



U.S. Small Business  
Administration

ARIZONA EDITION 2020

# Small Business

RESOURCE GUIDE



**START  
GROW  
EXPAND  
YOUR BUSINESS**





The small banks don't understand you, and the big banks don't try to.

**Alliance Bank**  
OF ARIZONA

At Alliance Bank of Arizona, we get it.

We bring you the best of both worlds: the capacity and sophisticated product offerings of a big bank along with the responsiveness and superior service of a more specialized institution.

**Bank on Accountability**

[alliancebankofarizona.com](http://alliancebankofarizona.com)

**WA Top 10 – Forbes Best Banks**



Alliance Bank of Arizona, a division of Western Alliance Bank, Member FDIC. Western Alliance ranks top ten on Forbes' Best Banks in America list, five years in a row, 2016-2020.

# CONTENTS

Arizona Edition 2020



## Local Business Assistance

- 8 Local Success Story**  
Jerado and Joyce Reynolds know their local landscape for entrepreneurship support.
- 11 Local SBA Resource Partners**
- 13 Your Advocates**
- 14 How to Start a Business**
- 18 Workforce Recruitment**
- 19 Emerging Leaders**
- 20 Entrepreneurial Resources**
- 22 Opportunities for Veterans**
- 24 Write Your Business Plan**

## Funding Programs

- 26 National Success Story**  
Jennifer and Jeff Herbert's meadery has expanded into a multimillion dollar enterprise thanks to SBA assistance.
- 29 SBA Lenders**
- 32 Financing 101**
- 33 Need Financing?**
- 34 Go Global with International Trade**
- 36 R&D Opportunities for High Growth Startups**
- 38 National Success Story**  
Cheeseburger Baby owner Stephanie Vitori persevered through a financial storm and a natural disaster.
- 42 Surety Bonds**

## Contracting

- 44 National Success Story**  
Jennifer Rahn steers the course for Admiral Engineering, succeeding as a small business subcontractor.
- 47 Government Contracting**
- 48 SBA Certification Programs**
- 49 Woman-Owned Small Business Certification**

**ON THE COVER** Jennifer Rahn, courtesy of the SBA; Jeff and Jennifer Herbert, courtesy of Superstition Meadery; September Myers, courtesy of the Sundance Consulting; Nikolas Williams, courtesy of Workshops for Warriors

# A MESSAGE FROM THE ADMINISTRATOR



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

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

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

among entrepreneurs in disadvantaged communities, and continuing to prioritize disaster relief.

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

Sincerely,

**Jovita Carranza**  
SBA Administrator



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

***Small business is no small task.***

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

Local Agent | [ProgressiveCommercial.com](http://ProgressiveCommercial.com)

**PROGRESSIVE**  
COMMERCIAL

# Advertise your company here.

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

contact [info@newsouthmediainc.com](mailto:info@newsouthmediainc.com)

## NEW SOUTH MEDIA

PUBLISHED BY

New South Media, Inc.

304.413.0104 | [newsouthmediainc.com](http://newsouthmediainc.com)

**PUBLISHER**

Nikki Bowman, [nikki@newsouthmediainc.com](mailto:nikki@newsouthmediainc.com)

**DESIGNER**

Hayley Richard, [hayley@newsouthmediainc.com](mailto:hayley@newsouthmediainc.com)

**MANAGING EDITOR**

Holly Leleux-Thubron, [holly@newsouthmediainc.com](mailto:holly@newsouthmediainc.com)

**ASSOCIATE EDITORS**

Pam Kasey, [pam@newsouthmediainc.com](mailto:pam@newsouthmediainc.com)

**OPERATIONS MANAGER**

Meggan Hoyman, [info@newsouthmediainc.com](mailto:info@newsouthmediainc.com)

**ADVERTISING SALES DIRECTOR**

Heather Mills McIntyre, [heather@newsouthmediainc.com](mailto:heather@newsouthmediainc.com)

**ADVERTISING SALES**

Kelley McGinnis, Bryson Taylor

[sba@newsouthmediainc.com](mailto:sba@newsouthmediainc.com)

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

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

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

**WRITER/EDITOR**

Becky Bosshart

(202) 205-6677

[rebecca.bosshart@sba.gov](mailto:rebecca.bosshart@sba.gov)

**DIRECTOR OF MARKETING**

Paula Panissidi Tavares

[paula.tavares@sba.gov](mailto:paula.tavares@sba.gov)

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

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

Printed in the United States of America.

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

# SBA Arizona District Office

4041 N. Central Ave., suite 1000  
Phoenix, AZ 85012  
(602) 745-7200  
[sba.gov/az](http://sba.gov/az)  
@SBA\_Arizona

**Northern Arizona Office**  
1201 E. Cooley, suite E  
Show Low, AZ 85901  
(928) 532-0034

**Southern Arizona Office**  
300 W. Congress St., suite 7N  
Tucson, AZ 85701  
(520) 620-7042

## District Director Letter

**W**elcome to the 2020 edition of the U.S. Small Business Administration's Arizona Small Business Resource Guide. Arizona is a great place to start or grow a small business. The SBA helps make the American dream of small business ownership a reality. We are the only federal agency dedicated to helping our 30 million small businesses start, grow, expand, and recover after a disaster. The Arizona district office and our offices in Tucson and Show Low work with an extensive network of business advisers and lenders to help Arizona's small businesses at every stage of development.

Across Arizona in the last year, we empowered the state's small businesses to:

- Find a business adviser from one of our SBA Resource Partners, which includes the Arizona Small Business Development Center Network, SCORE mentors, our Women's Business Centers, and the Veterans Business Outreach Center, all powered by SBA.
- Access over \$690 million in SBA-guaranteed loans using 60 local lenders. The 1,200 businesses that qualified for SBA-backed financing have hired thousands of new employees, bought needed equipment, and built or renovated facilities.
- Recover after severe storms, flooding, and drought using low-interest SBA disaster assistance loans.
- Gain over \$1.5 billion in federal contracting awards.

Entrepreneurship characterizes our state, and we look forward to serving you during the coming year. Stay up to date on SBA events near you and get valuable Arizona business information by following us @SBA\_Arizona. Register for email updates at [sba.gov/updates](http://sba.gov/updates).

Sincerely,



Robert J. Blaney  
District Director



### District Director

Robert Blaney  
[robert.blaney@sba.gov](mailto:robert.blaney@sba.gov)

### Deputy District Director

Shivani Dubey  
[shivani.dubey@sba.gov](mailto:shivani.dubey@sba.gov)

### Northern Arizona Senior Area Manager

Karen Allen  
[karen.allen@sba.gov](mailto:karen.allen@sba.gov)

### Southern Arizona Senior Area Manager

Stephen Hart  
[stephen.hart@sba.gov](mailto:stephen.hart@sba.gov)

### Procurement Center Representative

Tracey Cole  
[tracey.cole@sba.gov](mailto:tracey.cole@sba.gov)

### Lead Economic Development Specialist

Jim Pipper  
[james.pipper@sba.gov](mailto:james.pipper@sba.gov)

### Economic Development Specialists

Danine Dolphin  
[danine.dolphin@sba.gov](mailto:danine.dolphin@sba.gov)

Delia Gomez  
[delia.gomez@sba.gov](mailto:delia.gomez@sba.gov)

### Lead Lender Relations Specialist

Craig Jordan  
[craig.jordan@sba.gov](mailto:craig.jordan@sba.gov)

### Lender Relations Specialist

Jenny Herschaft  
[virginia.herschaft@sba.gov](mailto:virginia.herschaft@sba.gov)

### Business Opportunity Specialists

Mara Wells  
[mara.wells@sba.gov](mailto:mara.wells@sba.gov)

Jordan Ripley  
[jordan.ripley@sba.gov](mailto:jordan.ripley@sba.gov)

### District Office Assistant

Fernando Delarosa  
[fernando.delarosa@sba.gov](mailto:fernando.delarosa@sba.gov)

# LOCAL BUSINESS ASSISTANCE

**How We Did It**

## Made to Last

Joyce and Jerado Reynolds used SBA support to succeed.

