

SMALL BUSINESS content

2013 NEW MEXICO

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*On the Cover:
Welder Scott Belden at work at
the manufacturing facility of his
employer, Tulsa, Okla.-based
Economasters, LLC.*



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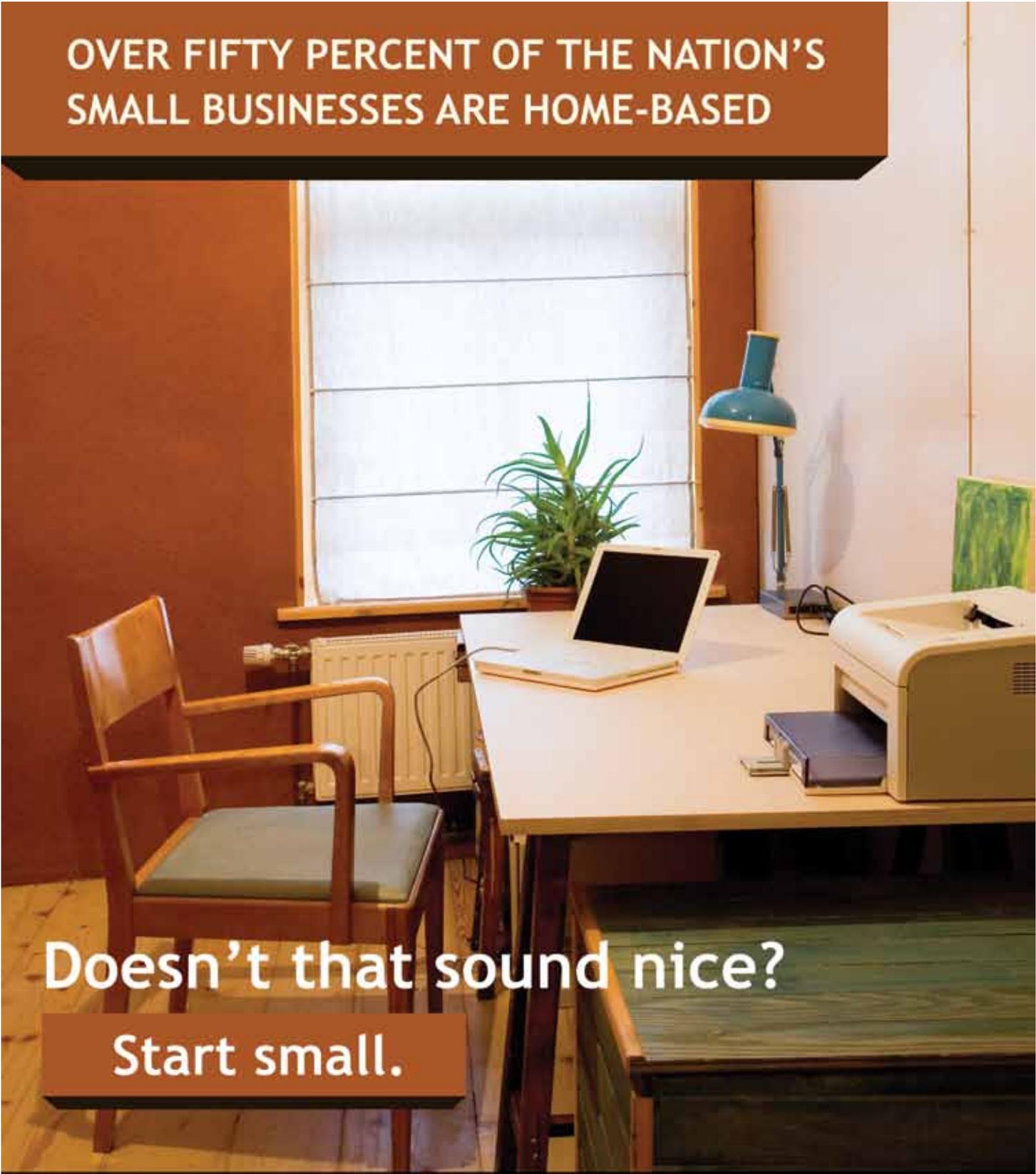
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A photograph of a home office. A white desk is positioned in front of a window with a white blind. On the desk, there is a laptop, a blue desk lamp, a printer, and a potted plant. A wooden chair with a green cushion is in the foreground. The wall is a warm brown color.

OVER FIFTY PERCENT OF THE NATION'S
SMALL BUSINESSES ARE HOME-BASED

Doesn't that sound nice?
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.

SmallBusiness³
www.smallbusiness3.com

FROM THE ADMINISTRATOR



Over the last two decades, small and new businesses have been responsible for creating two out of every three net new jobs in the United States, and the country's 28 million small firms today employ 60 million Americans — that's

fully half of the private sector workforce.

At the SBA, and across the administration, we are focused on making sure that entrepreneurs and small business owners have the tools, resources and relationships you need to do what you do best: grow and create jobs.

Over the past three years, the SBA has streamlined and simplified its programs to better serve the small business community. These program enhancements are focused on providing more access and opportunity for capital, counseling and contracting for small businesses like yours all across the country.

One example is our newly re-engineered CAPLines program, which is designed to help small businesses meet their short-

term and cyclical working-capital needs. To strengthen the program, we talked to lenders and small business owners about how to make CAPLines more efficient and effective. As a result, we streamlined the paperwork and allowed banks to use more of their own processes, and we are now seeing loan volumes up more than 220 percent.

I hope this guide helps you take advantage of some of the tools we offer at the SBA. If you want additional information about any of our programs or initiatives, we have a wide range of online tools, including SBA.gov, which provides access to SBA Direct, a tool that connects you to SBA resources in your local area. You can also join the SBA online community and connect with other small business owners.

Warm regards,

A handwritten signature in black ink that reads "Karen G. Mills". The signature is written in a cursive, flowing style.

Karen G. Mills
Administrator
U.S. Small Business Administration

About the SBA

www.sba.gov

Your Small Business Resource

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

Resources and programs targeting small businesses provide an advantage necessary to help small businesses compete effectively in the marketplace and strengthen the overall U.S. economy.

SBA offers help in the following areas:

- *Counseling*
- *Capital*

- *Contracting*
- *Disaster Assistance*
- *Advocacy and the Ombudsman*

Visit SBA online at www.sba.gov for 24/7 access to small business news, information and training for entrepreneurs.

All SBA programs and services are provided on a nondiscriminatory basis.

FROM THE REGIONAL ADMINISTRATOR

To America's Job Creators

I love to meet creative and tenacious entrepreneurs throughout SBA's Region VI who are doing their part to create an American economy built to last. When you launch a small business or expand a venture, you are not alone. The SBA is here to help.

This guide is a toolbox to help you find access to capital, build a strategy to enter the federal contracting market place, and equally important, identify counselors or mentors to address the specific needs of your business.

In fiscal 2011, SBA-backed loans touched the lives of 6,308 small business owners in Region VI states – Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. That amounts to more than \$2.7 billion in financing, helping small businesses here create jobs and build the economies of their communities.

The positive impact small businesses have on their communities and on the national economy is part of the reason SBA Administrator Karen Mills supports President Obama who is urging legislation to keep America's small businesses moving forward. The President already has signed 18 tax cuts into law over the last two years (<http://www.sba.gov/content/fact-sheet-tax-breaks-small-businesses>). These tax cuts include billions of dollars in tax relief from laws such as the American Recovery and Reinvestment Act, the Small Business Jobs Act, the HIRE Act, the Affordable Care Act, and the Tax Relief and Job Creation Act. From the beginning, the Obama Administration has been focused on making sure entrepreneurs and small business owners have the tools they need to grow and create jobs.

Please visit your local Small Business Development Centers, SCORE locations, Women's Business Centers, Export Assistance Centers and Veterans Business Outreach Centers. These resources provide professional business counselors who can offer free one-on-one counseling and business training classes. When you're looking for small business financing, go to a lender that can offer the option of an SBA-backed loan. We are continuing to streamline the paperwork on SBA loans to help our lending partners support your access to small business capital.

Opportunities to stretch your business can be found in the arena of federal contracts. Small businesses are winning a record number of federal contract dollars. Contact your local SBA District Office to find out how you can develop your business to compete in the federal marketplace.

As a small business owner – or a would-be small business owner – you are an American job creator. You play a vital role in the health of our nation's economy and help to inspire the next generation of entrepreneurs and small business owners.

We look forward to hearing from you! Please visit us at www.sba.gov or follow SBA on Twitter and Facebook.

Warmest Regards,

Yolanda Garcia Olivarez
Regional Administrator
Small Business Administration

Message From The District Director



Rules For Success

I am glad you picked up a copy of the 2013 New Mexico Small Business Resource Guide. Preparing the Guide is a year-long project as we track new resources available to small businesses in the state; changes of names; addresses and phone numbers and sometimes we have to delete references to providers of services that are no longer operating in our state. That effort culminates each summer as we update the Resource Partners, lenders, surety bond agencies, Chambers of Commerce and all the other points of contact you will find in this book. This guide is a summary of the services available to you from the Small Business Administration and all the other entities we have identified that we think may be helpful to you if you are starting a business; have one up and running and need some help or if you want to extend your reach into new areas of enterprise.

This year one of the address changes we entered in the Resource Guide is our own address for the New Mexico District Office. Just as we are preparing this year's guide we moved across the street to the Chavez Federal Building at 500 Gold. We are on the 11th floor. We hope you will stop by and see us soon!

Early in the book we provide information about our Resource Partners: SCORE, the Small Business Development Centers and

SBA's Women's Business Centers, which in New Mexico are WESST. For the veteran community we provide contact information for the Veteran's Business Opportunity Center, funded by the SBA and operated by the New Mexico Department of Veterans' Services. We provide information about other sources of capital in the state like WESST, which with The Loan Fund are our SBA Micro lenders. ACCION and United States Department of Agriculture Rural Development are our other sources of capital. We give pointers on how to decide if going into business is a good idea; thinking about the form of your business; developing your business plan; getting a business license and many other considerations. On nearly every page you will find information about who to contact for issues that may arise as you start your operations.

We then provide information about SBA's financial assistance. We show you that there are three SBA lending programs: 7(a), 504 and Micro lending. We provide information so that you can compare and contrast the three programs. In the case of 7(a), we explain the subprograms like Patriot Express for our military and veteran communities and SBA's support for small business exporters, a major focus for SBA. We talk about the lending process, eligible uses

of SBA loans and what lenders and the SBA are looking for in a loan application. I particularly like the Loan Guaranty Programs matrix at the end of the lending chapter that summarizes all the SBA loans in one place.

Then we talk about SBA support for small businesses that want to pursue opportunities with the federal government, the largest customer in the world. We talk about the SBA business development programs, 8(a), HUBZone and Women Owned Small Business as well as Service Disabled Veteran-Owned Small Business. This chapter has a section on how to get started in government contracting. It gives you a basic primer and tells you where to go for more information. The "Glossary of Terms" in this chapter was a new addition last year that I personally find useful.

The guide explains SBA's Disaster Assistance and Advocacy roles and then provides several pages of where you can go to specifically throughout our state for assistance. It ends with a complete list of all the lenders in all of New Mexico that can do SBA lending which, taken together with the reports of actual lending that we maintain on the www.sba.gov/nm web site, will tell you where your best opportunity for obtaining financial assistance may be.

It is a major effort to put this guide together and we are proud of it. Thank you for letting us share with you our 2013 Small Business Resource Guide.

Sincerely,

John C. Woosley
District Director of
SBA's New Mexico District Office



Message From The State Director of the NM Small Business Development Center Network

The New Mexico Small Business Development Center has been a partner with the U.S. Small Business Administration (SBA)

since inception in the late 1980's. As a resource partner, our mission is to provide one-on-one business counseling assistance and training to existing and start-up entrepreneurs across New Mexico.

The New Mexico Small Business Development Center (NMSBDC) has served more than 90,000 clients and has helped create more than 17,000 full-time jobs. In addition to our core services, the NMSBDC also has an International Business Accelerator which provides

assistance to small businesses in international trade. The number of exports by New Mexico entrepreneurs continues to grow.

The NMSBDC also manages a statewide Procurement Technical Assistance Program (PTAP) within existing SBDC offices across the state to increase opportunities for government contracting. Many New Mexico small businesses have been quite successful in government contracting opportunities as a result of their participation in this program. Business Advisors stand ready across the state to provide one-on-one counseling and group training for all interested small businesses.

Recently, the NMSBDC teamed up with the SBA through the Small Business Jobs Act of 2010 to

launch a new exporting initiative called Gateway to Exporting. The goals of the program are to significantly increase exports by New Mexico small businesses to Mexico and to create new jobs in this arena. Already in its second year, this program has had several significant successes.

It's a pleasure working with the New Mexico District Office of the U.S. Small Business Administration and its dedicated staff. This long-standing and valuable partnership has significantly leveraged our services for the benefit of all small business – start-up or existing.

Sincerely,

Michael A. Rivera
State Director



Doing Business in New Mexico

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

THE NEW MEXICO DISTRICT OFFICE

The New Mexico District Office is responsible for the delivery of SBA's many programs and services. The District Director is John Woosley. The District Office is located at 500 Gold Ave. S.W., Ste.11301, Albuquerque, NM 87102. Office hours are from 8:00 AM until 4:30 PM, Monday through

CONTACTING THE NEW MEXICO DISTRICT OFFICE

For program and service information, please contact the Marketing Division at 505-248-8233 or 505-248-8225.

For information on financing, please contact 505-248-8237 or 505-248-8242.

SERVICES AVAILABLE

Financial assistance is available for new or existing businesses through guaranteed loans made by area banks and non-bank lenders.

Free counseling, advice and information on starting, better operating or expanding a small business through the 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 with some requiring a nominal registration fee.

Assistance to businesses owned and controlled by socially and economically disadvantaged individuals through the Business Development Program. Please contact 505-248-8225 for further information.

A women's business ownership representative is available to assist women business owners. Please contact Alice Mora at 505-248-8234 or 505-248-8225.

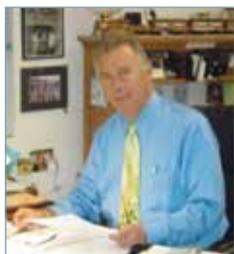
Special loan programs are available for businesses involved in international trade. Please call 505-248-8225 for information.

Information on SBA programs and services is available for veterans. Please contact Ivan Corrales at 505-248-8227 or 505-248-8225.

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www.sba.gov/nm

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SUCCESS STORY

DISTAR

Dr. Rick Mondick

Distar was started in 1987 under the name of Dental Sleep Disorder Prevention (DSDP) and incorporated in 1991. In June 1994 the name was changed to DISTAR. Rick Mondick began working at Distar in 1997 as the Marketing Director. He was quickly promoted to General Manager in 1998.

During the last half of 1998 Rick began studying the causes and treatments of snoring and sleep apnea. Under the guidance of Dr. Thomas E. Meade D.D. S., the inventor of the Adjustable TheraSnore, the Original TheraSnore, The TheraSnoreII, the TheraSom and co-inventor of the Snore Guard, Rick worked in Dr. Meade's dental practice treating patients who snored or suffered from Sleep Apnea. After an extensive apprenticeship, Dr. Meade felt that Rick was sufficiently trained to fit patients unassisted.

Mr. Mondick became the President of Distar in the fall of 1999. When the company's owners retired in 2002, Mr. Mondick became the sole

stock holder in Distar, Inc. At this time he changed the company structure and name to Distar, LLC. Rick and his daughter Jennifer operate a growing export business in the field of anti-snore devices.

Rick quickly grew the company by signing new distributors and increasing sales domestically. Through Rick's business accomplishments, Distar was awarded the Export Achievement Certificate by the U.S. Department of Labor, U.S. Commercial Services for excellence in exporting.

In 2006, Distar changed the sleep field again by introducing the Adjustable TheraSnore in different arch sizes. Doctors could now have an even more precise fit for their patients. Distar was the first company to offer a custom oral appliance that could be fitted to the patient in the doctor's office.

In September 2008, Distar introduced the TheraSnoreII. It was then that Mr. Mondick installed a mini dental laboratory where he would custom make this new appliance with a part designed by Distar but produced by an injection molder company based in Colorado. TheraSnoreII was Distar's first laboratory fabricated appliance.

Distar now gives doctors custom appliance options fit either by the doctor in the office or the appliance can be custom made in the laboratory.

continued on page 12



We Welcome Your Questions

For extra copies of this publication or questions please contact:

New Mexico District Office
500 Gold Avenue S.W., Suite 11301
Albuquerque, NM 87102

Tel: 505-248-8225 Fax: 505-248-8246

Website: www.sba.gov/nm

COUNSELING

Getting Help to Start Up, Market and Manage Your Business

COUNSELING



- Matching your specific needs with a business mentor
- Traveling to your place of business for an on-site evaluation
- Teaming with several SCORE mentors to provide you with tailored assistance in a number of business areas

Across the country, SCORE offers nearly 7,000 local business training workshops and seminars ranging in topic and scope depending on the needs of the local business community such as offering 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, hiring practices and home-based businesses.

For around-the-clock business advice and information on the latest trends go to the SCORE website (www.score.org). More than 1,500 online mentors with over 800 business skill sets answer your questions about starting and running a business. In fiscal year 2011, SCORE mentors served 400,000 entrepreneurs.

For information on SCORE and to get your own business mentor, visit www.sba.gov/score, go to www.SCORE.org or call 1-800-624-0245 for the SCORE office nearest you.

Albuquerque SCORE Chapter #67

c/o U.S. Small Business Administration
500 Gold Ave. S.W., Ste. 11409
Albuquerque, NM 87102
505-248-8232 • 505-248-8246 Fax
www.ABQSCORE.org/counseling
www.ABQSCORE.org

Las Cruces SCORE #397

Loretto Towne Center
505 S. Main St., Ste. 125
Las Cruces, NM 88001
575-523-5627 • 575-524-2101 Fax
Score.397@scorelascruces.org
www.scorelascruces.org

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 just your neighborhood, 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 loans and business management skills. 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, 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. 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/sba-direct.

SCORE

SCORE is a national network of over 14,000 entrepreneurs, business leaders and executives who volunteer as mentors to America's small businesses. SCORE leverages decades of experience from seasoned business professionals to help small businesses start, grow companies and create jobs in local communities. SCORE does this by harnessing the passion and knowledge of individuals who have owned and managed their own businesses and want to share this "real world" expertise with you.

Found in more than 370 offices and 800 locations throughout the country, SCORE provides key services – both face-to-face and online – to busy entrepreneurs who are just getting started or in need of a seasoned business professional as a sounding board for their existing business. As members of your community, SCORE mentors understand local business licensing rules, economic conditions and important networks. SCORE can help you as they have done for more than 9 million clients by:

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.

Santa Fe SCORE Chapter #373

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 505-988-6302 • 505-988-6300 Fax
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 www.santafescore.org

SMALL BUSINESS DEVELOPMENT CENTERS

The U.S. Small Business Administration's Small Business Development Center (SBDC) program's mission is to build, sustain, and promote small business development and enhance local economies by creating businesses and jobs. This is accomplished by the provision and ensuing oversight of grants to colleges, universities and state governments so that they may provide business advice and training to existing and potential small businesses.

The Small Business Development Center program, vital to the SBA's entrepreneurial outreach, has been providing service to small businesses for more than 30 years. It is one of the largest professional small business

management and technical assistance networks in the nation. With more than 900 locations across the country, SBDCs offer free one-on-one expert business advice and low-cost training by qualified small business professionals to existing and future entrepreneurs.

In addition to its core services, the SBDC program offers special focus areas such as green business technology, disaster recovery and preparedness, international trade assistance, veteran's assistance, technology transfer and regulatory compliance.

The program combines a unique mix of federal, state and private sector resources to provide, in every state and territory, the foundation for the economic growth of small businesses. The return on investment is demonstrated by the program's success during 2011:

- Assisted more than 13,660 entrepreneurs to start new businesses – equating to 37 new business starts per day.
- Provided counseling services to more than 106,000 emerging entrepreneurs and nearly 100,000 existing businesses.
- Provided training services to approximately 353,000 clients.

The efficacy of the SBDC program has been validated by a nationwide impact study. Of the clients surveyed, more than 80 percent reported that the business assistance they received from the SBDC counselor was worthwhile. Similarly, more than 50 percent reported that SBDC guidance was beneficial in making the decision to start a business. More than 40 percent of long-term clients, those receiving 5 hours or more of counseling, reported an increase in sales and 38 percent reported an increase in profit margins.

