loans may not have a balloon payment.
- Microloans may be restructured as long as the total term of the loan does not exceed 72 months.
- Microloans may be refinanced.

Types of Disaster Loans

SBA offers four different types of financial assistance to businesses (and even homeowners) that experience damage resulting from a declared disaster. This assistance comes in the form of long-term, low-interest loans to repair or replace damaged property.

Business Physical Disaster Loans

Designed For:



Businesses of any size, and most nonprofit organizations that have experienced damage in a declared disaster area.

- Real property
- Machinery
- Equipment
- Fixtures
- Inventory
- Leasehold improvements

Loan Amounts and Use

SBA makes physical disaster loans of up to \$2 million to qualified businesses. These loan proceeds may be used for the repair or replacement of the following:

Eligibility and Terms

Businesses - regardless of size - that are located in a declared disaster area

may apply for Physical Disaster Loans. These loans are offered with up to 30 year terms, and the interest rate is capped at 8%, unless the SBA determines that an applicant cannot obtain credit from another source. In this case, the interest rate is capped at 4%.

Pro tip: A Physical Disaster Loan may be increased by up to 20% of the total amount of physical loss to protect against future disasters of the same type.

Economic Injury Disaster Loans (EIDL)

Designed For:



Small businesses, small agricultural cooperatives, and most nonprofit organizations that have experienced substantial economic injury.

Pro tip: A business may qualify for both an EIDL and a physical disaster loan, up to a combined \$2 million.

Loan Amounts and Use

Substantial economic injury means the business is unable to meet its obligations and to pay its ordinary and necessary operating expenses. EIDLs provide the necessary working capital to help small businesses survive until normal operations resume after a disaster.

SBA can provide up to \$2 million to help meet financial obligations and operating expenses that could have been met had the disaster not occurred.

Eligibility and Terms

The interest rate will not exceed 4% per year, and the term will not exceed 30 years. EIDLs are available only to small businesses unable to obtain credit elsewhere.

Military Reservists Economic Injury Loans (MREIDL)

Designed For:



Small businesses with an essential employee that was called-up to active duty in his or her role as a military reservist.

return to normal after the essential employee is released from active military duty. The purpose of MREIDL loans is not to cover lost income or lost profits, and they cannot be used in lieu of regular commercial debt, to refinance long-term debt, or to expand the business.

The MREIDL interest rate is 4% and has repayment terms up to 30 years. The filing period for MREIDL assistance begins on the date the essential employee receives a notice of expected call-up and ends one year after the essential employee is discharged or released from active duty.

Loan Amounts and Use

The maximum MREIDL loan amount is \$2 million.

These loans are intended only to provide the amount of working capital needed by a small business to pay its necessary obligations as they mature until operations

Eligibility and Terms

Businesses with the financial capacity to fund their own recovery are not eligible for MREIDL assistance.

Collateral is required for all MREIDL loans over \$50,000, and real estate is acceptable collateral.

Home and Personal Property Loans

Designed For:



Homeowners, renters, and personal property owners that have experienced damage.

borrow up to \$40,000 to replace or repair personal property, like clothing, furniture, cars and appliances.

damage estimate in order to determine the eligible loan amount.

Loan Amounts and Use

Homeowners may apply for up to \$200,000 to replace or repair their primary residence. In addition, renters and homeowners may

Eligibility and Terms

Only primary residences are eligible for these loans, including qualified rental properties. Proceeds from insurance coverage are deducted from the total

SBA Disaster Loans are offered with up to 30 year terms.

The interest rate is capped at 8%, unless the SBA determines that an applicant cannot obtain credit from another source. In this case, the interest rate is capped at 4%.

SBA Veterans' Programs

Veteran business owners possess skills and leadership abilities that are invaluable to operating a successful business. As more Veterans return from active duty, their business-ownership will likely grow, and the SBA is committed to helping Veteran small business owners succeed.

▶ What are SBA Veterans Advantage Loans?

SBA Veterans Advantage Loans are 7(a) loans to qualified Veterans and their spouses that provide term or revolving credit. These loans can be up to \$5 million for start-up or existing businesses and are beneficial for businesses with insufficient collateral for conventional financing.

A small business must be at least 51% owned and controlled by an individual or individuals in the following groups:

- Honorably discharged Veterans
- Active Duty Military service member participating in the military's Transition Assistance Program (TAP)
- Active Reservists and/or active National Guard Members
- Current spouse of any veteran, Active Duty service member, Reservist, National Guard member
- Widowed spouse of a service member who died while in service or as a result of a service-connected disability

▶ How can Veterans benefit from SBA's Fee Relief on Small Loans?

- SBA Fee Relief helps Veterans and their spouses start and grow small businesses.
- Terms: 0% up-front guaranty and no annual service fee for 7(a) loans \$150,00 and under
- 0% up-front guaranty fee to qualified Veterans for SBA Express loans \$350,000 and below
- 50% reduction in the up-front guaranty fee for qualified Veterans on non-Express 7(a) loans, as follows:
 - » If maturity is greater than 12 months:
 - \$150,001 - \$700,00: 1.5% of the guaranteed portion
 - \$700,001 - \$5,000,000: 1.75% of the guaranteed portion for the first \$1,000,000, plus 1.875% for the guaranteed portion over \$1,000,000.
 - » If maturity is less than 12 months:
 - 0.125% up-front guaranty fee of the guaranteed portion.

 **Pro tip:** The annual servicing fee for SBA Veterans Advantage Loans \$150,001 or above is unchanged at 0.519%.

▶ Veterans Business Outreach Centers (VBOCs)

The Veterans Business Outreach Program (VBOP) 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 15 organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC), and offer the following services:

Pre-Business Plan Workshops

VBOCs conduct entrepreneurial development workshops dealing specifically with the major issues of self-employment. An important segment of these workshops entails the usage of the Internet as a tool for developing and expanding businesses. Each client is afforded the opportunity to work directly with a business counselor.

Business Plan Preparations

VBOCs assist clients in developing and maintaining a five-year business plan. The business plan includes such elements as the legal form if the business, equipment requirements and cost, organizational structure, a strategic plan, market analysis, and a financial plan. Financial plans include financial projections, budget projections, and funding requirements.

Comprehensive Feasibility Analysis

VBOCs provide assistance in identifying and analyzing the strengths and weaknesses of the business plan to increase the probability of success. The results of the analysis are utilized to revise the strategic planning portion of the business plan.

Entrepreneurial Training and Counseling

VBOCs, working with other SBA resource partners, target entrepreneurial training projects and counseling sessions tailored specifically to address the needs and concerns of the service-disabled veteran entrepreneur.

Mentorship

VBOCs conduct, as appropriate, on-site visits with clients to ensure adherence to their business plans. Additionally, VBOCs review monthly financial statements to determine whether a revision of the business plan is warranted or that desired results are being attained.

Concept Assessments

VBOCs assist clients in assessing their entrepreneurial needs and requirements.

Other Business Developmental Related Services

VBOCs also provide assistance and training in such areas as international trade, franchising, Internet marketing, accounting, etc.