WRITTEN BY MICAELA MORRISSETTE



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

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

### Challenge

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

### Solution

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



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

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

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

### Benefit

Reynolds Welding now employs more than 15 workers, constructing stairs, rails, structural beams, and columns throughout the region. Jerado is working

## 5 Tips for Success

### Find a great business mentor.

To find your local SBA office and resource partners in your area, visit [sba.gov/localresources](http://sba.gov/localresources).

### Have a healthy view of competition.

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

### Record everything you do.

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

### Sacrifice to ensure quality.

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

### Seek SBA assistance to see if you qualify for business certifications.

We used to look for jobs. Now that we’re on the SBA Subcontracting Network database, SubNet, and [sam.gov](http://sam.gov), we have a continuous flow of contractors reaching out to us.

on two bridges—a lifelong dream. Joyce continues to move forward, getting Reynolds qualified for the SBA 8(a) Business Development Program, which provides free business development education to small businesses so they can better compete in the public sector. “When I came on full time, I set a goal for what I would like for the company, and I’ve achieved 80% of that,” Joyce says. When she secures 8(a) certification for Reynolds, she’ll have hit all her objectives. Then, she admits, she’ll probably come up with some new ones.

# SBA Resource Partners

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

## SMALL BUSINESS DEVELOPMENT CENTERS

# 950+

**Small Business  
Development Centers**

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

## SCORE

# 300+

**SCORE chapters**

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

## WOMEN'S BUSINESS CENTERS

# 100+

**Women's Business  
Centers**

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

## VETERANS BUSINESS OUTREACH CENTERS

# 20+

**Veterans Business  
Outreach Centers**

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

# Our Local SBA Resource Partners

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



Arthur and Sandra Johnson, owners of 21 Short Stop in Georgia, received assistance from their local Small Business Development Center and SCORE chapter.

## Small Business Development Centers

[azsbd.net](http://azsbd.net)

### **Serving Cochise County** **Cochise College SBDC**

Downtown Center  
2600 N. Wilcox Drive, Sierra Vista  
(520) 515-5478

**Douglas location:**  
4190 W. Highway 80  
(520) 417-4118

### **Serving Coconino County** **Coconino Community College SBDC**

3000 N. Fourth St., Flagstaff  
(928) 526-7644

#### **Other locations:**

Page  
1602 Pueblo  
(928) 660-2399

Gila County  
Gila Community College Pueblo Campus  
8274 Six Shooter Canyon Road, Globe  
(928) 428-8590

Payson  
Gila Community College Payson Campus  
201 N. Mud Springs Road  
(928) 428-8590

### **Serving Graham & Greenlee counties** **EAC SBDC**

615 N. Stadium Ave., room 113, Thatcher  
(928) 428-8590

### **Serving Maricopa County** **Estrella Mountain SBDC**

3000 N. Dysart Road, Avondale  
(480) 784-0590

### **Center for Entrepreneurial Innovation- GateWay SBDC**

275 N. GateWay Drive, west of Van Buren  
& 40th streets  
Phoenix  
(480) 784-0590

**GateWay Community College South Building SBDC**

108 N. 40th St., Phoenix  
(480) 784-0590 or (480) 784-0588

**Paradise Valley Community College SBDC**

Entrepreneurship Education Center, building K, room K117  
18401 N. 32nd St., Phoenix  
(480) 784-0590

**Chandler-Gilbert Community College-Sun Lakes Center SBDC**

25105 S. Alma School Road, Sun Lakes  
(480) 784-0590

**Serving Mohave County**

**Mohave Community College SBDC**

480 South Central, Colorado City  
(928) 757-0894

**Mohave Community College SBDC**

1971 Jagerson Ave., Kingman  
(928) 757.0894

**Serving Navajo & Apache counties**

**Northland Pioneer College SBDC**

Goldwater Building, room 107  
1001 W. Deuce of Clubs, Show Low  
(928) 532-6170

**Serving Pima County**

**Pima Community College SBDC**

401 N. Bonita Ave., suite A-250, Tucson  
(520) 206.6355

**Serving Pinal County**

**Central Arizona College SBDC**

CAC Corporate Center, Florence Boulevard and the I-10 freeway  
540 N. Camino Mercado, suite 2  
Casa Grande  
(520) 494-6610

**Serving Yavapai County**

**Yavapai College SBDC**

City of Cottonwood Economic Development Office  
821 N. Main St., Cottonwood  
(928) 776-2008

**Other locations:**

Yavapai College, building 29  
1100 E. Sheldon St.  
Prescott  
(928) 776-2008

Yavapai College, Verde Valley

601 Black Hills Drive  
Clarkdale  
(928) 776-2008

**Serving Yuma & LaPaz counties**

**Arizona Western College SBDC**

1351 S. Redondo Center Drive, suite 101  
Yuma  
(928) 317-6151

## SCORE

Contact your closest SCORE office first for an appointment.

**Central Arizona Chapter**

(602) 745-7250  
[greaterphoenix.score.org](http://greaterphoenix.score.org)

**Northern Arizona Chapter**

(928) 778-7438  
[northernarizona.score.org](http://northernarizona.score.org)

**Southern Arizona Chapter**

Tucson  
(520) 505-3636  
[southernarizona.score.org](http://southernarizona.score.org)



## Women's Business Center

Orientation sessions are required for all new clients. Visit [ywcatucson.org/program/mac/wbc](http://ywcatucson.org/program/mac/wbc) to get started.

**Microbusiness Advancement Center (MAC) Women's Business Center**

525 N. Bonita Ave., Tucson  
(520) 447-8911



# Your Advocates

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

## Advocacy

When you need a voice within the federal government for your interests as a small business owner, SBA advocates are here to assist. They analyze the effects of proposed regulations and consider alternatives that minimize the economic burden on small businesses, governmental jurisdictions, and nonprofits.

The office, **advocacy.sba.gov**, helps with these small business issues:

- » if your business could be negatively affected by regulations proposed by the government
- » when you need economic and small business statistics

The SBA Office of Advocacy also independently represents small business and advances its concerns before Congress, the White House, and federal agencies.

## Ombudsman

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

The ombudsman's office helps you:

- » resolve regulatory disputes with federal agencies
  - » reduce unfair penalties and fines
  - » seek remedies when rules are inconsistently applied
  - » recover payment for services done by government contractors
- Make your voice heard by participating in a Regional Regulatory Enforcement Fairness Roundtable or a public hearing hosted by the SBA national ombudsman. These events are posted periodically on the ombudsman website, **sba.gov/ombudsman**.

To report how a proposed federal regulation could unfairly affect you, contact **advocacy.sba.gov**.

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

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



Adriana Medina, owner of **Fuerte Fitness**, in Seattle, WA, received counseling from a SCORE mentor and a Women's Business Center adviser.

