Resource Guide for Small Business
U.S. Small Business Administration • New Jersey Edition

Celebrating a Resource Partner Milestone

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HELP YOUR START UP STAY UP.

As a small business owner, having the right insurance coverage can mean the difference between staying in business and going belly up. At Progressive, our experts can provide a broad range of coverage—from general liability, commercial auto, and more—to help you protect not just your vehicle, but the business that depends on it.

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On the Cover: O’Fallon Casting, a nonferrous investment casting company based in O’Fallon, Missouri. See story on inside back cover.
have you heard the buzz about our small biz?

❤️ Unity B.

$1.1 Million SBA 7(a) Loan
for a Wine Outlet in New Providence, NJ to open its doors, complete leasehold improvements, purchase FF&E, purchase initial inventory, provide working capital & cover closing costs.

$981,000 SBA 7(a) Loan
for a Chiropractor in Montclair, NJ to purchase a larger property across the street, make improvements, purchase of machinery and equipment, & remediate an environmental issue at the property.

$1,045,000 SBA 7(a) Loan
for an Electronics Retail Store in Brooklyn, NY to refinance high interest debt, purchase inventory and finance soft costs, which will help position them as they continue sales at their retail store & online through Amazon.

Flexible Financing • Purchase, Construction & Renovation
Working Capital • Inventory • Start-Ups, Buy-Outs & Franchises

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youtu.be/f1zaPYnmszc
youtu.be/-eKxvZM9Xe8
FROM THE ADMINISTRATOR

Finding Your Partner for Success

I am proud to hold the seat in the President’s cabinet responsible for helping America’s Mom & Pop businesses grow and scale up. At the U.S. Small Business Administration (SBA), we are committed to empowering potential entrepreneurs and small business owners like you who help drive America’s economy. In today’s competitive global landscape, small businesses face major opportunities and challenges. The SBA is here to help with capital, counseling, contracts, and loan assistance after a natural disaster. But our work doesn’t happen alone. Just like any seasoned entrepreneur can tell you, effective partnerships are pivotal to an organization’s success.

That’s why we have dedicated resource partners located in close proximity to virtually every community in America. These partners amplify the support SBA offers through one-on-one counseling, training and mentorship.

This issue of our resource guide spotlights the 35th anniversary of our Small Business Development Centers. SBDCs are the most comprehensive small business assistance network in the world, serving America’s urban centers, rural towns and underserved communities. They are hosted by universities and economic development agencies, and funded in part through cooperative agreements with SBA.

Small business owners and aspiring entrepreneurs can go to one of the more than 940 SBDC service locations throughout the United States and its territories to obtain free professional counseling from qualified business advisors. These SBDC advisors have expertise and can consult with you about how to write a successful business plan, obtain capital, market your business, manage your working capital, obtain a government contract, and export the billions of consumers who live outside of our borders.

My personal commitment to help SBA serve America’s small businesses is rooted in my own entrepreneurial experience. Before taking on the leadership of SBA, I started three small businesses, including a community bank that specialized in small business lending. I understand firsthand the sacrifice, struggle and strength that entrepreneurs must every single day to sustain their vision. My success depended on my ability to seek out knowledgeable and trusted counselors. I wish I knew then what I know now: SBA and its resource partners offer the services and mentorship that can help you propel your business.

I encourage you to leverage the partnerships SBA and SBDC offer. Consult this resource guide for more information and visit www.sba.gov/tools/local-assistance/sbdc to find your local center.

After all, our business is to empower yours.

Sincerely,

Maria Contreras-Sweet
Administrator
U.S. Small Business Administration
KNOWLEDGE IS HAVING THE PERFECT BUSINESS PARTNER.

Lots of banks can offer SBA loans*, but we add insight. We listen to you to understand the complexities that face your business and work together to figure out the right solution.

Start a Beneficial Conversation with our SBA team today. Call Rocco P. Perate at 215.864.3538.

Beneficial BANK
Your Knowledge Bank

*All loan products are subject to credit approval. Please inquire for more details on loan products.
Small businesses continue to fuel the U.S. economy’s engine that keeps this country moving forward, and restarts it when it stalls. From creating two out of every three jobs, to strengthening local economies, stabilizing and beautifying communities, providing jobs to the unemployable, growing the middle class and leading innovation, this nation’s growth is intrinsically connected to the growth and expansion of small businesses.

As the Regional Administrator for SBA’s Region II, that encompasses New York, New Jersey, Puerto Rico and the U.S. Virgin Islands, I have been tasked by President Barack Obama to ignite growth throughout this region. As the first African-American and female to hold this position, I am excited to do just that and to partner with you for by taking your small, minority-, female- or veteran-owned businesses to new heights.

When you think SBA, I want you to first think of us as your partner, who can help you build a foundation for long-term growth and success. We do this is through our three C’s – Capital, Counseling and Contracting programs. These are the tools that can help you start or expand your small business.

Our extensive network of lenders can provide you with a wide array of loan products such as working capital, lines of credit, and long-term financing for fixed assets, all vital to keeping the economic engine running. Our partnerships with SCORE, Small Business Development Centers and Women’s Business Centers allow us to provide you with mentors who can guide you in all aspects of starting, managing and expanding a small business. Through one-on-one business counseling and training sessions these mentors can take your business to the next level. And finally, our contracting and certification programs can help prepare you to sell your products and services to the federal government. Each year, the federal government purchases $500 billion in goods and services from businesses. It is a market that many small businesses just cannot ignore.

Under the leadership of SBA Administrator Maria Contreras-Sweet, the SBA is being retooled to be technologically Smart and Bold in our approach to meeting current and future needs of small businesses and Accessible to the clients we serve. One of our newest initiatives demonstrates how the SBA is using technology to help small business owners like you. Through LINC (Leveraging Information and Networks to access Capital) our newest online referral tool, we are connecting small business borrowers with participating SBA Lenders. The idea behind LINC is to streamline and expedite the process of accessing capital through the SBA. To learn more about LINC visit https://www.sba.gov/tools/linc. It is this type of innovation and thinking that is driving the SBA to provide you with the programs and services that can make a difference in growing your small business.

In closing, please know that my door is always open and that my staff is ready, willing and able to assist you with taking that idea from creation to market or helping you grow your existing small business, which helps us all to spur economic growth throughout our region.

Sincerely,

Kellie I. LeDet
Regional Administrator
Region II
U.S. Small Business Administration
XCEL Federal Credit Union

We are an
SBA Authorized Lender
Call Dennis Fitzpatrick today!

XCEL Federal Credit Union
Was Originally Headquartered in
The World Trade Center
But Now We Call BLOOMFIELD Home

If You're Organization, Municipality or Company
Doesn't Have a Credit Union,
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Membership is Free

Dennis Fitzpatrick 800/284-8663 x3011
XCELfcu.org
THE VALUE of HEALTHCARE
Get your business check-up today!

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

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

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

For more information, visit the above resources or contact your local SBA District Office.
Capital One® is proud to partner with the Small Business Administration (SBA). And we’re proud to help small business owners reach their financial goals with Spark Business. When it comes to SBA Loans, we give you options, like SBA 7(a), SBA Express Loans & Lines of Credit and SBA 504.

Visit a branch and meet with a Banker for more details on SBA Loans.
The SBA Can Help Make Your Small Business Dreams A Reality

The 2016 edition of the New Jersey Small Business Resource Guide offers you a wealth of invaluable information on starting or expanding a small business in New Jersey.

The guide is specifically designed to assist you in finding federal, state and local resources that provide you with access to information and programs designed to help you start and grow your business. Topics like business formation, licensing requirements, the essentials of writing a business plan, and the availability of financing and government contracting programs are covered inside the guide. Additionally, a complete listing of our network of valuable resource partners like SCORE, Small Business Development Centers (SBDCs) and the Women’s Business Centers (WBCs) all ready to provide you with expert business counseling, long-term mentoring and training.

Our economy is continuing to trend upwards, as indicated by SBA lending in New Jersey last year. During fiscal year 2015, the U.S. Small Business Administration’s (SBA) New Jersey district office approved a record $822 million in loans to 1,738 small business owners throughout the state. This represented a 29 percent increase in the number of loans and a 25 percent increase in the dollar amount of loans. But that is just part of the story.

The support and dedication of our network of business counselors, participating lenders and other strategic business alliances that we have established, were critical to our success. Because of these longstanding partnerships, and their dedication to New Jersey business, we are able to assist thousands of small businesses throughout the state each year.

You, the small business owners, are the innovators of the world, bringing us cutting edge products and services and making significant contributions to job growth. You are used to rolling up your sleeves, working hard and are driven and determined to succeed. And it is you, New Jersey’s entrepreneurs, that this Resource Guide is designed to help. Whether you are a small business looking to continue on your growth path, or a fledgling entrepreneur who needs to get the right information and assistance from the start, this resource guide is for you.

In closing, I want you to know that the SBA is here to assist you every step of the way. Regardless if you are just starting your journey in entrepreneurship or whether you are a seasoned business owner, there is no need to go it alone-SBA can help!

Going forward, I wish you much success in 2016 and beyond.

Sincerely,

Alfred J. Titone
District Director of SBA’s New Jersey District Office
THE NEW JERSEY DISTRICT OFFICE
The New Jersey District Office is responsible for the delivery of SBA’s many programs and services. The District Office is located at Two Gateway Center, Suite 1501, Newark, NJ 07102. Office hours are from 8:00 AM until 4:30 PM, Monday through Friday.

CONTACTING THE NEW JERSEY DISTRICT OFFICE
For program and service information, please contact Ursula Sanders at 973-645-2530 or e-mail: ursula.sanders@sba.gov.

For information on financing, please contact Claudia Yarborough at 973-645-3572 or email: claudia.yarborough@sba.gov, or Sheryl Paynter at 973-645-3582 or email: sheryl.paynter@sba.gov, Eugene Spillane at 973-645-2427 or email: eugene.spillane@sba.gov.

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

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

Assistance to businesses owned and controlled by socially and economically disadvantaged individuals through the (8a) Business Development Program.

A Women’s Business Ownership Representative is available to assist women business owners. Please Contact (Coming Soon).

Special loan programs are available for businesses involved in international trade. Please contact Sheryl Paynter at 973-645-3582 or email: sheryl.paynter@sba.gov.

A Veterans Affairs Officer is available to assist veterans. Please contact Eugene Spillane at 973-645-2427 or e-mail: eugene.spillane@sba.gov.

SUCCESS STORY
Scaffolding Towers of America (STA), a Middlesex-based company that is a leading distributor of scaffolding and components manufactured by Bil-Jax and A-1 Scaffolding. She is proud to say that the company is still family-operated, as her son, Jeffrey Kruchkowski, has been heavily involved for almost three decades.

“Reaching new heights of success is nothing new for Fran Kruchkowski. Ever since she was 8 years old she has worked in the family-operated scaffolding business in some capacity.

Today she is the owner and president of Scaffolding Towers of America, a Middlesex-based company that is a leading distributor of scaffolding and components manufactured by Bil-Jax and A-1 Scaffolding. She is proud to say that the company is still family-operated, as her son, Jeffrey Kruchkowski, has been heavily involved for almost three decades.

We rent, sell, and install scaffolding for jobs of all sizes,” said Kruchkowski. “When my grandfather started this business in the 1940’s, the company was primarily serving the painting industry. Over the years we have been fortunate enough to expand our services to contractors and homeowners throughout the Tri-State area.”

However, a turning point for the company came in 1987, when CBS Sports approached Scaffolding Towers of America with a request for scaffolding design services at the major golf tournaments the network covers. “For CBS we provide scaffolding for camera towers and broadcast booths at each golf event, as well as any other platforms or flooring they may require,” said Kruchkowski. “It’s an extensive operation that is very labor intensive and requires intricate logistics. It requires us to survey each golf course to get an understanding of the event’s needs and determine the best locations for towers, ship several truckloads of materials to the site, install the scaffolding and then break it down when the golf tournament is over.”

The company manages all of the freight internally, relying on two drivers and two tractor trailers to transport the scaffolding to each event. Usually it takes a crew of five to six employees anywhere from seven to 10 days to set up before the event. In addition to camera towers, STA’s golf offerings include specialty studios, flooring, scoreboard platforms, RF towers and more.

Despite the longevity and the success the company has enjoyed throughout its history, two years ago Kruchkowski found it challenging to refinance equipment due to the fact that it is not warehoused in one location, but rather, is continually transported from event to event across the country. Thanks to Unity Bank, a U.S. Small Business Administration Preferred Lender, Kruchkowski was able to secure four SBA-backed loans from the bank totaling over 1 million dollars. These loans helped with refinancing equipment, the purchase of two new tractor trailers and one forklift, and the purchase of inventory for a new product offering for the golf division.

“Sometimes all a small business needs is that infusion of capital that helps improve its cash flow,” said SBA New Jersey District Director Al Titone. “We value our partnership with Unity Bank, which provided the right amount of capital to Scaffolding Towers of America that has put them in a position for future growth.”

“We’re always looking for ideas and new product lines to help expand the business,” said Kruchkowski. “We believe that the sports and entertainment industry is where we could see the most growth.”

This year, STA will be offering its golf clients an exciting new product called RollTrack. This temporary aluminum roadway is laid over parts of the golf course to protect the turf during tournament set up and takedown. RollTrack is a great way to prevent damage to the ground potentially caused by trucks and forklifts, and can quickly and easily be rolled out and moved throughout the course as needed. In addition to its golf clients, STA will be targeting special events and festivals, etc., that may also benefit from a ground protection product such as RollTrack.

continued on page 18
If you’re a small business owner, whether you’re just starting out or have been in business for a while, you’re likely wearing multiple hats…So many hats, in fact, that it’s very easy to miss the little successes along your journey as an entrepreneur. Those milestones give us perspective and, often, a sense of accomplishment. They allow us to see just how far we’ve come. So, it’s important to celebrate them.

Hiring your first employee. The first month you made a profit. Getting your first huge client or public endorsement. Securing that first loan so you can expand your business. Opening that second location. These are all important milestones, but many years in the future these milestones will also help you gauge the impact you’ve made…whether on an individual, in a community, or globally.

It is with this appreciation for milestones in mind that we recognize the 35th anniversary of the Small Business Development Center (SBDC) program. Funded in part through cooperative agreements with the SBA, SBDCs offer existing and future entrepreneurs free business counseling and planning assistance, as well as insight and guidance with respect to several special focus areas, such as green business technology, disaster preparedness and recovery, veteran’s assistance, technology transfer, and regulatory compliance. And, with more than 900 locations throughout the country, Guam, Puerto Rico, American Samoa, and the U.S. Virgin Islands, SBDCs are unparalleled in their reach as a professional business counseling network.

In recognition of the tremendous contribution SBDCs have made and continue to make to the growth and sustainability of America’s small businesses, this edition of SBA’s Small Business Resource Guide is dedicated to America’s Small Business Development Centers. The next several pages profile just a handful of the small businesses that have succeeded, in large part, due to the assistance they received from an SBDC. We hope these stories both inspire and motivate you to pursue the path of entrepreneurship.

To learn more about Small Business Development Centers, please read the Counseling section of this resource guide. To find the nearest SBDC, visit www.sba.gov and click on the Local Assistance tab.
Every year, the U.S. Small Business Administration and its nationwide network of resource partners help millions of potential and existing small business owners start, grow and succeed.

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

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

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

**SBA’S RESOURCE PARTNERS**

In addition to our district offices, which serve every state and territory, the SBA works with a variety of local resource partners to meet your small business needs: SCORE chapters, Small Business Development Centers (SBDCs), and Women’s Business Centers (WBCs). This partner network reaches into communities across America: More than 13,000 business counselors, mentors and trainers are available through over 300 SCORE chapters, 900 Small Business Development Centers, and 110 Women’s Business Centers. These professionals can help with writing a formal business plan, locating sources of financial assistance, managing and expanding your business, finding opportunities to sell your goods or services to the government, and recovering from disaster. To find your local district office or SBA resource partner, visit www.sba.gov/tools/local-assistance.

**SCORE**

SCORE is a national network of more than 11,000 entrepreneurs, business leaders and executives who volunteer as mentors to America’s small businesses. SCORE volunteers donated more than 1.2 million hours providing services to small business clients. SCORE leverages decades of experience from seasoned business professionals to help entrepreneurs to start and grow companies and to create jobs in local communities. SCORE does this by harnessing the passion and knowledge of individuals who have owned and managed their own businesses and want to share this “real world” expertise with you.

Across the country, SCORE offers more than 10,000 educational workshops and seminars depending on the needs of the local business community. The SCORE workshops cover all manner of business topics, including: an introduction to the fundamentals of a business plan, managing cash flow and marketing your business. For established businesses, SCORE offers more in-depth training in areas like customer service, digital marketing, hiring practices and operating home-based businesses.

For around-the-clock business advice and information on the latest business news and trends visit www.sba.gov/score or call 800-634-0245 for the SCORE office nearest you. More than 1,200 online mentors are available to answer your questions about starting and running a business. For more information on SCORE and to get your own business mentor, visit www.SCORE.org.

**NOTE:** Counseling at all locations except Two Gateway Center, Newark is by appointment only.

**ON THE UPSIDE**

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

- You get to be your own boss.
- Hard work and long hours directly benefit you, rather than increasing profits for someone else.
- Earnings and growth potential are unlimited.
- Running a business will provide endless variety, challenge and opportunities to learn.
ATLANTIC COUNTY – Chapter 687
See Ocean County

BERGEN COUNTY & PASSAIC COUNTY – Chapter 78
Bergen County Administrative Building
One Bergen County Plaza, Rm. 5-B
Hackensack, NJ 07601
201-336-6090
Tuesday 7:00pm – 9:00pm
By appointment only
Other Days & Evenings by Special Arrangement
contact@scorebergen.org
https://bergen.score.org

BERGEN COUNTY Administrative Building
One Bergen County Plaza, Rm. 5-B
Hackensack, NJ 07601
201-336-6090
Tuesday 7:00pm – 9:00pm
By appointment only
Other Days & Evenings by Special Arrangement
contact@scorebergen.org
https://bergen.score.org

COLUMBIA BANK
Secaucus, NJ 07093
201-291-1330
By appointment only

Union City Public Library
324 43rd St.
Union City, NJ 07087
201-866-7500
By appointment only
Fabian Araujo

West New York Public Library
425 60th St.
West New York, NJ 07093
201-291-1330
By appointment only
Fabian Araujo

CERTIFIED EXPERIENCE

Essex County, NJ 07093
201-291-1330
By appointment only

CASSANDRA BANK
Secaucus, NJ 07093
201-291-1330
By appointment only

CAMELIA COUNTY – Chapter 254
See Burlington County

CAPE MAY COUNTY – Chapter 687
See Ocean County

BERKLEY COUNTY – Chapter 687
See Ocean County

ESSEX COUNTY – Chapter 15
Small Business Administration
2 Gateway Center, Ste. 1501
Newark, NJ 07102
973-645-3982
Monday-Friday 9:30am - 1:00pm
www.scoremetronj.org
Dennis Newnham

C3 Workplace
SCORE Ste. 2050
26 Park St.
Montclair, NJ 07042
973-509-4650
By appointment only
Roger Ellert

Summit Free Public Library
75 Maple St.
Summit, NJ 07901
908-273-0350 ext. 823
By appointment
Marty Ostroff

GLOUCESTER COUNTY – Chapter 254
See Burlington County

HUDSON COUNTY – Chapter 15
Secaucus Library
And Business Resource Center
1379 Paterson Plank Rd.
Secaucus, NJ 07094
201-330-2083
Wednesday 9:30am - 12:00pm
Fabian Araujo / Pura Rios

CUMBERLAND COUNTY – Chapter 687
See Ocean County

CUTLER COUNTY – Chapter 687
See Ocean County

HUNTERDON COUNTY – Chapter 14
Peapack – Gladstone Bank (off Rte. 78)
189 Center St.
Clinton, NJ 08809
908-526-1200 ext. 8449
1st & 3rd Thursday 4:00pm – 5:00pm

MERCER COUNTY – Chapter 631
Primary Contact Information:
www.princeton.score.org
SCORE Mailing Address
P.O. Box 3003
Princeton, NJ 08543
609-393-0505

BRANCHES
Princeton Public Library
66 Witherspoon St.
Princeton, NJ 08542-3003
609-924-9529
Mon., Tues. & Thurs. 6:00pm-9:00pm
Wednesday & Friday 10:00am -1:00pm
www.scoreprinceton.org

Urban Business Accelerator
No Longer being used for Counseling
354 S. Broad St.
Trenton, NJ 08608
609-482-8776

Hamilton Township Free Public Library
No Longer being used for Counseling
1 Justice Samuel Alito Jr. Way
Hamilton, NJ 08619
609-581-4060

MIDDLESEX COUNTY – Chapter 14
Columbia Bank
60 Raritan Center Pkwy.
Edison, NJ 08837
732-346-1090
1st Thursday 10:00am – 11:00am
3rd Thursday 1:00pm – 2:00pm

Columbia Bank
West Ferris St. & Rte. 18 S.
East Brunswick, NJ 08816
732-745-5050
2nd Wednesday 10:00am – 11:00am
4th Thursday 5:00pm – 6:00pm

New Brunswick Dept. of Planning
Community Economic Development
City Hall
75 Bayard St., 2nd Fl., Civic Plaza entrance
New Brunswick, NJ 08901
732-745-5050
3rd Tuesday 10:00am-11:00am
4th Tuesday 1:00pm-2:00pm

CHAMBER OF COMMERCE
91 Main St.
Woodbridge, NJ 07096
732-636-4000
4th Thursday 10:00am – 11:00am

MIDDLESEX COUNTY – Chapter 631
PNC Bank
No Longer being used for Counseling
555 Cranbury Rd.
East Brunswick, NJ 08816
732-390-2000

Magyar Bank
400 Somerset St.
New Brunswick, NJ 08901
732-342-7600
1st & 3rd Tuesday 11:00am - 2:00pm

South Brunswick Library
110 Kingston Ln.
Monmouth Junction, NJ 08852
732-329-4000 ext. 7286
2nd & 4th Monday 5:45pm-8:45pm
Alternate Wednesday 5:45pm – 8:45pm

East Brunswick Public Library
2 Jean Walling Civic Center Dr.
East Brunswick, NJ 08816
732-390-6950
1st of each month 5:00pm - 8:00pm

Sayreville Public Library
1050 Washington Rd.
Parlin, NJ 08859
732-727-0212 ext. 25
2nd Tuesday of each month
6:00pm – 8:00pm
**MONMOUTH COUNTY – Chapter 36**
Brookdale Community College
765 Newman Springs Rd.
Lincroft, NJ 07738
732-224-2573
Appointments available Wednesday
10:00am - 12:00pm
Schedule a Wednesday appointment at
Brookdale via monmouthscore@gmail.com.
You must specify the “Brookdale” location in
your mentoring request.
info@score36.org
www.score36.org

**Monmouth County**
Library – Headquarters, Manalapan
125 Symmes Dr.
Manalapan, NJ 07726
732-431-7220 Option 3
Tuesday 2:00-3:00pm
Thursday 6:30pm-7:30pm

**Monmouth County Library**
Eastern Branch – Shrewsbury
1001 Rte. 35
Shrewsbury, NJ 07702-4398
732-683-8980
Tuesday 7:00-8:00pm
Thursday 7:00-8:00pm

**Monmouth County Library–Wall**
2700 Allaire Rd.
Wall, NJ 07719
732-449-8977
Monday 7:00pm-8:00pm

**Middletown Township Public Library**
56 New Monmouth Rd.
Middletown, NJ 07748
732-671-3700 Menu Selection 2
(Reference Desk) or ext. 320 or 321
Wednesday 7:00pm -8:00pm

**Interfaith Neighbors-Business Development Center**
1201 Springwood Ave.
Asbury Park, NJ 07712
732-455-0519
Wednesday 11:00am-2:00pm
Tuesday 7:00pm and Saturday 10:00am
Please complete the BDC Mentoring Request
prior to visiting this location.

