

SMALL BUSINESS RESOURCE GUIDE



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Resources, Tools, and Services Available for
Small Businesses

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Small Business Resource Guide

RESOURCES, TOOLS, AND SERVICES AVAILABLE FOR SMALL BUSINESSES

SMALL BUSINESS ADMINISTRATION – HELPING ENTREPRENEURS REACH THE NEXT LEVEL

For small businesses located throughout the nation, the SBA provides a wide-range of services and products that can help entrepreneurs prosper and grow. This includes programs designed to assist small firms secure capital, including loans, venture capital, and grants, as well as initiatives that enable entrepreneurs to compete more effectively for federal contracts. To support startups and more mature companies, SBA also provides management and technical assistance training programs to help businesses achieve their full potential.

What Is a Business?

To participate in any of the SBA programs, a business must meet the SBA's definition of "small business." This is a business that:

- is organized for profit;
- has a place of business in the United States;
- operates primarily within the United States;
- is independently owned and operated;
- is not dominant in its field on a national basis; and
- is a sole proprietorship, partnership, corporation, or any other legal form.

What Is Small?

The SBA uses two measures to determine if a business is small: SBA-defined industry specific size standards or a combination of the business's net worth and net income. The SBA's industry size standards vary by industry and are designed to encourage competition within the industry. As a starting point, the SBA presumes \$7.0 million in average annual receipts in the previous three years as an appropriate size standard for the services, retail trade, construction, and other industries with receipts based size standards; 500 employees for the manufacturing, mining, and other industries with employee-based size standards; and 100 employees for the wholesale trade industries. These three levels, referred to as "anchor size standards," are used by the SBA as benchmarks or starting points when establishing its size standards. Overall, more than 97 percent of all businesses are considered small by the SBA and these firms represent about 30 percent of industry receipts.

For more information on whether your business qualifies for SBA's programs, please visit:

<http://www.sba.gov/content/summary-size-standards-industry>

SBA FINANCING INITIATIVES – PROVIDING CAPITAL TO STARTUP AND GROW

The SBA does not directly make business loans. Instead, the agency guarantees loans issued by approved private sector lenders. It does so to encourage those lenders to provide loans to small businesses “that might not otherwise obtain financing on reasonable terms and conditions.” With few exceptions, to qualify for SBA assistance, an organization must be both a business and small, as described above.

The SBA provides guarantees on loans made by private sector lenders for small businesses that cannot obtain credit elsewhere. Its largest loan guarantee programs are the 7(a) loan program, the 504/Certified Development Company loan guaranty program, and the Microloan program. The SBA also offers venture capital programs to enhance the ability of small businesses, especially those with high-growth potential, to access capital. The Small Business Investment Company program is the SBA's largest venture capital program.

7(a) Loan Guaranty Program

The 7(a) loan guaranty program is named after the section of the Small Business Act that authorizes it. These are loans made by SBA partners (mostly banks, but also some other financial institutions such as credit unions) and partially guaranteed by the SBA. The 7(a) program's current guaranty rate is 85 percent for loans of \$150,000 or less and 75 percent for loans greater than \$150,000 (up to a maximum guaranty of \$3.75 million or 75 percent of \$5 million gross loan). Although the SBA's offer to guarantee a loan provides an incentive for lenders to make the loan, lenders are not required to do so. In FY 2012, the agency approved over 44,000 of these loans that total \$15.2 billion from more than 2,400 lenders. Table 1 below provides information on the 7(a) program's key features, including its eligible uses, maximum loan amount, loan maturity, interest rates, and guaranty fees.