COURTESY OF THE SBA

# How to Start a Business in Arizona

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

## The Startup Logistics

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

## Market Research

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

## Business License & Zoning

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

The state of Arizona provides a free online interactive checklist program designed to guide startups and growing businesses. Visit [azcommerce.com/small-business/small-business-checklist](https://azcommerce.com/small-business/small-business-checklist).

### » Arizona Commerce Authority

118 N. Seventh Ave., suite 400, Phoenix  
(602) 845-1200

## Name Registration

Register your business name with the county clerk where your business is located. If you're a corporation, also register with the state. Check your business name at [ecorp.azcc.gov](https://ecorp.azcc.gov) to see if it is available.



COURTESY OF THE SBA

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

#### » Arizona Corporation Commission

1300 W. Washington St., Phoenix  
(602) 542-3026

The Secretary of State registers trade names. If you have a trade name, it is not necessary to also have a name registration. The trade name holds the name for you, and you can form an entity with that name if you own the trade name.

#### » Arizona Secretary of State

Phoenix (602) 542-6187  
Tucson (520) 628-6583  
Toll free (800) 458-5842

Construction companies need to check name availability first with the Arizona Registrar of Contractors, [azroc.gov/roc/contractorsearch.html](http://azroc.gov/roc/contractorsearch.html). Call (602) 542-1525 or (800) 271-9286.

Financial institutions and enterprises need to check name availability with the Arizona Department of Financial Institutions, [licensing@azdfi.gov](mailto:licensing@azdfi.gov) or (602) 771-2800.

Real Estate related businesses must submit the name reservation request form to the Arizona Department of Real Estate, (602) 771-7799.

## Taxes

As a business owner, you should know your federal tax responsibilities and make business decisions to comply with tax requirements. The IRS Small Business and Self-Employed Tax Center, [irs.gov/businesses/small-businesses-self-employed](http://irs.gov/businesses/small-businesses-self-employed), includes information on paying and filing income tax and finding an Employer ID Number.

As the IRS continues to implement some of the Tax Cuts and Jobs Act provisions, your tax obligations may change. For the

latest tax reform updates that affect your bottom line, visit [irs.gov/tax-reform](http://irs.gov/tax-reform).

#### » State Taxes

[azcommerce.com](http://azcommerce.com)

#### » Transaction Privilege Tax (TPT) License

Commonly referred to as a sales tax, resale, wholesale, vendor or tax license. Contact the Arizona Department of Revenue for questions about whether your business is subject to transaction privilege or use tax.

#### » Department of Revenue

(602) 255-3381 or (800) 352-4090  
[azdor.gov/business/transactionprivilegetax.aspx](http://azdor.gov/business/transactionprivilegetax.aspx)

## Social Security

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

## Employment Eligibility Verification

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees. The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration

Service offers information and assistance through [uscis.gov/i-9-central](https://uscis.gov/i-9-central). For forms, see [uscis.gov/forms](https://uscis.gov/forms). For the employer hotline call (888) 464-4218 or email [I-9central@dhs.gov](mailto:I-9central@dhs.gov).

E-Verify is the quickest way for employers to determine the employment eligibility of new hires by verifying the Social Security number and employment eligibility information reported on Form I-9. Visit [e-verify.gov](https://e-verify.gov), call (888) 464-4218 or email [e-verify@dhs.gov](mailto:e-verify@dhs.gov).

## Health & Safety

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

- » **State labor department**  
[laboradmin@azica.gov](mailto:laboradmin@azica.gov)  
[azica.gov/divisions/labor-department](https://azica.gov/divisions/labor-department)

### Phoenix

800 W. Washington St.  
(602) 542-4515

### Tucson

2675 E. Broadway  
(520) 628-5459

- » **OSHA**  
Phoenix Federal Building  
230 N. First Ave., suite 202, Phoenix  
(602) 514-7250
- » **Arizona State Planning Office**  
800 W. Washington St., second floor, Phoenix  
(602) 542-5795

## Employee Insurance

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

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

## Environmental Regulations

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

- » **Environmental Protection Agency Small Business Division**  
[epa.gov/resources-small-businesses](https://epa.gov/resources-small-businesses)



Kari Weigel provides educational services to rural communities through her Sylvan Learning Center in Fargo, ND, which she expanded with the help of SBA-backed financing.

## Accessibility & ADA Compliance

For assistance with the Americans with Disabilities Act, call the ADA center at (800) 949-4232 or the Department of Justice at (800) 514-0301. Direct questions about accessible design and the ADA standards to the U.S. Access Board at (800) 872-2253, TTY (800) 993-2822, [ta@access-board.gov](mailto:ta@access-board.gov) or visit [access-board.gov](https://access-board.gov).

## Child Support

Employers are essential to the success of the child support program and collect 75% of support nationwide through payroll deductions. You're required to report all new and rehired employees to the State Directory of New Hires. If you have employees in two or more states, you may register with the Department of Health and Human Services to report all your employees to one state. Find electronic income withholding orders and the Child Support Portal, which can be used to report information to nearly all child support agencies, at [acf.hhs.gov/programs/css/employers](https://acf.hhs.gov/programs/css/employers). Send questions to [employerservices@acf.hhs.gov](mailto:employerservices@acf.hhs.gov).

- » **State Enforcement**  
[des.az.gov](https://des.az.gov) > Child Support Services

## Intellectual Property

Patents, trademarks, and copyrights are types of intellectual property that serve to protect creations and innovations. For information and resources about U.S. patents and federally registered trademarks consult [uspto.gov](https://uspto.gov), call (800) 786-9199 or

visit the Rocky Mountain Regional Office in Denver, Colorado, [uspto.gov/denver](http://uspto.gov/denver). For inventor entrepreneur resources visit [uspto.gov/inventors](http://uspto.gov/inventors).

There are three types of patents:

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

A trademark or service mark includes any word, name, symbol, device, or any combination, used to identify and distinguish the goods/services of one provider from others. Trademarks and service marks may be registered at both the state and federal level. The U.S. Patent and Trademark Office only registers federal trademarks and service marks, which may conflict with and supersede state trademarks. Visit [uspto.gov/trademarks](http://uspto.gov/trademarks).

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

» **U.S. Copyright Office**

U.S. Library of Congress  
James Madison Memorial Building  
101 Independence Ave. SE  
Washington, DC  
(202) 707-3000 or toll free (877) 476-0778  
[copyright.gov](http://copyright.gov)

## Chambers of Commerce

**Ahwatukee Foothills**

(480) 753-7676  
[ahwatukeechamber.com](http://ahwatukeechamber.com)

**Apache Junction**

(480) 982-3141  
[ajchamber.com](http://ajchamber.com)

**Arizona Hispanic Chamber**

(602) 279-1800  
[azhcc.com](http://azhcc.com)

**Buckeye Valley**

(623) 386-2727  
[buckeyevalleychamber.org](http://buckeyevalleychamber.org)

**Chandler**

(480) 963-4571  
[chandlerchamber.com](http://chandlerchamber.com)

**Fountain Hills**

(480) 837-1654  
[fountainhillschamber.com](http://fountainhillschamber.com)

**Gilbert**

(480) 892-0056  
[gilbertaz.com](http://gilbertaz.com)

**Glendale**

(623) 937-4754  
[glendaleazchamber.org](http://glendaleazchamber.org)

**Greater Phoenix Black Chamber**

(602) 307-5200

**Mesa**

(480) 969-1307 x3022  
[mesachamber.org](http://mesachamber.org)

**Peoria**

(623) 979-3601  
[peoriachamber.com](http://peoriachamber.com)

**Prescott**

(928) 445-2000  
[prescott.org](http://prescott.org)