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

NMSBDC Lead Center

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 505-428-1469 Fax
www.nmsbdc.org

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 Sierra Duran, Director
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 575-439-3660 • 575-439-3819 Fax

“Building New Mexico’s Economy One Business At a Time”



Bringing you professional, confidential, low cost training and no cost business counseling statewide

Procurement Technical Assistance Program

- ✓ 7 locations statewide
- ✓ Become 'contract ready'
- ✓ Respond to RFP's effectively
- ✓ Implement federal accounting practices
- ✓ Identify contracting opportunities
- ✓ Understand government regulations

www.nmsbdc.org/ptap-government.html

NM Small Business Development Center Network

- ✓ 20 centers statewide
- ✓ Existing Business Assistance:
 - Expansion Marketing
 - Recordkeeping Human resources
- ✓ Start up Assistance:
 - Business planning Financing
 - Business formation

1-800-281-7232 www.nmsbdc.org

International Business Accelerator

- ✓ Gateway to Exporting Program
- ✓ Become 'export ready'
- ✓ Promote products to target markets
- ✓ Identify and meet with buyers
- ✓ Conduct market research
- ✓ Obtain business-to-business referrals

www.nmiba.com

Call today and find out why we are the resource of choice for over 90,000 New Mexico entrepreneurs

Albuquerque SBDC

Central NM Community College
Ray Garcia, Director
2501 Yale Blvd. S.E., Ste. 302
Albuquerque, NM 87106
505-224-5250 • 505-224-5256 Fax

Albuquerque South Valley SBDC

Central NM Community College
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Bernalillo SBDC

UNM-Los Alamos - Sandoval County
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Rio Rancho SBDC

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R. Aaron Lindquist, Business Advisor
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Visit us online: www.sba.gov/nm

Carlsbad SBDC

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Clovis SBDC

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Gallup SBDC

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New Mexico Small Business Development Center's Gateway to Exporting Program

The New Mexico Small Business Development Center (NMSBDC) has teamed up with the U.S. Small Business Administration through the Small Business Jobs Act of 2010 to launch the Gateway to Exporting Program.

The NMSBDC received grant funding under a key provision of the Small Business Jobs Act of 2010 signed by the President in September 2010, which provided \$50 million in grants to SBA's Small Business Development Centers (SBDCs) across the country to support job creation and retention within the small business community by providing in-depth business counseling and advice to entrepreneurs and small business owners. The program is aimed at developing New Mexico's small businesses and increasing their capabilities to export their products and services to Mexico's maquiladora industry.

Every year, Mexico imports billions of dollars of products from the U.S. The Gateway to Exporting Program will help New Mexico's small businesses in becoming export ready, promoting their products to selected target markets, and identifying buyers for their products and services.

Services will be provided free of charge through the NMSBDC's International Business Accelerator (IBA), located in Santa Teresa and the 20 service Centers located across the state. Free and easy access to the program will provide one-on-one counseling; access to a maquiladora supplier database, and webinar training in the areas of international business planning, finance, logistics, marketing identification, and secure commerce.

The Gateway to Exporting initiative is available through The New Mexico Small Business Development Center, which includes service centers hosted by seventeen institutions of higher education across the state, with additional branch and satellite offices, the IBA, and a Procurement and Technical Assistance Program with a Lead Center in Santa Fe.

There are five NMSBDC service centers (Central New Mexico Community College SBDC in

Albuquerque, Clovis Community College SBDC, San Juan College SBDC in Farmington, Dona Ana Community College SBDC in Las Cruces and the University of New Mexico, Los Alamos/Sandoval County SBDC in Bernalillo, NM) participating on this project together with the International Business Accelerator located at Santa Teresa, NM. The funding will allow for the enhancement of the NMSBDC's current level of export assistance and expertise.

Albuquerque SBDC

Central NM Community College
Ray Garcia, Director
2501 Yale Blvd. S.E., Ste. 302
Albuquerque, NM 87106
505-224-5250 • 505-224-5256 Fax

Bernalillo SBDC Office

UNM-Los Alamos - Sandoval County
Ted Trujillo, Director
282 Camino del Pueblo, Ste. 2-A
Bernalillo, NM 87004
505-867-5066 • 505-867-3746 Fax
Visit us online: www.sba.gov/nm

Clovis SBDC

Clovis Community College
Sandra Taylor-Sawyer, Ed.D., Director
417 Schepps Blvd.
Clovis, NM 88101
575-769-4136 • 575-769-4135 Fax

Farmington SBDC

San Juan College
Carmen Martinez, Director
5101 College Blvd.
Farmington, NM 87402
505-566-3528 • 505-566-3698 Fax

Las Cruces SBDC

NMSU - Dona Ana Community College
Fred Owensby, Director
Workforce Center
2345 E. Nevada Ave., Ste. 101
Las Cruces, NM 88001-3902
575-527-7676 • 575-528-7432 Fax

The International Business Accelerator

The International Business Accelerator (IBA) is a one-stop shop of resources for New Mexican businesses and individuals wishing to introduce their product or service into the global market.

The IBA offers educational programs on how to export/import, an on-line resource guide of international trade materials and an electronic database of international trade leads/joint venture opportunities. The IBA also leads outgoing and reverse trade missions of foreign buyers and sellers for the benefit of New Mexican companies. IBA's team of trade experts offers

one-on-one counseling for businesses seeking assistance in meeting their international trade objectives.

The International Business Accelerator is part of the New Mexico Small Business Development Center's network and is administered through Western New Mexico University.

The International Business Accelerator

Jerry Pacheco, Executive Director
113 Sundance Ct.
Santa Teresa, NM 88008
575-589-2200 • 575-589-5212 Fax

New Mexico Small Business Development Center Procurement Technical Assistance Program (PTAP)

Main Office
Wendy Ederer, PTAP Program Manager
Barbara Sinha, Administrative Assistant
505-428-1695
6401 Richards Ave.
Santa Fe, NM 87508
505-428-1622 or 505-428-1362
505-428-1469 Fax
www.nmsbdc.org

Government procurement can be a major source of revenue for small businesses, especially in New Mexico, with its many city, state, and federal government offices, military facilities, and two national laboratories. Administered by the NMSBDC and Department of Defense Logistics Agency, the Procurement Technical Assistance Program (PTAP) provides procurement assistance to small businesses. The staff of advisors are experienced in government contracting and provide a wide range of services, including individual counseling and training to enable businesses to successfully compete for government contracts.

STATEWIDE PTAP ADVISORS:

Richard Asenap, PTAP Advisor

Central New Mexico Community College
Albuquerque Small Business Development Center
2501 Yale Blvd. S.E., Ste. 302
Albuquerque, NM 87106
505-224-5258 • 505-224-5256 Fax



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Adolfo Vasquez, PTAP Advisor

Veteran's Business Resource Center
5201 Eagle Rock Rd. N.E.
Albuquerque, NM 87113
505-841-4783

Leonard Bean, PTAP Advisor

South Valley Economic Development Center
1309 4th St. S.W., Ste. A
Albuquerque, NM 87102
505-224-5966

Elke Mosholder, PTAP Advisor

NMSU – Alamogordo Small Business
Development Center
2400 N. Scenic Dr.
Alamogordo, NM 88310-3722
575-439-3823 • 575-439-3819 Fax

Jonnie Loadwick, PTAP Advisor

Clovis Community College Small Business
Development Center
Business Enterprise Center
105 E. Grand Ave.
Clovis, NM 88101
575-935-7827

William Dobricky, PTAP Advisor

Dona Community College/Workforce Center
Small Business Development Center
2345 E. Nevada Ave., Ste. #101
Las Cruces, NM 88001-3902
575-528-7431 • 575-528-7432 Fax
Visit us online: www.sba.gov/nm

Elaine Palin, PTAP Advisor

Santa Fe Community College
Small Business Development Center
6401 Richards Ave.
Santa Fe, NM 87508-4487
505-428-1850 • 505-428-1469 Fax

WOMEN'S BUSINESS CENTERS

The SBA's Women Business Center (WBC) program is a network of 110 community-based centers that provide business training, 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 and 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 at a small fee. Some centers will also offer scholarships based on the client's needs.

While most WBCs are physically located in one designated location, a number of WBCs also provide courses and counseling via the Internet, mobile classrooms and satellite locations. WBCs have a track record of success. In fiscal year 2011, the WBC program counseled and trained nearly 139,000 clients, creating local economic growth and vitality. In addition, WBCs helped entrepreneurs access more than \$134 million dollars in capital, representing a 400 percent increase from the previous year. Of the WBC clients that have received 3 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.

For more information contact the New Mexico SBA District Office at 505-248-8225 or one of the following WESST Offices, or visit the website listed below.

WESST – Albuquerque

Agnes Noonan, Executive Director
WESST Enterprise Center
609 Broadway Blvd. N.E.
Albuquerque, NM 87102
505-246-6900 • 505-243-3035 Fax
www.wesst.org

WESST – Farmington

Paul Choman, Business Consultant/Trainer
5101 College Blvd.
Farmington, NM 87402-4709
505-566-3715 • 505-566-3698 Fax
www.wesst.org

WESST – Las Cruces

Jennifer Craig, Regional Manager
2907 E. Idaho, Ste. A
Las Cruces, NM 88011
575-541-1583 • 575-647-5524 Fax

WESST – Rio Rancho

Stacy Sacco, Regional Manager
4001 Southern Blvd. S.E., Ste. B
Rio Rancho, NM 87124-2069
(Same building as New Mexico Bank & Trust)
505-892-1238 • 505-892-6157 Fax

WESST – Roswell

Anthony Urquidez, Regional Manager
500 N. Main St., Ste. 700
Roswell, NM 88201
575-624-9850 • 575-624-9845 Fax

SUCCESS
STORY

DISTAR

continued from page 7



Rick is recognized as a long term expert in this field. He has spent much of his time developing educational materials for dentists and physicians on how to treat snoring and Obstructive Sleep Apnea (OSA) in the doctor's office.

Rick's daughter Jennifer has learned the business from the ground up over the last several years. She recently earned an MBA degree. Her curriculum included a trip to China to further understand the business

environment and opportunities that exist there. Her knowledge assists in the use of the latest management and marketing approaches to further the growth of Distar.

Distar is still the world's largest manufacturer and exporter of oral appliances for the treatment of snoring and mild to moderate OSA. With TheraSnore distributors that provide Distar products currently in 41 countries, the company is providing safe, soundless sleep for people globally.

WESST - Santa Fe

Bette Bradbury, Regional Manager
3900 Paseo del Sol, Ste. 361
Santa Fe, NM 87507
505-988-5030 • 505-988-4117 Fax

Business Management

There are a variety of organizations that can provide business management assistance. These organizations provide one-on-one counseling, entrepreneurial training and/or link business owners with appropriate mentors and resources.

State of New Mexico Economic Development Department

Kathy McCormick, Econ. Dev. Rep.
(Albuquerque)
Joseph M. Montoya Bldg.
1100 St. Francis Dr., Ste. 1060
Santa Fe, NM 87505
505-827-0300 or 800-374-3061
505-827-0328 Fax
www.goNM.biz

Business & Community Finance/Economic Development Division

New Mexico General Services Department
State Purchasing Division
Lawrence Maxwell, State Purchasing Agent
Joseph M. Montoya Bldg.
1100 St. Francis Dr., Rm. 2016
Santa Fe, NM 87505
505-827-0472 • 505-827-2484 Fax
www.generalservices.state.nm.us/spd/

City of Albuquerque Economic Development Department

Albuquerque Business Center
One Civic Plaza N.W., Rm. 11110, 11th Fl.
Albuquerque, NM 87102
505-768-3222
www.cabq.gov/econdev/
AlbuquerqueBusinessCenter.html
The City of Albuquerque Economic Development Department has opened the Albuquerque Business Center (ABC) in City Hall designed to help make the daunting task of starting and growing a business easier. It is a clearinghouse of local business information and resources. The Albuquerque Business Center (ABC) is a unique place designed to assist new and growing companies doing business in, and with, the City of Albuquerque. At the center individuals will find information from various partner organizations, a library with various business reference books, computer stations and much more.

The Loan Fund

F. Leroy Pacheco, President/CEO
423 Iron S.W./P.O. Box 705 (Mailing)
Albuquerque, NM 87103
505-243-3196 • 505-243-8803 Fax
866-873-6746 Toll Free
info@loanfund.org (inquiries)
www.loanfund.org
Founded in 1989, The Loan Fund is a private, tax-exempt organization that provides

loans for business start-ups, operations and expansion, as well as training and consulting to entrepreneurs and non-profits throughout New Mexico and the Navajo Nation. Business loans range from \$5,000 to \$150,000 or more for qualified businesses. The Loan Fund is also an SBA 504 participant and a SBA Microlender. The Loan Fund's services support the efforts of low-income individuals and their communities to achieve self-reliance and control over their economic destinies. To date, The Loan Fund has provided loans in excess of \$30 million to businesses and non-profits, creating or preserving over 4,600 jobs.

ACCION

New Mexico • Arizona • Colorado
Anne Haines Yatskowitz, President & CEO
2000 Zearing N.W.
Albuquerque, NM 87104
505-243-8844 • 505-243-1551 Fax
800-508-7624 Toll Free
accion@accionnm.org
www.accionnm.org
ACCION New Mexico • Arizona • Colorado
Visit us online: www.sba.gov/nm
(ACCION) is a non-profit organization that increases access to business credit, makes loans and provides training which enable emerging entrepreneurs to realize their dreams and be catalysts for positive

economic and social change in the community. ACCION offers loans between \$200 and \$150,000. ACCION uses a "stepped lending" model in which many clients start with a smaller, first-time loan. Once clients establish a strong repayment history, they may apply for larger loans.

USDA Rural Development Business & Industry (B&I) and Cooperative Programs

6200 Jefferson Blvd. N.E., Rm. 255
Albuquerque, NM 87109
505-761-4950 • 505-761-4976 Fax
www.rurdev.usda.gov
USDA Rural Development has an array of tools which include grants (including technical assistance) direct loans and loan guarantees. These tools support the development of businesses, critical infrastructure, housing and renewable energy production in rural communities. Each of the programs for grants, direct loans and loan guarantee programs have eligibility requirements for applicants. The applicant may be an individual or a legal entity. Legal entities may be: Cooperative, Corporation, Indian Tribe or Federally recognized Tribal Group, Partnership, Trust, For-Profit, Non-Profit, Municipality, County or other political subdivision of a state.

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The Business & Industry (B&I) Guaranteed Loan Program guarantees loans made by commercial lenders against a portion (up to a maximum of 90%) of loss resulting from borrower default. Loan proceeds may be used for working capital, machinery and equipment, buildings and real estate and certain types of debt refinancing. The loan is made by a commercial and other authorized recognized lenders. The maximum aggregate B&I guaranteed loan amount is \$25 million to any one borrower. Maximum maturities are 7 years for working capital, 15 years for machinery and equipment and 30 years for real estate. Collateral must be sufficient to protect the interests of both the lender and government.

Dept. of the Interior Indian Affairs – Division of Capital Investment

Indian Loan Guaranty Program
1001 Indian School Rd. N.W., Ste. 131
Albuquerque, NM 87104
505-563-5471 • 505-563-5472 Fax
www.indianaffairs.gov/WhoWeAre/AS-IA/IEED/DCI/index.htm
The Division of Capital Investment manages the Indian Loan Guaranty, Insurance, and Interest Subsidy Program which breaks through the conventional barriers to financing for tribes and individual Indians. The program helps facilitate loan financing for borrowers. The Division helps secure reasonable interest rates and reduces risks for all parties involved. The Division of Capital Investment guarantees loans made by lenders. The guaranty may be up to 90% of unpaid principal and accrued interest. Any lending institution, including Community Development Financial Institutions, may apply for a guaranty provided the institution is regularly engaged in making business loans and has a capacity for evaluating and servicing loans. The program is available to federally recognized American Indian tribes, individually enrolled members of such tribes, and business organizations with at least 51 percent ownership by American Indians. The borrower's business must contribute to the economy of a reservation or tribal service area. Loan proceeds may be used to facilitate business start up, acquisition, operation, and expansion.

NEDA Business Consultants, Inc.

Anna Muller, President
718 Central Ave. S.W.
Albuquerque, NM 87102
505-843-7114 • 505-242-2030 Fax
info@nedainc.net
www.nedainc.net
NEDA Business Consultants, Inc. helps small businesses seeking certification(s) as SBA 8(a) and HUBZone firms. They also assist with certifications for SDB and SDVOSB and other program-specific certifications and applications.

NABEC New Mexico Native American Business Enterprise Center (NABEC)

Theodore Pedro, Project Director
2401 12th St. N.W., Ste. 5-South
Albuquerque, NM 87104
505-243-6775 • 505-766-9499 Fax
tedpedro@nmnabec.org
www.nmnabec.org
The NMNABEC goal is geared toward the formation and survival of new and existing businesses. The NMNABEC assists individuals, sole –proprietors, corporations and Tribal entities with their business needs on and off the reservation. Specific types of Management and Technical Assistance include but not limited to the marketing, access to capital, contracting and procurement opportunities, finance & accounting, bonding, general management, personnel and administration.

LOS ALAMOS NATIONAL LABORATORY

New Mexico Small Business Assistance Program
Becky Coel-Roback, Project Manager
P.O. Box 1663, Mail Stop C333
505-667-1710 • 505-665-3125 Fax
www.nmsbaprogram.org
becky_cr@lanl.gov

SANDIA NATIONAL LABORATORIES

New Mexico Small Business Assistance Program
Genaro Montoya, Program Leader
P.O. Box 5800, Mail Stop 1495
505-284-0625 • 505-284-9551 Fax
www.nmsbaprogram.org
gmontoya@sandia.gov

EMERGING LEADERS (e200) INITIATIVE

The SBA's Emerging Leaders (e200) Initiative is currently hosted in 27 markets across the country using a nationally demonstrated research-based curriculum that supports the growth and development of small to medium-sized firms that have substantial potential for expansion and community impact. A competitive selection process results in company executives participating in high-level training and peer-networking sessions led by professional instructors.

Post-training, social and economic impact results from responding executives who participated in the 2008 – 2010 training classes indicate:

- More than half of participating businesses reported an increase in revenue, with average revenue of \$1,879,266.
- Participating businesses averaged \$2 million in revenue, with new cumulative financing of \$7.2 million secured in 2010.

- Nearly half of the participants secured federal, state, local and tribal contracts worth a cumulative total of \$287 million.
- Approximately half of the participants have hired new workers, creating 275 new jobs in 2010.
- All participants were trained on becoming SBA 8(a) certified firms; nearly 25 percent of respondents are currently certified as SBA 8(a) firms, while other participants reported a focused intention on applying to the 8(a) program.
- Nearly 50 percent of participating respondents were female executives and 70 percent were minority business executives.
- 85 percent of responding executives were Satisfied or Very Satisfied with the overall training series and results.

To find out more about this executive-level training opportunity, please visit www.sba.gov/e200 for host cities, training schedules, and selection criteria.

SBA'S ONLINE TOOLS AND TRAINING

SBA's Small Business Training Network is a virtual campus complete with free online courses, workshops, podcasts, learning tools and business-readiness assessments.

Key Features of the Small Business Training Network:

Training is available anytime and anywhere — all you need is a computer with Internet access.

- More than 30 free online courses and workshops available.
- Templates and samples to get your business planning underway.
- Online, interactive assessment tools are featured and used to direct clients to appropriate training.

Course topics include a financial primer keyed around SBA's loan-guarantee programs, a course on exporting, and courses for veterans and women seeking federal contracting opportunities, as well as an online library of podcasts, business publications, templates and articles.

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

REACHING UNDERSERVED COMMUNITIES

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

WOMEN BUSINESS OWNERS

Women entrepreneurs are changing the face of America's economy. In the 1970s, women owned less than five 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 of 110 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. Local economies



vary from depressed to thriving, and range from metropolitan areas to entire states. 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.

VETERAN BUSINESS OWNERS

The Office of Veterans Business Development (OVBD), established with Public Law 106-50, has taken strides in expanding assistance to veteran and service-disabled veteran small business owners and reservists by ensuring they have access to SBA's full-range of business/technical assistance programs and services, and they receive special consideration for SBA's entrepreneurial program and resources.

The SBA's Veterans office provides funding and collaborative assistance for a number of special initiatives targeting local veterans, service-disabled veterans, and Reserve Component members. These initiatives include Veterans Business Outreach Centers (VBOCs), the business assistance tools –Balancing Business and Deployment, and Getting Veterans Back to Business, which includes interactive CD ROMs for reservists to help prepare for mobilization and/or reestablishment of businesses upon return from active duty.

The agency offers special assistance for small businesses owned by activated Reserve and National Guard members. Any self-employed Reserve or Guard member with an existing SBA loan can request from their SBA lender or SBA district office loan payment deferrals, interest rate reductions and other relief after they receive their activation orders. In addition, the SBA offers special low-interest-rate financing to small businesses when an owner or essential employee is called to active duty. 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.

Each of the SBA's 68 District Offices also has a designated veteran's business development officer. These local points-

of-contact assist veteran small business owners/entrepreneurs with starting, managing and growing successful small firms. Yearly, OVBD reaches thousands of veterans, Reserve component members, transitioning service members and others who are – or who want to become – entrepreneurs and small business owners. In fiscal year 2011, the number of veterans assisted through OVBD programs exceeded 135,000.

VETERANS BUSINESS OUTREACH CENTERS

The Veterans Business Outreach Program (VBOP) provides entrepreneurial development services to eligible veterans owning or considering starting a small business. The SBA has 15 Veterans Business Outreach Centers (VBOCs) that deliver a full-range of business assistance to veteran entrepreneurs and self-employed members of the Reserve and National Guard. Assistance to these entrepreneurs and small business owners includes 1) pre-business plan workshops, 2) concept assessment, 3) business plan preparations, 4) comprehensive feasibility analysis, 5) entrepreneurship training and 6) mentorship.