TABLE 1. SUMMARY OF THE 7(A) LOAN GUARANTY PROGRAM'S KEY FEATURES

Key Feature	Program Summary
Use of Proceeds	Fixed assets, working capital, financing of start-ups or to purchase an existing business; some debt payment allowed, but lender's loan exposure may not be reduced with the Express products. Lines of credit are offered with the Express programs.
Maximum Loan Amount	\$5 million.
Maturity	5 to 7 years for working capital, up to 25 years for equipment & real estate. All other loan purposes have a maximum term of 10 years.
Maximum Interest Rates	Base rate plus 2.25% for maturities fewer than 7 years. Base rate plus 2.75% for maturities of 7 years or longer. Loans of \$50,000 or less may add an additional 1% and loans under \$25,000 may add an additional 2%. There is a prepayment penalty for loans with maturities of 15 years or more if prepaid during the first 3 years.
Guaranty Fees	A fee of 0.25% of the guaranteed portion of the loan is charged for loans with maturities of 12 months or less. For loans with maturities over 12 months, the fees are 2% for loans of \$150,000 or less; 3% for loans of \$150,001 to \$700,000; 3.5% for loans over \$700,000; and 3.75% for the guaranty portion over \$1 million. There is an on-going servicing fee of 0.55%.
Job Creation	No job creation requirements.

Variable-rate loans can be pegged to either the prime rate or the SBA optional peg rate, which is a weighted average of rates that the federal government pays for loans with maturities similar to the guaranteed loan. The spread over the prime rate or SBA optional peg rate is negotiable between the borrower and the lender, but no more than 6 percent. The adjustment period can be no more than monthly and cannot change over the life of the loan.

The 7(a) program also has four specialized programs that offer streamlined and expedited loan procedures for particular groups of borrowers: the SBA Express program, the Small Loan Advantage program, Community Advantage program, and the Patriot Express program. Lenders must be approved by the SBA for participation in these programs. For example, the SBA Express program is designed to increase the availability of credit to small businesses by permitting lenders to use their existing documentation and procedures in return for receiving a reduced SBA guarantee on loans. It provides a 50 percent loan guarantee on loan amounts up to \$350,000. The loan proceeds can be used for the same purposes as the 7(a) program except participant debt restructuring cannot exceed 50% of the project and may be used for revolving credit. The loan terms are the same as the 7(a) program, except that the term for a revolving line of credit cannot exceed seven years. For more information on these programs, please go to:

<http://www.sba.gov/category/navigation-structure/loans-grants/small-business-loans/sba-loan-programs/7a-loan-program/special-purpose-loans-program>

The 504/CDC Loan Guaranty Program

The 504/CDC loan guaranty program uses Certified Development Companies (CDCs), which are private, nonprofit corporations established to contribute to economic development within its communities. Each CDC has its own geographic territory. The program provides long-term, fixed-rate loans for major fixed assets such as land, structures, machinery, and equipment. Program loans cannot be used for working capital, inventory, or repaying debt. A commercial lender provides up to 50 percent of the financing package, which is secured by a senior lien. The CDC's loan of up to 40 percent is secured by a junior lien. The SBA backs the CDC with a guaranteed debenture. The small business must contribute at least 10 percent as equity. To participate in the program, small businesses cannot exceed \$15 million in tangible net worth and cannot have average net income over \$5 million for two full fiscal years before the date of application. In FY 2012, the SBA program approved 7,047 regular 504 loans for a total of \$4.4 billion. Table 2 below summarizes the 504/CDC loan guaranty program's key features.

TABLE 2. SUMMARY OF THE 504/CERTIFIED DEVELOPMENT COMPANY LOAN GUARANTY PROGRAM'S KEY FEATURES

Key Feature	Program Summary
Use of Proceeds	Fixed assets only—no working capital.
Maximum Loan Amount	Maximum CDC/504 participation in a single project is \$5 million, and \$5.5 million for manufacturers; minimum is \$50,000. There is no limit on the project size.
Maturity	10 years for equipment; 20 years for real estate.
Maximum Interest Rates	Based on current market rate for 5 and 10 year Treasury Bonds.
Participation Requirements	504/CDC projects generally have three main participants: a third-party lender provides 50 percent or more of the financing; a CDC provides up to 40 percent of the financing through a 504/CDC debenture, which is guaranteed 100 percent by the SBA; and the borrower contributes at least 10% of the financing. No more than 50 percent of eligible costs can be from federal sources.
Guaranty Fees	There is a 0.5% fee on the lender's share, plus the CDC may charge up to 1.5% on their share. CDC charges a monthly servicing fee of 0.625% to 1.5% on the unpaid balance. There is an on-going guaranty fee of 0.749% of the principal outstanding.
Job Creation Requirements	Must intend to create or retain one job for every \$65,000 of the debenture (\$100,000 for small manufacturers) or meet an alternative job creation standard if it meets any one of 15 Community or Public Policy Goals. A minimum down payment of 10 percent is required.