The Women-Owned Small Business Program

An Update & Overview

certify.sba.gov





Overview of the Women-Owned Small Business Federal Contract Program

The ***Women-Owned Small Business (WOSB) Federal Contract Program*** promotes competitiveness for certain federal contracts for eligible:

- Women-Owned Small Businesses (WOSBs)
- Economically Disadvantaged Women-Owned Small Businesses (EDWOSBs)

Impacts of the WOSB program:

- Makes it easier for women-owned companies to compete for and win federal contracts
- Provides agencies a tool to achieve WOSB contracting goal (5% of its prime contracting dollars must be awarded to WOSBs)
- Helps WOSBs grow



Overview of the WOSB Federal Contract Program

- The WOSB Federal Contract Program allows Contracting Officers (COs) to ***set aside contracts*** for WOSBs or EDWOSBs under certain conditions
- As of December 2015, it also allows COs to grant contracts to WOSBs and EDWOSBs under ***Sole-Source Authority*** in specific circumstances

PLEASE NOTE:

- Businesses that have been certified as WOSBs or EDWOSBs are still eligible to win contracts outside of the set-aside program
- However, *only WOSBs and EDWOSBs* may win contracts through the program



History of the WOSB Federal Contract Program

Time	Event
December 2000	Public Law 106-554 establishes a women's procurement program to assist the government in meeting its 5% women-owned small business (WOSB) contracting goal.
April 2011	New Federal Acquisitions Regulation (FAR) implements WOSB Program. Eligible industries limited to 83 based on the RAND report – 45 industries for WOSBs and 38 industries for EDWOSBs.
December 2014	NDAA 2015 provides sole source authority to the program, ended self-certification option. Certification process currently under review.
December 2015	Sole Source process implemented by new FAR.
March 2016	Eligible Industries revised and expanded to 113 based on the new Department of Commerce Study. 36 new industries added to Program, 6 industries removed from Program, and 27 industries had designation changed (between WOSB and EDWOSB).



Requirements for WOSB and EDWOSB *Set-Aside Contracts*

Contracting officers may limit competition to WOSBs or EDWOSBs if the contract meets the following requirements:

	WOSB	EDWOSB
Industries	<ul style="list-style-type: none"> • NAICS code assigned to contract solicitation is in an industry in which WOSBs are substantially underrepresented (92 Industry Groups – 365 NAICS Codes) 	<ul style="list-style-type: none"> • NAICS code assigned to contract solicitation is in an industry in which WOSBs are underrepresented (21 Industry Groups – 80 NAICS Codes)
Rule of two	<ul style="list-style-type: none"> • Contracting officer has reasonable expectation that 2 or more WOSBs will submit an offer <p><i>* Note: All EDWOSBs are WOSBs but not all WOSBs are EDWOSB</i></p>	
Award price	<ul style="list-style-type: none"> • Contract must be awarded at fair market price 	

A complete list of applicable NAICS codes can be found at:

www.sba.gov/wosb

Requirements for WOSB and EDWOSB *Sole-Source Authority Contracts*

In order to make sole source award to a WOSB or EDWOSB, the following conditions must be met:

- Is the contract in a WOSB/EDWOSB eligible NAICS code?
- Is the contract (including options) valued at \$6.5 million or less for manufacturing contracts or \$4 million or less for all other contracts?
- Can the contract be awarded to the WOSB/EDWOSB at a fair and reasonable price?
- In the determination of the contracting officer, is there a reasonable expectation that there is only one WOSB/EDWOSB that can perform?



Eligibility Requirements for WOSBs

To qualify as a WOSB, a business must meet the following requirements:

- Meet **small business size standard** for primary NAICS code and contract
- At least **51% unconditionally and directly owned by women** who are **U.S. citizens***
- The woman must manage the **day-to-day operations**
- The woman must make the **long-term decisions** for the business
- A woman must **hold highest officer position** in the company
- This woman must work at business **full-time during normal working hours.**
- No minimum amount of time** for the business to be operational

*Community property laws are not considered when looking at ownership.



Eligibility Requirements for EDWOSBs

To qualify as an EDWOSB, a business must meet all the requirements for a WOSB, as well as the following requirements:

- Personal net worth** (assets minus liabilities) is **less than \$750,000** excluding:
 - Ownership in business and primary personal residence
 - Income reinvested or used to pay taxes of business
 - Funds reinvested in IRA or other retirement account*
 - Transferred assets within two years if to or on behalf of immediate family member for select purposes**

- Adjusted gross income **average** over three years is \$350,000 or less excluding:
 - Income reinvested or used to pay taxes of business

- Fair market value of **all** assets is **\$6 million or less**.

* Must be IRA or other official retirement account that is unavailable until retirement age without significant penalty

** Select purposes are for that individual's education, medical expenses or other essential support or to family member in recognition of special event

Note: SBA will look at spouse's finances if the spouse has a role in the WOSB/EDWOSB, has lent money to or provided financial support (including credit or guarantee of loan) to the business. SBA may also look at spouse's finances if both spouses are in same or similar line of business and businesses share names, websites, equipment and employees.



Eligibility Requirements for Joint Ventures

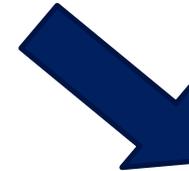
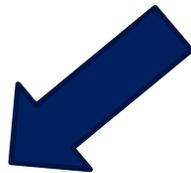
*A WOSB/EDWOSB may submit an offer as a **joint venture** with another small business if the following requirements are met*

- Size: each concern is small under the applicable size standard
- EDWOSB/WOSB must manage the joint venture
- EDWOSB/WOSB employee must be project manager responsible for performance of the contract
- EDWOSB/WOSB must receive at least 51% of net profits
- Joint venture agreement must be in writing
- Joint venture must meet subcontracting limitations

Note: Joint venture agreement does not have to be approved by SBA

How to demonstrate eligibility: Self- or Third-Party Certification

There are currently ***two ways*** to demonstrate eligibility for the WOSB program:



Self Certification with supporting documents

- *Free*
- Register in SAM
- Compile and upload all required documents to the WOSB Repository
- Represent status in SAM as WOSB or EDWOSB

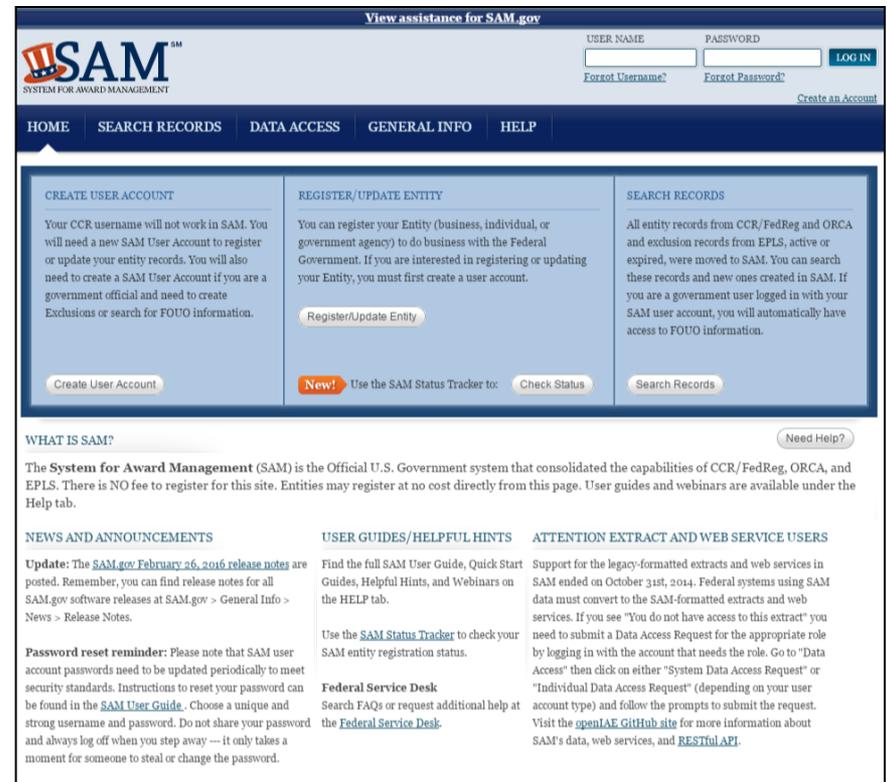
Third Party Certification with supporting documents