VBOCs aid clients in assessing their entrepreneurial needs and requirements, in developing and maintaining five-year business plans, and in evaluating and identifying the strengths and weaknesses in their business plans to increase the probability of success while simultaneously using the analysis to revise the strategic planning section of their business plans. Working with other SBA resource partners, VBOCs target entrepreneurial training projects and counseling sessions tailored specifically to address the needs and concerns of service-disabled veteran entrepreneurs.

Among SBA's unique services for veterans are: the Entrepreneurship Bootcamp for Veterans with Disabilities in partnership with eight top U.S. universities (www.whitman.sry.edu/ebv), VWISE, a program for training female veterans with an interest in and passion for entrepreneurship (www.syr.edu/vwise), and Operation Endure and Grow, a program for Reservists and their family members (www.whitman.sry.edu/endureandgrow).

REACHING UNDERSERVED COMMUNITIES



For more information about small business lending programs for veteran business owners and Reserve or Guard members who are activated, including Patriot Express, microloans, and Advantage loans, see the section on Access to Capital. To learn more about the Veterans Business Outreach program or find the nearest SBA VBOC, visit www.sba.gov/vets.

U.S. Small Business Administration New Mexico District Office

Ivan C. Corrales, Veteran Business Development Officer
500 Gold Ave. S.W., Ste. 11301
Albuquerque, NM 87102
505-248-8227 • 505-248-8246 Fax
www.sba.gov/nm

State of New Mexico Department of Veterans' Services

U.S. Air Force Colonel (Ret.) Timothy Hale, Cabinet Secretary
Department of Veterans' Services
407 Galisteo, Rm. 142/P.O. Box 2324
Santa Fe, NM 87504
505-827-6300 • 505-827-6372 Fax
866-433-VETS (8387) Toll Free
www.dvs.state.nm.us

Veteran Business Outreach Center

Joseph C. Long, Director
Director, Veteran Business Outreach Center
5201 Eagle Rock Ave. N.E.
Albuquerque, NM 87113
505-841-2956 • 505-841-5560 Fax
www.dvs.state.nm.us

New Mexico Department of Workforce Solutions

Veterans' Section
Christian F. Zafrá, Veterans' Special Initiatives Coordinator
401 Broadway Blvd. N.E.
Albuquerque, NM 87102
505-841-9529 • 505-841-8467 Fax
www.dws.state.nm.us
www.jobs.state.nm.us

NATIONAL BOOTS TO BUSINESS INITIATIVE

The aptly named Operation Boots to Business program builds on SBA's role as a national leader in entrepreneurship training. It will be piloted at four to five sites commencing in October 2012, and will be rolled out across the nation during fiscal year 2013. The SBA will leverage its ongoing collaboration with Syracuse University's Institute for Veterans and Military Families (IVMF) to provide comprehensive training materials specifically geared toward transitioning service members. SBA's expert Resource Partner network, including Women's Business Centers, SCORE chapters, Small Business Development Centers and Veterans' Business Outreach Centers, are already providing targeted, actionable, real-world entrepreneurship training to more than 100,000 veterans every year, many of whom are service members

transitioning out of the military. Through the Boots to Business initiative, SBA Resource Partners will build on these efforts by deploying this expertise at military bases around the country to collaboratively deliver face-to-face introductory entrepreneurship training as a network. Syracuse and its affiliated university partners will then deliver intensive, 8-week online business planning training to those service members who choose such training after the face-to-face introductory course. Of course, counselors and mentors from SBA's Resource Partner network will be there to work with service members throughout the eight-week online course, and thereafter as these service members start their businesses.

Boots to Business is a national initiative that was first piloted in 2012. The national program, when it is rolled out in fiscal year 2013, will be a robust, four-phase training program. The pilot is a more streamlined three-phase training program.

The national rollout of Operation Boots to Business: from Service to Startup aims to provide exposure to entrepreneurship to the 250,000 service members who transition every year.

REACHING UNDERSERVED COMMUNITIES

CENTER FOR FAITH-BASED AND NEIGHBORHOOD PARTNERSHIPS

Faith-Based and Neighborhood Partnerships know their communities, and they have earned the community's trust. Because of their credibility, they are uniquely positioned to build awareness of programs that encourage entrepreneurship, economic growth and job creation.

The SBA is committed to reaching out to faith-based and community organizations that are eligible to participate in the agency's programs by informing their congregants, members and neighbors about the SBA's programs. In particular, many faith-based and community non-profit organizations can provide a local financing option for entrepreneurs by becoming SBA Microloan Intermediaries. An SBA Microloan Intermediary often acts as a bank for entrepreneurs and small businesses that might otherwise be unable to find access to capital.

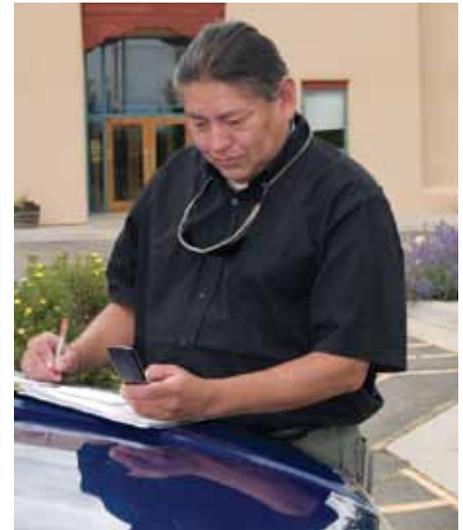
NATIVE AMERICAN BUSINESS DEVELOPMENT

The SBA Office of Native American Affairs (ONAA) ensures American Indians, Alaska Natives and Native Hawaiians seeking to create, develop and expand small businesses have full access to the necessary business development and expansion tools available through the agency's entrepreneurial development, lending, and contracting programs. The office provides a network of training (including the online tool "Small Business Primer: Strategies for Growth") and counseling services and engages in numerous outreach activities, such as tribal consultations, development and distribution of educational materials, attendance and participation in economic development events and assisting these small businesses with SBA programs.

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

New Mexico Native American Business Enterprise Center

Theodore Pedro, Project Director
2401 12th St. N.W., Ste. 5-South
Albuquerque, NM 87104
505-243-6775 • 505-766-9499 Fax
tedpedro@nmnabec.org
www.nmnabec.org



COUNSELING



P | 505.243.6775
F | 505.766.9499
www.mbda.gov

The MBDA Business Center - American Indian & Alaska Native Program provides direct business development services to aid in the creation, expansion, and preservation of Native American owned & Minority owned businesses who seek comprehensive assistance in all areas of business and economic development.

- Marketing & Capital Development
- Bonding / Lines of Credit / Loan Packaging
- Contracting and Procurement Opportunities
- SBA 8(a) / SDB Certification / CCR Registration



Funded by the U.S. Department of Commerce
Minority Business Development Agency



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

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

IS ENTREPRENEURSHIP FOR YOU?

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

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

own shoulders. Strong motivation will help you survive slowdowns and periods of burnout.

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

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

FRANCHISING

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

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

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

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

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

HOME-BASED BUSINESSES

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

Getting Started

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

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

Ask yourself these questions:

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

Legal Requirements

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

Some general areas include:

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

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

Also remember, if you have employees you are responsible for withholding income and Social-Security taxes, and for complying with minimum wage and employee health and safety laws.

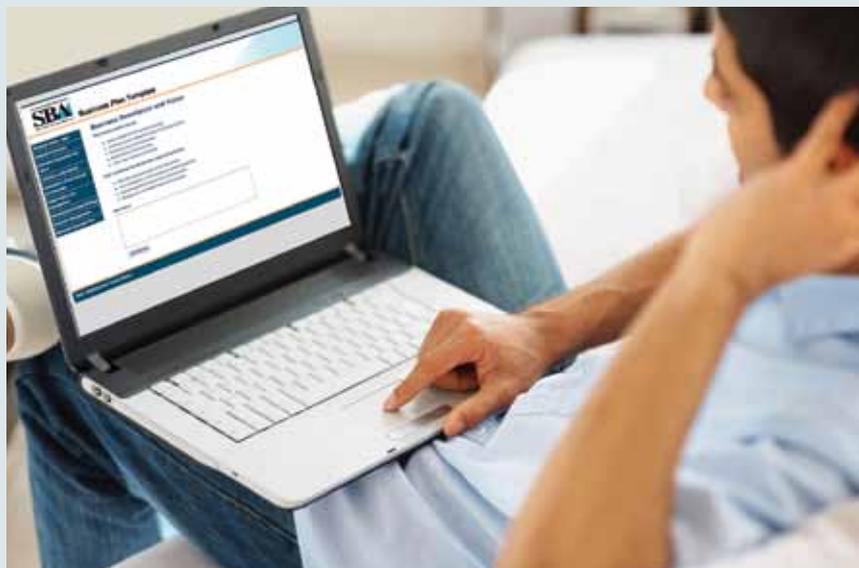
After you've thought about what type of business you want, the next step is to develop a business plan. Think of the business plan as a roadmap with milestones for the business. It begins as a pre-assessment tool to determine profitability and market share, and then expands as an in-business assessment tool to determine success, obtain financing and determine repayment ability, among other factors.

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



CAPITAL

Financing Options to Start or Grow Your Business



Many entrepreneurs need financial resources to start or expand a small business themselves 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.

Note: The SBA does not offer 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 they may be a viable option. Keep in mind the dollar amount you seek to borrow and how you want to use the loan proceeds. The three principal players in most of these programs are the applicant small business, the

lender and the SBA. The agency guarantees a portion of the loan (except for microloans). The business should have its business plan prepared before it applies for a loan. This plan should explain what resources will be needed to accomplish the desired business purpose including the associated costs, the applicants' contribution, use of loan proceeds, collateral, 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 the lender's criteria and SBA's requirements. The SBA will look to the lender to do much, if not all, of the analysis before it provides its guaranty on the lender's loan. In the case of microlenders, SBA loans these intermediaries funds at favorable rates to re-lend to businesses with financing needs up to \$50,000. The SBA's business loan programs provide a key source of financing for viable small businesses that have real potential but cannot qualify for long-term, stable financing.

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 loan proceed

uses and availability. The program has broad eligibility requirements and credit criteria to accommodate a wide range of financing needs.

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 decisions to approve or not approve the applicants' requests.

The SBA guaranty reduces the lender's risk of borrower non-payment. If the borrower defaults, the lender can request the SBA to pay the lender that percentage of the outstanding balance guaranteed by the SBA. This allows the lender to recover a portion from the SBA of what it lent if the borrower can't make the payments. The borrower is still obligated for the full amount.

To qualify for an SBA loan, a small business must meet the lender's criteria and the 7(a) requirements. In addition, the lender must certify that it would not provide this loan under the proposed terms and conditions unless it can obtain 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.

Percentage of Guaranties

The SBA only guarantees a portion of any particular loan so each loan will also have an unguaranteed portion, giving the lender a certain amount of exposure and risk on each loan. The percentage the SBA guarantees 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 may guaranty as much as 85 percent and for loans over \$150,000 the SBA can provide a guaranty of up to 75 percent.

The maximum 7(a) loan amount is \$5 million. (Loans made under the SBAExpress program, which is discussed later in this section, have a 50 percent guaranty.)

Interest Rates and Fees

The actual interest rate for a 7(a) loan guaranteed by the SBA is negotiated between the applicant and lender and 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 may be higher.

Loans guaranteed by the SBA are assessed a guaranty fee. This fee is based on the loan's maturity and the dollar amount guaranteed, not the total loan amount. The guaranty fee is initially paid by the lender and then passed on to the borrower at closing. The funds to reimburse the lender can be included in the 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 percent of the SBA guaranteed portion on loans up to \$150,000; 3 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.*

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. However, maximum loan maturities have been established: 25 years for real estate; up to 10 years for equipment (depending on the useful life of the equipment); and generally up to seven years for working capital. Short-term loans and revolving lines of credit are also available through the SBA to help small businesses meet their short-term and cyclical working capital needs.

Structure

Most 7(a) loans are repaid with monthly payments of principal and interest. For fixed-rate loans the payments stay the same, whereas for variable rate loans the lender can re-establish the payment amount

when the interest rates change or at other intervals, as negotiated with the borrower. Applicants can request that the lender establish the loan with interest-only payments during the start-up and expansion phases (when eligible) to allow the business time to generate income before it starts making full loan payments. Balloon payments or call provisions are not allowed on any 7(a) loan. 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.

Collateral

The SBA expects every 7(a) loan to be fully secured, but the SBA will not decline a request to guaranty a loan if the only unfavorable factor is insufficient collateral, provided all available collateral is offered. What these two policies mean is that every SBA loan is to be secured by all available assets (both business and personal) until the recovery value equals the loan amount or until all

assets have been pledged to the extent that they are reasonably available. Personal guaranties are required from all the principal owners of the business. Liens on personal assets of the principals may be required.

Eligibility

7(a) loan eligibility is based on four different factors. The first is size, as all loan recipients must be classified as "small" by the SBA. The basic size standards 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



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What to Take to the Lender

Documentation requirements may vary; contact your lender for the information you must supply.

Common requirements include the following:

- Purpose of the loan
- History of the business
- Financial statements for three years (existing businesses)
- Schedule of term debts (existing businesses)
- Aging of accounts receivable and payable (existing businesses)
- Projected opening-day balance sheet (new businesses)
- Lease details
- Amount of investment in the business by the owner(s)
- 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.

How the 7(a) Program Works

Applicants submit their loan application to a lender for the initial review. 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 eligibility. The applicant should be prepared to complete some additional documents before the lender sends the request for guaranty to the SBA. 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 apply for a 7(a) guaranty from the SBA. The main differences between these methods are related to the documentation the lender provides, the amount of review the SBA conducts, the amount of the loan and the lender responsibilities in case the loan defaults and the business' assets must be liquidated. The methods are:

- Standard 7(a) Guaranty
- Certified Lender Program
- Preferred Lender Program
- Rural Lender Advantage
- SBA *Express*
- Patriot *Express*
- Export *Express*
- Small Loan Advantage
- Community Advantage

For the Standard, Certified and Preferred methods, the applicant

fills out SBA Form 4, and the lender completes SBA Form 4-1. When requests for guarantees are processed using *Express* or *Advantage* methods, the applicant uses more of the regular forms of the lender and just has a few federal forms to complete. When the SBA receives a request that is processed through Standard or Certified Lender Program procedures, it either reanalyzes or reviews the lender's eligibility and credit analysis before deciding to approve or reject. For requests processed through the Preferred Lender Program or *Express* programs, the lender is delegated the authority to make the credit decision without the SBA's concurrences, which helps expedite the processing time.

In guaranteeing the 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 portion of its loss. 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.

After SBA approval, the lender is notified that its loan has been guaranteed. The lender then will work with the applicant to make sure the terms and conditions are met before closing the loan, disbursing the funds, and assuming responsibility for collection and general servicing. The borrower makes monthly loan payments directly to the lender. As with any loan, the borrower is responsible for repaying 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 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
- Sufficient collateral to secure the loan or all available collateral if the loan cannot be fully secured.

There is an alternate size standard for businesses that do not qualify under their industry size standards for SBA funding – tangible net worth (\$15 million or less) and average net income (\$5 million or less for two years). This new alternate makes more businesses eligible for SBA loans and applies to SBA non-disaster loan programs, namely its 7(a) Business Loans and 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 sexual 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.

Use of Proceeds

The third eligibility factor is use of proceeds. 7(a) proceeds can be used to: purchase machinery; equipment; fixtures; supplies; make leasehold improvements; as well as land and/or buildings that will be occupied by the business borrower.

Proceeds can also be used to:

- Expand or renovate facilities;
- Acquire machinery, equipment, furniture, fixtures and leasehold improvements;
- Finance receivables and augment working capital;
- Finance seasonal lines of credit;
- Acquire businesses;
- Start businesses;
- Construct commercial buildings; and
- Refinance existing debt under certain conditions.

SBA 7(a) loan proceeds cannot be used for the purpose of making investments. SBA proceeds cannot be used to provide funds to any of the owners of the business except for ordinary compensation for actual services provided.

Miscellaneous Factors

The fourth factor involves a variety of requirements such as SBA's credit elsewhere test and utilization of personal assets requirements, where the business and its principal owners must use their own resources 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) program is the most flexible of the SBA's lending programs. The agency has created several variations to the basic 7(a) program to address the particular financing needs of certain small businesses. 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 regular 7(a) loan guaranty. Lenders can advise you of any variations.

SBAExpress

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, 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 loan proceeds 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.

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Patriot Express and Other Lending Programs For Veterans

The Patriot Express pilot loan initiative is for veterans and members of the military community wanting to establish or expand a small business. Eligible military community members include:

- Veterans;
- Service-disabled veterans;
- Active-duty service members eligible for the military's Transition Assistance Program;
- Reservists and National Guard members;
- Current spouses of any of the above, including any service member;
- The widowed spouse of a service member or veteran who died during service or of a service-connected disability.

The Patriot Express loan is offered by the SBA's nationwide network of private lenders and features the fastest turnaround time for loan approvals. Loans are available up to \$500,000 and

qualify for SBA's maximum guaranty of 85 percent for loans of \$150,000 or less and 75 percent for loans over \$150,000 up to \$500,000. For loans above \$350,000, lenders are required to either obtain all collateral or enough collateral so the value is equal to the loan amount.

The Patriot Express loan can be used for most business purposes, including start-up, expansion, equipment purchases, working capital, and inventory or business-occupied real-estate purchases.

Patriot Express loans feature the SBA's lowest interest rates for business loans, generally 2.25 percent to 4.75 percent over prime depending upon the size and maturity of the loan. Your local SBA district office will have a listing of Patriot Express lenders in your area. More information is available at www.sba.gov/patriotexpress.

Self-employed Reserve or Guard members with an existing SBA loan can request from their SBA lender or SBA district office, loan payment deferrals, interest rate reductions and other relief after they receive activation orders. The



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SBA also offers special low-interest-rate financing of up to \$2 million when an owner or essential employee is called to active duty through the Military Reservist Economic Injury Disaster Loan program (MREIDL) to help cover operating costs due to the loss of an essential employee called to active duty.

Rural Lender Advantage

The Small/Rural Lender Advantage (S/RLA) initiative is designed to accommodate the unique loan processing needs of small community/rural-based lenders by simplifying and streamlining the loan application process and procedures, particularly for smaller SBA loans. It is part of a broader SBA initiative to promote the economic development of local communities, particularly those facing the challenges of population loss, economic dislocation and high unemployment. Visit www.sba.gov/content/rural-business-loans for more information.

Advantage Loans

In early 2011, the SBA rolled out two Advantage loan initiatives aimed at helping entrepreneurs and small business owners in underserved communities gain access to capital.

The **Small Loan Advantage** program is available to lenders participating in the Preferred Lenders Program. SBA lenders who are not participating in the Preferred Lenders Program can contact their local district office to apply.

The **Community Advantage pilot program** opens up 7(a) lending to mission-focused, community-based lenders – such as Community Development Financial Institutions (CDFIs), Certified Development Companies (CDCs), and microlenders – who provide technical assistance and economic development support in underserved markets.

More information on both programs is available at www.sba.gov/advantage.

CAPLines

The CAPLines program for loans up to \$5 million is designed to help small businesses meet their short-term and cyclical working capital needs. 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 SBA provides up to an 85 percent guarantee. There are four distinct 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** is a revolving line of credit (up to \$5,000,000) that provides short term working capital. These lines are generally used by businesses that provide credit to their customers. 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.

International Trade Loan Program

The SBA’s International Trade Loan (ITL) is designed to help small businesses enter and expand into international markets and, when adversely affected by import competition, 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 in total financing.

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.

Interest Rates

Lenders may charge between 2.25 to 2.75 percent above the prime rate (as published in the Wall Street Journal) depending upon the maturity of the loan. Interest rates on loans of \$50,000 and less can be slightly higher.

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. In addition, "indirect export" is an acceptable eligibility criterion for the ITL. Indirect exports occur when the borrower's customer is a U.S.-based business that might incorporate the borrower's product into a final product being exported or an Export Trading Company that purchases a product to be exported. The borrower would need documentation from the exporter-of-record that its product, is, in fact, being exported.

Foreign Buyer Eligibility

Foreign buyers must be located in those countries wherein 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 payment.
- Additional collateral, including personal guaranties and those assets not financed with ITL proceeds, may be appropriate.

How to Apply

- A small business seeking an ITL must apply to an SBA-participating lender. The lender will submit a completed Application for Business Loan (SBA Form 4), including all exhibits, to the SBA. Visit <http://www.sba.gov> to find your local SBA district office for a list of participating lenders.
- 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.
- A small business expanding exports would need a business plan and export sales projections showing increased export sales and/or global competitiveness as a result of the ITL financing.

Export Express

SBA Export Express offers flexibility and ease of use for both borrowers and lenders. It is the simplest export loan product offered by the SBA and allows participating lenders to use their own forms, procedures and analyses. The SBA provides the lender with a response within 36 hours.

This loan is subject to the same loan processing, closing, servicing and liquidation requirements as well as the same maturity terms, interest rates and applicable fees as for other SBA loans (except as noted below).

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 more than \$350,001 and \$500,000.

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.

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.

Foreign Buyer Eligibility

The exporter's foreign buyer must be a creditworthy entity and the methods of payment must be acceptable to the SBA and the SBA lender.