The Microloan Program

The Microloan program provides direct loans to qualified non-profit intermediary Microloan lenders who, in turn, provide "microloans" of up to \$50,000 to small businesses and non-profit child care centers. It also provides marketing, management, and technical assistance to borrowers and potential borrowers. Although the program is open to all small businesses, it targets new and early-stage businesses in underserved markets, including borrowers with little to no credit history, low-income borrowers, and women and minority entrepreneurs in both rural and urban areas who generally do not qualify for conventional loans, or other, larger SBA guaranteed loans. During FY 2012, SBA approved \$23.9 million in Microloans to 42 intermediaries. These intermediaries made more than 4,000 microloans with an average size of \$10,800 during the year. Table 3 provides information about the Microloan program structure and characteristics.

TABLE 3. SUMMARY OF THE MICROLOAN PROGRAM'S KEY FEATURES

Key Feature	Program Summary
Use of proceeds	Working capital and acquisition of materials, supplies, furniture, fixtures, and equipment. Loans cannot be made to acquire land or property.
Maximum Loan Amount	\$50,000.
Maturity	Up to six years.
Maximum Interest Rates	On loans of more than \$7,500, the maximum interest rate that can be charged to the borrower is the interest rate charged by the SBA on the loan to the intermediary, plus 7.75 percent. On loans of \$7,500 or less, the maximum interest rate that can be charged to the borrower is the interest charged by the SBA on the loan to the intermediary, plus 8.5%. Rates are negotiated between the borrower and the intermediary, and typically range from 8 percent to 10 percent.
Guaranty Fees	The SBA does not charge upfront or on-going service fees under the Microloan program.
Job Creation Requirements	No job creation requirements.

The Small Business Investment Company Program

The Small Business Investment Company (SBIC) program enhances small business access to venture capital by stimulating and supplementing “the flow of private equity capital and long term loan funds which small business concerns need for the sound financing of their business operations and for their growth, expansion, and modernization, and which are not available in adequate supply.” The SBA works with nearly 300 privately owned and managed licensed SBICs licensed by the SBA to provide financing to small businesses with private capital the SBIC has raised and with funds the SBIC borrows at favorable rates because the SBA guarantees the debenture (loan obligation). By the end of FY 2012, the agency had committed \$1.924 billion to SBICs, and these SBICs had in turn issued almost \$3.0 billion in debentures for small business financing. SBICs provide equity capital to small businesses in various ways, including by:

- purchasing small business equity securities (e.g., stock, stock options, warrants, limited partnership interests, membership interests in a limited liability company, or joint venture interests);
- making loans to small businesses, either independently or in cooperation with other private or public lenders, that have a maturity of no more than 20 years;
- purchasing debt securities from small businesses, which may be convertible into, or have rights to purchase, equity in the small business; and
- subject to limitations, providing small businesses a guarantee of their monetary obligations to creditors not associated with the SBIC.

More information on obtaining an investment from an SBIC can be found here:

<http://www.sba.gov/content/sbic-directory>

ENTREPRENEURIAL DEVELOPMENT PROGRAMS – TRAINING AND TECHNICAL ASSISTANCE FOR GROWING ENTERPRISES

The SBA's entrepreneurial development programs provide technical and managerial training to small businesses. Some of this training is free and other training is at low cost and includes services provided by the Service Corps of Retired Executives (SCORE), Small Business Development Centers (SBDCs), Women's Business Centers (WBCs), Veterans Business Outreach Centers, and Native American Outreach programs, among others.