- *Fee associated with Third Party Certifiers*
- Register in SAM
- Obtain certification from an SBA-approved Third Party Certifier
 - US Women's Chamber of Commerce
 - Women's Business Enterprise National Council (WBENC)*
 - National Women's Business Owners Council (NWBOC)
 - El Paso Hispanic Chamber of Commerce
- Compile and upload all required documents to the WOSB repository (reduced requirements)
- Represent status in SAM as WOSB or EDWOSB

*Does not perform economic disadvantage determinations

Step 1: Register in SAM

- The **System for Award Management (SAM)** is a registration system owned by GSA and located at www.SAM.gov
- SAM is where companies represent their eligibility for federal contracts (representations and certifications)
- In order to begin the process of certifying as a WOSB or EDWOSB, you must first establish a user account on the SAM site, and then register your entity in SAM.
- Note: **DO NOT** claim status as a WOSB or EDWOSB at this stage



The screenshot shows the SAM.gov website interface. At the top, there is a navigation bar with the SAM logo and the text "SYSTEM FOR AWARD MANAGEMENT". Below the logo, there are fields for "USER NAME" and "PASSWORD" with "LOG IN" and "Forgot Username?" / "Forgot Password?" links. A "Create an Account" link is also visible. The main content area is divided into three columns: "CREATE USER ACCOUNT", "REGISTER/UPDATE ENTITY", and "SEARCH RECORDS". Each column contains descriptive text and a corresponding button. Below this, there are sections for "WHAT IS SAM?", "NEWS AND ANNOUNCEMENTS", "USER GUIDES/HELPFUL HINTS", and "ATTENTION EXTRACT AND WEB SERVICE USERS".

Step 2: Upload documents on certify.SBA.gov

- Next, navigate to certify.SBA.gov and create an account in the new system
- Once you have created an account, associate this account with your business information in SAM by providing the following information:
 - Your primary DUNS number
 - Your Marketing Partner ID Number (MPIN) number (created in SAM)
 - Your Taxpayer Identification Number (TIN) number
- Then, complete any necessary forms and upload these documents to the new repository

The screenshot shows the homepage of certify.SBA.gov. At the top left is the SBA logo, and at the top right is the text 'certify.SBA.gov'. Below the header is a navigation bar with 'HOME', 'AM I ELIGIBLE?', and 'HELP'. The main content area features a large image of a diverse group of smiling business professionals. Overlaid on this image is a white box with the text 'Welcome To Certify.SBA.gov' and a sub-header: 'The U.S. Small Business Administration (SBA) has modernized the Women-Owned Small Business (WOSB) Program certification process. Get started online and manage your eligibility documentation directly from our easy to use dashboard. GET STARTED TODAY!'. To the right of this box are three buttons: 'LOGIN', 'OR', and 'CREATE ACCOUNT'. Below the main image are three columns: 'NEW FEATURES' (describing a unified SBA contracting process), 'AM I ELIGIBLE?' (listing criteria for WOSB, Economically Disadvantaged WOSB, and Dynamic Small Business Search), and 'COMING SOON!' (listing upcoming programs). A 'FIND OUT' button is located below the 'AM I ELIGIBLE?' section. A grey banner at the bottom of the main content area states: 'Currently, this website is available for the Women-Owned Small Business (WOSB) Program only. For the 8(a) Business Development and HUBZone programs, please continue to use the SBA General Login System (GLS) to manage your certifications.' Below this banner is a section titled 'WE NEED YOUR FEEDBACK' with a blue button containing the email address 'certify@sba.gov'. A message below the button reads: 'This site is a work in progress and your experience is important to us. Please email us with comments or suggestions.' At the bottom of the page are social media icons for Facebook, Twitter, and LinkedIn, followed by the SBA logo and address: 'U.S. Small Business Administration, 409 3rd St. SW, Washington DC 20416'. The footer contains the text: 'SBA.gov | WhiteHouse.gov | USA.gov | Regulations.gov | In Partnership with BusinessUSA.gov'.



Step 2: Upload documents on [certify.SBA.gov](https://certify.sba.gov) (cont.)

WOSB Program Repository is currently housed at certify.sba.gov, where documents verifying WOSB/EDWOSB eligibility must be uploaded so that they may be viewed by agencies' Contracting Officers (COs)*

Only the WOSB, SBA, and the CO (once granted access by the WOSB)* can access the repository

WOSBs and EDWOSBs should complete WOSB/EDWOSB Certification Questionnaire online and upload the following documents to verify their status:

Self-Certification – WOSBs

- Birth certificates, naturalization papers, unexpired passports to verify U.S. citizenship
- Corporate information verifying ownership and management control by a woman or women

Self-Certification – EDWOSBs

- All requirements for WOSBs
- An SBA Form 413, Personal Financial Statement, for each woman claiming economic disadvantage and their spouse (completed online)

Third Party Certification

- Third Party Certification from an SBA Approved Third Party Certifier



Step 2: Upload documents on certify.SBA.gov (cont.) – Corporate Info.

Corporation	LLC	Partnership	Sole Proprietorship
Articles of incorporation and any amendments	Articles of organization and any amendments	Partnership agreement and any amendments	Assumed/fictitious name certificate(s) ¹
By-laws and any amendments	Operating agreement and any amendments		
All issued stock certificates (front and back copies) signed in accordance with by-laws			
Stock ledger			
Voting agreements, if any			
Assumed/fictitious name certificate(s), if applicable	Assumed/fictitious name certificate(s), if applicable	Assumed/fictitious name certificate(s), if applicable	
Joint venture agreement, if applicable	Joint venture agreement, if applicable	Joint venture agreement, if applicable	



Step 2: Upload documents on certify.SBA.gov (cont.)

*As of March 2016, WOSBs and EDWOSBs can manage their eligibility documents in **certify.SBA.gov***

What's new?

- The WOSB Repository **has moved** from GLS to its new home at [certify.SBA.gov](https://certify.sba.gov)
- GLS is **no longer** a valid entry point for the WOSB program
- All existing WOSB/EDWOSBs in the Repository that have updated their content since **1 October 2014** have had their information migrated to new Repository
- All firms will need to check the new Repository to ensure their information has migrated properly and complete the SBA forms 413, 2413, or 2414 (as applicable) in the new electronic format.
- Any firms that did not update after Oct 2014 will need to resubmit as if new
- SBA plans to add support for its other certification programs to [certify.SBA.gov](https://certify.sba.gov) in the future

Step 3: Represent Status in SAM

- Once you have uploaded all necessary documents on certify.SBA.gov, you will be able to represent your status as a WOSB/EDWOSB on the SAM site
- Check the boxes as appropriate to indicate your status as a WOSB and/or EDWOSB (please note that all EDWOSBs are also WOSBs)
- NOTE: All required documents must be uploaded **before** identifying as a WOSB or EDWOSB – **penalties for false representation are steep.**

SAM: "I have read each of the FAR and DFARS provisions presented below. By submitting this certification I, _____, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to penalties if I misrepresent _____ in any of the below representations or certifications to the Government."

(1) The offeror represents as part of its offer that it is, is not a small business concern.