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How to Apply

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

Export Working Capital Program

The SBA's Export Working Capital Program (EWCP) assists lenders in meeting the needs of exporters seeking short-term export working capital. Exporters can apply for EWCP loans in advance of finalizing an export sale or contract. With an approved EWCP loan in place, exporters have greater flexibility in negotiating export payment terms — secure in the assurance that adequate financing will be in place when the export order is won.

Benefits of the EWCP

- Financing for suppliers, inventory or production of export goods.
- Export working capital during long payment cycles.
- Financing for stand-by letters of credit used as bid or performance bonds or down payment guarantees.
- Reserves domestic working capital for the company's sales within the U.S.
- Permits increased global competitiveness by allowing the exporter to extend more liberal sales terms.
- Increases sales prospects in under-developed markets which 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.

Use of Proceeds

- To pay for the manufacturing costs of goods for export.
- To purchase goods or services for export.
- To support standby letters of credit to act as bid or performance bonds.
- To finance foreign accounts receivable.
- Indirect exports also are an eligible use



of proceeds. Indirect exports occur when the borrower's customer is U.S.-based businesses that might incorporate the borrower's product in a final product being exported or an Export Trading Company that purchases a product to be exported. The borrower would need documentation from the exporter of record that its product is, in fact, being exported/

Interest Rates

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

Advance Rates

- Up to 90 percent on purchase orders.
- Up to 90 percent on documentary letters of credit.
- Up to 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

Transaction collateral is typically adequate to secure an EWCP loan via export-related inventory, and the accounts receivable generated by the export sales, as well as an assignment of proceeds of any letter of credit or insurance policies covering export sales financed with EWCP funds. The SBA requires the personal guarantee of owners with 20 percent or more ownership stake.

How to apply

Application is made directly to the SBA's participating lenders. Businesses are encouraged to contact SBA staff at their local U.S. Export Assistance Center (USEAC) to discuss whether

they are eligible for the EWCP and whether it is the appropriate tool to meet their export financing needs. Participating lenders review/approve the application and submit the request to SBA staff at the local USEAC.

International Business Accelerator

The International Business Accelerator (IBA) is a one-stop shop of resources for New Mexico businesses and individuals wishing to introduce their product or service into the global market.

The IBA offers educational programs on how to export/import, an online resource guide of international trade materials, and an electronic database of international trade leads/joint venture opportunities. The IBA also leads outgoing and reverse trade missions of foreign buyers and sellers for the benefit of New Mexico companies. IBA's team of trade experts offers one-on-one counseling for businesses seeking assistance in meeting their international trade objectives.

The IBA is part of the New Mexico Small Business Development Center Network and is administered through Western New Mexico University.

International Business Accelerator (IBA) Office

113 Sundance Ct.
Santa Teresa, NM 88008
575-589-2200 • 575-589-5212 Fax
infor@nmiba.com
Jerry Pacheco, Executive Director
575-589-2200 ext. 2
Jerry@nmiba.com

Sandra Necessary, Director

U.S. Commercial Service
Santa Fe U. S. Export Assistance Center
U.S. Department of Commerce
P.O. Box 20003
Santa Fe, NM 87504
505-231-0075 • 505-827-0211 Fax
www.export.gov/newmexico

U.S. Export Assistance Center

There are 20 U.S. Export Assistance Centers located throughout the U.S. They are staffed by SBA, U.S. Department of Commerce and, in some locations, Export-Import Bank of the U.S. personnel, and provide 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: www.sba.gov/content/us-export-assistance-centers. You can find additional export training and counseling opportunities by contacting your local SBA office.

**U.S. Small Business Administration
Regional Manager – Export Solutions
Group**

Rick Schulze, Regional Manager
International Trade Finance
North Texas Export Assistance Center
U.S. Small Business Administration
1450 Hughes Rd., Ste. 220
Grapevine, TX 76051
817-310-3749

Sandra Necessary, Director

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P.O. Box 20003
Santa Fe, NM 87504
505-231-0075 • 505-827-0211 Fax
www.export.gov/newmexico

**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. This SBA 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.

Loans are provided through Certified Development Companies. CDCs work with banks and other lenders to make loans in first position on reasonable terms, helping lenders retain growing customers and provide Community Redevelopment 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 veterans; and
- \$5.5 million for manufacturers and energy 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 average is at least \$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.

The SBA's 504 Certified Development Companies serve their communities by financing business expansion needs. Their professional staffs work directly

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With the SBA's 504 loan program, eligible borrowers with a 10% down payment may qualify for up to 90% financing to:
buy equipment · purchase land · make improvements · buy office/warehouse space

Contact us soon for more information on the SBA's 504 small business loan program!

888.282.9232  www.elcdc.com

with borrowers to tailor a financing package that meets program guidelines and the credit capacity of the borrower's business. For information, visit www.sba.gov/504.

U.S. Small Business Administration

New Mexico District Office
500 Gold Ave. S.W., Ste. 11301
Albuquerque, NM 87102
505-248-8225 • 505-248-8246 Fax
www.sba.gov/nm

Enchantment Land Certified Development Company

Ron Brown, Executive Director
6500 Jefferson N.E., Ste.200
Albuquerque, NM 87109
505-843-9232 • 505-764-9153 Fax
www.elcdc.com
or
1990 E. Lohman, Ste. 123
Las Cruces, NM 88001
575-524-6830 • 575-524-6817 Fax
Nonprofit organization licensed by SBA to implement the SBA 504 loan programs. Offers long-term financing to existing small businesses, with reasonably priced, fixed rate loans for land, buildings and other fixed assets.

Capital Certified Development Corporation (LIMITED AREA BY REFERRAL ONLY)

Cielo Center
1250 S. Capital of Texas Hwy.
Bldg. 1, Ste. 600
Austin, TX 78746
512-327-9229 or 800-504-2232 Toll Free
512-327-9243 Fax
Admin@capitalcdc.com
www.CapitalCDC.com
Nonprofit organization licensed by the SBA to implement the SBA 504 program in both Texas and New Mexico. (Currently non-operational in NM except via referral from a statewide CDC.) Offers long term financing to existing small businesses, with reasonably priced, fixed rate loans for land, buildings and other fixed assets.

Mountain West Small Business Finance Certified Development Company Salt Lake Office

2595 E. 3300 S.
Salt Lake City, UT 84109
801-474-3232
or
Southern Utah Office
107 S. 1470 E., #301
St. George, UT 84790
435-652-3761
Nonprofit organization licensed by the SBA to implement the SBA 504 program in both Utah and San Juan County, New Mexico. Offers long term financing to existing small businesses, with reasonably priced, fixed rate loans for land, buildings and other fixed assets.

Community Economic Development Company of Colorado/Small Business Finance Corp.

480 Rainbow Dr./P.O. Box 2392
Pagosa Springs, CO 81147
Edie Newberg, Loan Officer
edie@cedco.org
970-264-0496 • 970-264-0497 Fax
www.cedco.org
The CEDC-Small Business Finance Corporation is a private, non-profit Certified Development Company, licensed by the SBA as Colorado's statewide source of SBA 504 fixed asset loans. It also serves the San Juan County of New Mexico and San Juan County of Utah.

MICROLOAN PROGRAM

The Microloan program provides small loans ranging from under \$500 to \$50,000 to women, low-income, minority, veteran, and other small business owners through a network of approximately 160 intermediaries nationwide. Under this program, the SBA makes funds available to nonprofit intermediaries that, in turn, make the small loans directly to entrepreneurs, including veterans. Proceeds can be used for typical business purposes such as working capital, or the purchase of furniture, fixtures, machinery, supplies, equipment, and inventory. 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 seven years.

The program also provides business-based training and technical assistance to microborrowers and potential microborrowers to help them be successful at starting or growing 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. 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.



WESST

Agnes Noonan, Executive Director
WESST Enterprise Center
609 Broadway Blvd. N.E.
Albuquerque, NM 87102
505-246-6900 • 505-243-3035 Fax
www.wesst.org
WESST is a statewide economic development organization committed to growing New Mexico's economy by cultivating entrepreneurship. While its historical target market has been low-income women and minorities, WESST provides services to any New Mexico resident seeking to start or grow a business. Key WESST services include business training, technical assistance and access to capital. WESST is an SBA Microloan Lender. For more information visit www.wesst.org.

The Loan Fund

F. Leroy Pacheco, President/CEO
423 Iron S.W./P.O. Box 705 (Mailing)
Albuquerque, NM 87103
505-243-3196 • 505-243-8803 Fax
866-873-6746 Toll Free
info@loanfund.org (inquiries)
www.loanfund.org (web page)
Founded in 1989, The Loan Fund is a private, tax-exempt organization that provides loans for business start-ups, operations and expansion, as well as training and consulting to entrepreneurs and non-profits throughout New Mexico and the Navajo Nation. Business loans range from \$5,000 to \$150,000 or more for qualified businesses and The Loan Fund is also an SBA 504 participant. The Loan Fund is an SBA Microloan Lender. The Loan Fund's services support the efforts of low-income individuals and their communities to achieve self-reliance and control over their economic destinies. To date, The Loan Fund has provided loans in excess of \$30 million to businesses and non-profits, creating or preserving over 4,600 jobs.

SMALL BUSINESS INVESTMENT COMPANY PROGRAM

There are a variety of alternatives to bank financing for small businesses. The Small Business Investment Company (SBIC) program fills the gap between what owners can fund directly and the needs of the small business for

growth capital. Licensed and regulated by the SBA, SBICs are privately owned and managed investment funds that make capital available to qualifying U.S. 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 SBIC program provides funding for a broad range of industries. Some SBICs invest in a particular field or industry while others invest more generally. For more information, visit www.sba.gov/inv.

New Mexico Small Business Investment Corporation

The New Mexico Small Business Investment Corporation is a nonprofit, independent, public corporation for the purpose of creating new job opportunities by making equity investments in land, buildings or infrastructure for facilities to support new or expanding businesses in New Mexico. Please contact the SBA, New Mexico District Office, at 505-248-8225 for further information.

Technology Ventures Corporation (TVC)

TVC is a nonprofit, non-funding institution that provides a bridge between high technology companies and investors. The purpose of TVC is to promote economic development for New Mexico through commercialization of technologies at our national laboratories such as SANDIA and Los Alamos National Lab as well as through technical programs at New Mexico Colleges and Universities.

TVC advises and assists in the preparation of a business case/plan to commercialize a technology. It also plays a leading role in recruiting qualified investors to New Mexico to review carefully screened technology companies with excellent business potential.

TVC serves as the Network Operator for the State of New Mexico for an Internet network (ACE-Net) providing opportunities for entrepreneurs and angel investors to make contacts. The website is www.ace-net.org.

For more information on TVC, please contact them at:

Technology Ventures Corporation

One Technology Center
1155 University Blvd. S.E.
Albuquerque, NM 87106
505-246-2882 • 505-246-2891 Fax
www.techventures.org

SMALL BUSINESS INNOVATION RESEARCH PROGRAM

The Small Business Innovation Research (SBIR) program encourages small businesses to advance their technical potential from funds committed by federal agencies with

large extramural research and development budgets. The SBIR program serves to fund the critical startup and development stages for a technology and encourages commercialization of the technology, product or service. In turn, this stimulates the U.S. economy.

SBIR Requirements

Small businesses must meet the following eligibility criteria to participate in the SBIR program.

- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S. or be a for-profit business concern that is at least 51 percent owned and controlled by another

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for-profit business concern that is at least 51 percent owned and controlled by one or more individuals who are citizens of, or permanent resident aliens in, the U.S.

- Be for-profit.
- Principal researcher must be employed by the small business.
- Company size cannot exceed 500 employees.

For more information on the SBIR program visit www.sba.gov/sbir.

Participating Agencies

Each year, the following eleven federal departments and agencies are required to reserve 2.5 percent of their extramural R&D funds for award to small businesses through the SBIR program: Department of Agriculture; Commerce; Defense; Education; Energy; Health and Human Services; Homeland Security; Transportation; Environmental Protection Agency; National Aeronautics and Space Administration; and National Science Foundation.

SMALL BUSINESS TECHNOLOGY TRANSFER PROGRAM

The Small Business Technology Transfer (STTR) program reserves a specific percentage of federal R&D funding for award to small business and non-profit research institution partners. Central to the program is expansion of public/private sector partnerships to include joint venture opportunities for small business and the nation's premier nonprofit research institutions. Small business has long been where innovation and innovators thrive, but the risk and expense of conducting serious R&D efforts can be beyond the means of many small businesses. Non-profit research laboratories are also instrumental in developing high-tech innovations, but frequently innovation is confined to the theoretical. STTR combines the strengths of both entities by introducing entrepreneurial skills to high-tech research efforts. The technologies and products are transferred from the laboratory to the marketplace. The small business profits from the commercialization, which, in turn, stimulates the U.S. economy.

STTR Requirements

Small businesses must meet the following eligibility criteria to participate in the STTR program.



- Be 51 percent owned and controlled by one or more individuals who are U.S. citizens or permanent resident aliens in the U.S.
- Be for-profit.
- Principal researcher need not be employed by the small business.
- Company size cannot exceed 500 employees. (No size limit for nonprofit research institution).

The nonprofit research institution partner must also meet certain eligibility criteria:

- Be located in the United States and be one of the following:
- Nonprofit college or university.
- Domestic nonprofit research organization.
- Federally funded R&D center.

Participating Agencies

Each year the following five Federal departments and agencies are required by STTR to reserve 0.3 percent of their extramural R&D funds for award to small business/nonprofit research institution partnerships: Department of Defense; Department of Energy; Department of Health and Human Services; National Aeronautics and Space Administration; and National Science Foundation.

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 all 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 \$2 million. The SBA reimburses sureties between 70 and 90 percent of losses sustained if a contractor defaults on the contract.

The SBA has two program options available, the Prior Approval Program (Plan A) and the Preferred Surety Bond Program (Plan B). 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 Plan A Program receive an 80 percent guarantee. Sureties must obtain the SBA's prior approval for each bond guarantee issued. Under Plan B, the SBA guarantees 70 percent, but sureties may issue, monitor and service bonds without the SBA's prior approval.

Downey & Company Insurance & Surety Bonds

Chris Downey
6565 Americas Pkwy. N.E., Ste. 750
Albuquerque, NM 87110
505-881-0300

The Manuel Lujan Agencies

Michael T. Byrd, Construction Specialist
4801 Indian School Rd. N.E., Ste. 100
Albuquerque, NM 87110
505-266-7771 • 505-266-9542 Fax
mbyrd@mlins.com
www.manuellujan.com
Visit us online: www.sba.gov/nm

Tips for Getting the Most from Yourself and Others

CHIEF EVERYTHING OFFICER NO MORE: STAFFING YOUR BUSINESS

Being the Chief Everything Officer is okay for some, but if you've got plans for growth or simply need an extra pair of hands, what are the best staffing options for your business?

Taking on full-time employees can be a risk. What if your growth strategy doesn't go as planned and you're left with payroll and other employee expenses to cover? Should you hire independent contractors or outsource key functions?

Here are some staffing options that you might want to consider, as well as some insights on the tax and legal ramifications of each.

1. Hire Your Spouse or Family

Friends and family may be able to jump in and support your business – given the right terms. Weigh the skills they can bring and what you can offer in return. Establish clear goals and objectives and offer fair compensation, and make sure you understand the legal, tax and labor laws that may impact your decision.

2. Work with Independent Contractors

Hiring independent contractors or freelancers gives you the flexibility to get help when and as you need it from specialists in a particular field. Independent contractors are also self-employed, which means you don't have the burden of handling payroll, employment taxes and the other obligations of managing employees.

The best way to find independent contractors is word of mouth and referrals. Ask around.



Tip: The IRS holds a big magnifying glass over companies that work with independent contractors and with businesses that misclassify employees as independent contractors. The reason? Statistics show that 30 percent of firms do this and that's a big loss for the IRS in terms of employment taxes.

So be sure you understand what you can and can't require of an independent contractor and make sure you're not treating them as employees. For example, you can't dictate when and where they conduct work.

3. "Temp" Staffing Agencies

If you need to quickly staff a position with qualified and screened candidates, particularly administrative or support functions, temp agencies might be an option. But this can be an expensive way to staff your business for the

long haul. Temp agencies take up to a 30 percent cut of the hourly rate that you pay and also charge temp-to-permanent fees if you decide to hire that person full-time. Another important consideration is that temporary workers are also less likely to be invested in your business success than employees and even contractors.

4. Hire Seasonal Employees

If your business is seasonal, part-time seasonal workers are a must. The thing to remember is that unless you work with independent contractors, many of the laws and regulations that apply to full-time employees also apply to seasonal or part-time employees. For a soup-to-nuts understanding of what's involved with hiring seasonal workers, such as what benefits must you provide, read *Hiring Seasonal Workers*.

5. Outsource Business Functions

Whether you turn to a virtual assistant for help managing your calendar, voice mail, and perhaps some basic bookkeeping, or you need help with core business functions such as accounting, marketing or HR, outsourcing can be a low-overhead option that lets you concentrate more on business growth and less on day-to-day distractions.

6. Bringing on Employees

If you do choose to move forward with part- or full-time employees, you'll need to make sure you are aware and compliant with a few key legal and regulatory steps – the brochure *10 Steps to Hiring your First Employee* from SBA can really help.



Use of Proceeds in SBA Loan Programs

Ways Borrowers Can Use The Money

(Information current as of 09/19/2012)

CAPITAL

Program	Who Qualifies	Use of Proceeds	Maturity	Maximum Loan Amount	Structure	Benefit to Borrower
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.	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.	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.	A basic 7(a) can be for as much as \$5 million. SBA's limit to any one business is \$3.75 million so a business can have multiple loans guaranteed by SBA but the SBA portion cannot exceed \$3.75 million.	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.	Obtains 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, business must be engaged or preparing to engage in exporting or be adversely affected by competition from imports.	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.	Same as basic 7(a).	Same as basic 7(a), but when borrower has both international trade and working capital loans, guaranteed by the SBA, the limit to any one business can be \$4 million.	Same as basic 7(a).	Same as basic 7(a). Plus, long-term financing for export related fixed assets and working capital.
Export Working Capital Loans (EWCP)	Same as basic 7(a). Plus, must be in business one year and engaged or preparing to engage in exporting.	Short-term working capital for export purposes, including ability to support an Export Stand-By Letter of Credit.	Can be up to a maximum of 36 months but generally 12 months or less.	Same as basic 7(a).	Finance single or multiple transactions. Interest paid monthly, principal paid as payments from items shipped overseas are collected. Can be renewed annually. Extra fees apply. Percentage of guaranty up to 90%. Generally revolving.	Provides American exporters with line of credit that can be separated from domestic operations line of credit.
Seasonal CAPLines	Same as basic 7(a). Plus, in business for at least one year and can demonstrate seasonal financing needs.	To finance the seasonal increases of accounts receivable, inventory and labor.	10 years	Same as basic 7(a).	Short-term financing for seasonal activities to be repaid at the end of the season when payment for the seasonal activity is made to business.	Provides opportunity for seasonal businesses to get seasonal financing not otherwise available.
Contract CAPLines	Same as basic 7(a). Plus, will perform on contract or purchase order for some third party buyer.	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).	10 years	Same as basic 7(a).	Short-term financing for performance of approved contract, sub-contract, or purchase order to be repaid when payment for the activity is made to business. Can be revolving or not.	Provides opportunity for contractors and sub-contractors to get financing not otherwise available.
Builders CAPLines	Same as basic 7(a). Plus, building/renovating residential or commercial structure for re-sale without knowing buyer at time of approval.	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.	Maximum of three years to disburse and build or renovate. Extension possible to accommodate sale.	Same as basic 7(a).	Short-term financing to build or renovate home or building for sale to unknown third party. "Substantial" means rehabilitation expenses of more than one-third of the purchase price or fair market value at the time of application. Can be revolving or not.	Provides opportunity for residential and commercial builders to get financing not otherwise available.

Program	Who Qualifies	Use of Proceeds	Maturity	Maximum Loan Amount	Structure	Benefit to Borrower
Working Capital CAPLines	Same as basic 7(a). Plus, business needing short term revolving line of credit.	For short-term working capital and operating needs. Proceeds must not be used to pay delinquent withholding taxes or similar trust funds (state sales taxes, etc.) or for floor planning.	10 years	Same as basic 7(a).	Lender has latitude with structuring principal payments. Borrower should discuss with lender. Must be revolving. Extra fees apply.	Provides opportunity for businesses that sell on credit to get revolving financing not otherwise available.
Dealer Floor Plan Pilot	Same as basic 7(a). Plus, businesses engaged in retail sales of inventory requiring floor plan financing requirements.	For the acquisition of inventory at wholesale prices for retail re-sale that is classified as titleable inventory (auto, motorcycle, boat, RV, trailers, and manufactured homes).	Minimum one year Maximum five years	\$5 million. Minimum loan size: \$500,000	Revolving Floor Plan financing. Disbursement to acquire floor plan inventory, repayment immediately after item of inventory is sold. Potential high degree of lender monitoring with corresponding extra servicing fees.	Provides opportunity for businesses needing floor plan financing when such financing may not be otherwise available.
Lender Structured Line of Credit	Businesses needing a line of credit.	Working capital	If revolving, seven-year maximum, including term out period.	Depends upon how the lender chooses to apply for an SBA Guaranty. Generally up to \$350,000.	Structure is established by individual lender.	Has availability for a line of credit to help with the short-term cash needs of the business.
Non-7(a) Programs						
504 Loan Program	Businesses that can meet the SBA's size standards, nature of business, use of proceeds, credit elsewhere, and other miscellaneous factors.	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 sources.	Based on the use of proceeds. Twenty years for real estate. Ten years for machinery and equipment.	Based on the use of proceeds. Twenty years for real estate. Ten years for machinery and equipment.	Loans packaged by Certified Development Companies (CDC) and designed to finance up to 40 percent of a "project" ¹ 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.	Fees under 3 percent, long-term fixed rate, low borrower contribution, full amortization with no call or balloon conditions.
Microloan Program	Same as basic 7(a). Plus, start-up nonprofit child-care businesses.	Same as basic 7(a). Plus, funds to establish nonprofit child-care centers.	Shortest term possible, not to exceed six years.	\$50,000 to the small business at any given time.	The SBA provides a loan to a nonprofit micro-lender called an "intermediary" who uses the proceeds to make microloans to small businesses. Technical assistance can also be provided.	Direct loan from nonprofit intermediary lender, fixed-rate financing, can be very small loan amounts, and technical assistance is available.