**Prescott Valley**

(928) 772-8857  
[pvchamber.org](http://pvchamber.org)

**Scottsdale area**

(480) 949-2175  
[scottsdalechamber.com](http://scottsdalechamber.com)

**Show Low**

(928) 537-2326  
[showlowchamber.com](http://showlowchamber.com)

**Tempe**

(480) 967-7891  
[tempechamber.org](http://tempechamber.org)

**Tucson**

(520) 792-1212  
[tucsonchamber.org](http://tucsonchamber.org)

**Wickenburg**

(928) 684-5479  
[wickenburgchamber.com](http://wickenburgchamber.com)

## Economic Development

**City of Chandler Innovations Incubator**

145 S. 79th St.  
(480) 784-0590

**TechShop Chandler**

249 E. Chicago St.  
(480) 784-0590

**NABEDC**

*Serving American Indians, Alaska natives, and native Hawaiians*  
460 N. Mesa Drive, suite 115, Mesa  
Director Kaaren-Lyn Graves (480) 343-2799  
[nabedc.com](http://nabedc.com)

## Export Assistance

**U.S. Commercial Service**

Arizona Commerce Authority  
333 N. Central Ave., suite 1900, Phoenix  
VP for International Trade  
Kevin J O'Shea  
(602) 845-1217  
[kevino@azcommerce.com](mailto:kevino@azcommerce.com)



Workshops for Warriors welding student Nikolas Williams trains in the San Diego makerspace, which receives SBA funding for its welding and machining programs. Workshops for Warriors places program graduates into advanced manufacturing careers nationwide.

COURTESY OF WORKSHOPS FOR WARRIORS

# Workforce Recruitment

Find qualified workers at these makerspace initiatives funded by the SBA.

If you are a small business employing skilled laborers, access a new talent pool for recruitment at your local makerspace.

## How it benefits you

These community operated workspaces provide training and resources to better prepare workers for the job market, offering job-specific and soft skills training. Connect with one of these organizations to see if these makerspace participants could work for your small business.



### California

Workshops for Warriors, [wfw.org](http://wfw.org), trains, certifies to national standards, and places veterans into advanced manufacturing careers nationwide.

Vocademy in Riverside, [vacademy.com](http://vacademy.com), trains underserved populations for vocational careers in manufacturing.

### Indiana

Ruckus Makerspace in Indianapolis, [ruckusindy.com](http://ruckusindy.com), provides coaching and job placement complementing day-to-day job skills training.

### Massachusetts

The Clubhouse-to-Career Pathways to Success program in Roxbury, [flagshipclubhouse.org/c2c](http://flagshipclubhouse.org/c2c), places its participants in meaningful employment matching their skill sets.

### Missouri

Rightfully Sewn in Kansas City, [rightfullysewn.org](http://rightfullysewn.org), prepares at-risk women and underserved populations for entry level sewing positions, increasing their tailoring and production management skills.

### New Hampshire

Monadnock Art x Tech Makerspace in Peterborough fills the need for qualified welders in construction and industry, visit [monadnockartxtech.org](http://monadnockartxtech.org).

### New Jersey

New Jersey Institute of Technology Makerspace in Newark connects participants with entry level advanced manufacturing jobs, in addition to an apprenticeship program, visit [njitmakerspace.com](http://njitmakerspace.com).

### New York

The Foundry in Buffalo, [thefoundrybuffalo.org](http://thefoundrybuffalo.org), operates four makerspaces, metal and wood shops and tech and textile labs, in support of education and entrepreneurship.

### North Carolina

Forge Greensboro connects untapped talent to employment opportunities through pre-apprenticeship programs and accreditation, visit [forgegreensboro.org](http://forgegreensboro.org).

### Oklahoma

Fab Lab Tulsa prepares participants with high-value skills to secure careers as operators and technicians in digital fabrication, visit [fablabtulsa.org](http://fablabtulsa.org).

### Pennsylvania

NextFab's Furnishing a Future program in Philadelphia places trained carpenters, visit [nextfab.com](http://nextfab.com).

# Emerging Leaders

Learn the skills to grow your small business in this seven-month course.



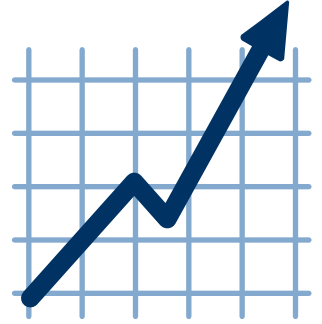
COURTESY OF AA&A FIRE AND SAFETY

## ▲ HOW THE SBA HELPED ME SUCCEED

When April Broderick wanted to expand into government contracting, she turned to the SBA. AA&A Fire and Safety Co. in Cabot, AR serves the fire protection and service needs of businesses, schools, and fire departments across Arkansas. She took over from her father, Alan, in 2014, becoming one of the few women executives in her industry. With the help of the SBA Emerging Leaders program, April received business training and networking opportunities to help her better compete in the public marketplace. April committed to the program because she wanted to develop a three-year growth plan with business experts. Since graduating from Emerging Leaders, she has grown her business to six full-time employees, seven part time, with a projected 2019 revenue of \$1.7 million.

## Accelerate Growth

Small business executives looking to grow their business, create jobs, and strengthen their communities will find their next challenge in the SBA Emerging Leaders program. This seven-month course offers about 100 hours of training and provides the opportunity for high-potential small business owners to work with experienced coaches and mentors while developing connections with peers, local leaders, and the financial community.



## How it benefits you

Since the start of the program in 2008, Emerging Leaders graduates have reported creating over 6,500 jobs, gaining more than \$300 million in new financing, and securing over \$3.16 billion in government contracts. Participants produce a three-year strategic growth plan that connects them with the necessary tools and resources to reach major performance targets.

## What you learn

The curriculum is research-based and nationally scalable, enabling you to engage in focused development and expansion strategies, including options for accessing new capital and securing government contracts.

## Who's eligible

Small businesses having annual revenues of at least \$250,000, in business for at least three years, and with at least one employee.

## Get involved

To register online, visit [sba.gov/emergingleaders](https://sba.gov/emergingleaders).

# Entrepreneurial Resources

## Regional Innovation Clusters

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

### Who should join

Small businesses driving innovation in one of these tech industries:

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

### How it works

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

### How it benefits you

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

### Get involved

Find an SBA Regional Innovation Cluster near you by visiting [sba.gov/localassistance](https://www.sba.gov/localassistance). Select the regional innovation clusters on the drop-down menu.

## Online Learning

Find free short courses and learning tools to start and grow your small business at [sba.gov/learning](https://www.sba.gov/learning). The SBA's free Online Learning Center is a great resource for every entrepreneur, especially rural business owners looking for easy access to vital business training.



### Courses include:

- writing your business plan
- understanding your customer
- buying a business
- marketing to win customers
- legal requirements
- financing options
- disaster recovery

## Native American Workshops

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

# SBA Regional Innovation Clusters



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

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



## ◀ HOW THE SBA HELPED ME SUCCEED

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



# Opportunities for Veterans

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

## Entrepreneurship training

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

## Who's eligible?

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

## For women veterans

Receive entrepreneurial training geared toward women veterans, service

members, and spouses through these SBA-funded programs:

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

## For service-disabled veterans

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

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

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

## Financing

### Employee called to active duty?

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

## Government contracting

Veteran-owned and service-disabled veteran-owned small businesses that want to better compete in the public market receive training from the Veteran Institute for Procurement, [nationalvip.org](http://nationalvip.org).