**MORRIS COUNTY – Chapter 24**
Northwest NJ Chapter 24
Covering Morris, Sussex & Warren Counties

**Florham Park Branch**
Morris County Chamber of Commerce
325 Columbia Turnpike, Ste. 101
Florham Park, NJ 07932
973-442-6400
Monday 8:30am – 11:30am
(Other times may be arranged)

**Morristown Branch**
County College of Morris
30 Schuyler Place, Ste. 220
Morristown, NJ 07960
973-442-6400
Tuesday 9:00 - 12:00pm
Tuesday 6:00pm - 8:00pm
(Other times may be arranged)
Visit online: bit.ly/nwnjscore

**Randolph Branch**
County College of Morris
214 Center Grove Rd.
Henderson Hall
Randolph, NJ 07869
973-328-5000
Thursday 9:00am – 12:00pm
Other times may be arranged

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**Need a Business Loan?**
Let a Credit Union Help With
Your SBA 504 or 7(a) loan!

**Member Business Financial Services, LLC**

Give us a call today to discuss your business loan needs. We’ll
connect you with one of our MBFS Credit Union Partners and you
can learn why a Credit Union may be your best loan option.

Call (866) 354-7151 • Click www.mbfs.biz
Today, Scaffolding Towers of America employs between 15 and 25 employees and works with several broadcast clients such as Turner Broadcasting, Golf Channel, PGA Tour Entertainment and Sky Sports. Over the years, STA has worked at such prestigious events as The Super Bowl, The NCAA Final Four, MLB World Series, and The PGA Championship, and has had the opportunity to work throughout the U.S., Canada, Hawaii and the Bahamas. But the CBS golf schedule allows for at least one local event each year for STA, and in 2015 The Barclay’s took place in their backyard and was played at the Plainfield Country Club in Edison. “We also see the construction industry coming back and that certainly is welcome news for our business,” said Kruchkowski. “On the construction side we provide scaffold frames, rolling towers, stair towers, baker scaffolding, plank and platforms, all of which are OSHA compliant.”

“Scaffolding is a lot like an Erector Set, we have fun doing it,” said Kruchkowski. “I have a devoted staff that works hard. When it all comes together, it is an amazing accomplishment, considering the time constraints we are under. We have to get it perfect.”

It’s what makes Fran, her son and the entire team at Scaffolding Towers of America a towering success.
OVER FORTY PERCENT OF THE NATION’S SMALL BUSINESSES ARE RUN BY WOMEN

What are you waiting for?

Start small.

With over 17,000 resource listings across the country, we provide you with door-to-door directions to lenders, training, and support that will help you start your own small business.
recovery and preparedness, technology transfer and commercialization, regulatory compliance, and accessing unique resources for women, minority, and veteran business owners and entrepreneurs. SBDCs have also increased their capacity to help U.S. entrepreneurs enter global markets through export readiness assessment, training, regulatory compliance and a broad range of international trade assistance for new and existing exporters.

The program combines a unique combination of federal, state and private sector resources to provide, in every state and territory, the foundation for the economic growth of small businesses. In FY2014 they:

- Assisted more than 9,500 entrepreneurs to start new businesses – equating to nearly 26 new business starts per day.
- Provided counseling services to more than 91,000 emerging entrepreneurs and 75,000 existing businesses.
- Provided training services to approximately 214,000 clients.

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

For information on the SBDC program, visit www.sba.gov/sbdc.

ATLANTIC COUNTY
The NJ Small Business Development Center at the Richard Stockton College of NJ
Carnegie Library Center
35 So. Dr. Martin Luther King Blvd.
Atlantic City, NJ 08401
609-347-2174

BERGEN COUNTY
The NJ Bergen Small Business Development Center at Bergen Community College
CIARCO Learning Center
355 Main St., Ste. 121
Hackensack, NJ 07601
201-489-8670
www.bergen.edu/sbdc

BURLINGTON COUNTY
Affiliate Office
Rowan College at Burlington County
Workforce Development Institute
900 Briggs Rd.
Mt. Laurel, NJ 08054
856-225-6221

Affiliate Office
Burlington County Library
5 Pioneer Blvd.
Westampton, NJ 08060
856-225-6221

Affiliate Office
Burlington County Library
Evesham Branch
984 Tuckerton Rd.
Marlton, NJ 08053
856-225-6221

CAMDEN COUNTY
The NJ Small Business Development Center at Rutgers Camden
The State University of New Jersey
Campus at Camden
419 Cooper St.
Camden, NJ 08102
856-225-6221
www.rsbdc.org

Affiliate Office
Camden County Store
Voorhees Town Center (Echelon Mall)
Somerdale & Burnt Mill Rds.
Voorhees, NJ 08043
856-225-6221

CAPE MAY COUNTY
Affiliate Office
The NJ Small Business Development Center at the Richard Stockton
College of NJ
609-347-2174
Call for Appointment

CUMBERLAND COUNTY
Affiliate Office
Business Resource Center
275 N. Delaware Dr., 2nd Fl.
Vineland, NJ 08360
609-347-2174

ESSEX COUNTY
HEADQUARTERS OPERATIONS
Rutgers Business School:
Newark & New Brunswick
1 Washington Park, 13rd Fl., Ste. 1301
Newark, NJ 07102
973-353-1927
www.njsbdc.com

The NJ Small Business Development Center at Rutgers,
The State University of New Jersey
Campus at Newark
25 James St.
Newark, NJ 07102
973-353-5950
www.rnsbdc.newark.rutgers.edu

GLoucester county
Affiliate Office
Gloucester County
Dept. of Economic Development
115 Budd Blvd.
Woodbury, NJ 08096
856-225-6221

Hudson County
The NJ Small Business Development Center at New Jersey City University
285 Westside Ave., Ste. 189-191
Jersey City, NJ 07305
201-200-2156

Hunterdon County
Affiliate Office
Affinity Federal Credit Union
Rte. 202 S.
Flemington, NJ 08822
908-526-1200 ext. 8516

Affiliate Office
Hunterdon County at
Chamber of Commerce Building
14 Mine St., 2nd Fl.
Flemington, NJ 08822
908-526-1200 ext. 8516
Call for Appointment

Mercer County
The NJ Small Business Development Center at The College of New Jersey
Forcina 253
2000 Pennington Rd. (Rte. 31)
Ewing, NJ 08628
609-771-2947
www.sbdcnj.com

Middlesex County
NJ Small Business Development Center at Rutgers Business School – New Brunswick
Janice Levin Building
94 Rockefeller Rd., 2nd Fl., Rm. 223
Piscataway, NJ 08854
848-445-8790/8796
www.business.rutgers.edu/njsbdcnb

Monmouth County
The NJ Small Business Development Center at Brookdale Community College
ATec 111
765 Newman Springs Rd.
Lincroft, NJ 07738
732-842-8685
www.mosbdc.com
MORRIS COUNTY
Affiliate Office
NJ Small Business Development Center of Northwest Jersey
Centenary College Learning Center
300 Littleton Rd., 3rd Fl., Classroom 5
Parsippany, NJ 07054
908-269-8475
Call for Appointment

OCEAN COUNTY
Affiliate Office
Ocean County College
Center for Lifelong Learning
College Dr.
Toms River, NJ 08754
732-255-0468

PASSAIC COUNTY
Primary Office
The NJ Small Business Development Center at William Paterson University
131 Ellison St.
Paterson, NJ 07505
973-321-1378
www.wpunj.edu/sbdc

Affiliate Office
William Paterson
Small Business Development Center
1600 Valley Rd., Rm. 4031
Wayne, NJ 07470
973-754-8695

SALEM COUNTY
See Gloucester County

SOMERSET COUNTY
The NJ Small Business Development Center at Raritan Valley Community College at Bridgewater
14 Vogt Dr.
Bridgewater, NJ 08807
908-526-1200 ext. 8516
www.sbdcrvcc.com

Affinity Federal Credit Union
315 Rte. 206, Ste. 501
Hillsborough, NJ 08844
908-526-1200 ext. 8516

SUSSEX COUNTY
Affiliate Office
Sussex County Community College
Bldg. E,
One College Hill
Newton, NJ 07860
908-269-8475
Call for Appointment

UNION COUNTY
The NJ Small Business Development Center at Kean University
Willis Hall
1000 Morris Ave.
Union, NJ 07083
908-737-4220

Affiliate Office
One Stop Career Center
NJ Dept. of Labor Building at Business Resource Center
921 Elizabeth Ave., 2nd Fl.
Elizabeth, NJ 07201
908-737-4220

Affiliate Office
Union Township Chamber of Commerce
355 Chestnut St.
Union, NJ 07083
908-737-4220

WARREN COUNTY
NJ Small Business Development Center of Northwest Jersey
207 Main St., Rear Entrance
Hackettstown, NJ 07840
908-269-8475
info@nw-njsbdc.com

Strategic Alliances
Through strategic alliances, the Small Business Administration and its partners provide quality information, training, outreach and support to promote the interests and needs of American small businesses. Alliances can bring opportunities to network with

YOUR SMALL BUSINESS IS BIG BUSINESS TO US!

We offer SBA 7A Loans up to $5 million
Business Services – It’s easy and profitable to conduct your business’ financial affairs at NJFCU. We offer:

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- Business Mortgages
- Business Loans
- Business Rewards VISA® Credit Cards

You are eligible for membership if you live, work, worship, attend school or regularly conduct business in Passaic, Bergen, Essex, Union, Hudson, Middlesex and Morris Counties of New Jersey. North Jersey Federal Credit Union offers a comprehensive line of financial products and services to meet the needs of your business. You are eligible for membership so join today and start banking the smart way!
others who share your commitment to the small business community, and help you gain recognition as a proactive leader in promoting small business success.

The SBA and its alliance partners work together to define implement and meet short-term and long-term goals in the areas of training and education, outreach and communication and promoting small business success.

The SBA forms alliances with a variety of entities including nonprofit organizations, trade and professional associations, academic institutions and public-sector agencies. The New Jersey District Office has signed SAMs (Strategic Alliance Memorandum) with a number of organizations throughout the state, designed to provide the full array of services to the small business community. Those organizations are:

Statewide Hispanic Chamber of Commerce of New Jersey
One Gateway Center, Ste. 2409
Newark, NJ 07102
973-900-5886
chamber@shccnj.org
www.shccnj.org

Morris County Hispanic-American Chamber of Commerce
10 Dehart St., Morristown, NJ 07960
973–818-2666
info@mchacc.org
www.mchacc.org

African American Chamber of Commerce of New Jersey
110 W. State St., Ste. 2B
Trenton, NJ 08608
609-571-1620
info@aachamber.org
www.aaccnj.com

Asian Indian Chamber of Commerce
28 World’s Fair Dr.
Somerset, NJ 08873
732-507-7348
info@njicacc.org
www.njicacc.org

New Jersey Chinese-American Chamber of Commerce
22
Chamber of Commerce
New Jersey Chinese-American
Hunterdon Hispanos
Asian Indian Chamber of Commerce of New Jersey
African American Chamber of Commerce
Chamber of Commerce of New Jersey
Statewide Hispanic

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info@mchacc.org
www.mchacc.org

African American Chamber of Commerce of New Jersey
110 W. State St., Ste. 2B
Trenton, NJ 08608
609-571-1620
info@aachamber.org
www.aaccnj.com

Asian Indian Chamber of Commerce
28 World’s Fair Dr.
Somerset, NJ 08873
732-507-7348
info@njicacc.org
www.njicacc.org

New Jersey Chinese-American Chamber of Commerce
22
Chamber of Commerce
New Jersey Chinese-American
Hunterdon Hispanos
Asian Indian Chamber of Commerce of New Jersey
African American Chamber of Commerce
Chamber of Commerce of New Jersey
Statewide Hispanic

WOMEN'S BUSINESS CENTERS

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

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

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

Newark Community Economic Development Corporation (Formerly Brick City Development Corporation)
111 Mulberry St. (at Market Street), Ste. 1
Newark, NJ 07102
973-273-1040
info@newarkcedc.org
www.NewarkCEDC.org

Camden County Regional Chamber of Commerce
Arthur C. Campbell, President/CEO
1060 Kings Hwy. N., Ste. 200
Cherry Hill, NJ 08034
856-667-1600
www.camdencountychamber.com

NJAWBO
549 Pompton Ave., Ste 107
Cedar Grove, NJ 07009
973-444-2137
njawbo@njawbo.org
www.njawbo.org

NAWBO of South Jersey
Latin American Economic Development Association (LAEDA)
P.O. Box 923
Marlton, NJ 08053
856-722-8125
info@nawbosouthjersey.org
www.nawbosouthjersey.org

WWW.SBA.GOV/WOBS

SBA EMERGING LEADERS

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

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

To find the nearest SBA WBC, visit www.sba.gov/women.

Women’s Center for Entrepreneurship Corp. At Peapack Gladstone Bank
311 Main St. 2nd Fl.
Chatham, NJ 07928
973-507-9700
smaiorano@wcecnj.org
www.wcecnj.org

Latin American Economic Development Association (LAEDA)
433 Market St., Ste. 100
Camden, NJ 08102
856-963-1835
info@laeda.com
www.laeda.com

The intense seven-month entrepreneurship training for identified SBA Emerging Leaders creates a learning environment to accelerate the growth of high-potential small businesses, stimulates job creation and helps drive economic development within their communities. A competitive selection process results in company executives participating in high-level training and peer-networking sessions led by professional instructors. Graduates are poised to create an economic ripple effect because they are now equipped with the support, resources and enhanced business skills necessary to succeed.
Impact of Emerging Leaders:
The initiative is currently offered in 48 underserved communities across the country.

To date, 3,000 businesses have participated and nearly 2,700 Emerging Leaders have graduated since its inception. A study of Emerging Leaders past participants reported that:
• Nearly 70% obtained revenue growth
• Over 80% created new jobs or retained all
• Participants secured federal, state, local, and tribal contracts awards over $1 Billion
• 95% were satisfied with the Emerging Leaders program

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

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

Key Features of the SBA’s Learning Center:
• Training is available anytime and anywhere — all you need is a computer (or mobile device) with Internet access.
• Nearly 50 free online and interactive courses and workshops are available.
• Checklists and worksheets to get your business planning underway.
• Course topics include how to write a business plan, financing options that include SBA lending programs, mastering overseas markets through exporting, public sector procurement tactics, and specialty material for veterans, young entrepreneurs, and women business owners.
• Over 10 new courses launched in the last year; including a new Spanish-language version of a course for Young Entrepreneurs.

This robust portal also includes video content, templates, and articles.

Visit www.sba.gov/learning for these free resources.

SBA’S CLUSTER INITIATIVE
Every small business must effectively connect into the key relationships necessary to drive success in its particular industry or market sector. Regional Innovation Clusters act as a networking hub to connect small businesses in a particular industry sector and geographic region with other business innovators in the same sector and with specialized suppliers, research institutions, large prime customers or contractors and investors who also operate in that sector. In addition, market success requires small businesses to know their customers and distribute their product development dollars efficiently.

Therefore, through intensive, industry-specific technical assistance, our Clusters help small business innovators commercialize promising technologies needed by government and industry buyers in that particular sector. And then, through showcasing, networking and “demonstration events,” they help get these small businesses and their products in front of investment and other funding sources, research institutions and customers/buyers in order to bring products to market.

Across the country, our resource partners work with our Regional Innovation Clusters: The resource partners provide the businesses with information and coaching on the key building blocks of business success, while the Cluster experts help them with the highly technical product development and relationship-building assistance necessary to get and keep customers and investors in their particular market sector (such as smart-grid, fuel cell energy storage, solar cells, imaging, aerospace, and agricultural processing technologies and networks).

For more information on SBA’s Cluster Initiative, go to www.sba.gov/clusters.

FINANCIAL LITERACY
If you want to start a business or learn how to better manage your business money, consider Money Smart for Small Business. SBA and FDIC jointly provide their free instructor-led business training curriculum. The curriculum is designed to provide introductory training for new and aspiring entrepreneurs. The 13 modules provide the most essential information on running a small business from a financial standpoint. In addition to grounding participants in the basics, the curriculum serves as a foundation for more advanced training and technical assistance. You can find this curriculum by visiting www.sba.gov/moneysmart.

To learn more about the Financial Literacy and Education Commission, visit www.mymoney.gov.
The SBA also offers a number of programs specifically designed to meet the needs of underserved communities.

**ENCORE ENTREPRENEURS**

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

**FAITH-BASED AND COMMUNITY INITIATIVES**

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

**LGBT BUSINESS OUTREACH INITIATIVE**

The SBA’s groundbreaking outreach to the Lesbian, Gay, Bisexual and Transgendered (LGBT) community is for the first time bringing SBA resources directly to LGBT business owners. Recognizing the unique challenges faced by the nation’s 1.4 million LGBT-owned businesses, the SBA has partnered with several national business advocacy organizations, including the National Gay and Lesbian Chamber of Commerce, to increase the use of SBA programs by LGBT owned businesses. The SBA is the nation’s leading advocate and champion for all entrepreneurs and is deeply committed to helping LGBT-owned small businesses launch, innovate, hire and grow. Across the country, our resource partners are providing LGBT entrepreneurs with game-changing business advice. For more information on LGBT business development, go to [www.sba.gov/LGBT](http://www.sba.gov/LGBT) or e-mail: [lgbt@sba.gov](mailto:lgbt@sba.gov).

**NATIVE AMERICAN BUSINESS DEVELOPMENT**

The SBA Office of Native American Affairs (ONAA) ensures that American Indians, Alaska Natives and Native Hawaiians seeking to create, develop and expand small businesses have full access to the business development and expansion tools available through the Agency’s entrepreneurial development, lending, and contracting programs. The office provides a network of training initiatives that include a Native Entrepreneurial Empowerment Workshop, a Native American 8(a) Business Development Workshop, a Money Smart Workshop, an Incubator Workshop and the online tool, “Small Business Primer: Strategies for Growth.” ONAA also is responsible for consulting with tribal governments prior to finalizing SBA policies that may have tribal implications. Visit [www.sba.gov/纳ad](http://www.sba.gov/纳ad) for more information.