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 provided on a nondiscriminatory basis.

Lender's Program Chart

Ways Lenders Can Request Guarantees

(Information current as of 09/19/2012)

The chart below explains the rules for lenders for various SBA-backed loans to borrowers.

Processing Program	Which Lenders Qualify	Types of Use of Proceeds Loans that can be Guaranteed	Maximum Allowable Interest Rates	Eligibility Analysis	Credit Analysis	Maximum Loan Amount
Standard Processing	Lenders that have an executed participation agreement with the SBA.	Basic 7(a). International trade, export working capital, all CAPlines, dealer floor plan.	Base rate is <i>Wall Street Journal</i> prime, 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 \$25,001 to \$50,000. Can be fixed or variable.	Lender completes eligibility questionnaire and SBA reviews eligibility during loan processing.	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 work.	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.
Certified Lender Program (CLP) Processing	Same as Standard 7(a). Plus, an executed CLP agreement.	Same as Standard processing except no policy exceptions.	Same as Standard 7(a).	Same as Standard 7(a).	Same as Standard 7(a) except SBA reviews lender's work, not a re-analysis.	Maximum loan \$5 million. Guaranty percentage same as Standard 7(a).
Preferred Lender Program (PLP) Processing	Same as Standard 7(a). Plus, an executed PLP agreement.	Same as Standard processing except restrictions on loans involving some types of debt refinancing.	Same as Standard 7(a).	Lender completes Eligibility Checklist (SBA Form 7).	Delegated to lender.	Maximum loan \$5 million. Guaranty percentage same as Standard 7(a).
SBA Express Processing	Same as Standard 7(a). Plus, an executed SBA Express agreement.	Basic 7(a) with restrictions on some types of debt refinancing. Plus, lender structured term and revolving loans.	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.	Lender completes SBA Form 1920SX (Part C) "Eligibility Information."	Delegated to lender.	Maximum loan \$350,000. Guaranty percentage 50 percent.
Patriot Express Processing	Same as Standard 7(a). Plus, either an executed PLP or SBA Express Agreement.	Basic 7(a) except restrictions on some types of refinancing.	Same as Standard 7(a) except Prime may be Lender Internal Prime.	Lender completes SBA Form 1920SX (Part C) "Eligibility Information." Must be member of the military community.	Delegated to lender.	Maximum loan \$500,000. Guaranty percentage same as Standard 7(a).
Export Express Processing	Same as Standard 7(a). Plus, an executed Export Express Agreement.	Similar to export working capital loans and international trade loans which meet export related eligibility criteria.	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.	Lender completes SBA Form 1920SX (Part C) "Eligibility Information."	Delegated to lender.	Maximum loan \$500,000. Guaranty percentage same as Standard 7(a).
Small/Rural Lender Advantage	Same as Standard 7(a). Plus, separate approval based on having processed 20 or fewer SBA loans annually over the last three fiscal years.	Basic 7(a) except restrictions on some types of refinancing.	Same as Standard 7(a).	Lender completes SBA Form 2301 (Part C) "Eligibility Questionnaire."	Similar to Standard 7(a) except credit factors to consider are more defined.	Maximum loan \$350,000. Guaranty percentage same as Standard 7(a).
Community Advantage	Same as Standard 7(a). Plus, an executed Community Advantage Agreement.	Basic 7(a) except restrictions on some types of refinancing.	Prime plus 6 percent.	Non-Delegated Lenders complete SBA Form 2301 (Part C). Delegated Lenders complete SBA Form 2301 (Part D).	Similar to Standard 7(a) except credit factors to consider are more defined.	Maximum loan \$250,000. Guaranty percentage same as Standard 7(a).
Small Loan Advantage	Same as Standard 7(a) and having PLP and/or Express Agreement provides added benefit to lender.	Basic 7(a) except restrictions on some types of refinancing.	Same as Standard 7(a).	Lender completes SBA Form 1920SX (Part C) "Eligibility Information."	Similar to Standard 7(a) except credit factors to consider are more defined.	Maximum loan \$350,000. Guaranty percentage same as Standard 7(a).

All SBA programs and services are provided on a nondiscriminatory basis. * London InterBank Offered Rate

CAPITAL

The SBA: Streamlining and Simplifying

Over the past three years the SBA has worked hard to provide small businesses with the tools they need to help lead our nation out of recession and into recovery. To better serve small businesses, we streamlined and simplified many existing programs for small business owners and entrepreneurs. These efforts have allowed us to provide small businesses with greater access and opportunity than ever before.

Whether you are an entrepreneur just starting out with a great idea, or a long-time small business owner who needs help growing your company, the SBA has the resources to help. Now is a great time to contact your local district office, or check out www.SBA.gov and find out how your business can benefit.

The SBA is becoming more nimble than ever before. As you'll see throughout this resource guide, the improvements that the agency has made in streamlining and simplifying span government contracting, access to capital, training and counseling and disaster initiatives.

Simplifying Access to Capital Procedures

The SBA knows that it is important for entrepreneurs to be able to find the capital they need to start and grow their businesses. So this year, we focused on making the application and approval processes for many of our financing guarantee programs simpler and more streamlined.

For example, we reengineered CAPLines, a program designed to help small businesses meet their short term and cyclical working capital needs. CAPLines now allows small businesses to borrow against accounts receivable, inventory, contracts and purchase orders in order to secure a revolving line of credit. The revamped program also enables small business subcontractors to obtain an agency-guaranteed line of credit to finance work on a contract with a federal prime contractor.

Last year, the Small Loan Advantage (SLA) program was revamped to create a simpler application process for a 7(a) loan up to \$250,000. This year, we launched SLA 2.0, which further simplifies the process by credit scoring each loan in advance of approval. SLA 2.0 will also expand the pool of qualified lenders to include entities outside of the agency's Preferred Lender Program.

Over the past year, the Small Business Investment Company (SBIC) licensing process has become increasingly efficient, cutting the average licensing time in half from more than 14 months to five and a half months. SBICs are privately owned and managed investment funds that use their own capital, plus funds backed by an SBA guarantee, to invest in small businesses. The streamlined licensing process has made it possible to more easily get capital into the hands of small businesses, allowing SBICs to invest in companies that can grow and create jobs.

Streamlining the Federal Contracting Process

The SBA is also working hard to make the federal contracting process more efficient for small businesses. Last year, Quick Pay cut the amount of time it takes federal agencies to pay small businesses for the products and services they deliver to the federal government from 30 days to 15 days. When small businesses get their money in 15 days instead of 30, it results in a permanent infusion of cash flow into their businesses. They can put that money toward expanding their business, marketing their products and creating jobs.

Streamlining Small Business Assistance through Partnerships

This year we have reached out to create new partnerships that will streamline small business assistance efforts and reach more audiences. For example, the SBA and the AARP have

agreed to work together not only to help a larger number of encore entrepreneurs, i.e., those over the age of 50, to start their own businesses, but also to encourage more experienced small business owners to serve as mentors for those who are just starting out.

To help transitioning service members who are interested in starting their own business, the SBA announced in July 2012 the launch of Boots to Business, a partnership with Syracuse University, which teaches returning service men and women about the opportunities and realities of entrepreneurship. This partnership builds on the leadership and management skills veterans have learned during their active duty and Reserve service to prepare them for possible business ownership.

Simplifying Disaster Loan Processes

The agency has also made significant progress in streamlining and simplifying the disaster loan application and approval process. Over the past few years, the SBA has reduced the average processing time for disaster loans from over 70 days to just 10 days.

The process of applying for a disaster loan has also been simplified for small businesses, homeowners and renters. SBA Administrator Karen G. Mills said it was just the right thing

"Whether it's a hurricane, tornado, earthquake or devastating flood, the SBA can step in to help communities get back on their feet by providing access to both home and business recovery disaster loans."

*Administrator Karen Mills,
U.S. Small Business Administration*

to do. "Our goal is to provide support for those rebuilding after a disaster, and we wanted to make the process more user-friendly," Mills said. "Whether it's a hurricane, tornado, earthquake or devastating flood, the SBA can step in to help communities get back on their feet by providing access to both home and business recovery disaster loans. To make the loan application process more streamlined and simplified, we have taken a different approach with the online applications. This improvement will make those first steps toward recovery more convenient."

For those affected by these tragedies, the SBA now offers the option of filing home and business disaster loan applications through the Electronic Loan Application. The Electric Loan Application simplifies the application process and expedites the delivery of assistance to small businesses, homeowners and renters affected by disasters. For more information, check out www.sba.gov/disaster.

In addition, the increasingly agile SBA is streamlining and simplifying its processes and procedures to provide more access and opportunity for capital, counseling and contracting for small businesses. In the following pages, you can read more about the programs and initiatives the SBA has created and refined. You can also find contact information for our 68 district offices on the inside back cover, where trained professionals can walk you through getting a loan, competing for contracts, or finding a business counselor.

If you are looking for more information, check out our website, www.sba.gov. While you are there, sign up for the agency's SBA Online Community to explore resources from our resource partners and other small business owners. To sign up for our e-mail newsletter, visit www.sba.gov/updates.

CONTRACTING

Applying for Government Contracts



The U.S. government is the largest single purchaser of goods and services in the world, buying everything from armored tanks to paper clips. Every year, the federal government awards more than \$500 billion in contracts, and a significant share of those contracts are specifically allotted to small businesses.

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

The agency ensures that small businesses have access to long-lasting development opportunities, which means working with small businesses to help them stay competitive, as well as encouraging federal agencies to award more contracts to small businesses. The SBA features outreach programs, matchmaking events, and online training opportunities; and helps agencies identify contracting opportunities for small businesses.

HOW GOVERNMENT CONTRACTING WORKS

Sealed bidding vs. Negotiation

There are two methods the government uses to purchase goods and services, sealed bidding and negotiation. The first method, sealed bidding, involves issuing an invitation for bid by a procuring agency. Under the sealed bidding method, a contract is awarded to a responsible bidder whose bid, conforming to the invitation for bids, will be most advantageous to the government, considering only price and the price-related factors included in the invitation for bid. 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 wins the contract.

Types of Contracts

Firm fixed-price contracts place the full responsibility for the costs and risk of loss on the contractor. Firm fixed-price contracts 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, 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 fixed but the hours are estimated) and letter contracts (authorizes a contractor to begin work on an urgent requirement).

Small Business Set-Asides

A "set-aside" for small businesses reserves an acquisition exclusively for small business participation. There are two ways in which set-asides can be determined. First, if an acquisition of goods or services has an anticipated

dollar value of at least \$3,000 but not exceeding \$150,000, it is automatically reserved for small businesses. The acquisition will be set aside only if the contracting officer determines there are two or more responsible small businesses that are competitive in terms of market prices, quality and delivery. Second, if an acquisition of goods or services is more than \$150,000, and if it is likely offers will be obtained from at least two responsible small businesses, and if awards will be made at fair market prices, the acquisition is reserved exclusively for small business. Reasonable expectations of small business competition may be evaluated using past acquisition history of an item or similar items.

There are several exceptions and unique rules for specific kinds of small businesses and industries. For Research and Development (R&D) small business set-asides, there must be reasonable expectation of obtaining from small businesses the best scientific and technological sources consistent with the demands of the proposed acquisition. For small business set-asides other than for construction services, 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. In industries where the SBA finds that there are no small

business manufacturers, it may issue a waiver to this non-manufacturer rule. Waivers permit small businesses to provide any domestic firm's product.

Subcontracting

Subcontracting opportunities are a great resource 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 over \$650,000 for goods and services, or \$1.5 million for construction, large business prime contractors must offer maximum practicable subcontracting opportunities to small businesses. Large business prime contractors must submit a subcontracting plan describing how they will successfully subcontract 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) <http://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 (SBLO) listed for each prime to schedule an appointment.

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. There is a statutory goal that HUBZone small business concerns be awarded not less than 3 percent of the total value of all prime contract awards. The HUBZone program also establishes preference for award of federal contracts to small businesses in these areas. To qualify for the program, a business (except those that are tribally-owned) must meet the following criteria:

- It must be a small business by SBA size standards
- It must be owned and controlled at least 51 percent by U.S. citizens, or a Community Development Corporation (CDC), an agricultural cooperative, or an Indian tribe
- Its 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.

Existing businesses that choose to move to qualified areas are eligible to apply for certification. 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 individual concerns are qualified HUBZone small business concerns;
- Maintaining a list of qualified HUBZone small business concerns for use by acquisition agencies in awarding contracts under the program;
- Adjudicating protests and appeals of eligibility to receive HUBZone contracts.

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



U.S. Small Business Administration

Office of Technology
 409 Third St. S.W., 8th Fl.
 Washington, DC 20416
 202-205-6450
 or
 Barbara J. Stoller, Director SBIR/STTR
 Technology Ventures Corporation
 One Technology Center
 1155 University Blvd. S.E.
 Albuquerque, NM 87106
 505-843-4105 • 505-246-2891 Fax
 barbara.j.stoller@lmco.com
 www.techventures.org

8(a) BUSINESS DEVELOPMENT PROGRAM

The 8(a) Business Development program is a nine-year program established to assist eligible socially and economically disadvantaged individuals to develop and grow their businesses. Business development assistance includes one-on-one counseling, training workshops, match-making opportunities with federal buyers and other management and technical guidance. 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 firms that become eligible for SBA's 8(a) business development assistance are also 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:

- It must be a small business by SBA size standards;
- It must be 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;
- It must be controlled, managed, and operated full-time by one or more individuals who qualify as disadvantaged, and;
- It 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 bias because of their identity as a member of a group without regard to their individual capabilities. The following individuals are 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.

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.

So that approved firms can obtain training, counseling, and business development assistance, SBA designates a staff person at a local SBA district office, geographically near the business to coordinate the firm's business development assistance.

The SBA is responsible for:

- Determining whether a business qualifies for the 8(a) Business Development program;
- Determining whether a business continues to qualify, during the nine-year term;
- Approving Mentor/Protégé agreements between 8(a) firms and large businesses;
- Providing technical guidance and business development assistance during the nine-year term.

For additional information, 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 subcontracting goal for SDBs in their subcontracting plans.

Firms self-certify as SDB 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 update their System for Award Management (SAM), previously CCR, profiles and update their ORCA profiles, making sure that both profiles reflect their SDB status.

U.S. Small Business Administration

Office of Business Development
 409 Third St. S.W.
 Washington, DC 20416
 202-619-1850

New Mexico SBA District Office

500 Gold Ave. S.W., Ste. 11301
 Albuquerque, NM 87102
 505-248-8225 • 505-248-8246 Fax

NEDA Business Consultants, Inc.

Anna Muller
 718 Central Ave. S.W.
 Albuquerque, NM 87102
 505-843-7114 • 505-242-2030 Fax



New Mexico Native American Business Enterprise Center

Theodore Pedro, Project Director
2401 12th St. N.W., Ste. 5-5
Albuquerque, NM 87104
505-243-6775 • 505-766-9499 Fax

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 Veteran-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.

The SDVOSB protest 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.

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/1/2985.

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.

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. The firm must be "small" in its primary industry in accordance with SBA's size standards for 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/content/contracting-opportunities-women-owned-small-businesses.

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.

Procurement

Government agencies and corporations that wish to purchase services and products will post procurement opportunities.

The following contacts can provide current information on opportunities:

U.S. Small Business Administration

500 Gold Ave. S.W., Ste. 11301
Albuquerque, NM 87102
505-248-8225 • 505-248-8246 Fax
www.sba.gov

U.S. Small Business Administration

Sally Walton, Procurement Center Representative/Commercial Marketing Representative
U.S. Small Business Administration
NNSA Service Center
P.O. Box 5400
Albuquerque, NM 87185-5400
505-845-4578 • 202-481-6150 Fax
Sally.Walton@doeal.gov
Office of Government Contracting

New Mexico General Services Department

State Purchasing Division
Lawrence Maxwell
State Purchasing Agent
1100 St. Francis Dr., Rm. 2016
Santa Fe, NM 87505
Mailing: P.O. Box 6850
Santa Fe, NM 87502-6850
505-827-0472 • 505-827-2484 Fax

New Mexico Small Business Development Center

Procurement Technical Assistance Program (PTAP)

Main Office
Wendy Ederer, PTAP Program Manager
Barbara Sinha, Administrative Assistant -
505-428-1695
6401 Richards Ave.
Santa Fe, NM 87508
505-428-1622 or 505-428-1362
505-428-1469 Fax
www.nmsbdc.org

Government procurement can be a major source of revenue for small businesses, especially in New Mexico, with its many city, state, and federal government offices, military facilities, and two national laboratories. Administered by the NMSBDC and Department of Defense Logistics Agency, the Procurement Technical Assistance Program (PTAP) provides procurement assistance to small businesses. The staff of advisors are experienced in government contracting and provide a wide range of services, including individual counseling and training to enable businesses to successfully compete for government contracts.

STATEWIDE PTAP ADVISORS:

Richard Asenap, PTAP Advisor

Central New Mexico Community College
Albuquerque Small Business Dev. Center
2501 Yale Blvd., Ste. 302
Albuquerque, NM 87106
505-224-5258 • 505-224-5256 Fax

Adolfo Vasquez, PTAP Advisor

Veteran's Business Outreach Center
5201 Eagle Rock Rd. N.E.
Albuquerque, NM 87113
505-841-4783

Leonard Bean, PTAP Advisor

South Valley Economic Development Center
1309 4th St. S.W., Ste. A
Albuquerque, NM 87102
505-224-5966

Elke Mosholder, PTAP Advisor

NMSU – Alamogordo Small Business
Development Center
2400 N. Scenic Dr.
Alamogordo, NM 88310-3722
575-439-3823 • 575-439-3819 Fax

Jonnie Loadwick, PTAP Advisor

Clovis Community College Small Business
Development Center
Business Enterprise Center
105 E. Grand Ave.
Clovis, NM 88101
575-935-7827

William Dobricky, PTAP Advisor

Dona Community College/Workforce Center
Small Business Development Center
2345 E. Nevada Ave., Ste. 101
Las Cruces, NM 88001-3902
575-528-7431 • 575-528-7432 Fax

Elaine Palin, PTAP Advisor

Santa Fe Community College
Small Business Development Center
6401 Richards Ave.
Santa Fe, NM 87508-4487
505-428-1850 • 505-428-1469 Fax

Other Resources

Department of Veterans' Services

Joseph C. Long, Director
Veterans' Business Outreach Center
5201 Eagle Rock Rd. N.E.
Albuquerque, NM 87113
505-841-2956 • 505-841-5560 Fax
www.dvs.state.nm.us

General Services Administration (GSA)

Geraldine Garcia, Customer Services Director
421 Gold Ave. S.W., Ste. 315
Albuquerque, NM 87101-0000
505-248-7253 • 505-248-6023 Fax

NEDA Business Consultants, Inc.

Anna Muller, President
718 Central Ave. S.W.
Albuquerque, NM 87102
505-843-7114 • 505-242-2030 Fax
www.nedainc.net
info@nedainc.net

Los Alamos National Laboratory

Small Business Program Office
Mail Stop P222
P.O. Box 1663
Los Alamos, NM 87545
505-667-4410 • 505-667-9819 Fax

Sandia National Laboratories

Small Business Utilization Office
P.O. Box 5800, MS 1486
Albuquerque, NM 87185-1486
Business Point of Contact:
Ann Riley 505-284-9550
ajriley@sandia.gov
800-765-1678 • 505-844-0522 Fax
supplier@sandia.gov

A list of other federal agencies are available upon request from the SBA. Please call 505-248-8225 for more information.



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 Industrial 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 go to Small Disadvantaged Businesses
- 5 percent go to Women-Owned Small Businesses
- 3 percent go to Service-Disabled Veteran-Owned Small Businesses
- 3 percent go to HUBZone Small Businesses

Federal agencies have a strong incentive to fulfill these contracting goals. You should apply for those SBA-Certified and Self-Certified programs for which you qualify to take advantage of contracting opportunities.

GETTING STARTED IN CONTRACTING

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

1. Identify your DUNS (Data Universal Numbering System) Number

To register your business, obtain a DUNS number used to identify and track millions of businesses. You can obtain your free DUNS number when registering with the System for Award Management. Log on to www.sam.gov for more information or by contacting Dun & Bradstreet at www.dnb.com.