(2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, for general statistical purposes, that it is is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it is is not, a women-owned small business concern. (See Below)

(4) Women-owned small business (WOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (b)(3) of this provision] The offeror represents as part of its offer that:

(i) is is not, a WOSB concern eligible under the WOSB Program. [The offeror shall enter the name or names of the WOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the WOSB concern or concerns that are participating in the joint venture.]] Each WOSB concern participating in the joint venture shall submit a separate signed copy of the WOSB representation.

(ii) It is is not, a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7) (i) of this provision is accurate in reference to the EDWOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern or concerns that are participating in the joint venture.]] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

(5) Economically disadvantaged women-owned small business (EDWOSB) concern eligible under the WOSB Program. [Complete only if the offeror represented itself as a women-owned small business concern in paragraph (b)(3) of this provision] The offeror represents as part of its offer that:

(i) is is not, an EDWOSB concern eligible under the WOSB Program, has provided all the required documents to the WOSB Repository, and no change in circumstances or adverse decisions have been issued that affects its eligibility; and

(ii) It is is not, a joint venture that complies with the requirements of 13 CFR part 127, and the representation in paragraph (c)(7) (i) of this provision is accurate in reference to the EDWOSB concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the EDWOSB concern or concerns that are participating in the joint venture.]] Each EDWOSB concern participating in the joint venture shall submit a separate signed copy of the EDWOSB representation.

Check these boxes as appropriate to indicate WOSB/EDWOSB status

EDWOSBs should check both boxes, since all EDWOSBs are also WOSBs

Reviews and Protests

SBA is committed to ensuring only eligible WOSBs benefit from the WOSB Federal Contract Program. The following tools ensure compliance with Program requirements:

Eligibility Examinations

- SBA will conduct regular reviews of firms who have self-certified and obtained third party certification
- A review will involve evaluation of documents uploaded in the repository and SBA may request additional documents and perform a site visit

Protests

- SBA may investigate the accuracy of any certification or representation made as it relates to a specific WOSB/EDWOSB contract
- Only an interested party, SBA or a contracting officer may submit a protest
- A protest must be submitted to the contracting officer within certain timeframes
 - Can only protest the ownership, control and economic disadvantage requirements
 - Size protests are handled under 13 C.F.R. part 121
- SBA reviews each protest and makes a final decision, which may be appealed to the Office of Hearings and Appeal

Any WOSB/EDWOSB found to be ineligible *must remove* designation in SAM; CO *shall not award* the contract

There are a number of resources available to help answer questions about the WOSB Program:

Visit the SBA's website: www.sba.gov/wosb

- ▶ You will find the latest information about the program on this site
- ▶ For questions on the WOSB program, you may also email wosb@sba.gov
- ▶ For questions on the new system, please email certify@sba.gov

Visit a local resource:

- ▶ *Procurement Center Representative (PCR) Directory*
 - Find your local PCR at: <https://www.sba.gov/contracting/resources-small-businesses/pcr-directory>
- ▶ *Small Business Administration District Offices*
 - Find your local office at: <https://www.sba.gov/tools/local-assistance/districtoffices>
- ▶ *Women's Business Centers*
 - Find your local center at: <https://www.sba.gov/tools/local-assistance/wbc>
- ▶ *Small Business Development Centers*
 - Find your local center at: <http://www.asbdc-us.org/>
- ▶ *Procurement Technical Assistance Centers*
 - Find your local center at: <http://www.aptac-us.org/new/>

Call the SBA Answer Desk: 1-800-U-ASK-SBA (1-800-827-5722)

Questions?

The Women-Owned Small Business Program

WOSB System Walkthrough

certify.sba.gov





1 [Login to an existing certify.sba.gov account](#)

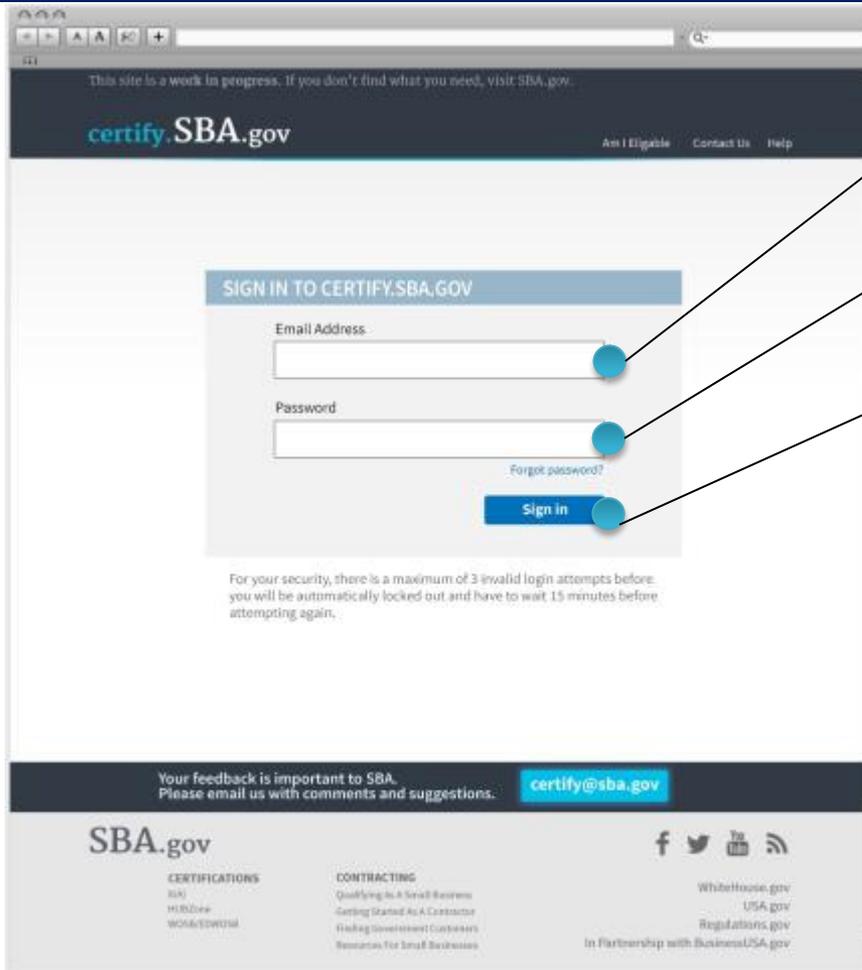
– OR –

[Select to create a new certify.sba.gov user account](#)