**WOMEN BUSINESS OWNERS**

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

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

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

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

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

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

For additional information, contact:

**Women’s Center for Entrepreneurship Corp. At Peapack Gladstone Bank**
311 Main St. 2nd Fl.
Chatham, NJ 07928
973-507-9700
smaiorano@wcecnj.org
www.wcecnj.org

**Latin American Economic Development Association (LAEDA)**
433 Market St., Ste. 100
Camden, NJ 08102
856-963-1835
info@laeda.com
www.laeda.com

**YOUNG ENTREPRENEURS**

The SBA recognizes the importance of fostering young entrepreneurs and small business owners and their role in the economy. The SBA offers different activities and resources throughout the year aimed at aspiring young entrepreneurs, including social media
Each year SBA serves over 200,000 veterans, service disabled veterans and military spouses across the United States and at military installations around the globe. SBA provides training and mentorship, access to capital, preparation for opportunities in federal procurement, cultivating connections within commercial supply chains and disaster relief assistance.

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

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

Boots to Business and Boots to Business: Reboot

Boots to Business: Reboot both provide participants with an overview of business ownership as a career vocation, an orientation to the components of a business plan, a practical exercise in opportunity recognition, and an introduction to available public and private sector resources. However, the two programs are targeted to veterans, service members and their spouses at different life stages:

- Boots to Business: An entrepreneurial education program offered as an elective track within the Department of Defense’s Transition Assistance Program (TAP), this course is open to service members (including members of the National Guard and Reserves) and their spouses. This course is available on over 180 installations around the world.
- Boots to Business Reboot: An entrepreneurial education program offered in local communities around the nation, this course is open to veterans of all eras (including members of the National Guard and Reserves) and their spouses.

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

Veteran Women Igniting the Spirit of Entrepreneurship (VWISE) is an entrepreneurial training program for female veterans of all service eras and branches with a passion for and interest in either starting a new small business or growing an existing one. VWISE enables female veterans to find their passion and learn business-savvy skills in order to turn their ideas or businesses into growth ventures while recognizing entrepreneurship as an important part of strengthening economic growth nationwide.

ENTREPRENEURSHIP BOOTCAMP FOR VETERANS WITH DISABILITIES

Entrepreneurship Bootcamp for Veterans with Disabilities (EBV) offers experiential training in entrepreneurship and small business management. Training includes a 30-day online course, a nine-day residency at an EBV University and 12-months support from faculty experts. The curriculum focuses on practical training in the tools and skills of new venture creation and growth, reflecting issues unique to disability and public benefits programs. Graduates of EBV leave with a support structure that helps them stay connected with resources and networks beneficial to their new endeavor. EBV is available to post-9/11 veterans and active duty service members with service-connected disabilities.

SBA also administers two contracting and business development programs that are specifically designed to benefit underserved communities. For more information on the 8(a) Business Development Program and the HUBZone Program, see the Contracting section.

SERVING THOSE WHO SERVED OUR COUNTRY

VETERANS BUSINESS OUTREACH CENTERS (VBOCS)

The SBA Resource Partner Network extends its reach specifically to our veteran community through the Veterans Business Outreach Center (VBOC) Program. Through a cooperative agreement with 15 veteran-serving organizations across the country, SBA provides entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans owning or considering starting a small business. Services provided by VBOCs include: pre-business plan workshops, concept assessments, business plan preparations, comprehensive feasibility analysis, entrepreneurial training, one-on-one counseling, and other business-development related services. VBOCs also provide assistance and training in such areas as international trade, franchising, Internet marketing, accounting, etc.

For additional information, contact:
New York City Veterans Assistance
Ryan Letts, NYC Veteran Business Advisor
Brooklyn Small Business Development Center
New York City College of Technology
25 Chapel St., 11th Fl.
Brooklyn, NY 11201
718-797-0187
RLetts@CityTech.Cuny.Edu

CONTINUITY OF OPERATIONS DURING DEPLOYMENT

SBA also connects veterans and military spouses to lenders that offer programs providing fee relief for eligible veterans and military spouses and offers special low-interest-rate financing to small businesses when an owner or essential employee is called to active duty. SBA’s Veterans Advantage program provides fee relief for eligible veterans and military spouses and survivors. The Military Reservist Economic Injury Disaster Loan Program (MREIDL) provides loans up to $2 million to eligible small businesses to cover operating costs that cannot be met due to the loss of an essential employee called to active duty in the Reserves or National Guard.

COUNSELING

Visit us online: www.sba.gov/nj
ARE YOU RIGHT FOR SMALL BUSINESS OWNERSHIP?

Most new business owners who succeed have planned for every phase of their success. Thomas Edison, the great American inventor, once said, “Genius is 1 percent inspiration and 99 percent perspiration.” That same philosophy also applies to starting a business.

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

IS ENTREPRENEURSHIP FOR YOU?

There is simply no way to eliminate all the risks associated with starting a small business, but you can improve your chances of success with good planning, preparation and insight.

Start by evaluating your strengths and weaknesses as a potential owner and manager of a small business. Carefully consider each of the following questions:

• **Are you a self-starter?** It will be entirely up to you to develop projects, organize your time, and follow through on details.

• **How well do you get along with different personalities?** Business owners need to develop working relationships with a variety of people including customers, vendors, staff, bankers, employees and professionals such as lawyers, accountants, or consultants. Can you deal with a demanding client, an unreliable vendor, or a cranky receptionist if your business interests demand it?

• **How good are you at making decisions?** Small business owners are required to make decisions constantly – often quickly, independently, and under pressure.

• **Do you have the physical and emotional stamina to run a business?** Business ownership can be exciting, but it’s also a lot of work. Can you face six or seven 12–hour workdays every week?

• **How well do you plan and organize?** Research indicates that poor planning is responsible for most business failures. Good organization — of financials, inventory, schedules, and production — can help you avoid many pitfalls.

• **Is your drive strong enough?** Running a business can wear you down emotionally. Some business owners burn out quickly from having to carry all the responsibility for the success of their business on their own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.

• **How will the business affect your family?** The first few years of business start-up can be hard on family life. It’s important for family members to know what to expect and for you to be able to trust that they will support you during this time. There also may be financial difficulties until the business becomes profitable, which could take months or years. You may have to adjust to a lower standard of living or put family assets at risk. Once you’ve answered these questions, you should consider what type of business you want to start. Businesses can include franchises, at-home businesses, online businesses, brick-and-mortar stores or any combination of those.

FRANCHISING

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

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

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

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

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

HOME-BASED BUSINESSES

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

Getting Started

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

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

**Ask yourself these questions:**

• Can I switch from home responsibilities to business work easily?

• Do I have the self-discipline to maintain schedules while at home?

• Can I deal with the isolation of working from home?

Legal Requirements

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

**Some general areas include:**

• **Zoning regulations.** If your business operates in violation of them, you could be fined or shut down.

• **Product restrictions.** Certain products cannot be produced in the home. Most states outlaw home production of fireworks, drugs, poisons, explosives, sanitary or medical products and toys. Some states also prohibit home-based businesses from making food, drink or clothing.

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

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

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

**In general, a good business plan contains:**

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

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

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

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

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

Remember, the business plan is a flexible document that should change as your business grows.
Many entrepreneurs need financial resources to start or expand a small business and must combine what they have with other sources of financing. These sources can include family and friends, venture-capital financing and business loans.

This section of the Small Business Resource guide discusses SBA’s primary business loan and equity financing programs. These are: the 7(a) Loan Program, the Certified Development Company or 504 Loan Program, the Microloan Program and the Small Business Investment Company Program. The distinguishing features for these programs are the total dollar amounts that can be borrowed, the type of lenders who can provide these loans, the uses for the loan proceeds and the terms placed on the borrower. The SBA does not provide grants to individual business owners to start or grow a business.

SBA BUSINESS LOANS

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

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

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

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

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

7(a) LOAN PROGRAM

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

Congress authorized SBA to provide financial assistance either directly or in cooperation with banks or other financial institutions through agreements to participate in section 7(a) of the Small Business Act. Historically, a 7(a) loan was provided either directly from SBA or from regulated lenders who provided the loan after they obtained a guaranty from SBA. Since 1996, all 7(a) loans have only been provided on a guaranteed basis, meaning from a lender participating in the 7(a) Loan Guaranty Program.

The business loans that SBA guarantees do not come from the Agency, but rather from banks and other approved lenders. The loans are funded by these organizations and they
make the decision to approve or deny the applicant’s loan request. The guaranty that SBA provides the lender reduces the lender's risk of borrower non-payment because the guaranty assures the lender that if the borrower defaults, the lender can request that SBA pay the debt rather than the borrower. SBA only guarantees a portion or percentage of every loan, so in the event of default the lender will only get partially repaid by SBA. However the borrower is still obligated for the full loan amount.

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

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

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

THE BASIC 7(a) LOAN

The Basic 7(a) Loan is the most commonly provided type of SBA business loan based on historical dollars approved. They are the most flexible types of SBA loans because they can help finance such a large variety of business needs.
What to Take to the Lender

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

**Common requirements include the following:**

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

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

**How the 7(a) Program Works**

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

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

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

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

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

When the SBA receives a request for guaranty from a lender they will either re-analyze, review or trust the lender's eligibility and credit analysis before deciding to approve or reject the request. See the section on 7(a) Loan Processing from Lenders for more detail on what SBA does when it receives a request for guaranty from the lender.

By guaranteeing a loan, the SBA assures the lender that, in the event the borrower does not repay the loan, the government will reimburse the lending institution for a percentage of the amount owed. By providing this guaranty, the SBA is able to help tens of thousands of small businesses every year get financing they might not otherwise obtain.

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

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

**The Impact of a Credit Score**

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

Contact us today for a FREE business consultation and learn how to protect your assets!

Business owners can use corporations and LLCs to separate and protect their personal assets from business debts and obligations. Entity formation also provides tax flexibility, name protection, and allows owners to deduct normal business expenses.

The Company Corporation makes forming a corporation or LLC easy, fast, and affordable.

Call a Business Specialist at 800-626-8543 (mention “SBA” during the call) or visit www.incorporate.com

The Company Corporation is a service company and does not provide legal or financial advice.
of business purposes for the largest number of business types, engaged in the widest spectrum of activities.

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

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

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

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

**Percentage of Guarantees and Loan Maximums**

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

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

**Interest Rates**

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

The spread on loans under $50,000 and loans processed through Express procedures have higher maximums.

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

**Guaranty and Other Fees**

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

On any loan with a maturity of one year or less, the fee is just 0.25 percent of the guaranteed portion of the loan. On loans with maturities of more than one year, the normal guaranty fee is:

- 2.0 percent of the SBA guaranteed portion on loans up to $150,000; **
- 3.0 percent on loans over $150,000 but not more than $700,000; and
- 3.5 percent on loans over $700,000. There is also an additional fee of 0.25 percent on any guaranteed portion over $1 million.

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

** For all SBA-guaranteed loans of $150,000 or less that are approved between October 1, 2015 and September 30, 2016, the guaranty fee will be 0%.

**Benefit For Veterans and/or Spouses:** Any guaranteed loans approved to businesses owned by Veterans of any era or their Spouses during fiscal year 2016 (October 1, 2015 through September 30, 2016) will receive the benefit of having its regular guaranty fee reduced by 50%, when the loan is over $150,000.

If the loan being provided a business owner by qualifying veterans is for $150,000 or less and the lender chooses to apply for its guaranty of that loan by using Express processing procedures (described elsewhere in this article) then the guaranty fee will be zero as long as the guaranty is approved before September 30, 2016.

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

**7(a) Loan Maturities**

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

**Collateral**

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

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

Eligibility

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

Size Eligibility

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

SBA Size Standards have the following general ranges:

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

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

Nature of Business

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

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

Use of Proceeds

The third eligibility factor is Use of Proceeds. A Basic 7(a) Loan can provide proceeds to purchase machinery, equipment, fixtures, supplies, and to make improvements to land and/or buildings that will be occupied by the subject applicant business.
Proceeds can also be used to:
- Permanent Working Capital;
- Purchase Inventory;
- Expand or renovate facilities;
- Acquire machinery, equipment, furniture, fixtures and leasehold improvements;
- Acquire a business;
- Start a business;
- Acquire Land and Build a Location for the applicant business; and
- Refinance existing debt under certain conditions.

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

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

For more information, go to www.sba.gov/apply.

SPECIAL PURPOSE 7(a) LOAN PROGRAMS

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

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

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

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

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

Export Working Capital Program
The SBA's Export Working Capital Program (EWCP) assists businesses exporters in meeting their short-term export working capital needs. Exporters can use the proceeds to make the products they will be exporting. They can also apply for such lines of credit prior to finalizing an export sale or

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

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

Collateral Requirements
- Only collateral located in the U.S. (including its territories and possessions) is acceptable.
- First lien on property or equipment financed by the ITL or on other assets of the business is required. However, an ITL can be secured by a second lien position if the SBA determines there is adequate assurance of loan repayment.
- Additional collateral, including personal guarantees and those assets not financed with ITL proceeds, may be appropriate.

A small business wanting to qualify as adversely impacted from import competition must submit supporting documentation that explains the impact, and a plan with projections that explains how the loan will improve the business’ competitive position.

Foreign Buyer Eligibility
Foreign buyers must be located in those countries where the Export-Import Bank of the U.S. is not prohibited from providing financial assistance.
Contract. With an approved EWCP loan in place, exporters have greater flexibility in negotiating export payment terms—secure in the assurance that adequate financing will be in place when the export order is won.

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

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

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

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

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

**How to apply**
Application is made directly to SBA-participating lenders. Businesses are encouraged to contact SBA staff at their local U.S. Export Assistance Center (USEAC) to discuss whether they are eligible for the EWCP and whether it is the appropriate tool to meet their export financing needs. Participating lenders...
CAPLines
The CAPLines Program is designed to help small businesses meet their short-term and cyclical working capital needs. The programs can be used to finance seasonal working capital needs; finance the direct costs of performing certain construction, service and supply contracts, subcontracts, or purchase orders; finance the direct cost associated with commercial and residential construction; or provide general working capital lines of credit. The maturity can be for up to 10 years except for the Builders Capline which is limited to 36 months after the first structure is completed. Guaranty percentages are the same as for a Basic 7(a) Loan. There are four distinct short term loan programs under the CAPLine umbrella:
- **The Contract Loan Program** is used to finance the cost associated with contracts, subcontracts, or purchase orders. Proceeds can be disbursed before the work begins. If used for one contract or subcontract, it is generally not revolving; if used for more than one contract or subcontract at a time, it can be revolving. The loan maturity is usually based on the length of the contract, but no more than 10 years. Contract payments are generally sent directly to the lender but alternative structures are available.
- **The Seasonal Line of Credit Program** is used to support buildup of inventory, accounts receivable or labor and materials above normal usage for seasonal inventory. The business must have been in business for a period of 12 months and must have a definite established seasonal pattern. The loan may be used over again after a "clean-up" period of 30 days to finance activity for a new season. These loans also may have a maturity of up to five years. The business may not have another seasonal line of credit outstanding but may have other lines for non-seasonal working capital needs.
- **The Builders Line Program** provides financing for small contractors or developers to construct or rehabilitate residential or commercial property. Loan maturity is generally three years but can be extended up to five years, if necessary, to facilitate sale of the property. Proceeds are used solely for direct expenses of acquisition, immediate construction and/or significant rehabilitation of the residential or commercial structures. The purchase of the land can be included if it does not exceed 20 percent of the loan proceeds. Up to 5 percent of the proceeds can be used for physical improvements that benefit the property.
- **The Working Capital Line Program** is a revolving line of credit (up to $5,000,000) that provides short term working capital. These lines of credit are generally used by businesses that provide credit to their customers, or whose principle asset is inventory. Disbursements are generally based on the size of a borrower's accounts receivable and/or inventory. Repayment comes from the collection of accounts receivable or sale of inventory. The specific structure is negotiated with the lender. There may be extra servicing and monitoring of the collateral for which the lender can charge up to 2 percent annually to the borrower.

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

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

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

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

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

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

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

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

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

7(a) Loan Processes for Lenders

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

Standard 7(a) Loan Processing

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

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

The analysis of eligibility starts with a review of the “Eligibility Questionnaire,” completed by the lender. The analysis of credit starts with a review of the SBA Form 1920 and the lender’s credit memo which must discuss at least six elements:
1. Balance sheet and ratio analysis;
2. Analysis of repayment. It is not acceptable to base repayment ability solely on the applicant’s credit score;
3. Assessment of the management skills of the applicant;
4. Explanation of the collateral used to secure the loan and the adequacy of the proposed collateral;
5. Lender’s credit history with applicant including an explanation of any weaknesses;
6. Current financial statements and pro-forma financial spread. SBA pro-forma analysis reflects how the business will look immediately following disbursement, not one year after disbursement.

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

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

Real Money. Real People. Real Jobs.

Small Business Loans from $50,000 - $500,000*

Available to small businesses that have less than perfect credit and have not been able to obtain financing from a traditional lender.

Contact: 212.231.4310 • www.vedc.org

*Eligible businesses must have 1 – 200 employees and revenue up to $10 million
**Certified Processing**

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

**Preferred Processing**

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

**SBAExpress Processing**

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

**Export Express Processing**

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

**Guaranty Coverage**

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

**U.S. Export Assistance Centers**

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

**U.S. Export Assistance Center**

Toni Corsini, NY/NJ Regional Manager
Office of International Trade
Export Solutions Group
US Small Business Administration
US Export Assistance Center
Ted Weiss Federal Bldg.
290 Broadway, Rm. 1312
New York, NY 10007
212-809-2645 • 212-809-2687 Fax
toni.corsini@trade.gov

**Central–Southern New Jersey Export Assistance Center**

997 Lenox Dr., Ste. 111
Lawrenceville, NJ 08648
609-896-2734
[www.export.gov/newjersey](http://www.export.gov/newjersey)

**Northern New Jersey Export Assistance Center**

20 Washington Place, Ste. 615
Newark, NJ 07102
973-645-4682
[www.export.gov/newjersey](http://www.export.gov/newjersey)

**Community Advantage Loans**

The **Community Advantage Pilot Program** is aimed at helping businesses located in underserved communities gain access to capital by opening up 7(a) lending to mission-focused, community-based lenders — such as Community Development Financial Institutions (CDFIs), Certified Development Companies (CDCs), and SBA Microloan Intermediaries. These lenders provide technical assistance and economic development support to businesses located in underserved markets. The application process is the same as for a Basic 7(a) Loan. The main difference with this program from other SBA 7(a) loan programs is the lender who ultimately provides the loan funds is not a traditional SBA lender. The maximum loan amount is $350,000.

Visit [www.sba.gov/content/community-advantage-loans](http://www.sba.gov/content/community-advantage-loans) for more information about this program.

**CERTIFIED DEVELOPMENT COMPANY LOAN PROGRAM (504 LOANS)**

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

The types of businesses excluded from 7(a) loans (listed previously) are also excluded from the 504 loan program.

The SBA’s 504 Certified Development Companies (CDC) serve their communities by financing business expansion needs. Their professional staff works directly with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower’s business.

CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Reinvestment Act credit.

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

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

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

Recent additions to the program allow $5.5 million for each project that reduces the borrower’s energy consumption by at least 10 percent; and $5.5 million for each project that generates renewable energy fuels, such as biodiesel or ethanol production.

Projects eligible for up to $5.5 million under one of these two requirements do not have to meet the job creation or retention requirement, so long as the CDC portfolio reflects an average jobs to debenture portfolio ratio of at least 1 job per $65,000.

- Eligible project costs are limited to long-term, fixed assets such as land and building (occupied by the borrower) and substantial machinery and equipment.
• Most borrowers are required to make an injection (borrower contribution) of just 10 percent which allows the business to conserve valuable operating capital. A further injection of 5 percent is needed if the business is a start-up or new (less than two years old), and a further injection of 5 percent is also required if the primary collateral will be a single-purpose building (such as a hotel).

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

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

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

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

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

**Businesses that receive 504 loans are:**

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

For information, visit [www.sba.gov/504](http://www.sba.gov/504).