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. Identify your SIC (Standard Industrial Classification) codes

The SIC codes are four-digit numbers that are used to classify the industry a particular business occupies. While NAICS codes have largely replaced SIC codes, you will still need to provide your SIC code. SIC codes can be found at www.osha.gov/pls/imis/sicsearch.html.

5. Register with the System for Award Management (SAM), formerly the (Central Contractor Registration)

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. Register at SAM.gov.

After completing registration, you will be asked to enter your small business profile information through the SBA Supplemental Page. The information will be displayed in the Dynamic Small Business Search.

Creating a profile in SAM and keeping it current ensures your firm has access to federal contracting opportunities. Entering your small business profile, including your business information and key word description, allows contracting officers, prime contractors, and buyers from state and local governments to learn about your company.

6. Register with the GSA Schedule

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.

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.

7. 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.

8. Search Federal Business Opportunities (FedBizOpps) for Contracting Opportunities

FedBizOpps, is an online service operated by the federal government that announces available business opportunities. FedBizOpps helps identify the needs of federal agencies and available contracting opportunities.

To begin searching for contracting opportunities, go to www.fbo.gov.

9. 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.

Although not required, you may want to obtain a PSC (Product Services Code) and/or a FSC (Federal Supply Classification). These codes provide additional information about the services and products your business offers.

ADDITIONAL PROCUREMENT RESOURCES

The following federal procurement resources may also be of assistance:

- **The Certificates of Competency (CoC) program** allows a small business, which is the apparent successful offeror, to appeal 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.
- **PTACs (Procurement Technical Assistance Centers):** PTACs provide assistance to businesses that want to sell products and services to federal, state, and/or local government. To find a PTAC in your state, go to www.dla.mil/SmallBusiness/Pages/ptap.aspx.
- **Department of Defense** (The DoD is the largest purchaser of goods from small businesses): www.acq.osd.mil/osbp/
- **Office of Federal Procurement Policy:** www.whitehouse.gov/omb/procurement_default
- **Acquisition Forecast:** www.acquisition.gov/comp/procurement_forecasts/index.html
- **Federal Supply Schedule (FSS):** www.gsa.gov
- **GSA Center for Acquisition Excellence:** www.gsa.gov/portal/content/103487

SBA DISASTER ASSISTANCE

Getting Back on Your Feet After a Disaster

The Disaster Assistance Program is the SBA's largest direct loan program, and the only form of SBA assistance not limited to small businesses. SBA is responsible for providing affordable, timely and accessible financial assistance to homeowners, renters, businesses of all sizes and private, nonprofit organizations following declared disasters. By law, governmental units and agricultural enterprises are ineligible.

The SBA offers two types of disaster loans — Physical and Economic Injury Disaster Loans.

Home Physical Disaster Loans up to \$200,000 are available to eligible homeowners to repair or restore to its pre-disaster condition damaged or destroyed real estate not fully covered by insurance. Renters and homeowners alike may borrow up to \$40,000 to repair or replace clothing, furniture, cars, appliances, etc., that are damaged or destroyed in the disaster.

Business Physical Disaster Loans up to \$2 million are available to qualified businesses or private, nonprofit organizations of any size to help restore or replace damaged real estate, inventory, machinery, equipment and other business assets to its pre-disaster condition.

The SBA can also lend additional funds to homeowners and businesses to help with the cost of making improvements that protect, prevent or minimize the same type of disaster damage from occurring again.

Economic Injury Disaster Loans (EIDLs) are working capital loans available to qualified small businesses, agricultural cooperatives, businesses engaged in aquaculture and most private nonprofit organizations of all sizes that suffered financial losses because of the disaster, regardless of physical damage. The SBA can loan up to \$2 million to provide the necessary working capital to help small businesses pay fixed debts, payroll, accounts payable and other bills that could have been covered had the disaster not occurred. The loan is not intended to replace lost sales or profits. The

combined limit for economic injury and physical damage assistance for businesses is \$2 million.

Military Reservist Economic Injury Disaster Loans (MREIDLs) are working capital loans for small businesses adversely affected when an essential employee is called up to active duty by the National Guard or Reserves. An "essential employee" is defined as an individual (whether or not the owner of the small business) whose managerial or technical skill is critical to the successfully daily operation of the business. The loan limit is \$2 million, and the funds may be used to pay necessary operating expenses as they mature until operations return to normal after the essential employee is released from active military duty. The MREIDLs cannot be used to replace lost profits.

For all disaster loans, the SBA can only approve loans to applicants having a credit history acceptable to the SBA and who also show the ability to repay the loans. The loan terms are established in accordance with the borrower's repayment ability. The law gives the 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 the SBA's determination of whether the applicant has credit available elsewhere (the ability to borrow or use their own resources to recover after the disaster).

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

Disaster Preparedness

For small businesses, surviving a disaster doesn't begin with clearing the debris and returning to work.

With proper planning, surviving begins long before the disaster strikes—or before active-duty orders are received. Your planning should include insurance coverage, emergency power, protection of company records, fire safety, medical emergencies, taking care of your employees and continuity planning —

how your business will continue during and after the emergency or disaster.

Starting is as easy as clicking on the disaster preparedness page of the SBA's website at www.sba.gov/prepare.

The page provides links to resources to help you put together your own emergency plan, preparedness tips, and fact sheets about SBA recovery assistance for homeowners, renters, businesses of all sizes and private, nonprofit organizations. The SBA has partnered with the American Red Cross to increase awareness in the business community about the Red Cross Ready Rating™ Program. Ready Rating™ is a free, self-paced, web-based membership program that helps a business measure its ability to deal with emergencies, and gives customized feedback on how to improve those efforts. Visit www.readyrating.org.

Additionally, to help small businesses with their preparedness planning, the SBA has teamed up with Agility Recovery Solutions to offer business continuity strategies for entrepreneurs via their "PrepareMyBusiness" website. In addition to offering practical disaster preparedness tips, Agility is the co-host (with the SBA) of a monthly disaster planning webinar for business owners. Previous webinar topics have included discussions on crisis communications, testing your recovery plan, and using social media to enhance business recovery. Visit www.preparemybusiness.org to get the schedule for future webinars, view archived webinars and for more disaster planning tips.

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.

Additional information on developing an emergency plan is available at the federal government's preparedness website www.ready.gov.

The Institute for Business and Home Safety (www.disastersafety.org) also offers useful tips on protecting your home or business.

ADVOCACY AND OMBUDSMAN

Watching Out for Small Business Interests



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 appellate courts as friends of the court. 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

If excessive fines, penalties or unfair regulatory enforcement by federal agencies are problems for your small business, you have a voice in Washington, D.C., through the SBA's Office of the National Ombudsman.

The ombudsman receives comments regarding federal regulatory

enforcement from small business owners, nonprofit organizations and small government entities. Comments are forwarded to federal agencies for review, and in some cases fines may be lowered or eliminated and decisions changed in favor of the small business owners. Each year the National Ombudsman files a report with the U.S. Congress on the responsiveness of federal agencies regarding their actions of regulatory and compliance enforcement on small businesses.

To request help, send the National Ombudsman a complete Federal Agency Comment Form. You may do this online at www.sba.gov/ombudsman; by fax at 202-481-5719; or by mail at 409 Third Street S.W., Mail Code 2120, Washington, DC 20416.

The Ombudsman also coordinates 10 Regional Regulatory Fairness Boards that meet regularly to receive comments about federal regulations affecting small businesses.

Learn more about the National Ombudsman at www.sba.gov/ombudsman or call 888-REG-FAIR.

ADDITIONAL RESOURCES

Taking Care of Startup Logistics



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

BUSINESS LICENSES

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

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

Albuquerque City Treasurer's Office

1 Civic Plaza N.W., Rm. 1080-B
Albuquerque, NM 87102
505-768-3309 or 505-768-3444
www.cabq.gov/treasury/license.html
They will provide a license to conduct business via business registration fee. A state taxpayer identification number or evidence of application for such number is required.

FICTITIOUS BUSINESS NAME

Registering your business name, after doing a search to make sure that it is not already in use, protects you from others who might want to use the same name. 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.

New Mexico Secretary of State New Mexico State Capital

325 Don Gaspar, Ste. 300
Santa Fe, NM 87501
505-827-3600 or 800-477-3632

To incorporate your business, obtain information from the:

New Mexico Public Regulation Commission

P.O. Box 1269
Santa Fe, NM 87504-1269
888-427-5772 • 505-827-4387 Fax
Information/assistance on articles of incorporation and other business registration forms for for-profit and nonprofit businesses.

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, other 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 must 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 for 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 advisor 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/index.html.

When you are running a business, you don’t need to be a tax expert. However, you do need 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.

Small Business Forms and Publications www.irs.gov/businesses/small/article.html.

Download multiple small business and self-employed 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/article/0,,id=102767,00.html. This is a free service offered by the Internal Revenue Service.

Call 800-829-1040 if you have questions. You must 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.

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. For information on state taxes - sales or income, contact:

New Mexico Taxation & Revenue Dept.
P.O. Box 5557
Santa Fe, NM 87504-0630
505-827-0700 • 505-827-0331 Fax

Information, assistance and problem solving on business related taxes including the investment tax credit, gross receipts tax, employee state income tax and state corporate income tax is available through this department.

To obtain a State Tax Number, please contact:

New Mexico Taxation & Revenue Dept.
P.O. Box 630
Santa Fe, NM 87504-0630
505-827-0700 • 505-827-0331 Fax

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/businesses/small/index.html.

VIRTUAL SMALL BUSINESS WORKSHOP

www.tax.gov/virtualworkshop/

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/0,,id=101169,00.html and online www.irsvideos.gov/virtualworkshop/ 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.

Tax Calendar for Small Businesses and Self-Employed (Publication 1518) www.irs.gov/businesses/small/article/0,,id=176080,00.html.

The Tax Calendar for Small Businesses and Self-Employed contains useful information on general business taxes, IRS and SSA customer assistance, electronic filing and paying options, retirement plans, business publications and forms, common tax filing dates, and federal legal holidays.

SOCIAL SECURITY CARDS

All employees must have a Social Security 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/. Once registered for Business Services Online, business owners or their authorized representative can:

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

Federal Withholding

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

Health Insurance

Compare plans in your area at www.healthcare.gov.

Employee Insurance

If you hire employees you may be required to provide unemployment or workers' compensation insurance. For more information:

NM Workers' Compensation

Administration
Mailing Address: P.O. Box 27198
Albuquerque, NM 87125-7198
Physical Address: 2410 Centre Ave. S.E.
Albuquerque, NM 87106
800-255-7965 or 505-841-6000
866-967-5667 Help line
www.workerscomp.state.nm.us

Personnel Posting Requirements

Federal and state laws require that certain posters be displayed on business premises to inform employees of their rights and benefits. These posters can be obtained at no cost from the following agencies:

New Mexico Department of Labor/ Workforce Connection

501 Mountain Rd. N.E.
Albuquerque, NM 87102
505-843-1900 • 505-843-1991 Fax

U.S. Department of Labor/ Wage & Hour Division

500 Gold Ave. S.W., Ste. 12000
Albuquerque, NM 87102
505-248-6100 • 505-248-6108 Fax

For more information on Worker's Compensation, contact:
Workers' Compensation Administration

P.O. Box 27198
Albuquerque, NM 87125
2410 Centre Ave. S.E. 87106
800-255-7965
In Albuquerque: 505-841-6000

New Mexico OSHA Office

P.O. Box 5469
525 Camino de los Marquez, Ste. 3
Santa Fe, NM 87502
505-476-8700 • 505-476-8734 Fax

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

The Federal Immigration Reform and Control Act of 1986 requires employers to verify employment eligibility of new employees. The law obligates an employer to process Employment Eligibility Verification Form I-9. The U.S. Citizenship and Immigration Services Office of Business Liaison offers a selection of information bulletins and live assistance through the Employer Hotline. For forms call 800-870-3676, for the Employer Hotline call 800-357-2099.

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 our 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 outlines specific health and safety standards adopted by the U.S. Department of Labor.

OSHA Onsite-Consultation NM Environment Dept.

Occupational Health & Safety Bureau
525 Camino de los Marquez, Ste. 3
P.O. Box 2569
Santa Fe, NM 87502
505-476-8700 • 505-476-8734 Fax

New Mexico Environment Department Office of the Secretary

Harold Runnels Bldg.
1190 S. St. Francis Dr., Ste. N4050
P.O. Box 5469
Santa Fe, NM 87505
505-827-2855 or 800-219-6157
505-827-2836 Fax

Responsible for issuing permits to business and industry to assure protection of the environment. Major areas of concern in New Mexico include air quality, surface water quality, solid waste, hazardous waste and underground storage tanks.

U.S. Environmental Protection Agency/Region VI

1445 Ross Ave.
Dallas, TX 75202
214-665-2200 or 800-887-6063
214-665-2118 Fax
Information/referral on federal environmental regulations including the Clean Water Act, the Clean Air Act, the Safe Drinking Water Act, the Resource Conservation & Recovery Act and other environmental regulations.

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.

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



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 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.

The following organization(s) provide business legal assistance on a discounted or pro bono basis if you or your business meets certain criteria:

Bridge to Justice Referral Program

State Bar of New Mexico
5121 Masthead N.E./P.O. Box 92860
Albuquerque, NM 87199-2860
800-876-6227

UNM School of Law

Business and Tax Clinic
1117 Stanford Dr. N.E.
MSC116070.1 UNM
Albuquerque, NM 87131-0001
505-277-2146

Lawyer Referral Service

Albuquerque Bar Association
www.abqbar.org
505-243-2615

Accounting

An accountant can assist a small business in establishing a sound bookkeeping system; preparing periodic financial statements; preparing state and federal income tax returns; preparing social security, withholding, property and other tax returns; budgeting and forecasting and; consulting on various financial aspects of the business.

To find an accountant in your area, contact:

New Mexico Society of Certified Public Accountants-Referral Service & Information Services

3400 Menaul Blvd. N.E.
Albuquerque, NM 87107
505-246-1699 or 800-926-2522
505-246-1686 Fax
www.nmscpa.org

New Mexico Society of Public Accountants

2132-A Central Ave. S.E., PMB 306
Albuquerque, NM 87106
505-255-9335 or 800-378-1880
505-212-0822 Fax
www.nmspacct.com



OTHER ASSISTANCE

OTHER SOURCES OF ASSISTANCE

Chambers of Commerce

Chambers of Commerce serve as a central location where the local small business community may obtain information, publications and contact information.

ALAMOGORDO CoC

1301 N. White Sands Blvd.
Alamogordo, NM 88310-6659
575-437-6120 • 575-437-6334 Fax
www.alamogordo.com
chamber@alamogordo.com

AFRICAN AMERICAN CoC OF NEW MEXICO

100 Arno N.E., Ste. C
Albuquerque, NM 87102
505-243-3949 • 505-243-1504 Fax
www.AACCNM.com
join@aacnm.com

ALBUQUERQUE GAY LESBIAN BISEXUAL TRANSGENDER CoC

c/o Talia Freedman
P.O. Box 2276
Tijeras, NM 87059
505-263-7892 • 877-543-1035 Fax
www.abqglbtchamber.com
taliefreedman@aol.com

ALBUQUERQUE HISPANO CoC

1309 4th St. S.W.
Albuquerque, NM 87102
505-842-9003 • 505-764-9664 Fax
www.ahcnm.org
Synthia@ahcnm.org

ALBUQUERQUE WEST SIDE CoC

#173 3301-R Coors Blvd. N.W.
Albuquerque, NM 87120-1292
505-688-4122
www.abqwest.org
luis@elitemusicnm.com

AMERICAN INDIAN CoC OF NEW MEXICO, INC.

2401 12th St. N.W., Ste. 5 S.
Albuquerque, NM 87104
505-766-9545 • 505-766-9499 Fax
www.aiccnm.com
americanindianch@qwestoffice.net

GREATER ALBUQUERQUE CoC

115 Gold Ave. S.W., Ste. 201
Albuquerque, NM 87102
505-764-3700 • 505-764-3714 Fax
www.abqchamber.com
info@abqchamber.com

ANGEL FIRE CoC

3407 Mountain View Blvd./P.O. Box 547
Angel Fire, NM 87710
575-377-6661 or 800-446-8117
575-377-3034 Fax
www.angelfirechamber.org
askus@angelfirechamber.org

ARTESIA CoC

107 N. First St.
Artesia, NM 88210
575-746-2744 or 800-658-6251
575-746-2745 Fax
www.artesiachamber.com
chamber@artesiachamber.com

AZTEC CoC

110 N. Ash
Aztec, NM 87410
505-334-7646 • 505-334-7648 Fax
www.aztecchamber.com
director@aztecchamber.com

GREATER BELEN CoC

712 Dalies
Belen, NM 87002
505-864-8091 • 505-864-7461 Fax
www.belenchamber.org
rhona@belenchamber.org

GREATER SANDOVAL COUNTY CoC

282 S. Camino del Pueblo, Ste. 2-D
P.O. Box 1116
Bernalillo, NM 87004
505-404-8492 or 505-235-3829 Cell
www.sandovalchamber.com
GSCCC@sandovalchamber.com

BLOOMFIELD CoC & VISITORS CENTER

224 W. Broadway
Bloomfield, NM 87413
505-632-0880 • 505-634-1431 Fax
www.bloomfieldchamber.info
askus@bloomfieldchamber.info

CARRIZOZO CoC & VISITORS CENTER

P.O. Box 567
Carrizozo, NM 88301
575-648-2732
www.carrizozochamber.org
zozoccc@tularosa.net

CARLSBAD CoC

302 S. Canal/P.O. Box 910
Carlsbad, NM 88220
575-887-6516 • 575-885-1455 Fax
www.carlsbadchamber.com
info@carlsbadchamber.com

CHAMA VALLEY CoC

P.O. Box 306-RB
Chama, NM 87520
575-756-2306 or 800-477-0149
www.chamavalley.com
info@chamavalley.com

CIMARRON CoC

104 N. Lincoln Ave./P.O. Box 604
Cimarron, NM 87714
575-376-2417 or 888-376-2417
www.cimarronnm.com
cimarronnm@gmail.com

CLAYTON/UNION COUNTY CoC

1103 S. 1st St./P.O. Box 476
Clayton, NM 88415
575-374-9253 or 800-390-7858
www.claytonnewmexico.org
cuchamber@plateautel.net

CLOUDCROFT CoC

1001 James Canyon Hwy./P.O. Box 1290
Cloudcroft, NM 88317
575-682-2733 or 866-874-4447
575-682-6028 Fax
www.cloudcroft.net
Cloudcroft@cloudcroft.net

CLOVIS/CURRY COUNTY CoC

105 E. Grand Ave.
Clovis, NM 88101
575-763-3435 or 800-261-7656
575-763-7266 Fax
www.clovisnm.org
ernie@clovisnm.org

DEMING LUNA COUNTY CoC

800 E. Pine (88030)/P.O. Box 8
Deming, NM 88031
575-546-2674 or 800-848-4955
575-546-9569 Fax
www.demingchamber.com
info@demingchamber.com

EAGLE NEST CoC

P.O. Box 322
Eagle Nest, NM 87718
575-377-2420 or 800-494-9117
www.eaglenestchamber.org
info@eaglenestchamber.org

ESPAÑOLA VALLEY CoC

1 Calle de las Españolas, Ste. F & G
Española, NM 87532
505-753-2831
www.espanolanmchamber.com
info@espanolanmchamber.com

EUNICE CoC

1021 Main St./P.O. Box 838
Eunice, NM 88231
575-394-2755
www.cityofeunice.org
eunicecocf@bajabb.com

FARMINGTON CoC

100 W. Broadway
Farmington, NM 87401
505-325-0279 • 505-327-7556 Fax
www.gofarmington.com
chamber@gofarmington.com

FT. SUMNER CoC

707 N. 4th St./P.O. Box 28
Fort Sumner, NM 88119
575-355-7705
www.ftsumnerchamber.com
ftsumnercoc@plateautel.net

GALLUP/MCKINLEY COUNTY CoC

106 W. Hwy. 66
Gallup, NM 87301
505-722-2228 or 800-380-4989
505-863-2280 Fax
www.thegallupchamber.com
bill@thegallupchamber.com

GRANTS CIBOLA COUNTY CoC

100 N. Iron Ave./P.O. Box 297
Grants, NM 87020
505-287-4802 or 800-748-2142
505-287-8224 Fax
www.grants.org
discover@grants.org

HATCH VALLEY CoC

210 F. W. Hall St./P.O. Box 38
Hatch, NM 87937
575-267-5050
www.villageofhatch.org
www.hatchchilefest.com
mnordyke2@gmail.com

HOBBS CoC

400 N. Marland Blvd.
Hobbs, NM 88240
575-397-3202 • 575-397-1689 Fax
www.hobbschamber.org
info@hobbschamber.org

JAL CoC

100 W. Idaho/P.O. Box 1205
Jal, NM 88252
575-395-2620 (Also Fax)
www.2chambers.com/jal_new_mexico.html
jalchamber@leaco.net

GREATER LAS CRUCES CoC

760 W. Picacho Ave. (88005)
P.O. Drawer 519
Las Cruces, NM 88004
575-524-1968 • 575-527-5546 Fax
www.lascruces.org

HISPANO CoC DE LAS CRUCES

277 E. Amador Ave., Ste. 305 (88001)
P.O. Box 1964
Las Cruces, NM 88004
575-524-8900 • 575-532-9255 Fax
www.hispanochamberlc.org
office@hispanochamberlc.org