### VIP Start

Enter the federal market and become ready for procurement.

### VIP Grow

Strategize to expand and operate within the federal marketplace.

### VIP International

Enter or expand your federal and commercial contracting opportunities overseas.

### Get certified

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

## Need assistance?

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



COURTESY OF AVMAC INC.

# Write your Business Plan

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



## Business plans help you run your business.

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

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

## TRADITIONAL BUSINESS PLAN FORMAT

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

### Executive Summary

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

### Company Description

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

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

### Market Analysis

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

### Organization and Management

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

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

**Want to see an example of a business plan?**

View examples of business plans at [sba.gov/business-guide/plan/write-your-business-plan-template](https://www.sba.gov/business-guide/plan/write-your-business-plan-template)

## TRADITIONAL BUSINESS PLAN CHECKLIST

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

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

### Service or Product Line

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

### Marketing and Sales

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

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

### Funding Request

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

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

### Financial Projections

Supplement your funding request with a prospective financial outlook for the next five years. Show how your business will be a financial success. Include forecasted income statements, balance sheets, cash flow statements, and capital expenditure budgets. For the first year, be even more specific and use quarterly—or even monthly—projections. Explain your projections and match them to your funding requests.

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

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

### Appendix

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

## LEAN STARTUP PLAN FORMAT

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

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

### Key Partnerships

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

### Key Activities

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

### Key Resources

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

### Value Proposition

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

### Customer Relationships

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

### Customer Segments

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

### Channels

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

### Cost Structure

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

### Revenue Streams

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

## LEAN STARTUP PLAN CHECKLIST

- |                                                 |                                            |
|-------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Key partnerships       | <input type="checkbox"/> Customer segments |
| <input type="checkbox"/> Key activities         | <input type="checkbox"/> Channels          |
| <input type="checkbox"/> Key resources          | <input type="checkbox"/> Cost structure    |
| <input type="checkbox"/> Value proposition      | <input type="checkbox"/> Revenue streams   |
| <input type="checkbox"/> Customer relationships |                                            |

# FUNDING PROGRAMS

Financing Your Small Business

How We Did It

## Crafting a Business

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

WRITTEN BY BECKY BOSSHART



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

### Challenge

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

### Solution

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

### Benefit

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



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

## 5 Tips for Success

### Get guidance.

Develop a working relationship with an SBA Resource Partner (see page 10). Your business adviser will help make your business ready for financing.

### Define your lending needs.

Determine if a loan is right for you and if this is the right time. Define your needs. How much do you need? What are you going to use it for? Include this in your business plan.

### Keep clear records.

Track your cash, inventory, accounts payable & receivable, payroll, sales, purchases, loans payable, owners' equity, and retained earnings. Most lenders will want to see this data, balance sheets, and profit & loss statements for multiple years.

### Talk to multiple lenders

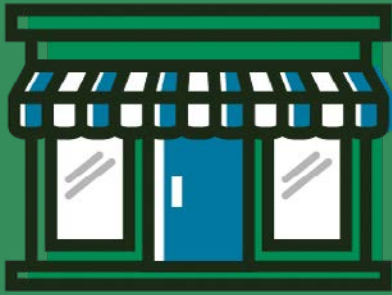
Talk to multiple lenders and see who best matches your business. Lenders have different levels of risk and types of industries they take on.

### Check all options.

SBA Lenders determine if you're eligible for SBA financing programs based on your industry & experience, collateral, credit score, and the relationship & transparency you develop with the lending agent.

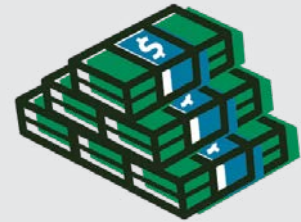
# Lender Match

Find a lender interested in working with you at [sba.gov/lendermatch](https://sba.gov/lendermatch). This matching tool connects entrepreneurs with SBA Lenders in your area.



# SBA guarantees

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



Your *Community* Bank

Offering SBA Lending,  
Commercial Lending  
and more!



**BNC**  
National Bank



Member FDIC

1-800-BNC-BANK | [www.BNCbank.com](http://www.BNCbank.com)

20175 North 67th Avenue, Glendale, AZ 85308 | Phone: (602) 508-3760

Small  
businesses  
**power** our  
economy.

The SBA  
**powers**  
small  
businesses.

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

**Stop by your local SBA office or visit [SBA.gov](https://sba.gov) to learn how you can move your business forward with confidence.**



U.S. Small Business  
Administration

# SBA Lenders

Our participating SBA Lenders serve all Arizona unless otherwise noted. Contact the lender for more locations.