**Across Nations Pioneers, Inc.**

Contact: Kwon H. Jung, CEO & President
15 Engle St., Ste. 107
Englewood, NJ 07631
201-541-4101
[www.acrossnations.org](http://www.acrossnations.org)
Area of Operation: Statewide

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The **504 Company**

Contact: Hector DaCosta, President
2050 Center Ave., Ste. 375
Fort Lee, NJ 07024
Contact: Hector DaCosta, Senior Vice Pres.
201-346-0300
Area of Operation: Statewide
[www.the504Company.com](http://www.the504Company.com)

**Regional Business Assistance Corporation (RBAC)**

- Contact: William Pazmino, Executive Dir.
  3111 Quakerbridge Rd., 2nd Fl.
  Mercerville, NJ 08619
  609-587-1133 • 609-587-1313 Fax
  info@rbacloan.com
  [www.rbacloan.com](http://www.rbacloan.com)
  Service area: Statewide

**UCEDC**

Ellen McHenry, Sr. Dir. Financial Programs
75 Chestnut St.
Cranford, NJ 07016-2937
908-527-1166 • 908-527-1207 Fax
info@ucedc.com
[www.ucedc.com](http://www.ucedc.com)
Service area: Statewide

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**MICROLOAN PROGRAM (LOANS UP TO $50,000)**

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

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

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**Entrepreneurs and small business owners interested in small amounts of business financing should contact the nearest SBA district office for information about the nearest Microloan Program Intermediary Lender or go to [www.sba.gov/microloans](http://www.sba.gov/microloans).**

**Cooperative Business Assistance Corporation (CBAC)**

328 Market St.
Camden, NJ 08102
Contact: Harry Stone
856-966-8181 • 856-966-0036 Fax
[www.cbaclenders.com](http://www.cbaclenders.com)
Service area: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester and Salem counties.

**Regional Business Assistance Corporation (RBAC)**

3111 Quakerbridge Rd., 2nd Fl.
Mercerville, NJ 08619
Contact: William Pazmino
609-587-1133
[www.rbacloan.com](http://www.rbacloan.com)
Service area: Statewide

**ACCION EAST**

80 Maiden Ln., Ste. 903
New York, NY 10038
Contact: Juan C. Cabeza, Loan Consultant
646-833-4539
[www.accionusa.org](http://www.accionusa.org)
Service area: Statewide

**UCEDC**

Liberty Hall Corporate Center
75 Chestnut St.
Cranford, NJ 07016-2937
Contact: Ellen McHenry
908-527-1166
[www.ucedc.com](http://www.ucedc.com)
Service area: Statewide

UCDC also offers a line of credit facility up to $20,000.

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**STATE TRADE AND EXPORT PROMOTION (STEP) PROGRAM**

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

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

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

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

Small businesses, surety companies, and bond agents are invited to visit our website at www.sba.gov/osg.

Participating agents and sureties may be found at http://web.sba.gov/orasbgpub/dsp_welcome.cfm.

The program office may be reached at 202-205-6540 or

Tamara E. Murray
Underwriting Marketing Specialist
Denver, CO
303-927-3479

Linda M. Laws
Underwriting Marketing Specialist
Seattle, WA
206-553-7317

SMALL BUSINESS INVESTMENT COMPANY PROGRAM

The Small Business Investment Company (SBIC) program is a multi-billion dollar program founded in 1958, as one of many financial assistance programs available through the U.S. Small Business Administration. The structure of the program is unique in that SBICs are privately owned and managed investment funds, licensed and regulated by SBA, that use their own capital plus funds borrowed with an SBA guarantee to make equity and debt investments in qualifying small businesses. The funds raise private capital and can receive SBA-guaranteed leverage up to three times private capital, with a leverage ceiling of $150 million per SBIC and $225 million for two or more licenses under common control. Licensed SBICs are for-profit investment firms whose incentive is to share in the success of a small business. The U.S. Small Business Administration does not invest directly into small business through the SBIC Program, but provides funding through SBA guarantee debentures to qualified investment management firms with expertise in certain sectors or industries.

Alliance Mezzanine Investors, L.P.
Contacts: Maria Vullo, Manager
96 Pompton Ave.
Verona, NJ 07044
maria@mezzcap.com
973-239-8900 ext. 4 • 973-239-8909 Fax
www.mezzcap.com

Contemporary Healthcare Capital, LLC
Contact: Eric M. Smith, Director
1040 Broad St., Ste. 103
Shrewsbury, NJ 07702
732-578-0513 ext.223 • 732-578-0501 Fax
Info@contemporarycapital.com
http://contemporarycapital.com/contact.php

Edison Fund V, L.P.
Contact: Ross Martinson
281 Witherspoon St., Ste. 300
Princeton, NJ 08540
609-896-1900 • 609-896-0066 Fax
www.edisonventure.com

Edison Venture Fund IV SBIC, L.P.
Contact: Ross T. Martinson
281 Witherspoon St., Ste. 300
Princeton, NJ 08540
609-873-9202 • 609-896-0066 Fax
www.edisonventure.com

THE SMALL BUSINESS INNOVATION RESEARCH PROGRAM

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

SBIR Program Eligibility

Only United States small businesses are eligible to participate in the SBIR program. An SBIR awardee must meet the following criteria at the time of Phase I and II awards:

1. Organized for profit, with a place of business located in the United States;
2. No more than 500 employees, including affiliates;
3. Be a concern which is more than 50% directly owned and controlled by one or more individuals (who are citizens or permanent resident aliens of the United States), other small business concerns (each of which is more than 50% directly owned and controlled by individuals who are citizens or permanent resident aliens of the United States), or any combination of these;
4. Be a concern which is more than 50% owned by multiple venture capital operating companies, hedge funds, private equity firms, or any combination of these (for agencies electing to use the authority in 15 U.S.C. 638/dd(i)); or
5. Be a joint venture in which each entity to the joint venture must meet the requirements set forth in paragraph (a)(1)(i) or (a)(1)(ii) of

New Jersey Community Capital
Contact: Wayne T. Meyer, President
108 Church St., 3rd Fl.
New Brunswick, NJ 08901
732-640-2061 • 732-543-1201 Fax
wmeyer@njclf.com
www.newjerseycommunitycapital.org

Visit us online: www.sba.gov/nj
this section. A joint venture that includes one or more concerns that meet the requirements of paragraph (a)(1)(ii) of this section must comply with §121.705(b) concerning registration and proposal requirements.

6. No single venture capital operating company, hedge fund, or private equity firm may own more than 50% of the concern.

7. For awards from agencies using the authority under 15 U.S.C. 638(dd) (1), an awardee may be owned and controlled by more than one VC, hedge fund, or private equity firm so long as no one such firm owns a majority of the stock.

8. If an Employee Stock Ownership Plan owns all or part of the concern, each stock trustee and plan member is considered an owner.

9. If a trust owns all or part of the concern, each trustee and trust beneficiary is considered an owner.

10. Phase I awardees with multiple prior awards must meet the benchmark requirements for progress toward commercialization.

**SBIR-Participating Agencies**

Each year, Federal agencies with extramural research and development (R&D) budgets that exceed $100 million are required to reserve 2.9% (FY 15) of the extramural research budget for SBIR awards to small businesses. These agencies designate R&D topics and accept proposals. Currently, eleven agencies participate in the SBIR program:

- Department of Agriculture
- Department of Commerce - National Institute of Standards and Technology
- Department of Commerce - National Oceanic and Atmospheric Administration
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Environmental Protection Agency
- National Aeronautics and Space Administration
- National Science Foundation

For additional information visit [www.sbir.gov](http://www.sbir.gov).

**STTR Program Eligibility**

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

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

The nonprofit research institution must also meet certain eligibility criteria:

- Located in the US
- Meet one of three definitions:
  - Nonprofit college or university
  - Domestic nonprofit research organization
  - Federally funded R&D center (FFRDC)

STTR differs from SBIR in three important aspects:

1. The SBC and its partnering institution are required to establish an intellectual property agreement detailing the allocation of intellectual property rights and rights to carry out follow-on research, development or commercialization activities.

2. STTR requires that the SBC perform at least 40% of the R&D and the single partnering research institution to perform at least 30% of the R&D.

3. Unlike the SBIR program, STTR does not require the Principal Investigator to be primarily employed by the SBC.

**STR-Participating Agencies**

Each year, Federal agencies with extramural research and development (R&D) budgets that exceed $1 billion are required to reserve 0.40% (FY 15) of the extramural research budget for STTR awards to small businesses. These agencies designate R&D topics and accept proposals. Currently, five agencies participate in the STTR program:

- Department of Defense
- Department of Energy
- Department of Health and Human Services
- National Aeronautics and Space Administration
- National Science Foundation

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

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

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

As part of its mission to help business owners start, succeed and grow, SBA, through the SBA.gov website has developed numerous online tools and guides to help small businesses get information and answers they need quickly and efficiently. For example, these

10 Steps to Starting a Business
and these 10 Steps to Hiring your First Employee guides are essential reading. Then there are the Licenses and Permits Search Tool and the Loans and Grants Search Tool.

New Online Tools to Help Business Owners

Plan, Manage and Grow

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

1. Find an SBA Lender through the Leveraging Information and Networks to access Capital (LINC) Tool

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

2. Get to Know Your Market and Competition Better with the SizeUp Tool

Want to know how your business stacks up against the competition? Where your potential competitors are located? Where the best places are to advertise your business? These are all critical inputs for your business plan and can also help back up any financing applications.

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

3. Build a Business Plan Tool

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

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

4. Size Standards Tool - Find Out Fast if You Qualify for Government Contracts

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

5. Events Calendar - Locate Business Training and Seminars

SBA and its partners, including Small Business Development Centers, Women’s Business Centers, and SCORE, hold hundreds of small business training seminars and workshops across the country. Until now, there was no single repository for these events. Now, with SBA’s Events Calendar, you can quickly find and sign up for training. Enter a date range and/or zip code to locate events in your area. Results are filtered by topic such as “starting a business,” “managing a business,” “business planning,” and “financing a business.”

Visit us online: www.sba.gov/nj
“Where Businesses Go To Grow”

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- Specialized In-Person Training and Webinars
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- Technology Commercialization
- International Trade/Exports
- E-Commerce
- Sustainability Green Practices

www.njsbdc.com
Nationally Accredited Network
### Who Qualifies

- **Basic 7(a)**: For profit businesses that can meet SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous eligibility factors.
- **Export Working Capital Loan (EWCP)**: Same as Basic 7(a). Plus, must be in business one year and engaged or preparing to engage in exporting.
- **Seasonal CAPlines**: Same as Basic 7(a). Plus, in business for at least one year and can demonstrate seasonal financing needs.
- **Contract CAPlines**: Same as Basic 7(a). Plus, will perform on contract or purchase order for some third-party buyer.
- **Builders CAPlines**: Same as Basic 7(a). Plus, building/renovating residential or commercial structure for resale without knowing buyer at time of approval.

### Use of Proceeds

- **Basic 7(a)**: Acquire land; purchase existing building; convert, expand or renovate buildings; construct new buildings; acquire and install fixed assets; acquire inventory; purchase supplies and raw materials; purchase a business, start a business, leasehold improvements, term working capital; and, under certain conditions, to refinance certain outstanding debts.
- **International Trade Loan (ITL)**: Acquire, renovate, modernize facilities or equipment used in making products or services to be exported, plus, for permanent working capital and to refinance business debts currently on unreasonable terms.
- **Export Working Capital Loan (EWCP)**: Short-term working capital to cover the costs of filling export orders, including ability to support an Export Stand-By Letter of Credit.
- **Seasonal CAPlines**: To finance the seasonal increases of accounts receivable, inventory and labor.
- **Contract CAPlines**: To finance the cost of one or more specific contract, sub-contract, or purchase order, including overhead or general and administrative expenses, allocable to the specific contract(s).
- **Builders CAPlines**: For the direct expenses related to the construction and/or “substantial” renovation costs of specific residential or commercial buildings for resale, including labor, supplies, materials, equipment rental, direct fees. The cost of land is potentially eligible.

### Maturity

- **Basic 7(a)**: Based on the use of proceeds and borrower’s ability to repay. Not based on collateral. Maximum maturity: 10 years for working capital (seven years is common), 10 years for fixed assets, 25 years for real estate.
- **International Trade Loan (ITL)**: Same as Basic 7(a).
- **Export Working Capital Loan (EWCP)**: Can be up to a maximum of 36 months but generally 12 months or less.
- **Seasonal CAPlines**: 10 years
- **Contract CAPlines**: 10 years
- **Builders CAPlines**: Maximum of three years to disburse and build or renovate. Extension possible to accommodate sale.

### Maximum Loan Amount

- **Basic 7(a)**: A Basic 7(a) can be for as much as $5 million. SBA’s limit to any one business is $3.75 million so a business can have multiple loans guaranteed by SBA but the guaranteed portion combined cannot exceed $3.75 million.
- **International Trade Loan (ITL)**: A Basic 7(a) but when borrower has both international trade and working capital loans guaranteed by the SBA, the limit to any one business is $4 million.
- **Export Working Capital Loan (EWCP)**: Gross loan amount $5.0 million. SBA guaranteed portion $4.5 million.

### Structure

- **Basic 7(a)**: Term loans with one monthly payment of principal and interest (P&I). Borrower contribution required. Interest rate depends upon how lender applies for guaranty (see lender program chart). Cannot revolve, no balloon or call provisions.
- **International Trade Loan (ITL)**: Same as Basic 7(a).
- **Export Working Capital Loan (EWCP)**: Same as Basic 7(a). Plus, long-term financing for export-related fixed assets and working capital.
- **Seasonal CAPlines**: Same as Basic 7(a).
- **Contract CAPlines**: Short-term financing for performance of approved contract, sub-contract, or purchase order to be repaid when payment for the activity is made to business.
- **Builders CAPlines**: Same as Basic 7(a).

### Benefits to Borrower

- **Basic 7(a)**: Business can obtain financing not otherwise available, fixed maturity, available when collateral is limited. Can establish or re-affirm relationship with lender.
- **International Trade Loan (ITL)**: Same as Basic 7(a). Plus, long-term financing for export-related fixed assets and working capital.
- **Export Working Capital Loan (EWCP)**: Provides U.S. exporters with a line of credit that can be separated from domestic operations line of credit. Can be used to finance 100% of the cost of filling export orders.
- **Seasonal CAPlines**: Provides opportunity for seasonal businesses to get seasonal financing not otherwise available.
- **Contract CAPlines**: Provides opportunity for contractors and sub-contractors to get financing not otherwise available.
- **Builders CAPlines**: Provides opportunity for residential and commercial builders to get financing not otherwise available.
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<th>Program</th>
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<tr>
<td>Working Capital CAPlines</td>
<td>Same as Basic 7(a). Borrower should sell on credit and/or have inventory needing immediate replacement after the sale.</td>
<td>For short-term working capital and operating needs, including to finance export sales. Proceeds must not be used to pay delinquent withholding taxes or similar trust funds (state sales taxes, etc.) or for floor planning.</td>
<td>10 years</td>
<td>Same as Basic 7(a).</td>
<td>Structured with requirements for payment of principal tied to the businesses collection of payments from their clientele</td>
<td>Provides opportunity for businesses that sell on credit to get revolving financing not otherwise available.</td>
</tr>
<tr>
<td>SBA Express Lender Structured Loans or Lines of Credit</td>
<td>Businesses needing a line of credit to conduct credit in the USA.</td>
<td>Working capital</td>
<td>If revolving, seven-year maximum, including term out period.</td>
<td>$350,000</td>
<td>Structure is established by individual lender. Lender must have SBA Express designation</td>
<td>Has availability for a line of credit to help with short-term cash needs of the business.</td>
</tr>
<tr>
<td>Export Express Lender Structured Loans or Lines of Credit</td>
<td>Businesses needing a line of credit to support exporting activity.</td>
<td>Working capital 70 percent of which is to be used to support exporting activities.</td>
<td>If revolving, seven-year maximum, including term out period.</td>
<td>$500,000</td>
<td>Structure is established by individual lender. Lender must have Export Express designation</td>
<td>Has availability for a line of credit to help with short-term cash needs of the business.</td>
</tr>
<tr>
<td>504 Loan Program</td>
<td>For-profit businesses that can meet the SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous factors.</td>
<td>Non-7(a) Programs For the acquisition of long-term fixed assets, equipment with a useful life of at least 10 years; refinance loan-term fixed asset debt under certain conditions; working capital under certain conditions; to reduce energy consumption; and to upgrade renewable energy resources.</td>
<td>Based on the use of proceeds. Twenty years for real estate. Ten years for machinery and equipment.</td>
<td>The SBA portion of the financing can generally be up to $5.0 million but may be up to $5.5 million for manufacturing businesses or energy saving public policy goals.</td>
<td>Loans packaged by Certified Development Companies (CDC) and designed to finance up to 40 percent of a “project” secured with a 2nd position lien. Another loan from a third party lender financing up to 50 percent of the same project secured in 1st position, and borrower contribution of at least 10 percent. Extra contributions for special-purpose properties and new businesses.</td>
<td>Long-term Treasury fixed rates that are below market, low borrower contribution only 10 to 20 percent, full amortization with no call or balloon conditions.</td>
</tr>
<tr>
<td>Microloan Program</td>
<td>Same as Basic 7(a). Plus, nonprofit child-care businesses.</td>
<td>Similar to Basic 7(a). Plus, start-up nonprofit child-care businesses</td>
<td>Shortest term possible, not to exceed six years.</td>
<td>$50,000 to the small business at any given time.</td>
<td>The SBA provides a direct loan to a nonprofit micro-lender called an “intermediary” who uses the proceeds to make microloans to small businesses. Technical assistance can also be provided.</td>
<td>Direct loan from nonprofit intermediary lender, fixed-rate financing, can be very small loan amounts, and technical assistance is available.</td>
</tr>
</tbody>
</table>

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

All SBA programs and services are extended to the public on a nondiscriminatory basis.
### Lender’s Programs Chart

**Ways lenders can request guarantees**

*(Information current as of 03/03/2015)*

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<th>Program Processing</th>
<th>Which Lenders Qualify</th>
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<th>Maximum Allowable Interest Rates</th>
<th>Eligibility Analysis</th>
<th>Credit Analysis</th>
<th>Maximum Loan Amount</th>
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<tr>
<td><strong>Standard Processing</strong></td>
<td>Lenders that have an executed participation agreement with the SBA.</td>
<td>Basic 7(a). International Trade, Export Working Capital, all CAPlines.</td>
<td>Base rate is Wall Street Journal prime, or LIBOR® one month rate plus 3 percent, or SBA Peg rate. Plus, an allowable spread from 2.25 to 2.75 percent based on term. Lender can add 2 percent if loan is $25,000 or less, and 1 percent if loan is $25,001 to $50,000. Can be fixed or variable.</td>
<td>Lender completes eligibility questionnaire and SBA reviews eligibility during loan processing.</td>
<td>Lender to cover all aspects of prudent credit analysis with emphasis on applicant's ability to repay loan from operation. SBA conducts analysis of lender's analysis.</td>
<td>Maximum loan $5 million. Loans up to $150,000 guaranteed up to 85 percent; loans over $150,000 guaranteed up to 75 percent. Business with multiple SBA loans may get some variations.</td>
</tr>
<tr>
<td><strong>Certified Lender Program (CLP) Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed CLP agreement.</td>
<td>Same as Standard 7(a) processing except no policy exceptions.</td>
<td>Same as Standard 7(a).</td>
<td>Same as Standard 7(a) except SBA reviews lender’s analysis work, not a re-analysis.</td>
<td>Maximum loan $5 million. Guaranty percentage same as Standard 7(a).</td>
<td></td>
</tr>
<tr>
<td><strong>Preferred Lender Program (PLP) Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed PLP agreement.</td>
<td>Same as Standard processing except restrictions on loans involving some types of debt refinancing.</td>
<td>Same as Standard 7(a).</td>
<td>Delegated to lender.</td>
<td>Maximum loan $5 million. Guaranty percentage same as Standard 7(a).</td>
<td></td>
</tr>
<tr>
<td><strong>SBA Express Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed SBA Express agreement.</td>
<td>Basic 7(a) with restrictions on some types of debt refinancing. Plus, lender structured term and revolving loans.</td>
<td>If $50,000 or less, cannot exceed prime + 6.5 percent. If over $50,000, cannot exceed prime + 4.5 percent. Prime may be lender prime.</td>
<td>Lender completes SBA Form 1920 “Eligibility Information.”</td>
<td>Delegated to lender.</td>
<td>Maximum loan $350,000. Guaranty percentage 50 percent.</td>
</tr>
<tr>
<td><strong>Export Express Processing</strong></td>
<td>Same as Standard 7(a). Plus, an executed Export Express agreement.</td>
<td>Similar to export working capital loan and international trade loans which meet export related eligibility criteria.</td>
<td>If $50,000 or less, cannot exceed prime + 6.5 percent. If over $50,000, cannot exceed prime + 4.5 percent. Prime may be lender prime.</td>
<td>Lender completes SBA Form 1920 “Eligibility Information.”</td>
<td>Delegated to lender.</td>
<td>Maximum loan $500,000. Guaranty percentage range between 75 and 90 percent.</td>
</tr>
<tr>
<td><strong>Community Advantage</strong></td>
<td>Lenders that have an executed Community Advantage agreement.</td>
<td>Basic 7(a) except restrictions on some types of refinancing.</td>
<td>Prime + 6 percent.</td>
<td>Lenders complete SBA Form 1920 “Eligibility Information.”</td>
<td>Similar to Standard 7(a) except credit factors to consider are more defined.</td>
<td>Maximum loan $250,000. Guaranty percentage same as Standard 7(a).</td>
</tr>
</tbody>
</table>

*London InterBank Offered Rate*  

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

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

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

HOW GOVERNMENT CONTRACTING WORKS

Sealed bidding vs. Negotiation

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

Types of Contracts

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

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

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

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

There are two ways in which set-asides can be determined. First, if an acquisition of goods or services has an anticipated dollar value above $3,500 (micropurchase threshold), but not exceeding $150,000 (simplified acquisition threshold (SAT)), it is automatically reserved for small businesses. The acquisition will be set aside above the SAT only if the contracting officer finds there are two or more responsible small businesses that are competitive in terms of price, quality, and delivery, and an award can be made at a fair market price. Reasonable expectations of small business competition are based on market research including an evaluation of past acquisition history for an item or similar items. As part of market research, contracting officers may publish Sources Sought notices on the Federal Business Opportunities (FBO; www.fbo.gov) website seeking firms for upcoming opportunities. Be sure to respond to these notices so you can be solicited for the requirements.