LAS VEGAS/SAN MIGUEL CoC

1224 Railroad Ave./P.O. Box 128
Las Vegas, NM 87701
505-425-8631 • 505-428-6099 Fax
www.lasvegasnewmexico.com
lvexec@qwestoffice.net

LORDSBURG HIDALGO COUNTY CoC

206 Main St.
Lordsburg, NM 88045
575-542-9864 • 575-542-9059 Fax
www.lordsburghidalgocounty.net
lordsburgcoc@aznexus.net

LOS ALAMOS VISITORS CENTER & CoC

109 Central Park Sq.
Los Alamos, NM 87544
505-662-8105 • 505-662-0099 Fax
www.losalamoschamber.com
chamber@losalamos.com

VALENCIA COUNTY CoC

3445 Lambros Loop/P.O. Box 13
Los Lunas, NM 87031
505-352-3596 • 505-352-3589 Fax
www.loslunasnm.gov/chamber
vcchamber@loslunasnm.gov

OTHER ASSISTANCE

LOVINGTON CoC

201 S. Main St.
Lovington, NM 88260
575-396-5311 • 575-396-2823 Fax
www.lovingtonchamber.org
administration@lovingtonchamber.org

MORIARTY CoC

777 Rte. 66 Ave./P.O. Box 96
Moriarty, NM 87035
505-832-4087
www.moriartychamber.com
debbie@moriartychamber.com

MOUNTAINAIR CoC

217 W. Broadway/P.O. Box 595
Mountainair, NM 87036
505-847-2795
www.discovermountainairnm.com

NEW MEXICO GREEN CoC

115 Gold Ave. S.W., Ste. 209
Albuquerque, NM 87102
505-244-3700
www.nmgreenchamber.com
info@nmgreenchamber.com

PLACITAS CoC

46 Sandia Ln.
Placitas, NM 87043
505-867-3388 • 505-867-3102 Fax
www.placitaschamber.com
placitaschamber@aol.com

ROOSEVELT COUNTY CoC

100 South Ave. A
Portales, NM 88130
575-356-8541 or 800-635-8036
575-356-8542 Fax
www.Portales.com
Chamber@Portales.com

RATON CoC

100 Clayton Rd./P.O. Box 1211
Raton, NM 87740
575-445-3689
www.raton.info
ratonchamber@bacavalley.com

RED RIVER CoC

100 E. Main St./P.O. Box 870
Red River, NM 87558
575-754-2366 or 800-348-6444
575-754-3104 Fax
www.redrivernewmex.com
rrinfo@redriverchamber.org

CATRON COUNTY CoC

P.O. Box 415
Reserve, NM 87830
575-533-6116
www.catronchamber.org

RIO RANCHO REGIONAL CoC

4001 Southern Blvd. S.E., Ste. B
Rio Rancho, NM 87124
505-892-1533 • 505-892-6157 Fax
www.rrrcc.org
info@rrrcc.org

ROSWELL CoC

131 W. 2nd St.
Roswell, NM 88201
575-623-5695 or 877-849-7679
575-624-6870 Fax
www.roswellnm.org
information@roswellnm.org

ROSWELL HISPANO CoC

327 N. Main St.
Roswell, NM 88201
575-624-0889 • 575-624-0538 Fax
www.roswellhcc.org
director@roswellhcc.org

RUIDOSO VALLEY CoC & VISITORS CENTER

720 Sudderth Dr.
Ruidoso, NM 88345
575-257-7395 or 877-RUIDOSO (784-3676)
575-257-4693 Fax
www.ruidosonow.com
info@ruidosonow.com

SANTA FE CoC

1644 St. Michael's Dr.
Santa Fe, NM 87505
Mailing P.O. Box 1928 (87504)
505-988-3279 • 505-984-2205 Fax
www.santafeschamber.com
Info@santafeschamber.com

SANTA ROSA VISITOR INFORMATION CENTER

244 S. 4th St.
Santa Rosa, NM 88435
575-472-3763 • 575-472-3848 Fax
www.santarosanm.org
rdelgado@srnm.org

SILVER CITY/GRANT COUNTY CoC

P.O. Box 1028
Silver City, NM 88062
575-538-3785
www.silvercity.org
members@silvercity.org
info@silvercity.org

SOCORRO COUNTY CoC

101 Plaza
Socorro, NM 87801
575-835-0424 • 575-835-9744 Fax
www.socorro-nm.com
chamber@socorro-nm.com

TAOS COUNTY CoC

515 Gusdorf Rd., Ste. 6
Taos, NM 87571
575-751-8800 • 575-751-8801 Fax
www.TaosChamber.com
info@TaosChamber.com

TATUM CoC

P.O. Box 814
Tatum, NM 88267
575-398-5455 (Also Fax)
www.townoftatum.org
mburns@leaco.net

EAST MOUNTAIN CoC

P.O. Box 2436
Tijeras, NM 87059
505-281-1999 (Also Fax)
www.eastmountainchamber.com
info@eastmountainchamber.com

TRUTH OR CONSEQUENCES/SIERRA COUNTY CoC

207 S. Foch St.
Truth or Consequences, NM 87901
575-894-3536
www.torcchamber.com
info@torcchamber.com

TUCUMCARI/QUAY COUNTY CoC

404 W. Rte. 66/P.O. Drawer E
Tucumcari, NM 88401
575-461-1694 • 575-461-3884 Fax
www.tucumcarinm.com
chamber@tucumcarinm.com

Other Resources

OTERO COUNTY ECONOMIC DEVELOPMENT COUNCIL, INC.

1301 N. White Sands Blvd.
Alamogordo, NM 88310
575-434-5882 • 575-437-7139 Fax
www.ocedc.com
ocedc@alamogordo.com

ACCION NEW MEXICO

• ARIZONA • COLORADO (ACCION)
2000 Zearing N.W.
Albuquerque, NM 87104
505-243-8844 or 800-508-7624
505-243-1551 Fax
www.accionnm.org
accion@accionnm.org

ALBUQUERQUE ECONOMIC DEVELOPMENT

851 University Blvd. S.E., Ste. 203
Albuquerque, NM 87106
505-246-6200 or 800-451-2933
505-246-6219 Fax
www.abq.org
info@abq.org

ASSOCIATION OF COMMERCE & INDUSTRY

2201 Buena Vista Dr. S.E., Ste. 410
P.O. Box 9706
Albuquerque, NM 87119
505-842-0644 • 505-842-0734 Fax
www.aci-nm.org
info@aci-nm.org

BETTER BUSINESS BUREAU OF THE SOUTHWEST, INC.

2625 Pennsylvania St. N.E., Ste. 2050
Albuquerque, NM 87110
505-346-0110 • 800-873-2224
505-346-0696 Fax
www.bbbsw.org
info@bbbsw.org

BERNALILLO COUNTY ECONOMIC DEVELOPMENT OFFICE

One Civic Plaza N.W.
10th Fl., Rm. 10111
Albuquerque, NM 87102
505-468-7185
www.berncogov/economic-development
ed@berncogov
The BCED office is here to provide information and assistance in developing your business in Bernalillo County.

CITY OF ALBUQUERQUE ECONOMIC DEVELOPMENT DEPARTMENT

1 Civic Plaza N.W., Rm. 11110
Albuquerque, NM 87102
Mailing P.O. Box 1293 (87103)
505-768-3270 or 800-659-8331 TTY
505-768-3280 Fax
www.cabq.gov/econdev
jaq@cabq.gov

NM BUSINESS LEADERSHIP NETWORK EMPLOYERS' DISABILITY RESOURCE

Leah Rhule, Executive Director
P.O. Box 90803
Albuquerque, NM 87199
505-379-6533
www.newmexicoblcn.com
lrhule@newmexicoblcn.com
NM Business Leadership Network: OUR MISSION: We are New Mexico business leaders who collaborate with employers to promote and accomplish the business imperative of including people with disabilities in the workforce. We provide training, referrals and individualized consultations that enable employers to recruit, hire, promote and retain employees with disabilities because it is good business. We also provide training and consultation on creating marketing plans that target consumers with disabilities. We serve entrepreneurs with disabilities by incubating micro-enterprises to be operated and/or owned by the individual with a disability. The organization's VISION is to realize a fully inclusive workforce where all people have equal opportunity for employment, where everyone's performance is maximized, and where business provides the catalyst for this movement through best disability employment practices.

E-VERIFY

E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. E-Verify is free and voluntary and is the best means available for determining employment eligibility of new hires and the validity of their Social Security Numbers. If you are an employer or employee and would like more information about the E-Verify program, please visit our website at: www.dhs.gov/E-Verify or contact our Customer Support staff:

OTHER ASSISTANCE

- Monday-Friday 9am - 5pm Local Time
- Telephone: 888-464-4218
- 877-875-6028 (TTY)
- www.dhs.gov/E-Verify
- E-mail: e-verify@dhs.gov

THE LOAN FUND

F. Leroy Pacheco, President/CEO
423 Iron Ave. S.W.
Albuquerque, NM 87102
Mailing P.O. Box 705 (87103)
505-243-3196 or 866-873-6746
505-243-8803 Fax
www.loanfund.org
info@loanfund.org (inquiries)

NM NATIVE AMERICAN BUSINESS ENTERPRISE CENTER

Theodore Pedro, Executive Director
2401 12th St. N.W., Ste. 5-S.
Albuquerque, NM 87104
505-243-6775 • 505-766-9499 Fax
www.nmnabec.org
tedpedro@nmnabec.org

NAWBO-NNM

(NATIONAL ASSOCIATION OF WOMEN BUSINESS OWNERS)

NORTHERN NEW MEXICO CHAPTER

P.O. Box 30887
Albuquerque, NM 87190
505-435-3724
www.nawbonnm.org
president@nawbonnm.org
NAWBO-NNM provides a learning environment in which members can heighten their standards of professionalism; strive for excellence; exceed expectations of their clients and themselves; and provide support for each other. Please contact NAWBO for further information.

NEDA BUSINESS CONSULTANTS, INC.

Anna Muller, President
718 Central Ave. S.W.
Albuquerque, NM 87102
505-843-7114 • 505-242-2030 Fax
www.nedainc.net
info@nedainc.net

NEW MEXICO DEPARTMENT OF VETERANS' SERVICES

Joseph C. Long, Director
Veterans' Business Outreach Center
5201 Eagle Rock Rd. N.E.
Albuquerque, NM 87113
505-841-2956 • 505-841-5560 Fax
www.dvs.state.nm.us

NEW MEXICO 8(a) & MINORITY BUSINESS ASSOCIATION

718 Central Ave. S.W.
Albuquerque, NM 87102
505-843-7114 • 505-242-2030 Fax
www.nedainc.net/NM 8a Home Page.htm
info@nedainc.net

NEW MEXICO PARTNERSHIP

110 2nd St. S.W., Ste. 602
Albuquerque, NM 87102
505-247-8500 or 888-715-5293
kevin@losalamos.org
creativenm.org
www.nmpartnership.com
info@nmpartnership.com

NEW MEXICO MANUFACTURING EXTENSION PARTNERSHIP

4501 Indian School Rd. N.E., Ste. 202
Albuquerque, NM 87110
505-262-0921 • 505-262-9691 Fax
www.newmexicomep.org
info@newmexicomep.org

SOUTH VALLEY ECONOMIC DEVELOPMENT CENTER

318 Isleta Blvd. S.W.
Albuquerque, NM 87105
505-877-0373 • 505-877-0873 Fax
www.svedc.org
info@svedc.org
The South Valley Economic Development Center (SVEDC) is a small business incubator dedicated to helping new and existing small businesses in the South Valley and beyond obtain the resources and information they need to thrive. The SVEDC provides services in three major categories: low cost office space with flexible leases and shared administrative help, a state of the art FDA certified commercial kitchen facility for rent on a one time or on-going basis, and on-site training in business management.

UNM BUREAU OF BUSINESS & ECONOMIC RESEARCH

303 Girard Blvd. N.E., Ste. 116
Mailing MSC06 3510
1 University of New Mexico
Albuquerque, NM 87131-0001
505-277-2216 • 505-277-7066 Fax
www.bber.unm.edu
dbinfo@unm.edu

UNM SMALL BUSINESS INSTITUTE

c/o Dr. Raj Mahto
UNM Anderson School of Management
1924 Las Lomas Rd. N.E.
Albuquerque, NM 87106
505-277-2423 • 505-277-7108 Fax
http://sbi.unm.edu/default.asp
sbi@unm.edu

USDA RURAL DEVELOPMENT

Rural Business, Rural Housing and Rural Community Programs
6200 Jefferson Blvd. N.E., Rm. 255
Albuquerque, NM 87109
505-761-4950 • 505-761-4976 Fax
www.rurdev.usda.gov/nm
USDA Rural Development's mission is to increase economic opportunity and improve the quality of life for all rural Americans by providing the necessary financing and technical assistance through three primary program areas of housing, business and infrastructure.

VETERANS PROCUREMENT ASSISTANCE CENTER, INC.

Archie Garcia, Executive Director
1314 Madeira Dr. S.E.
Albuquerque, NM 87108
505-338-4155 • 505-338-4156 Fax
www.vpacinc.org
agarcia@vpacinc.org

WESST

Agnes Noonan, Executive Director
WESST Enterprise Center
609 Broadway Blvd. N.E.
Albuquerque, NM 87102
505-246-6900 • 800-469-3778
505-243-3035 Fax
www.wesst.org

YMCA OF CENTRAL NEW MEXICO

303 Roma Ave. N.W., Ste. RB00A
Albuquerque, NM 87102
505-881-4787 • 505-881-5350 Fax
www.ymcacnm.org

YWCA - MIDDLE RIO GRANDE

210 Truman St. N.E., Ste. A
Albuquerque, NM 87108
505-254-9922 • 505-254-9953 Fax
www.ywca-nm.org
info@ywca-nm.org

SANDOVAL COUNTY ECONOMIC DEVELOPMENT AND TOURISM DEPARTMENT

264 Camino Del Pueblo/P.O. Box 40
Bernalillo, NM 87004
505-867-8687 or 800-252-0191
505-867-8325 Fax
www.sandovalcounty.org
agriffin@sandovalcountynm.gov

CARLSBAD DEPARTMENT OF DEVELOPMENT CORPORATION

400-2 Cascades Ave., Ste. 201/P.O. Box 1090
Carlsbad, NM 88220
575-887-6562 • 575-885-0818 Fax
www.developcarlsbad.org
cdod@developcarlsbad.org

CLOVIS INDUSTRIAL DEVELOPMENT CORPORATION

P.O. Box 930
Clovis, NM 88102
575-763-6600 • 575-763-0395 Fax
www.developclovis.com
info@developclovis.com

BETTER BUSINESS BUREAU OF THE SOUTHWEST- FARMINGTON BRANCH OFFICE

308 N. Locke
Farmington, NM 87401
505-326-6501 • 505-327-7731 Fax
www.bbbsw.org

NMIDEA

Eileen Shelton, Association Manager
2844 E. Main St., Ste. 106, #275
Farmington, NM 87402
505-486-4745 or 505-243-9913 Msg.
505-566-3698 Fax
www.nmidea.org
eshelton@nmidea.com

FEDERAL LABORATORY CONSORTIUM - NEW MEXICO

The Federal Laboratory Consortium for Technology Transfer (FLC) is the nationwide network of federal laboratories that provides the forum to develop strategies and opportunities for linking the laboratory mission technologies and expertise with the marketplace.
www.flcmidcontinent.org/

AIR FORCE/AFRL & KIRTLAND AFB

Small Business Programs Office
3115 Aberden S.E.
Kirtland AFB, NM 87117
505-846-4599 • 505-846-4800 Fax
www.kirtland.af.mil

CENTER FOR FAITH-BASED & COMMUNITY INITIATIVES

U. S. Small Business Administration
409 3rd St. S.W., Ste. 7000
Washington, DC 20024
202-205-9037 • 202-205-6802 Fax
www.sba.gov/fbci

DOE-LOS ALAMOS NATIONAL LABORATORY

Small Business Program Office
P.O. Box 990, Mail Stop P222
Los Alamos, NM 87545
505-667-4419 • 505-667-9819 Fax
http://business.lanl.gov
business@lanl.gov

SANDIA NATIONAL LABORATORIES

Small Business Utilization Office
P.O. Box 5800, MS 1486
Albuquerque, NM 87185-1486
800-765-1678
www.sandia.gov
supplier@sandia.gov

GREATER TUCUMCARI ECONOMIC DEVELOPMENT CORPORATION

1500 W. Tucumcari Blvd./P.O. Box 1392
Tucumcari, NM 88401
575-461-4079 • 575-461-1838 Fax
http://tucumcari.biz
patv@tucumcari.biz

LAS VEGAS SAN MIGUEL COMMERCE J & DEVELOPMENT PARTNERSHIP

1224 Railroad Ave./P.O. Box 128
Las Vegas, NM 87701
505-425-8631
www.lasvegasnewmexico.com

LOS ALAMOS COMMERCE & DEVELOPMENT CORPORATION

190 Central Park Sq./P.O. Box 1206
Los Alamos, NM 87544
505-662-0001 • 505-662-0099 Fax
www.losalamos.org/lacdc

LOVINGTON ECONOMIC DEVELOPMENT CORPORATION

201 S. Main St.
Lovington, NM 88260
575-396-1417 • 575-396-6328 Fax
www.lovingtonedc.org

OTHER ASSISTANCE

MESILLA VALLEY ECONOMIC DEVELOPMENT ALLIANCE

U.S. Bank Tower
277 E. Amador, Ste. 304/P.O. Box 1299
Las Cruces, NM 88004
575-525-2852 or 800-523-6833
575-523-5707 Fax
www.mveda.com
biz@mveda.com

NAVAL SEA SYSTEMS COMMAND (NAVSEA)

Naval Surface Warfare Center,
Port Hueneme Division
Small Business Office
Port Hueneme, CA – NSWC PHD
(For White Sands Missile Range, NM Procurements)
805-228-0372
www.navsea.navy.mil/nswc/porthueneme/default.aspx
www.navsea.navy.mil/nswc/porthueneme/business/SBO.aspx
thomas.winans@navy.mil

NEW MEXICO DEPARTMENT OF AGRICULTURE – MARKETING AND ECONOMIC DEVELOPMENT

MSC 5600 Box 30005
Las Cruces, NM 88003-8005
575-646-4929 • 575-646-3303 Fax
http://nmdaweb/

NEW MEXICO DEPARTMENT OF VETERANS' SERVICES

U.S. Air Force Colonel (Ret.) Timothy Hale,
Cabinet Secretary
Department of Veterans' Services
407 Galisteo, Rm. 142/P.O. Box 2324
Santa Fe, NM 87504
505-827-6300 or 866-433-VETS (8387)
505-827-6372 Fax
www.dvs.state.nm.us/
ray.seva@state.nm.us

NEW MEXICO ECONOMIC DEVELOPMENT DEPARTMENT

1100 St. Francis Dr., Ste. 1060
Santa Fe, NM 87505
505-827-0300 or 800-374-3061
505-827-0328 Fax
www.gonm.biz
edd.info@state.nm.us

NEW MEXICO HIGHLANDS UNIVERSITY SANTA FE/ESPANOLA

Steve Martinez, Ph.D., Center Director
6401 Richards Ave., Rm. 302
Santa Fe Community College
Santa Fe, NM 87508
505-424-9185 • 505-428-1147 Fax
scmartinez@nmhu.edu

CITY OF PORTALES

100 W. 1st St.
Portales, NM 88130
575-356-6662 ext. 1011
575-356-3158 Fax
www.portalesnm.org
citymanager@portalesnm.org

ROOSEVELT COUNTY COMMUNITY DEVELOPMENT CORPORATION

Doug Redmond, CECD, Dir. of Econ. Dev.
100 S. Ave. A
Portales, NM 88130
575-356-5354 or 800-635-8036
575-356-8542 Fax
www.goportales.com
economicdevelopment@portalesnm.org

RIO RANCHO ECONOMIC DEVELOPMENT CORPORATION

1201 Rio Rancho Blvd., Ste. C
Rio Rancho, NM 87124
505-891-4305 • 505-891-4297 Fax
www.rredc.org
info@rredc.org

SAN JUAN ECONOMIC DEVELOPMENT SERVICE, INC.

5101 College Blvd.
Farmington, NM 87402
505-566-3720 or 505-860-7997 Cell
505-566-3698 Fax
www.sanjuaneds.com
sjeds@sanjuaneds.com

SANTA FE BUSINESS INCUBATOR (SFB)

3900 Paseo del Sol
Santa Fe, NM 87507
505-424-1140 • 505-424-1144 Fax
www.sfb.net
info@sfb.net
The business incubator offers a wide range of business training, support programs, flexible leases and shared equipment in a professional environment. The SFB is able to offer a number of services to its tenant companies and help reduce the initial costs of starting a business.