## CASA GRANDE

### Pinal County FCU

1000 E. Florence Blvd.  
(520) 381-3100

## CHANDLER

### First CU

25 S. Arizona Place  
(480) 756-5500

### Western Bank

976 W. Chandler Blvd.  
(575) 388-3521

## GILBERT

### Arizona Business Bank

275 E. Rivulon Blvd., suite 101  
(602) 240-2751

## GLENDALE

### BNC National Bank

20175 N. 67th Ave.  
(602) 508-3773

## GOODYEAR

### West Valley National Bank

2440 N. Litchfield Road, suite 100  
(714) 862-7085

## LAKE HAVASU CITY

### Horizon Community Bank

225 N. Lake Havasu Ave.  
(928) 854-3147

### State Bank of Arizona

1771 McCulloch Blvd.  
(928) 855-4050 x5201

## MESA

### Gateway Commercial Bank

6860 E. Warner Road  
(480) 358-1000

## PEORIA

### JPMorgan Chase Bank

16165 N. 83rd Ave., suite 121  
(623) 337-9969

### Meadows Bank

7558 W. Thunderbird Ave., suite 1-144  
(623) 328-9770

## PHOENIX

### Alliance Bank of Arizona

1 E. Washington St.  
(480) 998-6548

### Arizona Bank & Trust

2036 E. Camelback Road  
(602) 381-2077

### Arizona Central CU

2020 N. Central Ave., suite 1200  
(602) 523-8342

### Arizona FCU

333 N. 44th St.  
(800) 523-4035

### Bank of America

3030 N. Central Ave.  
(602) 695-0760

### Bank of Arizona

3001 E. Camelback Road, suite 100  
(602) 240-2751

### Bank of the West

2555 E. Camelback, suite 160  
(602) 549-4860

### BBVA Compass Bank

2850 E. Camelback Road, suite 320  
(602) 522-2696

### BMO Harris Bank

1 E. Camelback Road  
(602) 330-4860

### Comerica Bank

3200 E. Camelback Road, suite 150  
(714) 424-3838

## Desert Financial FCU

148 N. 48th St.  
(602) 335-2491

### Enterprise Bank

3900 E. Camelback Road  
(913) 791-9112

### MariSol FCU

1515 W. Roosevelt St.  
(602) 252-6831

### Metro Phoenix Bank

4686 E. Van Buren, suite 150  
(602) 346-1803

### Midfirst

3030 E. Camelback Road  
(602) 801-5713

### Midwest Regional SBL

5080 N. 40th St., suite 255  
(480)-468-5180

### Mutual of Omaha

4950 S. 48th St.  
(480) 224-7931

### National Bank of Arizona

6001 N. 24th St.  
(602) 212-5545

### OneAZ CU

2355 W. Pinnacle Peak  
(602) 467-4262

### Republic Bank of Arizona

645 E. Missouri Ave., suite 108  
(602) 280-9402

### UMB Bank

2777 E. Camelback Road, suite 100  
(816) 860-5058

### U.S. Bank

2222 E. Camelback Road #105  
(602) 222-4576

### Wells Fargo Bank Arizona

100 W. Washington St., 6th floor  
(602) 378-5221

#### SCOTTSDALE

### Bank 34

14850 N. Scottsdale Road, suite 100  
(480) 795-6936

### Goldwater Bank

7135 E. Camelback Road  
(480) 281-8190

### Great Western Bank

18511 N. Scottsdale Road, suite 102  
(480) 422-2942

### Johnson Bank

8700 N. Gainey Center Drive #100  
(602) 381-2152

### Pinnacle Bank

14287 N. 87th St., suite 123  
(480) 556-3200

### Stearns Bank

9225 E. Shea Blvd.  
(480) 391-5908

#### TUCSON

### Canyon Community Bank

7981 N. Oracle Road  
(602) 603-3524

### Commerce Bank of Arizona

3805 E. Broadway Blvd.  
(480) 253-4505

### Tucson FCU

1160 N. Winstel Blvd.  
(520) 795-8520

### Vantage West CU

2480 N. Arcadia  
(520) 617-4025

#### YUMA

### 1st Bank Yuma

2799 S. Fourth Ave.  
(928) 783-3334

### AEA FCU

1780 S. First Ave.  
(928) 783-8881

#### STATEWIDE/OUT OF STATE LENDERS

### Centerstone SBA lending

(602) 999-7108

### Harvest Small Business Finance

(602) 703-6301

### Iowa State Bank

(520) 314-2597

### Mountain America CU

(480) 487-5577

### Poppy Bank

(480) 346-1218

### Radius Bank

(602) 635-6999

### ReadyCap Lending

(602) 538-9671

### T Bank

(602) 206-1417

## Participating Certified Development Companies

### Business Development Finance Corp.

(602) 381-6292  
**bdfc.com**

### CDC SB Finance Corp.

(602) 317-1192  
**cdcloans.com**

### Mountain West Small Business Finance

*Serving northern Arizona*  
(801) 474-3232  
**mwsbf.com**

### Southwestern Business Financing Corp.

(602) 495-6495  
**swbfc.com**

## Participating Microlenders

### Accion CDFI

(520) 404-7680  
**us.accion.org**

### PPEP Microbusiness & Housing Development Corp.

(520) 806-4646  
**pmhdc.net**

### Prestamos CDFI

(602) 258-9911  
**prestamosloanfund.org**

## Export Assistance Lenders

### Alliance Bank of Arizona

(480) 968-6548  
**westernalliance**  
**bancorporation.com**

### Arizona Business Bank

(602) 240-2751  
**bokfinancial.com**

### Bank 34

(480) 795-6936  
**bank34.com**

### Bank of the West

(602) 549-4860  
**bankofthewest.com**

### BBVA Compass Bank

(602) 522-2896  
**bbvacompass.com**

### BMO Harris Bank

(602) 330-4860  
**bmoharris.com**

### BNC National Bank

(602) 508-3773  
**bncbank.com**

### Canyon Community Bank

(602) 603-3524  
**canyoncommunitybank.com**

### Centerstone SBA Lending

(602) 999-7108  
**teamcenterstone.com**

**Comerica Bank**

(714) 424-3838

[comerica.com](http://comerica.com)

**Enterprise Bank & Trust**

(913) 791-9112

[enterprisebank.com](http://enterprisebank.com)

**ExWorks Capital**

(312) 443-8500

[exworkscapital.com](http://exworkscapital.com)

**Harvest Small Business Finance**

(602) 703-6301

[harvestsbfb.com](http://harvestsbfb.com)

**Live Oak Banking Co.**

(877) 890-5867

[liveoakbank.com](http://liveoakbank.com)

**Metro Phoenix Bank**

(602) 346-1803

[metrophoenixbank.com](http://metrophoenixbank.com)

**Pinnacle Bank**

(480) 556-3200

[pinnaclebankaz.com](http://pinnaclebankaz.com)

**Poppy Bank**

(480) 346-1218

[poppy.bank](http://poppy.bank)

**ReadyCap Lending**

(602) 538-9671

[readycapital.com](http://readycapital.com)

**United Midwest Savings**

(614) 827-7206

[umwsb.com](http://umwsb.com)

**US Bank**

(602) 222-4576

[usbank.com](http://usbank.com)

**Wells Fargo**

(602) 378-5221

[wellsfargo.com](http://wellsfargo.com)

**Zions Bank (California Bank & Trust)**

(213) 593-2118

[calbanktrust.com](http://calbanktrust.com)

# Advertise your company here.

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

[contactinfo@newsouthmediainc.com](mailto:contactinfo@newsouthmediainc.com)



# Financing 101

## 1 What do you need funding for?

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



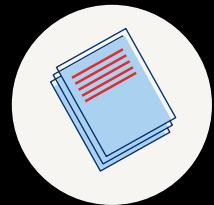
I need investors.

Look into SBICs.



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

Research the SBIR or STTR programs.



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

Ask for information on SBA surety bonds.

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

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



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

A.

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

B.

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

### Be prepared to discuss:

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



# Need Financing?

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

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

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

**MAX LOAN AMOUNT:** \$5 million

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

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

**GUARANTEE:** 50 to 90%

## CAPLines

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

## SBA Express Loan

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

**MAX LOAN AMOUNT:** \$350,000

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

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

**GUARANTEE:** 50%

## Community Advantage

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

**INTEREST RATE:** prime + 6%

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

**GUARANTEE:** 75 to 90%



## Microloans

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

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

**TERMS:** lender negotiated, no early payoff penalty

## 504 Certified Development Company Loan

For those who do not qualify for traditional financing, but would like to purchase/renovate real estate or buy heavy equipment for a small business. It provides competitive fixed-rate mortgage financing through a lender and a certified development company.

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

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

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

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

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

# Go Global with International Trade

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



## Expand your Market

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

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

## Financing for International Growth

Having trouble securing capital to meet your small business exporting needs? Use SBA international trade programs to cover short or long-term costs necessary to sell goods or services abroad. Loan proceeds can be used for working capital to finance

foreign sales or for fixed assets, helping you better compete globally. Apply for lines of credit prior to finalizing an export sale or contract and adequate financing will be in place by the time you win your contract. If you've been in business for at least a year, ask your area SBA regional finance manager about the Export Working Capital program. The International Trade Loan program also helps exporters who have been adversely affected by foreign importing competition, helping you better compete globally.

**Max loan amount:** \$5 million

**Interest rate:** for Export Working Capital, the rate is negotiated between borrower and lender. For the International Trade Loan, it also cannot exceed prime + 2.75% for loan amounts over \$50,000 and maturity of seven years or more.

**Terms:** For Export Working Capital, typically one year, cannot exceed three years. For International Trade Loans, up to 25 years for real estate, up to 10 years for equipment.

**Guarantee:** up to 90%

## Expert Advice on Exporting

Find an SBA professional in one of the 21 U.S. Export Assistance Centers, [sba.gov/tools/local-assistance/eac](https://sba.gov/tools/local-assistance/eac), located in most major metro areas. The centers are also staffed by the U.S. Department of Commerce and, in some locations, the Export-Import Bank of the United States and other public and private organizations. Visit your local Small Business Development Center (see page 10) for exporting assistance from professional business counselors.

Export Express uses a streamlined process that expedites the SBA guarantee—what small businesses need most when preparing to export or ramping up international trade on a fast timeline.