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

Sole Source

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

Subcontracting

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

To find subcontracting opportunities, a list of federal prime solicitations is listed under the U.S. Small Business Administration Subcontracting Network (SUBNET) at web.sba.gov/subnet/search/index.cfm and through the General Services Administration (GSA) at www.gsa.gov/portal/content/101195.

Research the list of prime contractors and determine which are best suited to your business. Develop a marketing strategy, and then contact the Small Business Liaison Officer (SBO) listed for each prime to schedule an appointment. The SBA has a cadre of Commercial Market Representatives (CMRs) who work closely with large prime contractors to maximize use of small businesses as subcontractors. They can also assist small businesses with subcontracting matters. To find a CMR, go to: https://www.sba.gov/content/cmrdirectory.

SBA has one employee performing Commercial Market Representative duties in New Jersey:

Andrew Zuber
U.S. Small Business Administration
c/o U.S. Army Contracting Command - New Jersey (ACC-NJ)
Attn: Andrew Zuber, CMR
Bldg. 1610
Picatinny Arsenal, NJ 07806-5000
973-724-6860 • 202-481-0225 Fax
andrew.zuber@sba.gov

SBA Contracting Programs

HUBZone

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

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

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

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

The SBA is responsible for:
• Determining whether or not
  applicants are qualified HUBZone
  small business concerns;
• Maintaining a list of qualified
  HUBZone small business concerns
  for use by acquisition agencies
  and in awarding contracts under
  the program;
• Adjudicating protests and appeals
  of eligibility to receive HUBZone
  contracts.

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

8(a) BUSINESS DEVELOPMENT
PROGRAM

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

To be eligible for the 8(a) Business
Development program, a business must
meet the following criteria:
• Small Business in the Primary
  NAICS;
• Owned (at least 51 percent) by one
  or more individuals who qualify
  as socially and economically
disadvantaged, and who are U.S.
citizens of good character;
• Controlled, managed, and operated
  full-time by one or more individuals
  who qualify as disadvantaged, and;
• Must demonstrate potential for
  success (generally by being in
  business for at least two full years)
  and have the capacity to perform on
  government and non-government
  contracts before applying.

Socially disadvantaged individuals
are those who have been subjected to
racial or ethnic prejudice or cultural

WHAT YOU SHOULD KNOW
ABOUT YOUR BUSINESS

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

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

2. What is the size standard for your
business?
Size standards are used to
determine whether a business is small
or “other than small.” Size standards
vary depending upon the industry.
To determine the size standard for
your business, you will need a North
American Industry Classification code
(NAICS). Every federal agency uses
these codes when considering your
business. To determine your NAICS
code, go to www.census.gov/eos/www/naics/.

Some SBA programs require their
own unique size standards. To find out
more about these requirements and
other size standard information, go to
www.sba.gov/size.

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

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

Federal agencies have a strong
incentive to fulfill these contracting
goals. You should apply for those
SBA-Certified and determine which
Self-Certification programs for which
you qualify to take advantage of
contracting opportunities.
bias because of their identity as a member of a group, without regard to their individual capabilities. The following individuals are automatically presumed to be socially disadvantaged: Black Americans, Native Americans, Alaska Natives or Native Hawaiians, Hispanic Americans, Asian Pacific Americans, and Subcontinent Asian Americans. An individual who is not a member of one of these groups must establish individual social disadvantage by a preponderance of evidence.

Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free-enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged. Such individuals have a net worth of less than $250,000 (excluding primary residence and other exclusions).

Firms owned by Alaska Native Corporations, Indian tribes, Native Hawaiian organizations, and Community Development Corporations can also apply to the SBA for 8(a) business development assistance. Entity owned firms may receive sole source contracts without dollar limitation.

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

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

SMALL DISADVANTAGED BUSINESS

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

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

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

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

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

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

An SDVO SBC must be owned and controlled by one or more individuals with a service connected disability. To determine your eligibility, contact your local veterans’ business development officer, visit the various program websites, or contact SBA’s Office of Veterans Business Development at www.sba.gov/about/offices-content/12985.

WOMEN-OWNED SMALL BUSINESS FEDERAL CONTRACT PROGRAM

On October 7, 2010, the SBA published a final rule effective February 4, 2011, aimed at expanding federal contracting opportunities for women-owned small businesses. The Women-Owned Small Business (WOSB) Federal Contract Program authorizes contracting officers to set aside certain federal contracts for eligible women-owned businesses and economically disadvantaged women-owned small businesses (EDWOSB) in specified industries where it has been determined WOSBs and EDWOSBs are underrepresented. Commencing October 14, 2015, certain contract requirements can be awarded on a sole-source basis to WOSB and EDWOSB concerns in those specified industry categories.

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

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

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

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

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

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

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

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

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

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

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

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

- Determine which federal agencies buy your product or service, and get to know them;
- Identify the contracting procedures of those agencies;
- Focus on opportunities in your niche and prioritize them.

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

- Determine if your business is ready for government contracting;
- Pursuing government contracts is a challenge, and can be burden for your company if you do not have the resources or maturity to handle a contract. A PTAC representative can sit with you one-on-one and determine if your company is ready, and how to position yourself for success;
- Help you register in the proper places.

There are numerous databases to register with to get involved with the government marketplace, including the Department of Defense’s System for Award Management (SAM), GSA Schedules, and other government vendor sites.

- See if you are eligible in any small business certifications. Some government contracts are set aside for certain businesses that have special certifications, such as woman-owned, minority-owned, and HUBZone. A PTAC representative can help you obtain these certifications, if you are eligible, allowing for more government contract opportunities.

- Research past contract opportunities. A PTAC representative can look into past contracts, to see what types of contracts have been awarded to businesses like yours. In addition, a PTAC can help you identify and bid on a contract, and if you are awarded the contract, continue to provide you support through measuring your performance and helping with your contract audits. Don’t hesitate to find the PTAC near you today to get started in government contracting or to improve your success.
The following federal procurement resources may also be of assistance:

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

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

- **SBDGs (Small Business Development Centers)**: Like PTACs, SBDGs are important SBA Resource Partners which provide “hands-on” assistance to small businesses. To find an SBDG servicing your area, go to [http://americanssbdc.org/home/find-your-sbdc/](http://americanssbdc.org/home/find-your-sbdc/).

- **Department of Defense** (The DoD is the largest purchaser of goods from small businesses):
  - [Office of Federal Procurement Policy](https://www.whitehouse.gov/omb/procurement_default)
  - [Acquisition Forecast](https://www.acquisition.gov/compprocurement_forecasts/index.html)
  - [Federal Supply Schedule (FSS)](https://www.gsa.gov)

- **Federal Procurement Data System (FPDS)**:

- **GSA Center for Acquisition Excellence**: [www.gsa.gov/content/103487](http://www.gsa.gov/content/103487)

- **Natural Resources Sales Assistance** The U.S. Small Business Administration (SBA) administers a Property Sales Assistance Program through its Office of Government Contracting. The Program includes: Royalty Oil, Strategic Materials from the National Stockpile, Leases involving rights to minerals; coal, oil and gas, Surplus Real & Personal Property Sales, and the U.S. Small Business Administration’s Timber Sale Program.

  The SBA oversees timber sales by working in conjunction with the following agencies via Memorandums of Understanding (MOU): Department of Agriculture, Department of the Interior, Bureau of Land Management and Fish & Wildlife Service, Department for Defense, Department of Energy, and the Tennessee Valley Authority. There are also directives governing the program in the Forest Service Handbook 2409.18, and 13 CFR (Code of Federal Regulations) section 121.501-512. Timber sales are not governed by the Federal Acquisition Regulation.

  SBA’s Timber Program is administered via a Senior Representative located in SBA Headquarters, and 3 Industrial Specialists - Forestry (ISF) located in Atlanta, GA; Denver, CO; and Portland, OR. The ISF’s monitor the 148 market areas that make-up the national parks, forests, and Federally-owned lands. Timber is regularly sold from Federal forests and other federally managed lands. SBA works with the Forest Service and other agencies to ensure opportunities exist for small businesses to bid on these Federal timber sales.

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

#### MARKET RESEARCH

- **Trade Statistics**
  - Trade Stats Express | [tse.export.gov](http://tse.export.gov)
  - State and Metro Export Reports
  - [www.trade.gov/mas/ian/statereports](http://www.trade.gov/mas/ian/statereports)

- **Market Research Library/Country Commercial Guides**
  - Get free access to reports on countries, industries, and commercial developments written by our Commercial Service officers in country
  - [www.export.gov/mktresearch](http://www.export.gov/mktresearch)

- **FTA Tariff Tool**
  - Find out the tariffs with our trading partners on specific products and create reports and charts of trends under different agreements
  - [www.export.gov/ftatariifftool](http://www.export.gov/ftatariifftool)

- **A Basic Guide to Exporting**
  - The nuts-and-bolts information a company needs to meet the challenges of the global economy. Includes real-life principles of exporting
  - [www.export.gov/basicguide](http://www.export.gov/basicguide)

#### OPPORTUNITIES: FINDING BUYERS AND MAKING CONTACTS

- **U.S. Export Assistance Centers**
  - Located in over 100 cities, specializing the below services to help small businesses export

- **Trade Counseling**
  - Develop a market entry strategy, find the best export finance options, navigate export controls and complete the required trade documentation

- **Business Matchmaking**
  - Get connected with pre-screened foreign buyers, participate in trade events, and set up meetings with government officials in your target markets

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

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

#### Trade Missions

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

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

- **Major Foreign Trade Shows**
  - Showcase your products and services in U.S. pavilions at overseas trade shows

- **Reverse Trade Missions**
  - Meet foreign delegates coming to see U.S. products and technologies.

- **The U.S. Trade and Development Agency** connects international buyers with U.S. manufacturers and service providers in order to open new export markets and commercial opportunities world-wide
  - [www.usdt.gov](http://www.usdt.gov)

#### Advocacy

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

#### Agricultural products

- **The U.S. Department of Agriculture provides several of the aforementioned services through the Foreign Agricultural Service and partner State-Regional Trade Groups**
  - [www.fas.usda.gov/programs/market-access-program-map/state-regional-trade-groups](http://www.fas.usda.gov/programs/market-access-program-map/state-regional-trade-groups)

### FEDERAL EXPORT FINANCING AND INSURANCE OPTIONS

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

- **The Small Business Administration (SBA)**
  - Take advantage of a wide range of financing options for small businesses, including the Export Express Program, Export Working Capital Program, and International Trade Loan
  - [www.sba.gov](http://www.sba.gov)

### COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS

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

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

- **Electronic Export Information (Census)**
  - Upon exporting any good value at over $2590, information must be submitted to the Automated Export System. Get help on filing AES, classifying merchandise, regulations and trade data
  - 1-800-549-0595

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[Visit us online: www.sba.gov/nj](http://www.sba.gov/nj)
The disaster program is SBA’s largest direct loan program, and the only SBA program for entities other than small businesses. SBA is responsible for providing affordable, timely and accessible financial assistance to non-farm businesses of all sizes, private, nonprofit organizations, homeowners and renters following declared disasters.

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

**Physical Disaster Loans**

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

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

**Economic Injury Disaster Loans**

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

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

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

More information on all of SBA’s disaster assistance programs, including information for military reservists, is available at [www.sba.gov/disaster](http://www.sba.gov/disaster). Apply online using the Electronic Loan Application (ELA) via SBA’s secure Website at: [https://disasterloan.sba.gov/ela](https://disasterloan.sba.gov/ela).

**Disaster Preparedness**

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

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

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

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

Meanwhile, here are a few preparedness tips to consider:

- **Review Your Insurance Coverage.** Contact your insurance agent to find out if your coverage is right for your business and make sure you understand the policy limits.
- **Ask about Business Interruption Insurance.** This compensates you for lost income and covers operating expenses if your company has to temporarily shut down after a disaster.
- **Establish a solid supply chain.** If all your vital external vendors and suppliers are local and if the disaster is significantly widespread, you’ll all be in the same boat, struggling to recover. It’s a good idea to diversify your list of vendors for key supplies to companies outside your area or internationally, if possible. Create a contact list for important contractors and vendors you plan to use in an emergency and find out if those suppliers have a recovery plan in place. Keep this list with other documents filed in a place that’s accessible, and also at a protected off-site location.
- **Plan for an alternate location.** Do some research well in advance of the disaster for several alternative places to relocate your company in the event a disaster forces you to shut down indefinitely. Some options include contacting a local real estate agent to get a list of available vacant office space. Make an agreement with a neighboring business to share office space if disaster strikes. If possible, make plans for employees to telecommute until the office has been rebuilt.

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

As small businesses are leading America’s economic recovery, many of them are investing time and money into their plans to grow and create jobs. Developing a strong disaster preparedness plan should be a critical and integral piece of those efforts. Planning for a disaster is the best way of limiting its effects.
OFFICE OF ADVOCACY

The SBA’s Office of Advocacy, the “small business watchdog” of the government, examines the role and status of small business in the economy and independently represents the views of small business to federal agencies, Congress, the president and federal courts. The advocacy office compiles and interprets statistics on small business and is the primary entity within the federal government to disseminate small business data.

Headed by the chief counsel for advocacy, the office also funds outside research of small business issues and produces numerous publications to inform policy makers about the important role of small businesses in the economy and the impact of government policies on small businesses. In addition, the office monitors federal agency compliance with the Regulatory Flexibility Act – the law that requires agencies to analyze the impact of their proposed regulations on small entities (including small businesses, small governmental jurisdictions and small nonprofit organizations), and consider regulatory alternatives that minimize the economic burden on small entities.

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

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

OFFICE OF THE NATIONAL OMBUDSMAN:

Bringing Fair Regulatory Enforcement to America’s Small Businesses

The National Ombudsman has helped thousands of small businesses save time and money by resolving difficult regulatory compliance and enforcement issues. As part of President Obama’s mandate to promote a level playing field for small business, we work directly with federal regulators to facilitate practical and timely resolutions of Regulatory Enforcement Fairness (REF) matters impacting small businesses.

The National Ombudsman oversees fair enforcement of small business regulation by:

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

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

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

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

To learn more about how the National Ombudsman can help your small business, or to confidentially report a REF issue, call 888-REG-FAIR (888-734-3247) or complete the simple one-page form at sba.gov/ombudsman/comment.
Even if you are running a small home-based business, you will have to comply with many local, state and federal regulations. Avoid the temptation to ignore regulatory details. Doing so may avert some red tape in the short term, but could be an obstacle as your business grows. Taking the time to research the applicable regulations is as important as knowing your market. Bear in mind that regulations vary by industry. If you’re in the food-service business, for example, you will have to deal with the health department. If you use chemical solvents, you will have environmental compliances to meet. Carefully investigate the regulations that affect your industry. Being out of compliance could leave you unprotected legally, lead to expensive penalties and jeopardize your business.

**The New Jersey Business Action Center**

The center serves as a “one-stop” shop for business, providing professional and coordinated assistance to businesses in the resolution of permit applications, licenses, certificates and other business-related approvals. The Business Action Center also plays a key role in helping retain and attract business to New Jersey. The New Jersey Business Action Center is an essential resource for any business seeking to do business in New Jersey. Simply put, the center can save your business valuable time and money by working as an extension of your team for site selection services, financial solutions and permitting assistance. For more information, call 866-534-7789 or visit www.nj.gov/njbusiness.

**Business Organization**

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

**Business Registration**

Anyone establishing a business in the State of New Jersey must register their business with the NJ Division of Revenue. Registration is required to be filed at least 15 business days prior to the day the business opens. Individuals registering a business should obtain a New Jersey Business Registration Package from the New Jersey Department of the Treasury, Division of Revenue. The package contains information and forms that you will need to register your business with the State of New Jersey, Division of Revenue. By completing and filing a NJ-REG with the Division of Revenue, a business will be registered for applicable taxes and related liabilities that are administered by the Department of Labor, Division of Taxation and formerly those of the Secretary of State. For additional information and to obtain forms, you may visit the New Jersey Business Gateway Registry Services’ website at: www.state.nj.us/njbgs.

For information on new business entity formation and registration, contact:

**NJ Department of the Treasury**

Division of Revenue/ Corporate Filing Unit
Overnight: 33 W. State St, 5th Fl.
Trenton, NJ 08608
Mail: P.O. Box 252
Trenton, NJ 08646-0252
609-292-4291 Fax
www.state.nj.us/treasury/revenue/

**BUSINESS LICENSES**

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

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

**FICTITIOUS BUSINESS NAME**

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

**Division of Revenue**

Business Services Office
NJ Department of the Treasury
Division of Revenue
225 W. State St./P.O. Box 308
Trenton, NJ 08625-0308
609-292-9292
www.state.nj.us/treasury/revenue
BUSINESS INSURANCE
Like home insurance, business insurance protects your business against fire, theft and other losses. Contact your insurance agent or broker. It is prudent for any business to purchase a number of basic types of insurance. Some types of coverage are required by law, others simply make good business sense. The types of insurance listed below are among the most commonly used and are merely a starting point for evaluating the needs of your business.

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

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

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

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

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

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

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

TAXES
Taxes are an important and complex aspect of owning and operating a successful business. Your accountant, payroll person, or tax adviser may be very knowledgeable, but there are still many facets of tax law that you should know. The Internal Revenue Service is a great source for tax information. Small Business/Self-Employed Tax Center: www.irs.gov/Businesses/Small-Businesses-&-Self-Employed.

When you are running a business, you don’t need to be a tax expert. However, you do need to know some tax basics. The IRS Small Business/ Self-Employed Tax Center gives you the information you need to stay tax compliant so your business can thrive. For Small Business Forms and Publications visit: www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Small-Business-Forms-and-Publications.

FEDERAL PAYROLL TAX (EIN NUMBERS)
An Employer Identification Number (EIN), also known as a Federal Employer Identification Number (FEIN), is used to identify a business entity. Generally, businesses need an EIN to pay federal withholding tax.

You may apply for an EIN in various ways, one of which is to apply online at www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-EINs. This is a free service offered by the Internal Revenue Service.

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

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

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

State Taxes
If you are doing business in New Jersey, you must register for tax purposes by completing Form NJ-REG, which is contained in the Business Registration Packet. Once you have registered, your business will receive forms, returns, instructions, certificates and other information required for on-going compliance with New Jersey State taxes. Many of the filings for the business will be able to be completed online.

The identification number used for the business is usually the federal identification number (FEIN). All corporations and businesses with employees must have a Federal Employer Identification number. A sole proprietorship or partnership can use the social security number of the owner if there are no employees.

You can register online at: www.state.nj.us/treasury/revenue/gettingregistered.shtml or submit the registration form to:

State of New Jersey Division of Revenue
Overnight: 33 W. State St, 5th Fl.
Trenton, NJ 08608
Mail: P.O. Box 252
Trenton, NJ 08646-0252
609-292-4291 Fax
For questions regarding registering or updating your registration information, contact the Client Registration activity for assistance at 609-292-9292.

Payroll Taxes
Any business with employees of any type must comply with federal and state payroll requirements. This is true even if you are the sole employee of a corporation which you own. It is critical that you understand the various deadlines and requirements, or that you use the services of

Visit us online: www.sba.gov/nj
New Jersey Small Business Resource – 57
ADDITIONAL RESOURCES
someone who does. If you start a business and employ one or more individuals and pay wages of $1,000 or more in a calendar year, you may be subject to the law. You should notify the Division of Revenue so that a determination can be made as to whether or not you are subject to the law. For additional information, contact the New Jersey Division of Taxation at 609-826-4400.

**Sales Tax**

The New Jersey Sales and Use Tax Act imposes a tax of 7 percent upon the receipts from every retail sale of tangible personal property and the sales of certain services, except as otherwise provided in the act. In addition, most services performed upon tangible personal property are taxable unless they are specifically exempted by law. It is the responsibility of the business to collect this tax, keep accurate records and remit the funds according to established guidelines. As a vendor of taxable goods and services, you are required to be registered with the State of New Jersey and to display your Certificate of Authority for Sales Tax, Form CA-1 at your business location. Failure to comply with the sales tax requirements can result in serious financial consequences for the business. For information on Sales Tax issues, contact the NJ Division of Taxation Customer Service Center at 609-292-6400. For a copy of the New Jersey Sales Tax Guide visit the NJ Division of Taxation website at: http://www.state.nj.us/treasury/taxation/pdf/pubs/sales/sa4.pdf

**SALES TAX EXEMPTION CERTIFICATE**

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

**FEDERAL INCOME TAX**

Like the state income tax, the method of paying federal income taxes depends upon your legal form of business.