- SCORE is a national, volunteer organization, uniting more than 50 independent nonprofit organizations into a single, national nonprofit organization. SCORE's 364 chapters and more than 800 branch offices are located throughout the United States and partner with nearly 13,000 volunteer counselors, who are working or retired business owners, executives, and corporate leaders, to provide management and training assistance to small businesses. In FY 2012, SCORE mentored 458,773 clients and offered more than 10,000 local training workshops.
- SBDCs provide free or low-cost assistance to small businesses using programs customized to local conditions. SBDCs support small business in marketing and business strategy, finance, technology transfer, government contracting, management, manufacturing, engineering, sales, accounting, exporting, and other topics. SBDCs are funded by grants from the SBA and matching funds. There are 63 lead SBDC service centers, one located in each state (four in Texas and six in California), the District of Columbia, Puerto Rico, the Virgin Islands, Guam, and American Samoa. These lead SBDC service centers manage more than 900 SBDC outreach locations. In FY 2012, professional business advisers at SBDCs helped 13,600 entrepreneurs start new businesses, provided long-term counseling services (5+ hours) to 62,000 clients, assisted clients in obtaining \$3.7 billion in capital for their businesses, and helped 157 clients obtain \$754 million in federal government contracts.
- WBCs are similar to SBDCs, except they concentrate on assisting women entrepreneurs. There are currently 101 WBCs, with at least one WBC in most states and territories. In FY 2012, these WBCs counseled and trained nearly 137,000 clients and helped almost 700 of them open new small businesses.
- The SBA's 15 Veterans Business Outreach Centers provide "outreach, assessment, long term counseling, training, coordinated service delivery referrals, mentoring and network building, procurement assistance and E-based assistance to benefit small business concerns and potential concerns owned and controlled by Veterans, Service Disabled Veterans and Members of Reserve Components of the U.S. Military." Over 110,000 veterans received counseling and training from SBA's network of 15 Veterans Business Outreach Centers in FY 2012.
- The SBA's Office of Native American Affairs provides management and technical educational assistance to Native Americans (American Indians, Alaska Natives, Native Hawaiians and the indigenous people of Guam and American Samoa) to start and expand small businesses. In the first three quarters of FY 2012, the SBA counseled and trained over 15,500 Native American small business owners.

SMALL BUSINESS CONTRACTING PROGRAMS – ACCESSING THE WORLD'S LARGEST CUSTOMER: THE U.S. GOVERNMENT

A number of programs assist small businesses in obtaining and performing federal contracts and subcontracts. These include various prime contracting programs; subcontracting programs; and other assistance such as the federal goaling program and federal Offices of Small and Disadvantaged Business Utilization.

Prime Contracting Programs

Several contracting programs allow small businesses to compete only with similar firms for government contracts, or receive sole-source awards in circumstances when such awards could not be made to other firms. These programs, which give small businesses a chance to win government contracts without having to compete against larger and more experienced companies, include the following:

- **8(a) Program:** The 8(a) Minority Small Business and Capital Ownership Development Program is for businesses owned by persons who are socially and economically disadvantaged. A firm that is certified by SBA as an 8(a) firm is eligible for set-aside and sole-source contracts. The SBA also provides technical assistance and training to 8(a) firms. Firms may participate in the 8(a) Program for no more than nine years. As of May 2, 2013, there were 8,027 firms with active certifications in the 8(a) program.
- **Historically Underutilized Business Zone Program:** This program assists small businesses located in Historically Underutilized Business Zones (HUBZones) through set-asides, sole source awards, and price evaluation preferences in full and open competitions. The determination of whether or not an area is a HUBZone is based on criteria specified in 13 C.F.R. Section 126.103. To be certified as a HUBZone small business, at least 35 percent of the small business's employees must generally reside in a HUBZone. As of May 2, 2013, there were 5,712 firms with active HUBZone certifications.
- **Service-Disabled Veteran-Owned Small Business Program:** This program assists service-disabled veteran-owned small businesses through set-asides and sole-source awards. For purposes of this program, veterans and service-related disabilities are defined as they are under the statutes governing veterans affairs.
- **Women-Owned Small Business Program:** Under this program, contracts may be set aside for economically disadvantaged women-owned small businesses in industries in which they are underrepresented, and women-owned small businesses in which they are substantially underrepresented.
- **Other small businesses:** Agencies may also set-aside contracts or make sole-source awards to small businesses not participating in any other program under certain conditions.