**Max loan amount:** \$500,000

**Interest rate:** typically not to exceed prime + 6.5%

**Terms:** up to 25 years for real estate, up to 10 years for equipment, up to seven years for lines of credit

**Guarantee:** up to 90%

**Approval time:** 36 hours or less

## Help with Trade Barriers

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



COURTESY OF THE SBA

## ▲ HOW THE SBA HELPED US SUCCEED

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

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

## Help with Trade Barriers

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

# R&D Opportunities for High Growth Startups

Businesses engaged in high-risk research and development can compete to develop their tech to market.



COURTESY OF THE SBA

## Do you work in one of these areas?

- » advanced materials
- » agTech
- » artificial intelligence
- » augmented reality and virtual reality
- » big data
- » biomedical
- » cloud computing
- » cybersecurity
- » energy
- » health IT
- » national security
- » sensors
- » space exploration

## America's Seed Fund

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

## How it works

Every year, participating federal agencies announce topic areas that address their R&D needs. Topics include:

- » energy efficiency tech
- » remote exploration to outer space
- » New advances in devices for health research and diagnostic applications

Eligible businesses submit proposals to win either grants or contracts and then advance through three phases:

- » The proof-of-concept stage typically lasts from 6-12 months, and provides from \$100,000-\$225,000
- » The full R&D period lasts about 24 months, and typically provides \$600,000-\$1.5 million

## ▲ HOW THE SBA HELPED US SUCCEED

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

- » The commercialization stage is when your small business seeks public or private funds for its venture or sells the innovation for a profit.

### How your startup benefits

The funding agency does not take an equity position or ownership of your business. The federal government also protects data rights and the ability to win sole-source phase three contracts. Some agencies provide additional resources beyond funding.

Participating agencies:

- » Department of Agriculture
- » Department of Commerce
  - › National Institute of Standards and Technology
  - › National Oceanic and Atmospheric Administration
- » Department of Defense
- » Department of Education
- » Department of Energy
- » Department of Health and Human Services
  - › Centers for Disease Control
  - › Food and Drug Administration
  - › National Institutes of Health
- » Department of Homeland Security
- » Department of Transportation
- » Environmental Protection Agency
- » NASA
- » National Science Foundation

Visit **sbir.gov** to find funding opportunities and helpful program tutorials, as well as past award winners, such as Qualcomm, iRobot, Illumina, and Symantec. Use the local resources locator tool to identify state and regional programs and resources available to assist with grant writing, commercialization, and business counseling in your community.

## SBIR Road Tour

Visit **sbirroadtour.com** and follow us @SBIRgov to learn about this annual national program and related events connecting tech entrepreneurs to the country's largest source of early stage funding, providing over 5,000 new awards annually.

## Investment Capital

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



### How an SBIC works

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

### To be eligible

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

Visit **sba.gov** and click on Funding Programs and then Investment Capital. Follow us on Twitter for updates and announcements or visit our events page to learn about outreach programs in your community.

For more information,  
visit **sba.gov** and  
click on Funding  
Programs and then  
Investment Capital.



## How I Did It

# Smiling After the Storm

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

WRITTEN BY JESS WALKER

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

Vitori worked as a delivery driver before purchasing the business in 2004. Since then, she’s expanded by purchasing two food trucks. She runs an open kitchen, which means customers can watch their 100% Angus

beef cheeseburgers sizzle on the flat-top grill. Burgers are kept classic, no extra frills. “People feel at home,” Stephanie says. “You’re not just another table somebody has to serve.” Here, everybody feels like somebody, she says. So many people love a good cheeseburger, which is why all kinds of people are attracted to her restaurant. Cheeseburger Baby’s handcrafted patties have been featured on the Food Network and consumed by celebrities such as



COURTESY OF THE SBA

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

### Challenge

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

### Solution

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

**Once safety and security needs are met,** the SBA helps get you and your community back to where you were before the disaster. Since low-interest SBA disaster assistance loans are government aid, creditworthiness and the ability to repay are taken into consideration before a loan is awarded. For information visit [sba.gov/disaster](https://www.sba.gov/disaster).

## What to do after a Disaster Declaration

*After a disaster is declared by the President*



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

### Express Bridge Loan Pilot Program

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

**Loan Amount:** \$25,000

**Terms:** up to seven years

**Guarantee:** 50%

*After a disaster is declared by the SBA*

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



Information you need to get started:

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



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

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

#### Benefit

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



## Get Ready

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

## Don't Wait

Take steps now to protect your business and reduce property damage with the help of an SBA disaster assistance loan. Those affected by a disaster can rebuild stronger by increasing their SBA loan up to 20% of the verified physical damage to make mitigation improvements. Borrowers have two years after loan approval to request an increase for higher rebuilding costs, code-required upgrades or mitigation.

## Keep in mind

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



## Getting Back to Business:

*Six essential preparedness steps for creating a continuity plan*

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



### Establish a communications plan

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



### Protect your documents

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



### Review insurance coverage

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



### Establish a solid supply chain

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



### Plan for an alternative location

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



### Practice your plan with your staff

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

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

# Surety Bonds

SBA-backed surety bonds help small businesses succeed.

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

## How you benefit

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

## How surety bonds work

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

## Is the program right for you?

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

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



## ▲ HOW THE SBA HELPED ME SUCCEED

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

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

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

## Need a surety bond guarantee fast?

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

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



## Ready to start?

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

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

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

**Office of Surety Guarantees**  
(202) 205-6540

# CONTRACTING

Doing Business with the Government



COURTESY OF THE SEA

How I Did It

## Taking the Helm

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

WRITTEN BY MICAELA MORRISSETTE



# 5 Tips for Success

## Find a mentor.

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

## Always move forward.

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

## Compete smart.

See if your company can use the SBA Subcontracting Network database, [https://eweb1.sba.gov/subnet/client/dsp\\_Landing.cfm](https://eweb1.sba.gov/subnet/client/dsp_Landing.cfm). SubNet connects businesses with subcontractors & small businesses with contract opportunities.

## Know your industry.

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

## Build a team.

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

with her existing clients, which include major government contractors. She's grateful prime contractors have incentive to subcontract with small business, and that helps businesses like Admiral.

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

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

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

The learning curve was steep—Admiral specializes in complex machined parts for industries including aerospace and communications—and Schlosser expected as much as he gave. "When I did something wrong, he told

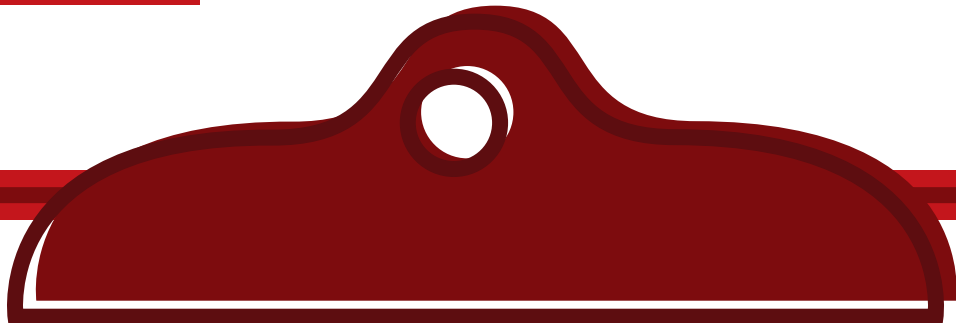
me, and I didn't do that again," Rahn said, laughing.