**Sole Proprietorship:** You must file IRS Federal Form Schedule C along with your personal Federal Income Tax return (Form 1040) and any other applicable forms pertaining to gains or losses in your business activity.

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

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

**FEDERAL PAYROLL TAX**

**Federal Withholding Tax:** Any business employing a person must register with the IRS and acquire an EIN and pay federal withholding tax at least quarterly. File Form SS-4 with the IRS to obtain your number and required tax forms. Call 800-829-3676 or 800-829-1040 if you have questions.

**IRS WEB PRODUCTS FOR SMALL BUSINESSES**

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

**VIRTUAL SMALL BUSINESS WORKSHOP**


The Virtual Small Business Tax Workshop is the first of a series of video products designed exclusively for small business taxpayers. This workshop helps business owners understand federal tax obligations. The Virtual Small Business Workshop is available on CD at [www.irs.gov/businesses/small/article/O,,id=101169,00.html](http://www.irs.gov/businesses/small/article/O,,id=101169,00.html) if you are unable to attend a workshop in person. Small business workshops are designed to help the small business owner understand and fulfill their federal tax responsibilities. Workshops are sponsored and presented by IRS partners who are federal tax specialists.

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

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


**SOCIAL SECURITY CARDS**

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

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

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

**Social Security Administration**
800-772-1213
www.ssa.gov

**Social Security’s Business Services Online**
The Social Security Administration now provides free electronic services online at [www.socialsecurity.gov/employer](http://www.socialsecurity.gov/employer). Once registered for Business Services Online, business owners or their authorized representative can:
- file W-2 s online; and
- verify Social Security numbers through the Social Security Number Verification Service, used for all employees prior to preparing and submitting Forms W-2.

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

**Health Insurance**
Compare plans in your area at [www.healthcare.gov](http://www.healthcare.gov).

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

**Unemployment Insurance**
The Federal-State Unemployment Insurance Program protects workers who lose their jobs through no fault of their own. The funds to pay workers who are covered under this type of insurance are accumulated from taxes on the wages of employees during their employment. Eligibility for unemployment insurance, benefit amounts, and the length of time benefits are available are determined by the State law under which unemployment insurance claims are established.

Both state and federal unemployment taxes are paid by employers. No deductions can be made from an employee’s wages to cover these taxes. Additional information can be found in the Employer Handbook. New Jersey’s Unemployment & Disability Insurance Programs, available at: [http://lwd.dol.state.nj.us/forms_pdfs/employer/B-426_2010_Employer_Hndbk.pdf](http://lwd.dol.state.nj.us/forms_pdfs/employer/B-426_2010_Employer_Hndbk.pdf), or contact:

**ADDITIONAL RESOURCES**

BUSINESS ORGANIZATION:
Choosing Your Business Structure

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

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

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

**Sole Proprietorship**

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

**General Partnership**

A partnership exists when two or more persons join together in the operation and management of a business. Partnerships are subject to relatively little regulation and are fairly easy to establish. A formal partnership agreement is recommended to address potential conflicts such as: who will be responsible for performing each task; what, if any, consultation is needed between partners before major decisions, and what happens when a partner dies. Under a general partnership each partner is liable for all debts of the business. Profits are taxed as income to the partners based on their ownership percentage.

**Limited Partnership**

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

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

**LLCs and LLPs**

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

**NJ Department of Labor and Workforce Development**
Division of Employer Accounts
P.O. Box 913
Trenton, NJ 08625-0913
609-633-6400
http://lwd.dol.state.nj.us/

**Workers Compensation**
The NJ Workers’ Compensation Law requires that all employers operating in New Jersey provide for the payment of obligations to injured employees or to dependents of deceased employees. Provision for such payment may be made in one of two ways: Workers’ Compensation Insurance Policy written by a mutual or stock carrier authorized to write risk in New Jersey; or Self-Insurance through application to and approval by the Commissioner of the Department of Banking & Insurance.

Corporations – All corporations operating in N J must obtain WC insurance or be approved for self-
insurance as long as any one or more individuals, including corporate officers, receives compensation for services to the corporation. There is no minimum payroll or single-officer exemption.

Partnerships/LLC’s – All partnerships and Limited Liability Companies (LLC’s) operating in NJ must obtain WC insurance or be approved for self-insurance as long as any one or more individuals, excluding partners or members of the LLC, receives compensation for service. There are no exclusions for family members or minimum payroll.

Sole Proprietorship – All sole proprietorships operating in NJ must obtain WC insurance or be approved for self-insurance as long as any one or more individuals, excluding the business owner, receives compensation for service. There are no exclusions for family members or minimum payroll. For additional information contact:

NJ Department of Labor and Workforce Development
Division of Workers’ Compensation
John Fitch Plaza, P.O. Box 381
Trenton, NJ 08625-0381
609-292-2515
http://lwd.dol.state.nj.us/labor/wc/wc_index.html

WORKPLACE DISABILITY PROGRAMS

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

U.S. CITIZENSHIP AND IMMIGRATION SERVICES


E-Verify: Employment Eligibility Verification

E-Verify, operated by the Department of Homeland Security in partnership with the Social Security Administration, is the best — and quickest — way for employers to determine the employment eligibility of new hires. It is a safe, simple, and secure Internet-based system that electronically verifies the Social Security number and employment eligibility information reported on Form I-9. E-Verify is voluntary in most states and there is no charge to use it.

If you are an employer or employee and would like more information about the E-Verify program, please visit www.dhs.gov/E-Verify or contact Customer Support staff: 1-888-464-4218 Monday – Friday 8 a.m. – 5 p.m.
E-mail: e-verify@dhs.gov

SAFETY AND HEALTH REGULATIONS

All businesses with employees are required to comply with state and federal regulations regarding the protection of employees. The Occupational Safety and Health Administration provides information on the specific health and safety standards adopted by the U.S. Department of Labor. Call 1-800-321-6742 or visit www.osha.gov.

OSHA Area offices are located in New Jersey at the following locations:

U.S. Department of Labor Occupational Safety and Health Administration
https://www.osha.gov/

1030 St. Georges Ave., Plaza 35, Ste. 205
Avenel, NJ 07001
732-750-3270

500 Rte. 17, 2nd Fl.
Hasbrouck Heights, NJ 07604
201-288-1700
Marlton Executive Park, Bldg. 2
701 Rte. 73 S., Ste. 120
Marlton, NJ 08053
856-596-5200
299 Cherry Hill Rd., Ste. 103
Parsippany, NJ 07054
973-263-1003

New Jersey Division of Public Safety & Occupational Safety & Health

Using a free consultation service largely funded by OSHA, employers can find out about potential hazards at their worksites, improve their occupational safety and health management systems, and even qualify for a one-year exemption from routine OSHA inspections.

The service is delivered on-site by the NJ Department of Labor using well-trained professional staff, though limited services away from the worksite are available. Primarily targeted for smaller businesses, this safety and health consultation program is completely separate from the

OSHA inspection effort. In addition, no citations are issued or penalties proposed. For additional information, contact:

New Jersey Department of Labor and Workforce Development
Division of Public Safety & Occupational Safety & Health
1 John Fitch Plaza/P.O. Box 110
Trenton, NJ 08625-0110
609-984-0785
http://lwd.state.nj.us/labor/lsse/safetyhealth_index.html

Hazardous Substance Compliance

Use of hazardous substances in businesses is highly regulated and there are heavy fines for non-compliance. The New Jersey Department of Environmental Protection (NJDEP) Small Business Assistance Program (SBAP) provides compliance assistance for businesses regarding air, water, land uses, solid waste and hazardous materials, and helps small businesses deal with specific technical, administrative and compliance problems. For additional information, visit the NJDEP website at: www.state.nj.us/dep or contact:

NJ Department of Environmental Protection
Small Business Assistance Program, NJDEP SAGE
401 E. State St./P.O. Box 402
Trenton, NJ 08625-0402
877-753-1151 or 609-777-0518
609-292-1921 Fax
ky.asral@dep.state.nj.us
www.nj.gov/dep/sage/sbap/
BUILDING CODES, PERMITS AND ZONING

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

BAR CODING

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

Federal Registration of Trademarks and Copyrights

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

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

Trademark Information Hotline
703-308-9000

STATE REGISTRATION OF A TRADEMARK

Trademarks and service marks may be registered in a state.

New Jersey Division of Revenue
609-292-9292

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

PATENTS

A patent is the grant of a property right to the inventor by the U.S. Patent and Trademark Office. It provides the owner with the right to exclude others from making, using, offering for sale or selling the patented item in the United States.

Additional information is provided in the publications, General Information Concerning Patents and other publications distributed through the U.S. Patent and Trademark Office. For more information, contact the:

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

COPYRIGHTS

Copyrights protect original works of authorship including literary, dramatic, musical and artistic, and certain other intellectual works. Copyrights do not protect facts, ideas and systems, although it may protect the way these things are expressed. For general information contact:

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

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Dan is one of thousands of small business owners that need YOUR products and services.

Small Business Resource magazine is distributed to small business owners, providing information on lending, services, and solutions that help small business owners start and expand their businesses.

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Small business owners like Dan need to...
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- Purchase a sign - Create marketing materials - Develop a website
- Hire a lawyer - Find an accountant - Purchase office equipment
- Buy office furniture - Purchase vehicles - Find insurance - Open a bank account

...and they start their search in this magazine!
BUSINESS DIRECTORY

WHAT IS THIS BUSINESS WORTH?

“Price is what you pay. Value is what you get.”
-Warren Buffett

PORTSIDE SBA VALUATION

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Mike Size, MBA/CVA  406.493.1651
www.portsidesa.com

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211 Warren Street, Newark, NJ 07103

Visit us online: www.sba.gov/nj
**Who connected a N.J. manufacturer to funding for a new facility?**

As a manufacturer of industrial hose products, Flexline is an expert in creating connections. When they wanted to expand, they turned to another expert in creating connections - the New Jersey Economic Development Authority (EDA). Through a loan backed by an EDA guarantee, Flexline was able to expand into a new facility in Kenilworth. We can do the same for you. Our loan participation, guarantee, line of credit guarantee, direct loan, and tax-exempt bond financing programs empower businesses of all sizes to reach their goals. So if your business needs to connect with capital, we're here for you.

To find out how the EDA can help your business access financing, call 609-858-6767 or visit NJEDA.com.
OTHER SOURCES OF ASSISTANCE

County Economic Development Organizations

Economic development organizations offer a wide array of programs and services for new businesses as well as for companies in need of expansion or relocation assistance. Typical services provided by these organizations include site location, tax incentives and loan packages. For more information contact the economic development organization in the geographic area of your interest.

ATLANTIC COUNTY DEPARTMENT OF REGIONAL PLANNING AND DEVELOPMENT
Rte. 9 and Dolphin Ave., P.O. Box 719
Northfield, NJ 08225
609-645-5888
www.aclicm.org/planning

BERGEN COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT CORPORATION
One Bergen County Plaza, 4th Fl.
Hackensack, NJ 07601
201-336-7500
www.co.bergen.nj.us/departments/planning

BURLINGTON COUNTY ECONOMIC DEVELOPMENT AND REGIONAL PLANNING
1900 Briggs Rd.
Mount Holly, NJ 08054
609-265-5055
http://sjworks.org/view/group/911

CAMDEN COUNTY IMPROVEMENT AUTHORITY
2220 Voorhees Town Center
Voorhees, NJ 08043
856-751-2242
http://www.ccia.camdencounty.com/

CAPE MAY COUNTY OFFICE OF ECONOMIC RESOURCES AND CAPITAL PLANNING
County Administration Bldg.
4 Moore Rd., DN132
Camden, NJ 08103
609-465-6875
www.capemaycountygov.net

CUMBERLAND COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT
164 W. Broad St.
Bridgeport, NJ 08030
856-453-2175
www.co.cumberland.nj.us/govtservdept/planning

ESSEX COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT, TRAINING AND EMPLOYMENT
50 S. Clinton St., Ste. 5400
East Orange, NJ 07018
973-395-8400
www.essex-county.nj.org

GLOUCESTER COUNTY DEPARTMENT OF ECONOMIC DEVELOPMENT
115 Budd Blvd.
West Deptford, NJ 08096
856-364-8653
www.gloucestercountynj.gov/depts/ed/

HUDSON COUNTY ECONOMIC DEVELOPMENT CORPORATION
County Plaza
830 Bergen Ave.
Jersey City, NJ 07306
201-369-4370
www.hudsonedc.org

HUNTERDON COUNTY ADMINISTRATOR
71 Main St., Bldg. 1, 1st Fl., P.O. Box 2800
 Flemington, NJ 08822-2900
908-788-1104
www.co.hunterdon.nj.us/administrator.htm

MERCER COUNTY OFFICE OF ECONOMIC OPPORTUNITY AND SUSTAINABILITY
Mercer County Administration Bldg.
640 S. Broad St.
Trenton, NJ 08650
609-389-6555
http://fnj.gov/counties/mercer/business/economic/index.html

MIDDLESEX COUNTY OFFICE OF ECONOMIC DEVELOPMENT
75 Bayard St., 2nd Fl.
New Brunswick, NJ 08901
732-745-4379/3990
www.co.middlesex.nj.us/economicdevelopment/index.asp

MONMOUTH COUNTY DIVISION OF ECONOMIC DEVELOPMENT AND TOURISM
Hall of Records Annex
1 E. Main St.
Freehold, NJ 07728
732-330-2012
www.visitmonmouth.com/econdev/index.asp

MORRIS COUNTY ECONOMIC DEVELOPMENT CORPORATION
325 Columbia Turnpike, Ste. 101
Florham Park, NJ 07932
973-539-8270
www.morriscountycdc.org

OCEAN COUNTY DEPARTMENT OF PLANNING
129 Hooper Ave., P.O. Box 2191
Toms River, NJ 08754-2191
732-929-2054
www.planning.ocean.nj.us

PASSAIC COUNTY DIVISION OF ECONOMIC DEVELOPMENT
930 Riverview Dr., Ste. 250
Totowa, NJ 07512
973-569-4720

SALEM COUNTY IMPROVEMENT AUTHORITY OF ECONOMIC DEVELOPMENT
c/o Salem County Improvement Authority Office
199 E. Broadway, Lower Level
Salem, NJ 08079
609-279-2162
http://www.scai.org/

SOMERSET COUNTY BUSINESS PARTNERSHIP
Mailing Address:
360 Grove St. at Rte. 22 E.
Bridgeton, NJ 08007
P.O. Box 833
Somerville, NJ 08876-0833
908-218-4300
www.somersebtns.com

SUSSEX COUNTY ECONOMIC DEVELOPMENT PARTNERSHIP, INC.
120 Hampton House Rd.
Newton, NJ 07860
973-300-1988
www.sussexcountyedc.org/cedp.asp

UNION COUNTY UCEDC LIBERTY HALL CENTER
75 Chestnut St.
 Cranford, NJ 07016-2937
908-527-1166
www.ucedc.com

WARREN COUNTY ECONOMIC DEVELOPMENT ADVISORY COUNCIL
c/o Warren County Public Information Department
165 C.R. 519 S.
Belvidere, NJ 07823
908-475-6580
www.co.warren.nj.us

Chamber of Commerce Resource Centers

An SBA Chamber of Commerce Resource Center serves as a central location where the local small business community may obtain information and publications on the programs and services of the SBA. Some SBA Resource Centers provide space for SCORE and SBDC counseling services and/ or cosponsor business education training programs.

ATLANTIC COUNTY GREATER ATLANTIC CITY CHAMBER
The Garage at Gordon’s Alley
12 S. Virginia Ave.
Atlantic City, NJ 08401
609-346-4524
www.atlanticcitychamber.co

BERGEN COUNTY COMMERCE AND INDUSTRY ASSOCIATION OF NEW JERSEY
61 S. Paramus Rd.
Paramus, NJ 07652
201-369-2100
www.ciarnj.org

HACKENSACK REGIONAL CHAMBER OF COMMERCE
5 University Plaza Dr.
Hackensack, NJ 07601
201-490-3700
www.hackensackchamber.org

MAHWAV REGIONAL CHAMBER OF COMMERCE
One International Blvd., Ste. 211
Mahwah, NJ 07495
201-529-5586
www.mahwah.com

MEADOWLANDS REGIONAL CHAMBER OF COMMERCE
201 Rte. 17 N., 2nd Fl.
Rutherford, NJ 07070
201-939-0707
www.meadowlands.org/mrcc

BURLINGTON COUNTY BURLINGTON COUNTY REGIONAL CHAMBER OF COMMERCE
520 Fellowship Rd., Ste. E502
Mount Laurel, NJ 08054
856-439-2520
www.bccecom.com

CAMDEN COUNTY CAMDEN COUNTY REGIONAL CHAMBER OF COMMERCE
1060 Kings Hwy., N., Ste. 200
Cherry Hill, NJ 08034
856-667-1600
www.cherrylhillregional.com

CHAMBER OF COMMERCE OF SOUTHERN NEW JERSEY
4015 Main St.
Voorhees, NJ 08043
856-424-7776
www.chambernj.com

CAPE MAY COUNTY CAPE MAY COUNTY CHAMBER OF COMMERCE
13 Crest Haven Rd., P.O. Box 74
Cape May Courthouse, NJ 08210
609-465-7181
www.capebaychamber.com

GREATER WILDWOOD CHAMBER OF COMMERCE
3306 Pacific Ave.
Wildwood, NJ 08260
609-729-4000
www.gwcc.org

OCEAN CITY REGIONAL CHAMBER OF COMMERCE
300 W. 9th St.
Mailing Address: P.O. Box 1706
Ocean City, NJ 08226
609-399-1412
www.oceancityvacation.com

CUMBERLAND COUNTY CUMBERLAND COUNTY CHAMBER OF COMMERCE
2 N. High St. (Corner of High & Main)
Millville, NJ 08332
856-825-2600
www.millville-nj.com
greater vineland chamber of commerce
2115 s. delsea dr.
vineland, nj 08360
856-691-7400
www.vinelandchamber.org

essex county irvington chamber of commerce
p. o. box 323
irvington, nj 07111
973-676-8725
www.irvington-nj.com

newark regional business partnership
60 park pl., ste. 1800.
newark, nj 07102
973-522-0099
www.rbp.org

north essex chamber of commerce
26 park st., ste. 2026
montclair, nj 07042
973-226-5500
www.northessexchamber.com

gloucester county gloucester county chamber of commerce
205 rowan blvd.
glassboro, nj 08028
856-881-6560
www.gc-chamber.com

hudson county hudson county chamber of commerce
857 bergen ave., 3rd fl.
jersey city, nj 07306
201-386-0699
www.hudsonchamber.org

hunterdon county hunterdon county chamber of commerce
the century link bldg.
14 mine st., 2nd fl.
flemington, nj 08822
908-782-7115
www.hunterdon-chamber.org

mercer county african american chamber of commerce of new jersey
110 w. state st., ste. 2b.
trenton, nj 08608
609-571-1620
www.aaccnj.com

midjersey chamber of commerce
1a quakerbridge plaza dr., ste. 2
hamilton, nj 08619
609-689-9960
www.midjerseychamber.org

new jersey state chamber of commerce
216 w. state st.
trenton, nj 08608
609-389-7888
www.njchamber.com

princeton regional chamber of commerce
182 nassau st., ste. 301
princeton, nj 08542
609-324-1776
www.princetonchamber.org

middlesex county asian indian chamber of commerce
402 main st., ste. #214
metuchen, nj 08840
732-777-4686
www.aioc.net

edison chamber of commerce
1028 amboy ave.
edison, nj 08837
732-738-9482
www.edisonchamber.com

middlesex county regional chamber of commerce
109 church st.
new brunswick, nj 08901
732-745-8090
www.mccc.org

woodbridge metro chamber of commerce
91 main st.
woodbridge, nj 07095
732-636-4040
www.woodbridgechamber.org

monmouth county eastern monmouth area chamber of commerce
8 reckless place, ste. 1
red bank, nj 07701
732-741-0055
www.emacc.org

greater monmouth chamber of commerce
10 e. main st., ste. 1a
freehold, nj 07728
732-462-3030
www.greatermonmouthchamber.com

jersey shore chamber of commerce (formerly know as)
southern monmouth chamber of commerce
cofax plaza
2510 belmar blvd., ste. 1-17
wall, nj 07719
732-280-8800
www.southernmonmouthchamber.com

matawan - aberdeen chamber of commerce
201 broad st.
matawan, nj 07747
732-290-1125
www.macnj.com

monmouth county chamber of commerce
airport plaza shopping center
1340 hwy. 36, ste. 22
hazlet, nj 07730
732-203-0340
www.monmouthcountychamber.com

morrison county morris county chamber of commerce
325 columbia turnpike, ste. 101
florham park, nj 07932
973-539-3882
www.morrischamber.org

parsippany area chamber of commerce
p. o. box 6205
parsippany, nj 07054
973-402-6400
www.parsippanychamber.org

ocean county brick township chamber of commerce
270 chambers bridge rd., ste. 6
brick, nj 08723
732-477-4949
www.brickchamber.org

lakewood chamber of commerce
681 river ave., ste. 2f
lakewood, nj 08701
732-363-0012
www.mylakewoodchamber.com

southern ocean county chamber of commerce
265 w. 9th st.
ship bottom, nj 08008
609-494-7211
www.discover southernocean.com

toms river–ocean county chamber of commerce
1027 hooper ave., ste. 5
building 1, 2nd floor
toms river, nj 08753
732-349-0220
www.sc-chamber.com

passaic county greater paterson chamber of commerce
100 hamilton plaza, ste. 1201
paterson, nj 07505
973-881-7300
www.greaterpatersoncc.org

north jersey chambers of commerce
205 rte. 46 w., ste. 7
totowa, nj 07512
973-470-9300
www.njrec.org

tri-county chamber of commerce
p. o. box 2420
wayne, nj 07474
862-210-8328
www.tricounty.org

salem county salem county chamber of commerce
ssc – salem center, rm. 109
174 e. broadway/p. o. box 71
salem, nj 08079
856-351-2244
www.salemjchamber.homestead.com

somer set county franklin township chamber of commerce
pnc bank bldg.
675 franklin blvd.
somerset, nj 08873
732-545-7044
www.franklinchamber.com

somer set county business partnership
360 grove st. and rte. 22 e.
bridgetower, nj 08807
908-218-4300 ext. 30
www.scbp.org

sussex county sussex county chamber of commerce
chase bldg.
120 hampton house rd.
newton, nj 07860
973-579-1811
www.sussexcountychamber.org

union county gateway regional chamber of commerce
135 jefferson ave.
elizabeth, nj 07207
908-352-0900
www.gatewaychamber.com

greater elizabeth chamber of commerce
456 n. broad st.
elizabeth, nj 07208
908-355-7600
www.elizabethchamber.com

greater westfield area chamber of commerce
bank of america
173 elm st., 3rd fl.
westfield, nj 07090
908-233-3021
www.westfieldareachamber.com

plainfield chamber of commerce
320 park ave.
plainfield, nj 07060
908-757-5155
www.thebusinessonestopservice.com
OTHER ASSISTANCE