2 Click here to explore the “Am I Eligible?” tool for SBA federal contracting programs

3 Submit questions and feedback via the website email address

Existing User Sign In Page



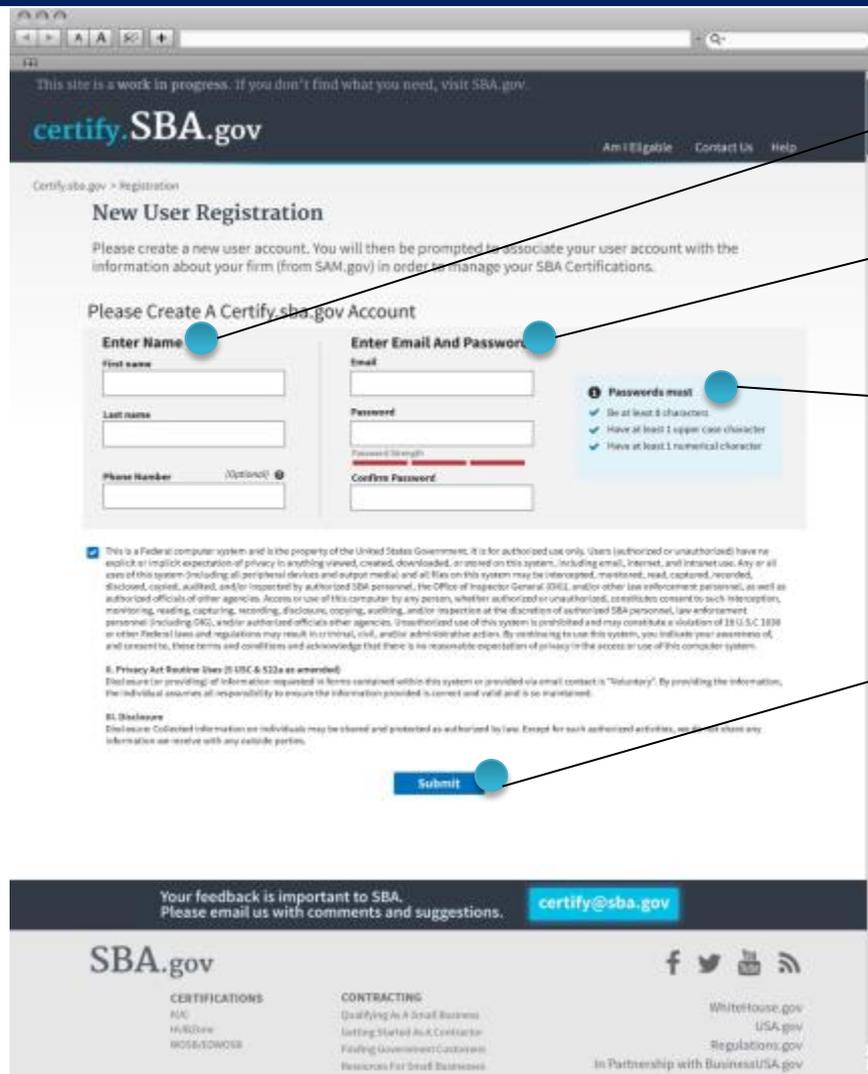
1 Type in user account's email address

2 Type in user account password

3 Select "Sign In" button to access the account

NOTE: After 3 incorrect log-in attempts, your account will be locked and you will have to wait 15 minutes to try again.

Click the "Forget password?" link above the sign in button to reset your password



This site is a work in progress. If you don't find what you need, visit SBA.gov.

[certify.SBA.gov](#) [Am I Eligible](#) [Contact Us](#) [Help](#)

certify.sba.gov > Registration

New User Registration

Please create a new user account. You will then be prompted to associate your user account with the information about your firm (from SAM.gov) in order to manage your SBA Certifications.

Please Create A Certify.sba.gov Account

Enter Name

First name

Last name

Phone Number (Optional)

Enter Email And Password

Email

Password

Confirm Password

Passwords must

- ✓ Be at least 8 characters
- ✓ Have at least 1 upper case character
- ✓ Have at least 1 numerical character

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy in anything viewed, created, downloaded, or stored on this system, including e-mail, Internet, and intranet use. Any or all users of this system (including all peripheral devices and output media) and all files on this system may be intercepted, monitored, read, captured, recorded, disclosed, copied, audited, and/or inspected by authorized SBA personnel, the Office of Inspector General (OIG), and/or other law enforcement personnel, as well as authorized officials of other agencies. Access or use of this computer by any persons, whether authorized or unauthorized, constitutes consent to such interception, monitoring, reading, capturing, recording, disclosure, copying, auditing, and/or inspection at the discretion of authorized SBA personnel, law enforcement personnel (including OIG), and/or authorized officials at other agencies. Unauthorized use of this system is prohibited and may constitute a violation of 18 U.S.C. 1838 or other Federal laws and regulations may result in criminal, civil, and/or administrative action. By continuing to use this system, you indicate your awareness of, and consent to, these terms and conditions and acknowledge that there is no reasonable expectation of privacy in the access or use of this computer system.

6. Privacy Act Routine Uses (5 USC § 552a as amended)
 Disclosure (or providing) of information requested in forms contained within this system or provided via email contact is "voluntary". By providing the information, the individual assumes all responsibility to ensure the information provided is correct and valid and is so maintained.

6.1 Disclosure
 Disclosure: Collected information on individuals may be shared and protected as authorized by law. Except for such authorized activities, we do not share any information we receive with any outside parties.

[Submit](#)

Your feedback is important to SBA. Please email us with comments and suggestions. certify@sba.gov

SBA.gov

CERTIFICATIONS
 HUB
 HUBone
 WORKFLOW

CONTRACTING
 Qualifying As A Small Business
 Getting Started As A Contractor
 Finding Government Customers
 Resources For Small Businesses

Whitehouse.gov
USA.gov
Regulations.gov
 In Partnership with BusinessUSA.gov

- 1 Fill out the left pane with your information
- 2 Complete the right pane with your preferred email address and create a new password for your user account
- 3 A strong passphrase can be a unique phrase that you can easily remember. Add a special character and/or number for added security

Example: My Dog \$pot Digs Ho1es
- 4 Check that you have read the Terms and Conditions and click "Submit"

Find Your Business

certify.SBA.gov

CONNECT MY PROFILE TO A BUSINESS

You can connect with a business by using the following information to attach your profile to a business profile.

DUNS NUMBER* (9 DIGIT NUMBER)

MPIN* (4 - 12 DIGIT NUMBER)

SSN/EIN NUMBER*

FIND BUSINESS

*Indicated Required Fields

1 Enter the DUNS number of the business
The Data Universal Numbering System (DUNS) Number is a unique nine-character identification number provided by the commercial company Dun and Bradstreet

2 Enter the MPIN number of the business
The Marketing Partner Identification Number (MPIN) is a self-created password in SAM.gov.

3 Enter the Taxpayer Identification Number (TIN) of the business
A Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the IRS or the Social Security Administration (SSA). The choices provided for TIN Type include: Employer Identification Number "EIN", or Social Security Number "SSN".

4 Select "Find Business" to connect your profile to the business

NOTE: Please enter the information exactly as it is entered in SAM.gov.

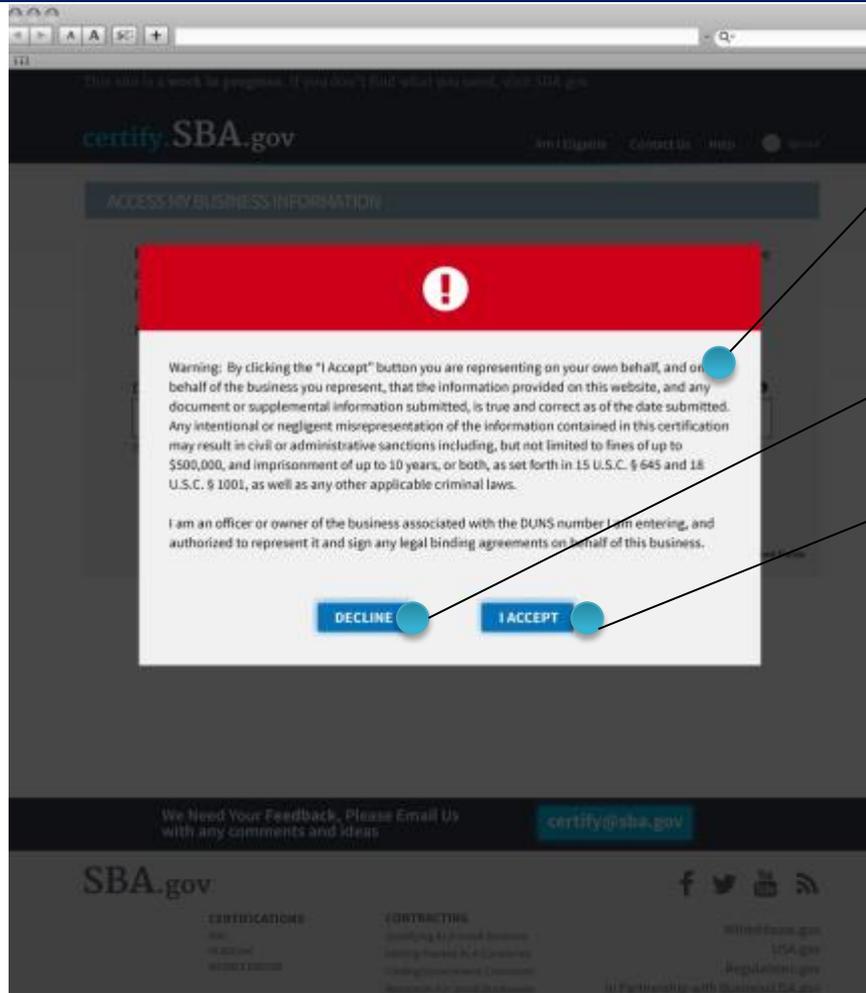
All entities must have an active record in SAM.gov to participate in SBA contracting programs. If you do not have a SAM account, please register in SAM.gov first and return to certify.SBA.gov to complete your registration.