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

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

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

In September 2017, she took over as owner and president. Ownership transition poses a unique set of challenges. Rahn wanted to maintain relationships



# How to do business with the government

- 1** Consult your local Small Business Development Center (see page 8) or Procurement Technical Assistance Program adviser. Find your closest center at **aptac-us.org**.
- 2** Search **<https://beta.sam.gov>** to see if any federal agencies are looking for your product or service. Search the SBA SubNet database for subcontracting opportunities.
- 3** Attend an SBA district office contracting workshop. Visit **[sba.gov/localassistance](https://sba.gov/localassistance)** to find your local office.
- 4** Identify your product or service number at **[naics.com](https://naics.com)**.
- 5** Obtain a free DUNS number at **[fedgov.dnb.com/webform](https://fedgov.dnb.com/webform)**. A Unique Entity ID managed by Ernst & Young will replace DUNS in late 2020.
- 6** Register with the System for Award Management (**[sam.gov](https://sam.gov)**).
- 7** Research SBA certification programs like the 8(a), woman-owned small business, and HUBZone programs. If eligible, upload all required documents to **[certify.sba.gov](https://certify.sba.gov)** before you submit an offer on a contract.

# Government Contracting

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

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

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

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

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

**3** Confirm your answer to all of the following:

- Is the majority owner(s) a U.S. citizen?
  - Does your company have a place of business in the U.S.?
  - Is your business organized for profit?
  - Does your business generate revenue?
-  Continue to question 4.
  -  These are requirements for participation in government contracting programs.

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

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

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

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

**4** Are you credit worthy?

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

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

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

**8** Do you know where to find contracting opportunities?

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

**9** Make sure you have:

- a DUNS number
  - the NAICS codes and size standards for your industry
  - SAM registration
-  Continue below.
  -  This is a requirement for participation in some government contracting programs.

It sounds like you may be a good fit for government contracting!  
Visit your local SBA district office or [sba.gov/contracting](https://sba.gov/contracting) for more information.

# SBA Certification Programs

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



COURTESY OF THE SUNDANCE CONSULTING

## ◀ HOW THE SBA HELPED ME SUCCEED

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

American Indians, Alaska natives, and native Hawaiians seeking entrepreneurial development training can start, grow, and expand their business with the help of the SBA, [sba.gov/naa](https://www.sba.gov/naa). The Office of Native American Affairs also consults with tribal governments prior to finalizing SBA policies affecting tribes.

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

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

### The benefits of the 8(a) program:

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

### What is an 8(a) sole-source contract?

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

## All Small Mentor-Protege Program

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

### To qualify for this program:

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

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

## 8(a) Business Development Program

If you're an entrepreneur who is socially or economically disadvantaged, you may be eligible to receive business training and government contracting assistance through the 8(a) Business Development Program, [sba.gov/8a](https://www.sba.gov/8a). It includes free business development

education, training workshops, and match-making opportunities with federal buyers. Firms owned by Alaska native corporations, Indian tribes, Native Hawaiian organizations, and community development corporations are also eligible for 8(a) business development assistance. To be eligible for the 8(a) program, your small business must:

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

**Socially disadvantaged:** those subjected

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

## HUBZone

Businesses located in historically underused business zones, [sba.gov/hubzone](http://sba.gov/hubzone), can gain special access to federal contracts. To qualify for the certification, your small business must:

- » be owned and controlled by U.S. citizens, a community development corporation, an agricultural cooperative, Indian tribal government, Alaska native corporation, or a native Hawaiian organization
- » have a principal office located in a HUBZone, which includes Indian reservations and military facilities closed by the Base Realignment and Closure Act. Enter your address in our interactive map, [maps.certify.sba.gov/hubzone/map](http://maps.certify.sba.gov/hubzone/map), to see if you qualify.
- » have at least 35% of your employees living in a HUBZone



## Service-Disabled Veterans

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

# Woman-Owned Small Business Certification

Here's how to get certified so you can more easily compete for government contracts.

## 1. Make sure you're eligible

- » The business must be owned and controlled by one or more women who are U.S. citizens.
- » A woman must hold the highest officer position.
- » Women must manage the daily business operations on a full-time basis and conduct long-term decision making and planning.

To qualify as an economically disadvantaged woman-owned small business, the business owner and/or manager must also meet certain income and asset requirements. Find out more at [sba.gov/wosb](http://sba.gov/wosb).

## 2. Register

- » Register with the System for Award Management ([sam.gov](http://sam.gov)) to start doing business with the government.

## 3. Certify

- » Submit your documents to [certify.sba.gov](http://certify.sba.gov). The SBA will offer free certification starting in late summer 2020. Or obtain certification from one of the SBA's approved third-party certifiers (which costs a fee):
  - El Paso Hispanic Chamber of Commerce
  - National Women Business Owners Corp.
  - U.S. Women's Chamber of Commerce
  - Women's Business Enterprise National Council

## 4. Update your status

- » Update your status as a woman-owned small business in [sam.gov](http://sam.gov).

## 5. Search the database

- » Search [beta.sam.gov](http://beta.sam.gov) for your new business opportunity. You must receive your certification prior to submitting an offer on a contract set aside for a woman-owned small business.

## Get Expert Contracting & Certification Help

Federal contracting can be complex, but you don't have to do it alone. A Procurement Technical Assistance Center adviser can help you determine if your business is ready for government contracting. An adviser can also help you register in the System for Award Management ([sam.gov](https://sam.gov)) and see if you're eligible for any small business certifications and/or programs. Visit [sba.gov/localassistance](https://sba.gov/localassistance) to find one-on-one counseling that is free or low cost. (see page 10).

### Arizona Procurement Technical Assistance Center

Glendale Community College, building I-2, room 105  
6000 W. Olive Ave., Glendale  
(623) 845-4700  
[azptac.admin@domail.maricopa.edu](mailto:azptac.admin@domail.maricopa.edu)  
[azsbdc.net/what-we-do/ptac](https://azsbdc.net/what-we-do/ptac)

### American Indian Chamber Education Fund Procurement Technical Assistance

*Serving Indian reservations in the pacific and western BIA Regions located in California, Arizona, Nevada, and Utah*  
Arizona AICEF PTAC  
Program Manager Venessa Gleich  
3200 N. Dobson Road, building C, suite 113, Chandler  
(480) 699-9529  
[venessa.gleich@aiccal.org](mailto:venessa.gleich@aiccal.org)

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



COURTESY OF THE SBA

# Do you want your business to **stand out?**



## **New South Media Custom Solutions**

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

## **Full-service capabilities include**

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

**NEW SOUTH**  
MEDIA

[newsouthmediainc.com](http://newsouthmediainc.com) | [info@newsouthmediainc.com](mailto:info@newsouthmediainc.com)



# GEICO for your business, too.

Running a business takes a lot of hard work. We're here to make it easier by helping you save time and money. **Get a quote today.**



Commercial Auto



General Liability



Business Owner's Policy



Professional Liability



Workers' Compensation

**GEICO**  
*for your business*

[geico.com/business](https://geico.com/business) | 1-866-509-9444 | Local Office

Some discounts, coverages, payment plans and features are not available in all states, in all GEICO companies, or in all situations. Commercial auto coverage is underwritten by Government Employees Insurance Company. Business operations and property coverages, and in some cases commercial auto coverage, are provided through GEICO Insurance Agency, Inc., either under an arrangement with Berkshire Hathaway affiliates or with non-affiliated insurers. GEICO is a registered service mark of Government Employees Insurance Company, Washington, DC 20076; a Berkshire Hathaway Inc. subsidiary. GEICO Gecko image © 1999-2019. © 2019 GEICO