Subcontracting Programs for Small Disadvantaged Businesses

Other federal programs promote subcontracting with Small Disadvantaged Businesses (SDBs). Agencies must negotiate "subcontracting plans" with the apparently successful bidder or offeror on eligible prime contracts prior to awarding the contract. Subcontracting plans set goals for the percentage of subcontract dollars to be awarded to small businesses and describe efforts that will be made to ensure that small businesses can participate as subcontractors. Federal agencies may also consider the extent of subcontracting with small businesses in determining to whom to award a contract, or give contractors "monetary incentives" to subcontract with small businesses.

Goaling Program

Since 1978, federal agency heads have been required to establish federal procurement contracting goals, in consultation with the SBA, “that realistically reflect the potential of small business concerns” to participate in federal procurement. Each agency is required, at the conclusion of each fiscal year, to report its progress in meeting the goals to the SBA. For the government as a whole, the current federal small business contracting goals are:

- at least 23% of the total value of all small business eligible prime contract awards to small businesses for each fiscal year,
- 5% of the total value of all small business eligible prime contract awards and subcontract awards to small disadvantaged businesses for each fiscal year,
- 5% of the total value of all small business eligible prime contract awards and subcontract awards to women-owned small businesses,
- 3% of the total value of all small business eligible prime contract awards and subcontract awards to HUBZone small businesses, and
- 3% of the total value of all small business eligible prime contract awards and subcontract awards to service-disabled veteran-owned small businesses.

There are no punitive consequences for not meeting the small business procurement goals. However, the SBA's Small Business Goaling Report is distributed widely, receives media attention, and serves to heighten public awareness of the issue of small business contracting.

As shown in Table 4, in FY 2011, federal agencies met the federal contracting goal for small disadvantaged businesses, but not the other goals. Federal agencies awarded 21.65% of the value of their small business eligible contracts to small businesses, 7.67% to small disadvantaged businesses, 3.98% to women-owned small businesses, 2.35% to HUBZone small businesses, and 2.65% to service-disabled veteran-owned small businesses. The percentage of total reported federal contracts awarded to small businesses, small disadvantaged businesses, women-owned small businesses, HUBZone small businesses, and service-disabled veteran-owned small businesses in FY 2011 is also provided in the table for comparative purposes.

TABLE 4. FEDERAL CONTRACTING GOALS AND PERCENTAGE OF FY2011 FEDERAL CONTRACT DOLLARS AWARDED TO SMALL BUSINESSES, BY TYPE

Business Type	Federal Goal	Percentage of FY 2011 Federal Contracts (small business eligible)	Percentage of FY 2011 Federal Contracts (all reported contracts)
Small Businesses	23.0%	21.65%	17.0%
Small Disadvantaged Businesses	5.0%	7.67%	6.0%
Women-Owned Small Businesses	5.0%	3.98%	3.1%
HUBZone Small Businesses	3.0%	2.35%	1.8%
Service-Disabled Veteran-Owned Small Businesses	3.0%	2.65%	2.1%

The total amount of federal contracts awarded in FY 2011 was \$536.8 billion; \$422.5 billion of this amount was deemed by the SBA to be small business eligible. Of the total amount reported, \$91.5 billion was awarded to small businesses, \$32.4 billion to small disadvantaged businesses, \$16.8 billion to women owned small businesses, \$9.9 billion to SBA-certified HUBZone small businesses, and \$11.2 billion to service-disabled veteran-owned small businesses.

SMALL BUSINESS EXPORTING PROGRAMS – OPENING THE GLOBAL MARKETPLACE FOR ENTREPRENEURS

The U.S. government operates several programs that assist small businesses in accessing international markets. These include initiatives that provide business counseling, training, market research information, trade missions, matchmaking fairs, and capital access. These programs play a useful role in stimulating exports of U.S. products in economic sectors in which U.S. goods are competitive. The export promotion functions of the federal government are distributed across a range of agencies. While there are nine federal agencies that have dedicated budgets to export promotion, three operate programs focused on export promotion issues that are relevant to the small business community. These are the International Trade Administration, SBA, and the Export-Import Bank of the United States.