Associate Business Result

The screenshot shows the 'certify.SBA.gov' website. At the top, there is a navigation bar with the SBA logo and the text 'certify.SBA.gov'. Below this is a section titled 'CONNECT MY PROFILE TO A BUSINESS'. The text reads: 'You can connect with a business by using the following information to attach your profile to a business profile.' There are three input fields: 'DUNS NUMBER*' (9 DIGIT NUMBER), 'MPIN*' (4-12 DIGIT NUMBER), and 'SSN/EIN NUMBER*'. A blue button labeled 'FIND BUSINESS' is below these fields. Below the search form, a 'Match Found' section is displayed for 'Acme Company'. It includes the following information: DBA: Acme Publishing, DUNS: 00000, ADDRESS: 12121 4TH STREET, ANYTOWN, ANY CITY USA 00000. It also lists 'Government Business Contact: Jane Doe' with EMAIL: JANEDOE@ACME.COM and PHONE: (202)111-2222. A 'Select Business Type' dropdown menu is present, and a blue button labeled 'CONNECT TO BUSINESS' is at the bottom right of the match result.

- 1 If there is a match, the business profile is shown underneath the search
- 2 Select the Business Type from the dropdown menu
- 3 Click the Connect to Business button

Accept Associate Business

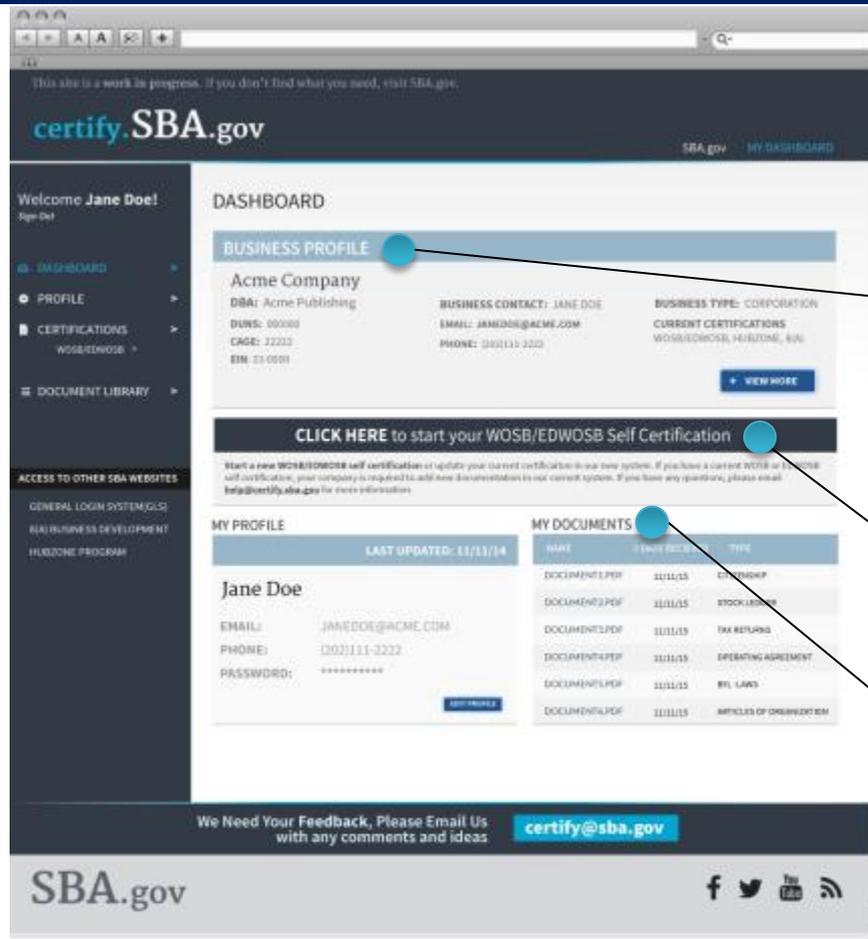


- 1 Before gaining access to your business information, you must affirm that you are authorized to enter into legally binding agreements on behalf of your business (read the fine print)
- 2 Select "Decline" if you do not agree to the terms and conditions
- 3 Select "Accept" if you are authorized to represent the business and accept the agreement

You will then be taken to your [dashboard](#)

SBA Dashboard

U.S. Small Business Administration



The user dashboard will display different information depending on the status of your certifications. Check back for new functionality as it becomes available in the system.

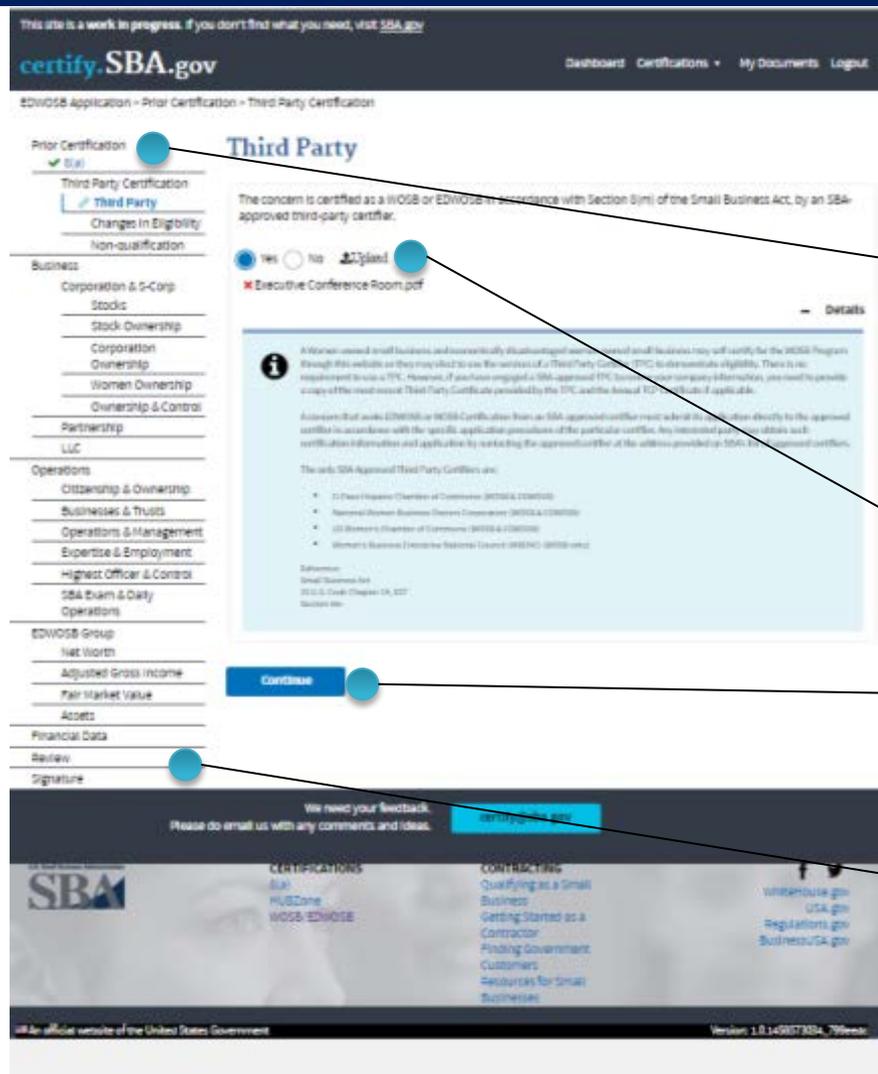
1 View information about your business in the Business Profile section. This information is obtained from SAM.gov and cannot be edited in certify.SBA.gov