SUBURBAN CHAMBER OF COMMERCE
71 Summit Ave.
Summit, NJ 07902
908-522-1700
www.suburbanchambers.org

UNION TOWNSHIP CHAMBER OF COMMERCE
355 Chestnut St., 2nd Fl.
Union, NJ 07083
908-688-2777
www.unionchamber.com

WARREN COUNTY PHILLIPSBURG AREA CHAMBER OF COMMERCE C/O GREATER LEHIGH VALLEY CHAMBER OF COMMERCE
314 S. Main St.
Phillipsburg, NJ 08865
610-739-1521
www.lehighvalleychamber.org

CHAMBER OF COMMERCE C/O GREATER PHILLIPSBURG AREA CHAMBER OF COMMERCE
445 Marshall St.
Phillipsburg, NJ 08865
609-927-1166
www.unionchamber.com

CHAMBER OF COMMERCE
Union Township
355 Chestnut St.
Phillipsburg, NJ 08865
908-835-9200
www.warrencountychamber.com

OTHER RESOURCES
There are numerous federal, state, and local organizations and agencies that offer programs and services to assist small businesses. Among the most frequently utilized are:

NEW JERSEY BUSINESS SERVICES CENTER
33 W. State St., 5th Fl.
Trenton, NJ 08608
609-292-9292
www.nj.gov/njbgs

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
36 W. State St./P.O. Box 990
Trenton, NJ 08625
609-858-6700
www.njeda.com

ENTREPRENEURIAL TRAINING INITIATIVE (ETI)
NJ Economic Development Authority
Managed By UCEDC
75 Chestnut St.
Cranford, NJ 07016
908-527-1166

NEW JERSEY DEPARTMENT OF AGRICULTURE DIVISION OF MARKETING AND DEVELOPMENT
John Fitch Plaza/P.O. Box 330
Trenton, NJ 08625
609-292-5536
www.state.nj.us/ags/divisions/md

NEW JERSEY URBAN ENTERPRISE ZONE PROGRAM
Department of Community Affairs
101 S. Broad St., 1st Fl./P.O. Box 822
Trenton, NJ 08625
609-292-1912
www.nj.gov/daa/affiliates/uez/index.shtml

NEW JERSEY INSTITUTE OF TECHNOLOGY ENTERPRISE DEVELOPMENT CENTER
211 Warren St. (Main Office)
Newark, NJ 07103
973-643-4063
www.njit-edc.org

USDA/RURAL DEVELOPMENT BUSINESS AND COMMUNITY PROGRAMS
8000 Midlantic Dr., Ste. 500N
Mount Laurel, NJ 08054
856-787-7700
www.rd.usda.gov/nj

NEW JERSEY INSTITUTE OF TECHNOLOGY DEFENSE PROCUREMENT TECHNICAL ASSISTANCE CENTER
Fenster Hall, Rm. 490
323 Dr. Martin Luther King Blvd.
Newark, NJ 07102
973-596-3105
www.njit.edu/dptac/

CEDC PROCUREMENT TECHNICAL ASSISTANCE PROGRAM
75 Chestnut St.
Cranford, NJ 07016
908-527-1166
www.ucedc.com/content/our-services-0

NJ ARM SERVICES DEVELOPMENT OFFICE
Newark Liberty International Airport Bldg. 80
Newark, NJ 07114–3707
973-961–4278
http://www.asdoonline.com/NJAPPS/NJ.htm

PA-NJ-DE MINORITY SUPPLIER DEVELOPMENT COUNCIL
The Bourse Bldg.
111 S. Independence Mall E., Ste. 630
Philadelphia, PA 19102
215-568-1005 • 215-568-2667 Fax
www.msdc-panjde.org

New Jersey County Clerks’ Offices

ATLANTIC COUNTY CLERK’S OFFICE
5901 Main St.
Mays Landing, NJ 08330
609-641-7067 or 609-625-4011
www.atlanticcountyclerk.org

BERGEN COUNTY CLERK’S OFFICE
One Bergen County Plaza
Hackensack, NJ 07601
201-336-7000
www.co.bergen.nj.us/countyclerk

BURLINGTON COUNTY CLERK’S OFFICE
7 N. Main St. DN 109/P.O. Box 5000
Cape May Court House, NJ 08210-5000
609-465-1010
www.co.camden.nj.us

CAMDEN COUNTY CLERK’S OFFICE
Camden County Courthouse, Rm. 102
520 Market St.
Camden, NJ 08102
856-225-5300
http://www.camdenclerk.com/cedc

CAPE MAY COUNTY CLERK’S OFFICE
7 N. Main St. DN 109/P.O. Box 5000
Cape May Court House, NJ 08210-5000
609-465-1010
www.co.cape-may.nj.us

CUMBERLAND COUNTY CLERK’S OFFICE
Court House
60 W. Broad St.
Bridgeport, NJ 08032
856-653-4860
http://ccclerknj.com/

ESSEX COUNTY CLERK’S OFFICE
Hall of Records, Rm. 247
465 Dr. Martin Luther King Jr. Blvd.
Newark, NJ 07102
973-621-4921
www.essexclerk.com

GLOUCESTER COUNTY CLERK’S OFFICE
1 N. Broad St. 1st Fl., Rm. 104
Woodbury, NJ 08096
856-853-3237
www.co.gloucester.nj.us/Clerk

HUDSON COUNTY CLERK’S OFFICE
Hudson County Plaza
257 Cornelison Ave., 4th Fl.
Jersey City, NJ 07302
201-369-3470
www.hudsonclerk.org

HUNTERDON COUNTY CLERK’S OFFICE
Hall of Records Bldg.
71 Main St./P.O. Box 2900
Rahway, NJ 08882-2800
908-789-1221
www.co.hunterdon.nj.us/clerk

MERCEER COUNTY CLERK’S OFFICE
Old Court House
209 S. Broad St., 1st Fl., Rm. 100
Trenton, NJ 08650
609-889-6464
http://ajr.judiciary.state.nj.us/mercerofficials/clerk/

MIDDLESEX COUNTY CLERK’S OFFICE
Registry Division
75 Bayard St., 4th Fl./P.O. Box 1110
New Brunswick, NJ 08901-1110
732-745-3365
http://co.middlesex.nj.us/clerk/index.asp

MONMOUTH COUNTY CLERK’S OFFICE
County Clerk Bldg.
23 Mechanic St./P.O. Box 1251
Freehold, NJ 07728-1251
732-431-7324
www.visitmonmouth.com/countyclerk

MORRIS COUNTY CLERK’S OFFICE
Administration and Records Bldg.
10 Court St., 1st Fl./P.O. Box 315
Morristown, NJ 07963-0315
973-285-6130
www.morriscountyclerk.com

OCEAN COUNTY CLERK’S OFFICE
Ocean County Courthouse
118 Washington St./P.O. Box 2191
Toms River, NJ 08754-2191
732-929-2018
www.oceancountyclerk.com

PASSAIC COUNTY CLERK’S OFFICE
Passaic County Administration Bldg.
401 Grand St.
Paterson, NJ 07505
973-225-3690
http://www.passaiccountynj.org/CountyClerk/countyclerk.htm

SALEM COUNTY CLERK’S OFFICE
Salem County Court House
110 Fifth St., Ste. 200
Salem, NJ 08079
973-579-0900
www.salemclerk.nj.gov

SOMERSET COUNTY CLERK’S OFFICE
20 Grove St./P.O. Box 3000
Somerville, NJ 08876–1262
908-231-7006
www.co.somerset.nj.us/countyclerk/index.htm

SUSSEX COUNTY CLERK’S OFFICE
Hall of Records
83 Spring St., Ste. 304
Newton, NJ 07860
973-579-0900
www.sussexclerk.org

UNION COUNTY CLERK’S OFFICE
Union County Court House
2 Broad St., Rm. 115
Elizabeth, NJ 07207
908-527-4787
http://www.ucnj.org/countyclerk