International Trade Administration

The Department of Commerce, through its International Trade Administration (ITA), is the lead agency providing export assistance services for U.S. non-agricultural businesses. ITA resources include: 1) trade specialists in over 100 U.S. Export Assistance Centers (USEACs) and approximately 150 overseas offices; 2) industry experts and market and economic analysts; 3) market access experts; and 4) import policy and trade compliance analysts.

The Trade Promotion and U.S. Commercial Service is the main trade promotion unit of ITA. It has trade specialists in 107 U.S. cities and in more than 80 countries who work with U.S. companies to help them get started in exporting or increasing sales in foreign markets. Its services include market research; trade events to promote U.S. products and services; introductions of qualified buyers and distributors in foreign countries to U.S. companies; and counseling and advocacy services throughout the export process. The Advocacy Center of this unit serves as an advocate for U.S. companies by assisting them in pursuing foreign business opportunities and dealing with foreign governments. It also has liaisons to five Multilateral Development Banks (World Bank, Inter-American Development Bank, European Bank for Reconstruction and Development, Africa Development Bank and Asia Development Bank) to counsel U.S. companies on working with the banks and on procurement and contracting issues.

SBA Export Assistance

The SBA provides direct export financing assistance as well as indirect promotion services for small businesses. The primary mechanism for the agency's trade promotion activities stems from the SBA Office of International Trade. SBA's Office of International Trade assists with four stages of export promotion: (1) identifying small businesses interested in export promotion; (2) preparing small businesses to export successfully; (3) connecting small businesses to export opportunities; and (4) supporting small businesses once they find export opportunities.

To address the gap in accessing capital that small firms often encounter when seeking credit through the private markets, the SBA has implemented a number of export loan assistance programs including the Export Express, Export Working Capital, and International Trade loan programs. For FY 2012, \$793 million in international trade financing was provided to 1,311 small businesses through these programs.

The SBA Export Express program is the most flexible of all of its special purpose export loan programs. Loan proceeds may be used for practically any business purpose that will enhance a company's export development. Export Express loans can take the form of a term loan or a revolving line of credit. Loans are provided through the agency's network of participating lenders who use their own forms, procedures and analyses and receive an approval from the SBA in 36 hours or less. Maximum loan amounts are capped at \$500,000.

The SBA also provides assistance through the Export Working Capital Guaranty Program (EWCG). These loans are available in amounts of up to \$5 million, and the SBA provides lenders with up to a 90 percent guaranty on export loans. These loans are delivered through the agency's network of SBA Senior International Credit Officers located in U.S. Export Assistance Centers throughout the country. By using specialized loan officers, EWCG loans provide targeted assistance in trade finance where loan officers can explain SBA's export lending programs, the application process and forms and to guide exporters in selecting appropriate payment methods. The program is also intended to link companies to specialists for increasing export sales and managing foreign payment risk.

As SBA's largest non-finance program, Small Business Development Centers (SBDC) also provide international trade-related technical assistance to small exporters. Many SBDCs have specialized international trade centers or employ certified export and trade business counselors on staff.

Export-Import Bank of the United States (Ex-Im Bank)

The Ex-Im Bank is the official export credit agency of the U.S. government. It maintains finance and insurance programs to facilitate U.S. exports to developing countries, especially in circumstances when alternative financing is not available, to contribute to U.S. employment. Some Ex-Im Bank programs are specifically tailored to meet the financing needs of small firms. These are primarily export credit guarantees, working capital guarantees, and export credit insurance, which are backed by the full faith and credit of the U.S. government.

Ex-Im Bank participates in the regional network of USEACs. In FY 2012, Ex-Im Bank authorized more than 3,313 transactions for \$6.1 billion in financing and insurance for American small businesses – a record for the bank. Small business authorizations continued a positive trend and were nearly double the FY 2008 amount of \$3.2 billion. For FY 2012, small business financing represents nearly 17 percent of total Ex-Im authorizations, while exports from small businesses constituted 50 percent or more of Ex-Im-supported exports in over half of the states in the nation.