Please make any changes to your core data in SAM.gov, and the changes will be updated here within 24 hours

2 Select this gray section when you are ready to update your certification records or begin a new WOSB application.

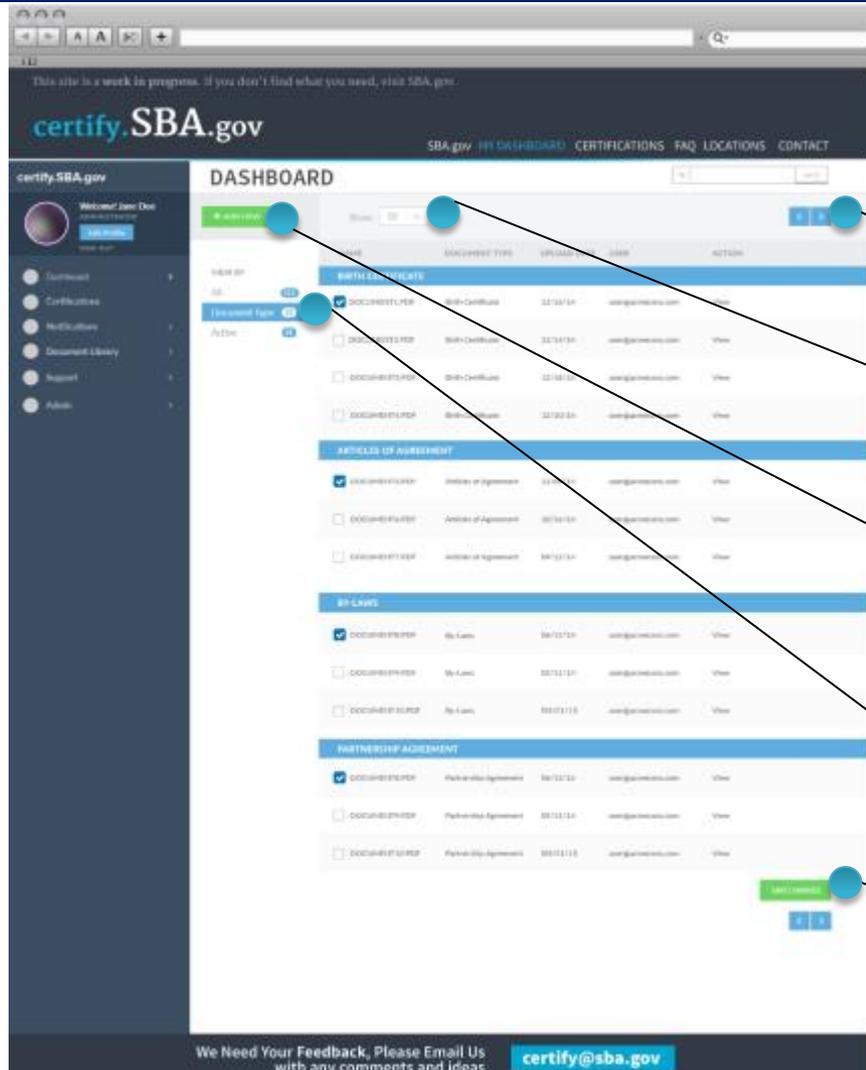
3 Click on the My Documents section to see all the uploaded files for your account, and to sort, view, make notations, and manage your documents

NOTE: All documents must be in PDF format



The WOSB/EDWOSB application is divided into five sections: Prior Certification, Business, Operations, Review, and Signature.

- 1 Use the Navigation bar to track your progress as you complete the application. Green checkmarks indicate that a section has been completed, while gray checkmarks indicate that a question does not need to be answered based on your responses.
- 2 Answer each question, then click the upload icon to upload any necessary documents.
- 3 At the end of each section, press continue to save your work and move on to the next section.
- 4 Once you have completed all necessary sections, review your application and submit your signature.



Users can also view all documents at once by going to their document library from the dashboard. This allows users to see all files they have uploaded.

1 Use the arrows to navigate between pages in the Document Library

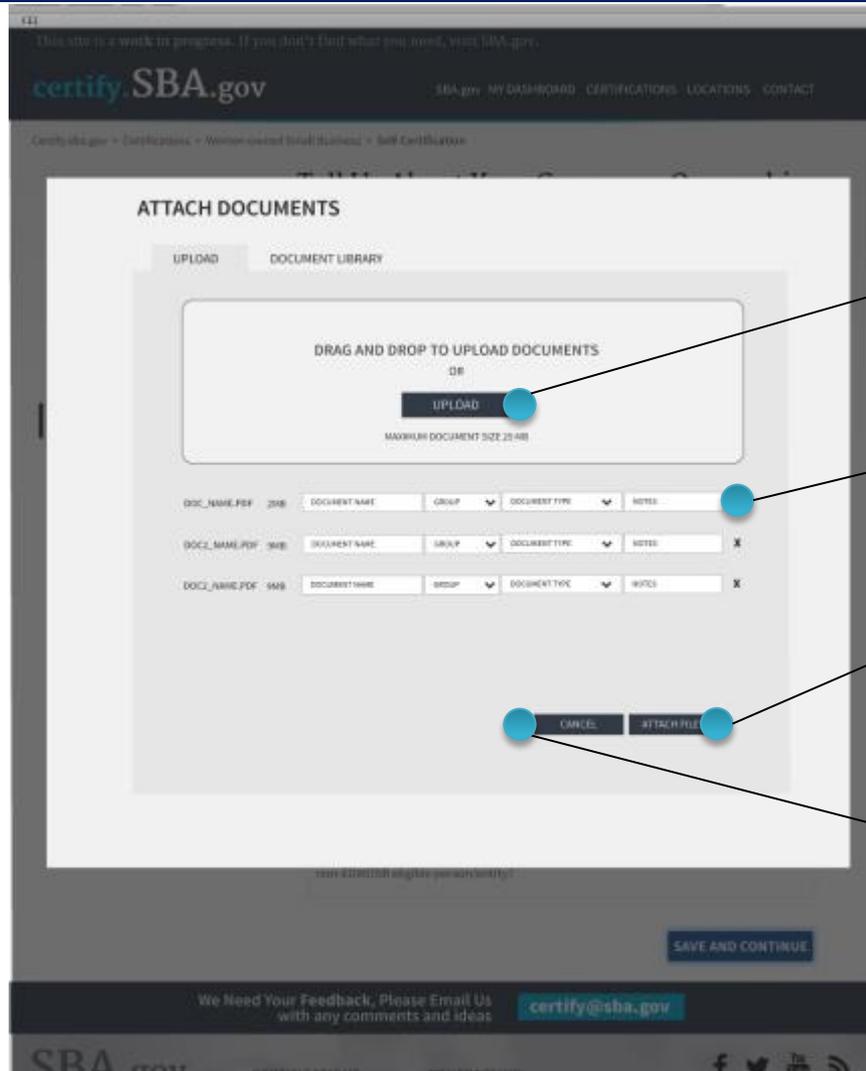
2 Change the number of documents you can view on one page by clicking on this drop down box.