Visit us online: www.sba.gov/nj
<table>
<thead>
<tr>
<th>E= Express</th>
<th>C= Certified Lending Partner</th>
<th>ML= Microlender</th>
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<tbody>
<tr>
<td>F= Preferred Lending Partner</td>
<td>E= Export Express</td>
<td>P= Certified Development Corporation</td>
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<tr>
<td>CA= Community Advantage</td>
<td>ML= Community Advantage</td>
<td>E= Express</td>
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<tr>
<th>SBA PARTICIPATING LENDERS</th>
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<tr>
<th>Address</th>
<th>City, State Zip</th>
<th>Phone</th>
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<tbody>
<tr>
<td><strong>1ST COLONIAL COMMUNITY BANK (C,E,E,P)</strong></td>
<td>1040 Haddon Ave, Collingswood, NJ 08108</td>
<td>856-856-1100</td>
</tr>
<tr>
<td><strong>ALAMANDA BANK (C,E,P)</strong></td>
<td>8313 Vreeland Rd, Ellicott City, MD 21043</td>
<td>410-338-7711</td>
</tr>
<tr>
<td><strong>AMERICAN HERITAGE FCU</strong></td>
<td>2600 Red Lion Rd, P.O Box 52458 Philadelphia, PA 19115</td>
<td>215-969-0777 or 800-342-0008</td>
</tr>
<tr>
<td><strong>ATLANTIC STEWARDSHIP BANK</strong></td>
<td>630 Godwin Ave, Midland Park, NJ 07432</td>
<td>201-444-7100</td>
</tr>
<tr>
<td><strong>ASIA BANK, N.A. (E)</strong></td>
<td>13511 Roosevelt Ave, Flushing, NY 11354</td>
<td>718-961-9700 ext. 710</td>
</tr>
<tr>
<td><strong>AUDUBON FEDERAL SAVINGS BANK</strong></td>
<td>515 S White Horse Pike Audubon, NJ 08106</td>
<td>856-547-8100</td>
</tr>
<tr>
<td><strong>BANC OF CALIFORNIA (C,E,P)</strong></td>
<td>18500 Von Karman Ave, Ste. 1100 Irvine, CA 92612</td>
<td>949-236-5436</td>
</tr>
<tr>
<td><strong>BANCO POPULAR OF NEW JERSEY (C,E,E,P)</strong></td>
<td>817 Elizabeth Ave, Elizabeth, NJ 07201</td>
<td>908-436-1391</td>
</tr>
<tr>
<td><strong>BANCO POPULAR NORTH AMERICA (C,E,E,P)</strong></td>
<td>11 W 31st St, New York City, NY 10019</td>
<td>212-445-1800</td>
</tr>
<tr>
<td><strong>BANK OF AMERICA (C,E)</strong></td>
<td>252 Rock Rd, Glen Rock, NJ 07452</td>
<td>201-250-9593</td>
</tr>
<tr>
<td><strong>BANK OF NEW JERSEY (C,E,E,P)</strong></td>
<td>917 Elizabeth Ave, Elizabeth, NJ 07201</td>
<td>908-436-1391</td>
</tr>
<tr>
<td><strong>BANK OF THE ISLAND (C,E,E,P)</strong></td>
<td>One Turks Head Place Providence, RI 02903</td>
<td>401-456-5152</td>
</tr>
<tr>
<td><strong>BANKWELL BANK (C,E,P)</strong></td>
<td>208 Elm St, New Canaan, CT 06840</td>
<td>203-972-3838</td>
</tr>
<tr>
<td><strong>BB&amp;T (C,E,E,E,P)</strong></td>
<td>200 W Second St, Winston Salem, NC 27101</td>
<td>800-226-5228</td>
</tr>
<tr>
<td><strong>BCBC (E,E,E,P)</strong></td>
<td>3731 Wilshire Blvd, 4th FL Los Angeles, CA 90010</td>
<td>213-639-1700</td>
</tr>
<tr>
<td><strong>BBVA COMPASS BANK (E,P)</strong></td>
<td>17218 Preston Rd, Ste. 3000 Dallas, TX 75282</td>
<td>972-735-3625</td>
</tr>
<tr>
<td><strong>BCB COMMUNITY BANK (C,E,E,P)</strong></td>
<td>591-595 Ave C Bayonne, NJ 07002</td>
<td>215-823-0700 ext. 2053</td>
</tr>
<tr>
<td><strong>BENEFICIAL BANK</strong></td>
<td>1818 Market St Philadelphia, PA 19103</td>
<td>215-864-3538</td>
</tr>
<tr>
<td><strong>BLC CAPITAL CORP/C/O GREATER NEWARK ENTERPRISES (ML)</strong></td>
<td>85 S Oxford St Brooklyn, NY 11217</td>
<td>718-1268-1881</td>
</tr>
<tr>
<td><strong>BOGOTA SAVINGS BANK</strong></td>
<td>8 19th St. Teaneck, NJ 07666</td>
<td>201-882-0650</td>
</tr>
<tr>
<td><strong>BUCKS COUNTY BANK (C,E,P)</strong></td>
<td>200 Main St Doylestown, PA 18901</td>
<td>215-589-6235</td>
</tr>
<tr>
<td><strong>BUSINESS CENTER FOR NEW AMERICANS</strong></td>
<td>120 Broadway, Ste 230 New York, NY 10271</td>
<td>212-898-4112</td>
</tr>
<tr>
<td><strong>CAPE BANK (E,P)</strong></td>
<td>1501 Pacific Ave, 2nd Fl Atlantic City, NJ 08401</td>
<td>609-465-5600 ext. 3101</td>
</tr>
<tr>
<td><strong>CAPITAL BANK OF NEW JERSEY</strong></td>
<td>175 S. Main Rd, Vineland, NJ 08360</td>
<td>856-690-1234</td>
</tr>
<tr>
<td><strong>CAPITAL ONE, N.A. (C,E,P)</strong></td>
<td>710 Rte 46 E, Ste. 306 Fairfield, NJ 07004</td>
<td>973-439-7628</td>
</tr>
<tr>
<td><strong>CAPITALSOURCE BANK A.K.A. CAPITALSPRING SBL, LLC</strong></td>
<td>950 Third Ave, 24th Fl New York, NY 10022</td>
<td>212-981-0150</td>
</tr>
<tr>
<td><strong>CATHAY BANK (C,P,E,E,P)</strong></td>
<td>1789 Rte 7, Edison, NJ 08817</td>
<td>732-985-8880 ext. 8275</td>
</tr>
<tr>
<td><strong>CITBANK (E,P)</strong></td>
<td>200 Middle Neck Rd Great Neck, NY 11021</td>
<td>516-496-3888</td>
</tr>
<tr>
<td><strong>COMMUNITY FIRST BANK (E,E,P)</strong></td>
<td>408 Elizabeth Ave, Somerset, NJ 08873</td>
<td>908-566-8226</td>
</tr>
<tr>
<td><strong>COMMUNITY NATIONAL BANK (C,P)</strong></td>
<td>200 Middle Neck Rd Great Neck, NY 11021</td>
<td>516-496-3888</td>
</tr>
<tr>
<td><strong>COMMONWEALTH BUSINESS BANK (C,E,E,E,P)</strong></td>
<td>3435 Wilshire Blvd, Ste. 700 Los Angeles, CA 90010</td>
<td>323-895-3000</td>
</tr>
<tr>
<td><strong>CONCENTRA BANK (C,E,E,E,W,P)</strong></td>
<td>165 Pottstown Pike Chester Springs, PA 19425</td>
<td>215-526-9217 ext. 6217</td>
</tr>
<tr>
<td><strong>CROSS RIVER BANK</strong></td>
<td>885 Teaneck Rd, Teaneck, NJ 07666</td>
<td>201-808-7000</td>
</tr>
<tr>
<td><strong>CUSTOMERS BANK (E)</strong></td>
<td>99 Bridge St, Elizabeth, NJ 07202</td>
<td>908-659-2100</td>
</tr>
<tr>
<td><strong>EAST RIVER BANK (C,E,P)</strong></td>
<td>3451 Ridge Ave, Philadelphia, PA 19129</td>
<td>267-296-4320</td>
</tr>
<tr>
<td><strong>EAST WEST BANK (C,E,E,E,P)</strong></td>
<td>535 Madison Ave, 8th Fl New York, NY 10022</td>
<td>212-266-7961</td>
</tr>
<tr>
<td>SBA PARTICIPATING LENDERS</td>
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<tr>
<td><strong>EMPIRE STATE BANK</strong></td>
<td>68 N. Park Rd. Newburgh, NY 12550 845-561-0003</td>
<td></td>
</tr>
<tr>
<td><strong>FAIRFIELD COUNTY BANK</strong></td>
<td>(C,E,EE) 150 Danbury Rd. Ridgefield, CT 06877-4610 203-436-6518</td>
<td></td>
</tr>
<tr>
<td><strong>FINANCIAL RESOURCES FCU</strong></td>
<td>(C,E,EE,P) 520 Rte. 22 E, 1st Fl. Bridgewater, NJ 08807 908-429-6501 or 908-253-6424</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST BANK (E,EE)</strong></td>
<td>2465 Kuser Rd. Hamilton, NJ 08690 609-643-0575</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST CHOICE BANK (EW)</strong></td>
<td>699 Whitehead Rd. Lawrenceville, NJ 08648 609-357-0340</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST COMMERCIAL BANK (E,PE)</strong></td>
<td>105 River Ave., Ste. 104 Lakewood, NJ 07724 732-364-0032 ext. 1233</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST COMMUNITY NATIONAL BANK (E)</strong></td>
<td>407 N Franklin Ave. Cuba, MO 65453 573-885-3500</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST FINANCIAL FCU</strong></td>
<td>1800 Rte. 34 N. Wall Twp, NJ 07719 732-312-1412</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST FINANCIAL BANK</strong></td>
<td>214 N Washington P.O. Box 1754 El Dorado, AR 71730-5707 870-863-7000</td>
<td></td>
</tr>
<tr>
<td><strong>FIRST HOPE BANK</strong></td>
<td>161 Newton-Sparta Rd. Newton, NJ 07860 908-459-6026</td>
<td></td>
</tr>
<tr>
<td><strong>FIRSTMUTUAL SAVINGS BANK (C,EP)</strong></td>
<td>600 N. Rte. 73 Marlton, NJ 08053 856-586-5965</td>
<td></td>
</tr>
<tr>
<td><strong>FLUSHING SAVINGS BANK (C,EP)</strong></td>
<td>225 Park Ave. S., 2nd Fl. New York, NY 10003 212-477-9424 ext. 0659 or 212-477-9424 ext. 0662</td>
<td></td>
</tr>
<tr>
<td><strong>FULTON BANK OF NEW JERSEY (C,EE,EP)</strong></td>
<td>533 Fellowship Rd., Ste. 250 Mt. Laurel, NJ 08054 856-787-6200</td>
<td></td>
</tr>
<tr>
<td><strong>GARDNER BANK (E)</strong></td>
<td>840 Main St. Gardner, KS 66830 913-856-7199</td>
<td></td>
</tr>
<tr>
<td><strong>GOLDEN PARKWAY NATIONAL BANK (C,EE,EP)</strong></td>
<td>980 9th St. Ste. 2320 Sacramento, CA 95814 530-742-3800</td>
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<tr>
<td><strong>GRAND BANK</strong></td>
<td>1 Edinburg Rd. Hamilton, NJ 08619 800-234-3459</td>
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<tr>
<td><strong>GREATER HUDSON BANK</strong></td>
<td>715 Rte. 304 Bordonia, NJ 08124 845-692-1170</td>
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<tr>
<td><strong>HABIT AMERICAN BANK</strong></td>
<td>99 Madison Ave. New York, NY 10016 212-532-4444 ext. 350</td>
<td></td>
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<tr>
<td><strong>HADDON SAVINGS BANK</strong></td>
<td>201 White Horse Pike Haddon Heights, NJ 08035 856-547-3700</td>
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<tr>
<td><strong>HANNA SMALL BUSINESS LENDING, INC.</strong></td>
<td>100 Wilshire Blvd., 20th Fl. Los Angeles, CA 90017 888-476-9788</td>
<td></td>
</tr>
<tr>
<td><strong>HARMONY BANK (PLP)</strong></td>
<td>2120 W. County Line Rd. Jackson, NJ 08527 732-276-1352</td>
<td></td>
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<tr>
<td><strong>HERITAGE COMMUNITY BANK (EE)</strong></td>
<td>530 E. Main St. Denville, NJ 07053 973-625-1407</td>
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<tr>
<td><strong>HOME LOAN INVESTMENT BANK F.S.B.</strong></td>
<td>One Home Loan Plaza Warwick, RI 02886 800-223-1700 ext. 206</td>
<td></td>
</tr>
<tr>
<td><strong>HOPKINSVILLE VALLEYS COMMUNITY BANK (C,EE,EP)</strong></td>
<td>4 Rte. 31 S. Penninton, NJ 08834 609-468-2000</td>
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<tr>
<td><strong>INDUS AMERICAN BANK (C,EE,EP)</strong></td>
<td>1536 Oak Tree Rd. Ithaca, NY 14850 607-255-8200</td>
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<tr>
<td><strong>INDEPENDENCE BANK (C,EE,EP)</strong></td>
<td>1370 S. County Tr. East Greenwich, RI 02818-1624 401-886-4600</td>
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<tr>
<td><strong>INVESTORS SAVINGS BANK</strong></td>
<td>101 JFK Pkwy. Short Hills, NJ 07078 973-376-5100</td>
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<tr>
<td><strong>KEARNY BANK (C,EE,EP)</strong></td>
<td>120 Passaic Ave. Fairfield, NJ 07004 973-244-4240 or 973-439-3325</td>
<td></td>
</tr>
<tr>
<td><strong>KEYSTONE NATIONAL ASSOCIATION (C,EE,EW,P)</strong></td>
<td>127 Public Sq. Cleveland, OH 44114 216-689-5580</td>
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<tr>
<td><strong>KEYSTONE NATIONAL ASSOCIATION (C,EE,EW,P)</strong></td>
<td>127 Public Sq. Cleveland, OH 44114 216-689-5580</td>
<td></td>
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<tr>
<td><strong>LAFAYETTE AMBASSADOR BANK (C,EW,P)</strong></td>
<td>2005 City Line Rd. Bethlehem, PA 18017 215-689-5580</td>
<td></td>
</tr>
<tr>
<td><strong>LAKELAND BANK (E,PE)</strong></td>
<td>250 Oak Ridge Rd. Oak Ridge, NJ 07438 800-320-5130 or 866-224-1379</td>
<td></td>
</tr>
<tr>
<td><strong>LCA BANK CORPORATION</strong></td>
<td>1375 Deer Valley Plaza Dr., Ste. 218 Park City, UT 84060 435-658-4765</td>
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<tr>
<td><strong>LIBERTY BELL BANK (E)</strong></td>
<td>145 N. Maple Ave. Marlton, NJ 08053 856-218-6452</td>
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<tr>
<td><strong>LIVE OAK BANKING COMPANY (C,EP)</strong></td>
<td>1741 Tiburon Dr. Wilmington, NC 28403 910-798-1212</td>
<td></td>
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<tr>
<td><strong>LOAN SOURCE INCORPORATED (C,EP)</strong></td>
<td>1745 First Ave. 3rd Fl. New York, NY 10128 212-683-4121</td>
<td></td>
</tr>
<tr>
<td><strong>MUTUAL BANK (C,EE,EP)</strong></td>
<td>250 Perle Ave., Ste. 104 Saddler Brook, NJ 07663 201-368-4502 • 201-368-0316 F</td>
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<tr>
<td><strong>MAGYAR BANK (C,EE,EP)</strong></td>
<td>400 Somerset St. New Brunswick, NJ 08901 732-342-7603 ext. 376</td>
<td></td>
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<tr>
<td><strong>MANASQUAN SAVINGS BANK (E)</strong></td>
<td>2221 Landmark Place Wall Twp, NJ 08736 732-292-8400</td>
<td></td>
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<tr>
<td><strong>NATIONAL INSTITUTES OF HEALTH FCU</strong></td>
<td>111 Rockville Pike, Ste. 500 Rockville, MD 20850 301-718-0208</td>
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<tr>
<td><strong>NEWBANK (C,EE,EP)</strong></td>
<td>14631 Northern Blvd. Flushing, NY 11354 718-353-9100</td>
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</tr>
<tr>
<td><strong>NEWTEN SMALL BUSINESS FINANCE INC (C,EE,EW,P)</strong></td>
<td>212 W. 35th St., 2nd Fl. New York, NY 10001 212-356-9526</td>
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<tr>
<td><strong>NOAH BANK (C,EP)</strong></td>
<td>449 Broad Ave. Palisades Park, NJ 07650 201-328-6151</td>
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<tr>
<td><strong>NORTHEAST COMMUNITY BANK</strong></td>
<td>325 Hamilton Ave. White Plains, NY 10601 212-288-2005</td>
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<tr>
<td><strong>NORTHEAST BANK (C,EE,EP)</strong></td>
<td>27 Pearl St. Portland, ME 04101 207-786-3245 ext. 3267</td>
<td></td>
</tr>
<tr>
<td><strong>NORTHERN MARYLAND FEDERAL CREDIT UNION</strong></td>
<td>711 Union Blvd. Totowa, NJ 07512 973-785-9200 ext. 3234</td>
<td></td>
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<tr>
<td><strong>NORTHWEST FCU</strong></td>
<td>200 Spring St. Herndon, VA 20170-5292 703-729-6000</td>
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<tr>
<td><strong>SBA PARTICIPATING LENDERS</strong></td>
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<tr>
<td>Bank Name</td>
<td>Address</td>
<td>Phone</td>
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<tr>
<td>OCEAN CITY HOME BANK (E)</td>
<td>1031 Asbury Ave. Ocean City, NJ 08226</td>
<td>609-927-7722 ext. 1109</td>
</tr>
<tr>
<td>OCEANFIRST BANK (CA)</td>
<td>975 Hooper Ave. Toms River, NJ 08753</td>
<td>732-240-4500</td>
</tr>
<tr>
<td>OPEN BANK (C,E,EE,P)</td>
<td>1000 Wilsing Blvd, Ste 500 Los Angeles, CA 90017</td>
<td>213-892-9999</td>
</tr>
<tr>
<td>PACIFIC BANK (C,E,EE,P)</td>
<td>3701 Wilsing Blvd., Ste 401 Los Angeles, CA 90010</td>
<td>213-210-2000</td>
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<tr>
<td>PACIFIC PREMIER BANK (C,E,EE,P)</td>
<td>17901 Von Karman Rd., Ste 4200 Irvine, CA 92614</td>
<td>714-431-4000</td>
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<tr>
<td>PEAPACK GLADSTONE BANK (P,E)</td>
<td>500 Hills Dr., Ste 300 Bedminster, NJ 07921</td>
<td>908-234-0700</td>
</tr>
<tr>
<td>PLAINS STATE BANK (C,E,EE,P)</td>
<td>19404 Kernsick Dr. Humble, TX 77338</td>
<td>713-559-8800</td>
</tr>
<tr>
<td>PNC BANK (C,E,EE,P,E)</td>
<td>222 Delaware Ave., Ste 1600 Wilmington, DE 19889</td>
<td>302-429-1342</td>
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<tr>
<td>PROFICIO BANK (C,P)</td>
<td>6895 S. Union Park Cir., Ste 150 Cottonwood Heights, UT 84047</td>
<td>801-947-8000</td>
</tr>
<tr>
<td>QUANT OAK BANK</td>
<td>501 Knowles Ave. Southhampton, PA 18966</td>
<td>215-364-4059</td>
</tr>
<tr>
<td>RADIUS BANK (C,E,EE,P)</td>
<td>1 Harloe St., Ste 102 Boston, MA 02210</td>
<td>617-482-4000</td>
</tr>
<tr>
<td>READYCAP LENDING, LLC (P,E)</td>
<td>420 Mountain Ave. New Providence, NJ 07974</td>
<td>973-577-4893</td>
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<tr>
<td>REGONAL BUSINESS ASSISTANCE CORP.</td>
<td>(RBAC/TRENTON BUSINESS ASSISTANCE CORP (TBAC)</td>
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<tr>
<td>RADIUS BANK</td>
<td>3111 Quakerbridge Rd. Mercerville, NJ 08619</td>
<td>609-587-1113</td>
</tr>
<tr>
<td>RENAISSANCE COMMUNITY DEVELOPMENT CREDIT UNION</td>
<td>55 Fuller St. Somerset, NJ 08875</td>
<td>732-247-6883</td>
</tr>
<tr>
<td>REPUBLIC BANK (C,E,EE,P)</td>
<td>Two Tree Farm Rd., Ste 4200 Pennington, NJ 08534</td>
<td>732-918-1723</td>
</tr>
<tr>
<td>RIDGESTONE BANK (C,E)</td>
<td>13925 W. North Ave. Brookfield, WI 53005</td>
<td>262-789-1011</td>
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<tr>
<td>RSI BANK</td>
<td>1500 Irving St. Rahway, NJ 07065</td>
<td>732-388-1800</td>
</tr>
<tr>
<td>SANTANDER BANK (C,E,EE,P,E,W)</td>
<td>830 Morris Turnpike Mail Code NJ-1-6514-BA3</td>
<td>973-332-8368</td>
</tr>
<tr>
<td>SCHUYLER SAVINGS BANK</td>
<td>24 Davis Ave. Kearny, NJ 07032</td>
<td>201-991-0001</td>
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<tr>
<td>SHINHAN BANK AMERICA (C,E,EE,P)</td>
<td>330 Fifth Ave., 4th Fl. New York City, NY 10001</td>
<td>646-843-7300</td>
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<tr>
<td>SHORE COMMUNITY BANK</td>
<td>1012 Hooper Ave. Toms River, NJ 08753</td>
<td>732-240-5800</td>
</tr>
<tr>
<td>SPIRIT OF TEXAS BANK, SSB (C,E,EE,P)</td>
<td>8910 FM 1488, Ste 1 Magnolia, TX 77354</td>
<td>281-252-8088</td>
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<tr>
<td>SPRING BANK</td>
<td>69 E 167th St. Bronx, NY 10452</td>
<td>718-879-5000</td>
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<tr>
<td>SQUARE 1 BANK (C,E,EE,P,E)</td>
<td>97 Knoll Terrace West Caldwell, NJ 07006</td>
<td>973-439-0401</td>
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<tr>
<td>STEARNS BANK (C,E,EW,P)</td>
<td>4191 2nd St. S. St. Cloud, MN 56301</td>
<td>320-258-6607</td>
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<tr>
<td>STERLING SAVINGS BANK (P,E)</td>
<td>111 N. Wall St. Spokane, WA 99201</td>
<td>509-623-0264</td>
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<tr>
<td>STURDY SAVINGS BANK (P,E)</td>
<td>500 S. Main St. Cape May Court House, NJ 08210</td>
<td>609-463-5206</td>
</tr>
<tr>
<td>TD BANK (C,E,EE,P,E)</td>
<td>2600 Main St. Flemington, NJ 08222</td>
<td>908-237-4762</td>
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<tr>
<td>THE 504 COMPANY (CDC,CA)</td>
<td>2050 Center Ave. Fort Lee, NJ 07024</td>
<td>212-346-0300</td>
</tr>
<tr>
<td>THE BANCORP BANK (C,E,P)</td>
<td>1818 Market St., Fl. 28 Philadelphia, PA 19103</td>
<td>215-861-7800 or 215-284-9002</td>
</tr>
<tr>
<td>THE BANK OF PRINCETON (E)</td>
<td>180 Bayard Ln. Princeton, NJ 08540</td>
<td>609-921-1700</td>
</tr>
<tr>
<td>THE BRYN MAWR TRUST CO. (C,E,P)</td>
<td>801 Lancaster Ave. Bryn Mawr, PA 19010-3396</td>
<td>610-687-4268</td>
</tr>
<tr>
<td>THE LOAN SOURCE (C,P)</td>
<td>1747 1st Ave., 3rd Fl. NYC, NY 10128</td>
<td>212-683-4121</td>
</tr>
<tr>
<td>THE MINT NATIONAL BANK</td>
<td>1213 Kingwood Dr. Kingwood, TX 77339</td>
<td>818-359-6468</td>
</tr>
<tr>
<td>THE PROVIDENT BANK (C,E,P)</td>
<td>100 Wood Ave. S. Iselin, NJ 08830</td>
<td>732-590-9200</td>
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<tr>
<td>TRUFINDD FINANCIAL SERVICES (CA)</td>
<td>29 W. 37th St., 7th Fl. New York, NY 10018</td>
<td>212-994-2727</td>
</tr>
<tr>
<td>WELLS FARGO (P,C,E,EE,EW)</td>
<td>690 W Culbertson Blvd. Haddon Township, NJ 08108</td>
<td>866-854-0059</td>
</tr>
<tr>
<td>WEST TOWN BANK &amp; TRUST (C,E)</td>
<td>7820 W. 26th St. North Riverside, IL 60546</td>
<td>708-447-3330</td>
</tr>
<tr>
<td>WILMINGTON SAVINGS FUND SOCIETY (C,E,EE,P)</td>
<td>1 500 Delaware Ave. Wilmington, DE 19801</td>
<td>888-973-7226</td>
</tr>
<tr>
<td>WILMINGTON SAVINGS FUND SOCIETY (C,E,EE,P)</td>
<td>7 Broad Ave., Ste 301 Palisades Park, NJ 07650</td>
<td>201-313-5400</td>
</tr>
<tr>
<td>WOORI BANK (C,E,P)</td>
<td>1250 Broadway New York, NY 10001</td>
<td>212-244-3000</td>
</tr>
<tr>
<td>XCEL FEDERAL CREDIT UNION</td>
<td>1460 Broad St. Bloomfield, NJ 07003</td>
<td>908-284-8863</td>
</tr>
<tr>
<td>YADKIN BANK (C,E,EE,P)</td>
<td>5744 Berkshire Valley Rd., Ste. 183 Oak Ridge, NJ 07438</td>
<td>973-689-8114</td>
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</table>
With just a used 1985 box truck and credit card with a $2000 credit limit, Michael Miqueli took a leap of faith and started a trucking company that serviced produce importers, providing fast, reliable, and quality transportation.

Today, Miqueli the owner of San Antonio Broker Services, Inc., a North Bergen-based transportation company that provides its customers with port, rail and over the road container transport services throughout the Mid-Atlantic States was named the U.S. Small Business Administration's 2015 New Jersey Small Business Person of the Year.

Miqueli, a Cuban-American was recognized at the SBA's Annual Small Business Week Awards Reception hosted by the Statewide Hispanic Chamber of Commerce of New Jersey, at the State Museum in Trenton on Thursday May 7. SBA’s New Jersey District Director Al Titone said Miqueli was nominated for the award by First Niagara Bank and was selected for the award based on criteria that include: Staying Power (a substantial history of an established business); Growth in Number of Employees; Increase in Sales; Financial Strength of the Company; Innovativeness of Product or Service Offered; Response to Adversity and Contributions to Aid Community Oriented Projects.

Under Miqueli’s direction, San Antonio Brokers Services has grown from a few dedicated employees to over 65 full-time workers. The company now has a fleet of over 45 trucks and temperature controlled trailers which continue to grow. “With our roots in produce and refrigerated cargo, we’ve expanded through hard work, our customers trust and word of mouth. We now handle a wide array of customers and their transportation needs,” said Miqueli.

“We provide container drayage from the ports of New York, New Jersey, Philadelphia and Delaware, and service private carriers at the rail yards of New Jersey and Philadelphia.”

By 2011, more opportunities were becoming available to the company. “Growing the company organically was taking too long, opportunities were being lost,” said Miqueli. “I knew that we had the structure in place to grow this business and could achieve more. We put together a business model that set a growth path for our company. I needed to find the right financing to be able to accomplish this task. It would be the only way we would be able to add more trucks and employees.”

The need for finance was put on hold when Hurricane Sandy hit the New Jersey ports in 2012. “The ports were so devastated with damage that they just could not open,” said Miqueli. “Despite the adversity and losing three weeks of business, we didn’t lay off any employees and came out of the disaster that much stronger. If anything that storm made us dig down deeper and look for other avenues to generate income”.

In 2013, when Miqueli wanted to take his business to the next level by expanding the company’s fleet, he learned about the U.S. Small Business Administration’s Guaranteed Loan program. With three SBA-backed loans from First Niagara Bank in excess of $1 million, the company has grown from $2 million in annual sales to $8 million.

“National Small Business Week gives us the opportunity to recognize the outstanding achievements of small business owners like Michael Miqueli,” said Titone. “He started with very little, worked hard, took risks and dared to dream big, that’s what successful small business owners do.”

According to Titone, Michael Miqueli was one of six finalists being considered for the National Small Business Person of the Year Award. He was honored and recognized at a National Small Business Week Ceremony in Washington last May by SBA Administrator Maria Contreras-Sweet.

In 2014, San Antonio Broker Services, Inc. was ranked 3506 in the Inc. Magazine’s Inc. 5000 fastest growing private companies in America. He is also active in his community through his involvement with organizations like The Jose Marti Student Aid Fund, Toys for Tots, Saint Jude’s Children, Covenant House, Operation Smile and Memorial High School Fund (Project Graduation). Miqueli is also a member of the Statewide Hispanic Chamber of Commerce of New Jersey, the Business Owners Council (Inc. Magazine) The Hispanic Mercantile Federation, Eastern Produce Council and the Bi State Truckers Association.
O’Fallon Casting, a nonferrous investment casting company based in O’Fallon, Missouri, produces a specialized foundry product for a relatively small international market. Purchased in 2003, O’Fallon Casting has evolved from being an above average foundry to a vibrant world class operation that more than doubled its annual revenue, from $10 million to $25 million, and added 70 additional jobs to the St. Louis economy.

As O’Fallon Casting has grown, it has increased its focus on expanding technology and reaching out to the community. Having no research and development capability of its own, O’Fallon Casting reached out to the Missouri University of Science and Technology for, among other things, exploration in the field of additive manufacturing. The school introduced O’Fallon Casting to sponsorship of research as part of the Small Business Innovation Research (SBIR) program, a highly competitive program that encourages domestic small businesses to engage in Federal Research and Development that has the potential for commercialization. Sponsoring research through the SBIR program was O’Fallon Casting’s first experience with the SBA and it led to an expansion of a technology that will decrease the cycle time it takes to deliver parts to customers.

Their next contact with the SBA came when the O’Fallon Casting company was named SBA’s Region 7 Sub-Contractor of the Year in 2012. Since winning the award, a 50% increase in inquiries has resulted in a boost in workload and additional jobs in the community. The company considers the SBA distinction as an “inflection point” for its business and one that continues to have a positive impact on O’Fallon’s Castings bottom line. Says Sales Manager Bruce Willson, “I can’t say how much we appreciated being recognized by the SBA. It has meant a lot to our business. At the time our being SBA Sub-Contractor of the Year felt like a reward for a job well-done. But, quite to the contrary, it was the beginning of the job.”
Working with AGEX Financial gives you the advantage of partnering with a company that specializes in SBA lending. AGEX Financial is the premier SBA Lender Service Provider in the Mid-Atlantic region. We service numerous banks in Pennsylvania, New Jersey and New York City markets. Additionally, we have excellent working relationships with the leading CDC’s in our market to provide SBA 504 support. AGEX Financial offers a no-overhead model which allows banks to easily enter the SBA market and grow their SBA portfolio. With our services, banks can optimize their existing SBA department, or quickly build a new SBA lending program from the ground up. At each stage of the loan process, from the initial meeting through closing, we are there to answer questions and provide guidance. We pride ourselves on providing unparalleled service to our partner banks.

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Ask for David Light, CEO