SBIR AND STTR –

SPURRING NEXT GENERATION RESEARCH AND DEVELOPMENT

The SBA administers two government-wide research and development programs: the Small Business Innovation Research and the Small Business Technology Transfer initiatives. These programs, which are implemented by participating federal research agencies, provide grants to eligible small businesses to develop innovative goods and services. A goal of these programs is to bring these innovations to the marketplace.

Small Business Innovation Research Program

The Small Business Innovation Research (SBIR) program is designed to increase the participation of small, high technology firms in federal research and development (R&D) endeavors, provide additional opportunities for the involvement of minority and disadvantaged individuals in the R&D process, and result in the expanded commercialization of the results of federally funded R&D. Every federal department with an R&D budget of \$100 million or more must establish and operate an SBIR program. A set percentage of that agency's applicable extramural research and development budget—currently not less than 2.7 in FY 2013—is to be used to support mission-related work in small businesses.

Agency SBIR efforts involve a three-phase process. First, phase I awards of up to \$150,000 for six months are made to evaluate a concept's scientific or technical merit and feasibility. The project must be of interest to and coincide with the mission of the supporting organization. Projects that demonstrate potential after the initial endeavor may compete for Phase II awards of up to \$1 million, lasting one to two years. Phase II awards are for the performance of the principal R&D by the small business. Phase III funding, directed at the commercialization of the product or process, is expected to be generated in the private sector. Federal dollars may be used if the government perceives that the final technology or technique will meet public needs.

Eleven departments currently have SBIR programs, including the Departments of Agriculture, Commerce, Defense (DOD), Education, Energy, Health and Human Services, Homeland Security, and Transportation; the Environmental Protection Agency; the National Aeronautics and Space Administration (NASA); and the National Science Foundation (NSF). Each agency's SBIR activity reflects that organization's management style. Individual departments select R&D interests, administer program operations, and control financial support. Funding can be disbursed in the form of contracts, grants, or cooperative agreements. Separate agency solicitations are issued at established times. In FY 2012, 5,000 awards for \$1.9 billion were made through the SBIR program across the eleven participating agencies.

The SBA is responsible for establishing the broad policy and guidelines under which individual departments operate their SBIR programs. The SBA monitors and reports to Congress on the conduct of the separate departmental activities.

Small Business Technology Transfer Program

The Small Business Technology Transfer program (STTR) provides funding for research proposals that are developed and executed cooperatively between a small firm and a scientist in a nonprofit research organization and fall under the mission requirements of the federal funding agency. Up to \$150,000 in Phase I financing is available for approximately one year to fund the exploration of the scientific, technical, and commercial feasibility of an idea or technology. Phase II awards of up to \$1 million may be made for two years. During this period, the R&D work is performed and the developer begins to consider commercial potential. Only Phase I award winners are considered for Phase II. Phase III funding, directed at the commercialization of the product or process, is expected to be generated in the private sector. The small business must find funding in the private sector or other non-STTR federal agency.

The STTR program is funded by a set-aside, now at not less than 0.35%, of the extramural R&D budget of departments that spend over \$1 billion per year on this effort. The Departments of Energy, Defense, and Health and Human Services, NASA, and NSF participate in the STTR program. In FY 2012, 635 awards for more than \$200 million were made through these participating agencies STTR programs.

As with SBIR, the SBA is responsible for establishing the broad policy and guidelines under which individual departments operate their STTR programs. The SBA monitors and reports to Congress on the conduct of the separate departmental activities.

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SMALL BUSINESS FINANCING RESOURCES

- ❖ SBA 7(a) Lenders can be located here:
<http://www.sba.gov/category/lender-navigation/search-sba-lenders?select=proximity>
- ❖ You can locate microloan lenders in your area on the SBA's website here:
[http://www.sba.gov/sites/default/files/Microloan%20Intermediary%20List 5.pdf](http://www.sba.gov/sites/default/files/Microloan%20Intermediary%20List%205.pdf)
- ❖ For the 504 program, you may find local Certified Development Corporations by accessing the National Association of Development Companies website here:
http://www.nadco.org/i4a/member_directory/feSearchForm.cfm?directory_id=12&pageid=3378&showTitle=1
- ❖ For the Small Business Investment Company program, the SBA maintains a searchable directory on its website:
<http://www.sba.gov/content/sbic-directory>