3 Upload additional documents by clicking the "Add New" button.
NOTE: This capability is not currently available, but will be added soon

4 Sort documents by document type, by active status, or view all documents

5 Save any changes made to the Document Library

Upload Documents



Once users have clicked on the “Add New” button, a new dialog box comes up for users to attach documents.

- 1 Drag and drop files in the gray box in order to upload them, or click the “Upload” button to upload the files manually
- 2 Use the document display to add notes, change the document name, type, or group, or remove documents before they are attached.
- 3 Click “Attach Files” to attach the uploaded files. If you do not click “Attach” your documents will not properly store in the document library!
- 4 Click “Cancel” to cancel attaching documents

Questions?

- For questions relating to the WOSB/EDWOSB program, please email wosb@sba.gov
- For questions relating to the certify.SBA.gov system, please email certify@sba.gov



Frequently Asked Questions – certify.sba.gov

WOSB/EDWOSB Vendor Questions:

1) What does this new system do for me?

Certify.sba.gov allows Woman Owned Small Businesses (WOSBs) and Economically Disadvantaged Woman Owned Small Businesses (EDWOSBs) to more easily manage eligibility documents for the WOSB Federal Contract Program. Additionally, you can complete SBA forms directly online, receive notifications from SBA regarding important dates, and interact with SBA representatives. More functionality will be added as other programs, such as the 8(a) Business Program and HUBZone Program, are introduced into the system.

2) Who should create an account in certify.sba.gov?

All WOSBs/EDWOSBs that wish to participate or continue participating in the WOSB program should create an account at certify.sba.gov. This system is also designed to allow WOSBs or EDWOSBs who have been certified by an SBA-approved Third Party Certifier to upload proof of holding a valid Third Party Certification.

3) What happened to my information and documents from the old system?

Access to the legacy WOSB document repository was disabled on March 23, 2016 at 1:00 EDT. At this time, documents that were associated with active accounts were migrated to the new system. All accounts that had been updated with at least one new document since October 1, 2014 were considered active accounts and as such, were migrated to the new system.

4) What steps do I need to take before creating a username and password for certify.sba.gov?

Before you create a username and password on the new site, please ensure that all of your records on SAM.gov are up-to-date and that your account is in the “Active” status.

5) The system says my passphrase isn’t strong enough. What is a really strong passphrase?

You must create a secure account by creating a strong passphrase. The passphrase meter will indicate if your passphrase is strong. You will know that your passphrase is strong enough if the words “Passphrase strength – Strong” display under the Passphrase field. You can create a strong passphrase by following these guidelines:

- Use 4 random but memorable words
- Don’t form a sentence
- Don’t use previous passwords or passphrases
- Special characters and numbers are helpful but not necessary
- Don’t use publicly available words that are personally relevant (your real name, company name, industry, email/username, etc.)

Examples of Really Strong Passphrases (do not use these):

- My dog Sp0t dig\$ holes
- space-camp-Mashed-Potatoes4!

6) What should I do once I log into this system for the first time?

Once you log into the system, you will be required to associate your business’s information with the UserID that you just created. In order to associate your new account with the information and documents from the old system, you will need to input the following information:

- Your primary DUNS number
- Your Marketing Partner ID Number (MPIN) number (see below for further information)
- Your Taxpayer Identification Number (TIN) number

An MPIN is a personal code that you created while registering in SAM.gov. To view your company’s MPIN:

1. Go to the SAM.gov Homepage: www.sam.gov
2. Enter your user ID and password, then click the “Log In” button
3. View the Business Information Page to locate your MPIN

Please make sure that all information appears exactly as it does in your SAM.gov profile (e.g. no dashes).

7) Am I required to resubmit any information to the new system that I already provided through the old system? If so, what information must be resubmitted?

Yes. Applicants will be required to update their accounts by completing and submitting the new online versions of the SBA Form 2413 (for WOSBs) or the SBA Forms 2414 and 413 (for EDWOSBs).

8) My documents are already in the system; do I have to upload them again when answering the questions in the SBA Forms?

No. If your documents were migrated from the old system, just click on the “upload” link next to the relevant question to associate documents. Flag the document(s) that are associated with that question and click “attach files”.

9) What if I was certified by a Third Party Certifier?

If you have been certified by a Third Party Certifier, you will still be required to register in the new system. However, you will not be required to complete the entire WOSB/EDWOSB certification forms, just the first 4 questions. You will also need to associate any documentation pertaining to your Third Party Certification to the certification forms.

10) How can I get more information about the WOSB Federal Contract Program?

For more information on the WOSB Federal Contract Program at wosb@sba.gov.

11) My question about the system isn’t answered here. What do I do?

Please visit <https://certify.sba.gov> and click the FAQ section there.

Federal Contracting Officer (CO) Questions:

12) How should I use this new website?

The WOSB Program rules at 13 CFR 127.301 and FAR 19.1505(e) provide that when a procurement is reserved for award under the WOSB Program, a Contracting Officer (CO) must check the WOSB Repository to verify that the apparently successful offeror has filed all the required eligibility documents, or file a status protest if documents are missing. Due to this system upgrade and the transition to the new website, access to the WOSB Program Repository is currently unavailable for COs.

Therefore, in order to comply with SBA’s regulations and the FAR while the Repository is unavailable, a CO may rely on SBA’s check of the Repository by sending an email to wosb@sba.gov.

Within 2 business days, SBA will perform the necessary check to determine whether the apparently successful offeror filed all the required eligibility documents and provide the CO with an email response which either:

- (a) Notifies the CO that all required documents have been provided, or
- (b) Identifies which documents are missing, in order to allow the CO to file a status protest in accordance with SBA regulations and FAR 19. 1505(e).

13) What information do I need to provide when I contact SBA about the eligibility of an apparently successful offeror?

In the subject line of the email include the following: "PENDING AWARD UNDER FAR 19.505(e) VERIFICATION REQUEST- SOLICITATION (insert number)."

In the body of the email provide the following:

- DUNS NUMBER FOR FIRM
- EIN FOR FIRM
- FIRM NAME
- NAME OF FIRM’S OWNER
- TYPE OF PROCUREMENT (WOSB SET-ASIDE; EDWOSB SET-ASIDE; WOSB SOLE SOURCE; OR EDWOSB SOLE SOURCE)
- NAICS CODE ASSIGNED TO THE PROCUREMENT
- STATE WHERE CO IS LOCATED

14) Will SBA accept these emails from the firms too?

No, SBA will only accept this from the CO as this is a CO responsibility.

15) When will I have access to the new system?

The new system is scheduled to be available for use by COs soon. SBA will notify all agencies as soon as the new system is available. Once the new system is available for COs, you will log into the new system using your OMB MAX credentials.