SMALL BUSINESS EXPORTING RESOURCES

- ❖ A starting place for small business owners interested in selling abroad is:
export.gov/exportbasics
- ❖ U.S. Export Assistance Centers can be found at:
export.gov/eac/index.asp
- ❖ SBA's International Trade Program: <http://www.sba.gov/about-offices-content/1/2889>
- ❖ The Small Business Program at the U.S. Export-Import Bank can be found at: www.exim.gov/smallbusiness
- ❖ The OPIC Small Business Program: www.opic.gov/small-business

CONTRACTING RESOURCES

- ❖ To register to do business with the government see: <https://www.sam.gov/portal/public/SAM/>
- ❖ To find contracting opportunities please see: <https://www.fbo.gov/>
- ❖ Information on the 8(a) Business Development Program can be found at: <http://www.sba.gov/content/8a-business-development-0>
- ❖ Information on the HUBZone Program can be found at: <http://www.sba.gov/category/navigation-structure/contracting/working-with-government/small-business-certifications-audiences/hubzone-certification>
- ❖ Women-Owned Small Business Program information is located at: <http://www.sba.gov/content/women-owned-small-business-federal-contract-program>
- ❖ Contact information for agency OSDBU offices can be found at: <http://www.osdbu.gov/members.html>
- ❖ Information for the Service-Disabled, Veteran-Owned Small Business Program can be located at: <http://www.sba.gov/content/veteran-service-disabled-veteran-owned>
- ❖ Information on the SBA Mentor-Protégé Program can be found at: <http://www.sba.gov/content/mentor-protége-program>
- ❖ Local Procurement Technical Assistance Centers can be found at: <http://www.aptac-us.org/new/>

SMALL BUSINESS REGULATORY RESOURCES

- ❖ The SBA's Office of Advocacy, which advocates on behalf of small business regulatory matters, can be found at: <http://www.sba.gov/advocacy>
- ❖ Regional Advocates at the Office of Advocacy, who serve as resources for local small businesses can be located here: <http://www.sba.gov/content/regional-advocates>
- ❖ The SBA's Regulatory Ombudsman who assists small businesses with unfair regulatory actions, can be found here: <http://www.sba.gov/ombudsman>
- ❖ Information on federal regulations can be found at: <http://www.regulations.gov/>
- ❖ The White House Office of Information and Regulatory Affairs can be found at: http://www.whitehouse.gov/omb/infoereg_default
- ❖ White House Executive Order on Regulatory Reviews and Agency Regulatory Reduction Plans can be found: <http://www.whitehouse.gov/21stcenturygov/actions/21st-century-regulatory-system>
- ❖ EPA's Small Business Office: <http://www.epa.gov/smallbusiness/>
- ❖ OSHA's Small Business Office: <http://www.osha.gov/dcsp/smallbusiness/index.html>

SMALL BUSINESS TAX RESOURCES

- ❖ You can locate Employer Payroll Tax information here: <http://www.irs.gov/businesses/small/article/0,,id=172179,00.html>
- ❖ Self-Employment Tax information can be located here: <http://www.irs.gov/businesses/small/article/0,,id=98846,00.html>
- ❖ General Small Business and Self-Employed Tax information can also be found at: <http://www.irs.gov/businesses/small/index.html>
- ❖ You can locate information on the Taxpayer Advocate Service, which provides free information, and is a voice for small firms here: <http://www.irs.gov/uac/Taxpayer-Advocate-Service-6>

SMALL BUSINESS TRAINING RESOURCES

- ❖ Local Small Business Development Centers can be found at:
[http://www.asbdc-us.org/About Us/SBDCs.html](http://www.asbdc-us.org/About_Us/SBDCs.html)
- ❖ Local Women's Business Centers can be found at:
<http://www.sba.gov/about-offices-content/1/2895/resources/13729>
- ❖ Veterans Business Outreach Centers can be found here:
<http://www.sba.gov/content/veterans-business-outreach-centers>
- ❖ Locate your local SCORE Chapter here: <http://www.score.org/chapters-map>