SIERRA COUNTY ECONOMIC DEVELOPMENT ORGANIZATION

400 W. 4th St.
Truth or Consequences, NM 87901
575-740-0739
john.mulcahy@scedo.org

TAOS COUNTY ECONOMIC DEVELOPMENT CORPORATION

1021 Salazar Rd./P.O. Box 1389
Taos, NM 87571
575-758-8731 • 575-758-3201 Fax
www.tcedc.org
tcedc@tcedc.org

THE INTERNATIONAL BUSINESS ACCELERATOR

The International Business Accelerator (IBA) is a one-stop shop of resources for New Mexican businesses and individuals wishing to introduce their product or service into the global market. The IBA offers educational programs on how to export/import, an on-line resource guide of international trade materials and an electronic database of international trade leads/joint venture opportunities. The IBA also leads outgoing and reverse trade missions of foreign buyers and sellers for the benefit of New Mexican companies.

IBA's team of trade experts offers one-on-one counseling for businesses seeking assistance in meeting their international trade objectives.

The IBA is part of the New Mexico Small Business Development Center's network and is administered through Western New Mexico University and may be contacted at:

THE INTERNATIONAL BUSINESS ACCELERATOR

Jerry Pacheco, Executive Director
113 Sundance Ct.
Santa Teresa, NM 88008
575-589-2200 • 575-589-5212 Fax

U.S. SMALL BUSINESS ADMINISTRATION

Regional Manager – Export Solutions Group
Office of International Trade
U.S. Export Assistance Center
1625 Broadway Ave., Ste. 680
Denver, CO 80202
303-844-6622 ext. 218

SANDRA NECESSARY, DIRECTOR

U.S. Commercial Service
Santa Fe U.S. Export Assistance Center
U.S. Department of Commerce
P.O. Box 20003
Santa Fe, NM 87504
505-231-0075 • 505-827-0211 Fax
www.export.gov/newmexico

NEW MEXICO ASSOCIATION OF REGIONAL COUNCILS

MID REGION COUNCIL OF GOVERNMENTS – DISTRICT 3

Dewey Cave, Executive Director
809 Copper Ave. N.W.
Albuquerque, NM 87102
505-247-1750 • 505-247-1753 Fax
www.mrcog-nm.gov
dcaave@mrcog-nm.gov
(Bernalillo, Sandoval, Tarrant and Valencia along with portions of Santa Fe)

EASTERN PLAINS COUNCIL OF GOVERNMENTS – DISTRICT 4

Sandy Chancey, Executive Director
418 Main
Clovis, NM 88101
575-762-7714 • 575-762-7715 Fax
www.epcog.org
sandychancey@epcog.org
(Curry, DeBaca, Guadalupe, Harding, Quay, Roosevelt and Union)

SOUTH CENTRAL COUNCIL OF GOVERNMENTS – DISTRICT 7

Jay Armijo, Executive Director
600 Hwy. 195, Ste. D
Elephant Butte, NM 87935
575-744-0039 • 575-744-0042 Fax
www.sccog-nm.com
jarmijo@sccog-nm.com
(Doña Ana, Sierra and Socorro)

NORTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS – DISTRICT 1

Jeff Kiely, Executive Director
409 S. 2nd St.
Gallup, NM 87301
505-722-4327 • 505-722-9211 Fax
www.nwnmccog.com
jkiely@nwnmccog.com
(Cibola, McKinley and San Juan)

SOUTHEASTERN NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT/COUNCIL OF GOVERNMENTS – REGION 6

Hubert H. Quintana, Executive Director
1600 S.E. Main St., Ste. D
Roswell, NM 88203
575-624-6131 • 575-624-6134 Fax
www.snmedd.org
hqsmedd@plateautel.net
(Chavez, Eddy, Lea, Lincoln and Otero)

NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT – DISTRICT 2

Tim Armer, Executive Director
P.O. Box 5115
Santa Fe, NM 87502
505-827-7313 or 866-699-4927
505-827-7414 Fax
www.ncnmedd.com
tarmer@ncnmedd.com
(Colfax, Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe and Taos)

SOUTHWEST NEW MEXICO COUNCIL OF GOVERNMENTS – DISTRICT 5

Priscilla Lucero, Executive Director
1203 North Hudson St./P.O. Box 2157
Silver City, NM 88062
575-388-1509 • 575-388-1500 Fax
www.swnmccog.org
priscillalucero@gilanet.com
(Catron, Grant, Hidalgo and Luna)



SBA PARTICIPATING LENDERS

SBA Participating Banks and Other Lenders with NM Locations

Listed Alphabetically by City
NOTE: All 7a Lenders may now participate in the Small Loan Advantage and CAPLine programs without specific designations. However, institutions may be authorized to administer certain SBA programs but opt not to participate locally. It is always advisable to make contact with the institution directly.

ALAMOGORDO

BANK '34 (SE PX EE RLA)

500 E. 10th St.
 Alamogordo, NM 88310
 575-437-9334 • 505-437-7020 F

BBVA COMPASS BANK

(*** @ ^^ ee ew)

600 9th St.
 Alamogordo, NM 88310
 575-434-2660

FIRST AMERICAN BANK

(*** @ ^^ ++ ee RLA)

1300 N. White Sands
 P.O. Box 1845
 Alamogordo, NM 88310
 575-439-9800 • 575-439-1008 F

FIRST NATIONAL BANK IN ALAMOGORDO (RLA)

P.O. Box 9
 Alamogordo, NM 88311
 575-437-4880 • 575-443-5198 F

FIRST SAVINGS BANK (^ + + ew RLA)

723 New York Ave.
 Alamogordo, NM 88310
 575-437-0095 • 575-437-7737 F

PIONEER BANK (^ + + ee RLA)

P.O. Box 1707
 Alamogordo, NM 88311
 575-437-9075 • 575-439-6057 F

WASHINGTON FEDERAL (RLA)

P.O. Box 1767
 Alamogordo, NM 88310
 575-439-0011 • 575-434-1583 F
 504 loans ONLY

WELLS FARGO BANK

(*** @ ^^ ++ ee ew)

1109 New York Ave.
 Alamogordo, NM 88311
 575-434-8000 Branch
 505-766-6423 SBA Contact

WESTERN BANK (SE PX EE RLA)

P.O. Box 5100
 Alamogordo, NM 88311
 575-443-5000 • 575-443-5075 F

ALBUQUERQUE

BANK OF ALBUQUERQUE

(PLP CLP SE PX EWCP)
 201 3rd St. N.W., Ste. 1400
 Albuquerque, NM 87102
 505-222-8501 • 505-222-8481 F

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 4901 Central Ave. N.E.
 Albuquerque, NM 87108
 505-855-0640

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 401 Coors Rd. N.W.
 Albuquerque, NM 87121
 505-839-6180

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 3301 Coors Rd. N.W.
 Albuquerque, NM 87120
 505-855-0660

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 10131 Coors Rd. N.W.
 Albuquerque, NM 87114
 505-855-0760

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 10040 Coors ByPass N.W.
 Albuquerque, NM 87114
 505-855-0620

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 2801 Eubank Blvd. N.E.
 Albuquerque, NM 87112
 505-855-0855

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 1301 Juan Tabo N.E.
 Albuquerque, NM 87112
 505-855-0650

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 2500 Louisiana N.E., Ste. 100
 Albuquerque, NM 87110
 505-837-4161

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 4700 Montgomery Rd. N.E.
 Albuquerque, NM 87109
 505-855-7200

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 1698 Rio Bravo S.W., Ste. H
 Albuquerque, NM 87105
 505-855-0700

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 2274 Wyoming Blvd. N.E.
 Albuquerque, NM 87112
 505-855-0740

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 4201 Wyoming Blvd. N.E.
 Albuquerque, NM 87110
 505-855-0730

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 5915 Wyoming Blvd. N.E.
 Albuquerque, NM 87109
 505-855-0690

BANK OF ALBUQUERQUE

(*** @ ^^ ++ ew)
 8221 Wyoming Blvd. N.E.
 Albuquerque, NM 87113
 505-828-3700

BANK OF AMERICA, N.A.

(PLP CLP SE PX EWCP)
 303 Roma N.W.
 Albuquerque, NM 87102
 505-848-9164 • 505-243-9606 F
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

BANK OF THE RIO GRANDE

(^ + + ee RLA)
 2101 Mountain Rd. N.W., Ste. B
 Albuquerque, NM 87104
 505-247-2200

BANK OF THE WEST

(*** @ ^^ ee ew)
 500 Marquette N.W.
 Albuquerque, NM 87102
 505-843-9201 • 505-843-9164 F
 Branch
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 5501 Jefferson N.E.
 Albuquerque, NM 87109
 505-344-6589 • 505-344-6590 F
 Branch
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew SLA)
 5301 Central Ave. N.E.
 Albuquerque, NM 87108
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 3733 Isleta Blvd. S.W.
 Albuquerque, NM 87105
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 5228 Central Ave. S.W.
 Albuquerque, NM 87105
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 500 Dr. Martin Luther King Dr. N.W.
 Albuquerque, NM 87102
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 6125 Fourth St. N.W.
 Albuquerque, NM 87107
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 4221 San Mateo Blvd. N.E.
 Albuquerque, NM 87110
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 10050 Coors Bypass Blvd. N.W.
 Albuquerque, NM 87114
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 6701 Academy Rd. N.E.
 Albuquerque, NM 87109
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 1422 Carlisle Blvd. N.E.
 Albuquerque, NM 87110
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 7900 Wyoming Blvd. N.E.
 Albuquerque, NM 87109
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 2101 Eubank Blvd. N.E.
 Albuquerque, NM 87112
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 780 Juan Tabo N.E.
 Albuquerque, NM 87123
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 3201 Juan Tabo N.E.
 Albuquerque, NM 87111
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 5401 Gibson Blvd. S.E.
 Albuquerque, NM 87108
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST

(*** @ ^^ ee ew)
 5901 Menaul Blvd. N.E.
 Albuquerque, NM 87110
 505-717-3356 or 888-595-3156
 SBA Contact

BBVA COMPASS BANK

(*** @ ^^ ee ew)
 2444 Louisiana Blvd. N.E., Ste. 200
 Albuquerque, NM 87110
 505-888-9027 • 505-888-9176 F

BBVA COMPASS BANK

(*** @ ^^ ee ew)
 505 Marquette Ave. N.W.
 Albuquerque, NM 87102
 505-888-9020 • 505-888-9021 F

BBVA COMPASS BANK

(*** @ ^^ ee ew)
 10042 Coors Blvd. N.W.
 Albuquerque, NM 87114
 505-888-9054

BBVA COMPASS BANK

(*** @ ^^ ee ew)
 13140 Central Ave. S.E.
 Albuquerque, NM 87123
 505-559-9911

BBVA COMPASS BANK

(*** @ ^^ ee ew)
 9500 Sage Rd. S.W.
 Albuquerque, NM 87121
 505-833-2223

BBVA COMPASS BANK

(*** @ ^^ ee ew)
 3500 Candelaria N.E.
 Albuquerque, NM 87107
 505-888-9090

PLP – Preferred Lender
 CLP – Certified Lender
 SE – SBA Express Lender
 PX – Patriot Express Lender
 EE – Export Express Lender
 EWCP – Export Working Capital Lender
 CA – Community Advantage
 RLA – Rural Lender Advantage (Eligible)
 *** – Branch of Preferred Lender
 @ – Branch of Certified Lender
 ^^ – Branch of SBA Express Lender
 ++ – Branch of Patriot Express Lender
 ee – Branch of Export Express Lender
 ew – Branch of Export Working Capital Lender

SBA PARTICIPATING LENDERS

CENTURY BANK
(^ ^ ++ ee ew RLA)
8220 San Pedro N.E., Ste. 200
Albuquerque, NM 87113
505-798-5900 • 505-798-5939 F

COMMUNITY BANK (RLA)
4904 Alameda Blvd., N.E., Bldg. B
Albuquerque, NM 87113
505-890-7065 • 505-890-6640 F

FIRST AMERICAN BANK
(** @ ^ ^ ++ ee RLA)
8110 Ventura Blvd. N.E.
Albuquerque, NM 87122
505-821-9854 • 505-821-9855 F

FIRST CITIZENS BANK AND TRUST (PLP CLP SE PX EWCP)
4701 Lang Ave. N.E.
Albuquerque, NM 87109
505-243-9899 • 505-341-1104 F

FIRST NATIONAL BANK OF SANTA FE (RLA)
One Park Sq., Ste. 101
6501 Americas Pkwy. N.E.
Albuquerque, NM 87110
505-889-1923 • 505-889-1920 F

FIRST NATIONAL BANK OF SANTA FE (RLA)
7620 Jefferson St. N.E.
Albuquerque, NM 87109
505-798-5800 • 505-798-5850 F

MAIN BANK (RLA EWCP)
2424 Louisiana Blvd. N.E.
Albuquerque, NM 87110
505-880-1700 • 505-880-1777 F

MOUNTAIN AMERICA CREDIT UNION (@ ^ ^ ++)**
8104 Wyoming Blvd. N.E., Ste. C
Albuquerque, NM 87113
505-856-7885 • 505-822-5539 F
Branch
801-413-8043 • 801-320-5957 F
SBA Contact

MOUNTAIN AMERICA CREDIT UNION (@ ^ ^ ++)**
9200 Golf Course Rd. N.W.
Albuquerque, NM 87114
505-897-0090 • 505-890-8988 F
Branch
801-413-8043 • 801-320-5957 F
SBA Contact

MYBANK (^ ^ ++ ee RLA)
6000 Montgomery Blvd. N.E.
Albuquerque, NM 87109
505-338-4884

NEW MEXICO BANK & TRUST (PLP CLP SE PX EE EWCP)
320 Gold Ave. S.W.
Albuquerque, NM 87103
505-830-8100 • 505-830-8140 F

NEW MEXICO EDUCATORS FEDERAL CREDIT UNION (SE PX EE RLA)
4100 Pan American Frwy.
Albuquerque, NM 87107
505-872-5426 • 505-884-8330 F

PEOPLES BANK (^ ^ ++ RLA)
2155 Louisiana Blvd. N.E., Ste. 1000
Albuquerque, NM 87110
505-888-3300

SANDIA LABORATORY FEDERAL CREDIT UNION (RLA)
8920 Holly N.E.
Albuquerque, NM 87122
505-237-7240 • 505-237-3770 F

SOUTHWEST SECURITIES BANK (@ ^ ^)**
7401 Jefferson St. N.E.
Albuquerque, NM 87109
505-857-6200 • 505-856-1595 F

THE LOAN FUND – 504 ONLY
423 Iron S.W./P.O. Box 705
Albuquerque, NM 87102
505-243-3196 • 505-243-8803 F

UNION SAVINGS BANK (RLA)
1500 Mercantile Ave. N.E.
Albuquerque, NM 87107
505-341-5200 • 505-341-5201 F

U.S. BANK (PLP CLP SE PX EE EWCP)
7900 Jefferson N.E.
Albuquerque, NM 87109
505-241-7611

U.S. BANK (@ ^ ^ ++ ee ew)**
111 Lomas N.W.
Albuquerque, NM 87102
505-246-8100

U.S. NEW MEXICO FEDERAL CREDIT UNION (RLA)
3939 Osuna Rd. N.E./P.O. Box 129
Albuquerque, NM 87103
505-342-8881 • 505-342-8975 F

WASHINGTON FEDERAL (RLA)
1301 Wyoming Blvd. N.E.
Albuquerque, NM 87112
505-237-0052 • 505-237-0057 F
504 loans ONLY

WASHINGTON FEDERAL (RLA)
4301 The 25 Way
Albuquerque, NM 87109
505-341-3240 • 505-344-3991 F
504 loans ONLY

WELLS FARGO BANK (PLP CLP SE PX EE EWCP)
200 Lomas Blvd. N.W.
Albuquerque, NM 87102
505-766-6423 SBA Contact

WESTERN COMMERCE BANK (@ ^ ^ ++ ee ew)**
1910 Wyoming Blvd. N.E.
P.O. Box 14518
Albuquerque, NM 87191
505-271-9964 • 505-271-9879 F

ANGEL FIRE INTERNATIONAL BANK (RLA)
#9 N. Angel Fire Rd.
Angel Fire, NM 87710
575-377-2326 • 575-377-6321 F

THE FIRST NATIONAL BANK OF NEW MEXICO (RLA)
#1 First National Pl./P.O. Box 828
Angel Fire, NM 87710
575-377-3077 • 575-377-2701 F

ANTHONY BANK OF THE WEST (@ ^ ^ ee ew)**
301 N. Anthony Dr.
Anthony, NM 88021
575-882-2154 • 575-527-6375 F
Branch
505-717-3356 or 888-595-3156
SBA Contact

FIRST NEW MEXICO BANK LAS CRUCES (^ ^ ++ ee RLA)
455 Landers
Anthony, NM 88021
575-882-5885 • 575-882-2179 F
575-556-3000 • 575-556-3030 F
SBA Contact

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
800 Hwy. 478 N.
Anthony, NM 88021
575-882-3571 Branch
505-766-6423 SBA Contact

ARTESIA ARTESIA NATIONAL BANK (RLA) (FIRST NATIONAL BANK IN ALAMOGORDO)
908 W. Main St./P.O. Box 968
Artesia, NM 88211
575-746-4794

FIRST AMERICAN BANK (PLP CLP SE PX EE RLA)
303 W. Main St./P.O. Box AA
Artesia, NM 88211
575-746-8000 • 575-748-9799 F

WASHINGTON FEDERAL (RLA)
604 N. 26th St.
Artesia, NM 88210
575-627-4691 • 575-746-9434 F
504 LOANS ONLY

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
610 W. Main
Artesia, NM 88210
575-748-3381 Branch
505-766-6423 SBA Contact

WESTERN BANK (RLA)
320 W. Texas/P.O. Drawer 500
Artesia, NM 88210
575-748-1345 • 575-746-4583 F

AZTEC BANK OF AMERICA, N.A. (@ ^ ^ ## ++ ew)**
422 N. Main St.
Aztec, NM 87410
505-599-3740 or 602-523-2142
904-312-6742 F
504 loans ONLY

FOUR CORNERS COMMUNITY BANK (^ ^ ++ ee RLA)
1301 Aztec Blvd.
Aztec, NM 87410
505-566-2174 • 505-334-3222 F

THE CITIZENS BANK (^ ee RLA)
215 S. Main Ave.
Aztec, NM 87410
505-566-2174 • 505-334-3222 F

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
118 E. Chaco St.
Aztec, NM 88311
505-334-6182 Branch
505-766-6423 SBA Contact

BAYARD AMBANK (RLA)
1401 Tom Foy Blvd.
Bayard, NM 88023
575-537-2481 • 575-537-2482 F

BANK OF AMERICA, N.A. (@ ^ ^ ## ++ ee)**
600 Winifred St.
Bayard, NM 88023
575-388-1903 • 575-537-3338 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

BELEN AG NEW MEXICO – FARM CREDIT SERVICES
19554 Hwy. 314/P.O. Box 7
Belen, NM 87002
505-861-5447 • 505-861-5476 F

BANK OF ALBUQUERQUE (@ ^ ^ ++ ew)**
634 Becker Ave.
Belen, NM 87002
505-855-0610 • 505-864-4373 F

MYBANK (SE PX EE RLA)
19339 N. Hwy. 314
Belen, NM 87002
505-864-3301 • 505-864-2223 F

MYBANK (^ ^ ++ ee RLA)
394 Rio Communities Blvd.
Belen, NM 87002
505-864-3301

U.S. BANK (@ ^ ++ ee ew)**
620 W. Reinken Ave.
Belen, NM 87002
505-966-0400

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
101 S. Main St./P.O. Box 4
Belen, NM 87002
505-864-5742 Branch
505-766-6423 SBA Contact

BERNALILLO WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
239 W. Hwy. 550
Bernalillo, NM 87004
505-771-2734 Branch
505-766-6423 SBA Contact

BLOOMFIELD BANK OF THE SOUTHWEST (@ ^ ^ ++ ee ew SLA)**
920 N. First St.
Bloomfield, NM 87413
505-632-0450 • 505-632-8172 F

THE CITIZENS BANK (^ ee RLA)
320 W. Broadway Ave.
Bloomfield, NM 87413
505-599-0100

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
1200 W. Broadway Ave.
Bloomfield, NM 87413
505-632-3331 Branch
505-766-6423 SBA Contact

BOSQUE FARMS WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
970 Bosque Farms Blvd.
Bosque Farms, NM 87068
505-869-2316 Branch
505-766-6423 SBA Contact

PLP – Preferred Lender
CLP – Certified Lender
SE – SBA Express Lender
PX – Patriot Express Lender
EE – Export Express Lender
EWCP – Export Working Capital Lender
CA – Community Advantage
RLA – Rural Lender Advantage (Eligible)
**** – Branch of Preferred Lender**
@ – Branch of Certified Lender
^ ^ – Branch of SBA Express Lender
++ – Branch of Patriot Express Lender
ee – Branch of Export Express Lender
ew – Branch of Export Working Capital Lender

SBA PARTICIPATING LENDERS

CAPITAN

WASHINGTON FEDERAL (RLA)
100 Smokey Bear
Capitan, NM 88316
575-354-5030 • 575-354-0354 F
504 loans ONLY

CARLSBAD

PIONEER BANK (^ ^ ++ ee RLA)
111 N. Canal/P.O. Box S
Carlsbad, NM 88221
575-887-6551 • 575-885-7477 F

THE CARLSBAD NATIONAL BANK (SE RLA)

202 W. Stevens/P.O. Box 1359
Carlsbad, NM 88220
575-234-2500 • 575-234-2501 F

WELLS FARGO BANK

(*** @ ^ ^ ++ ee ew)
115 W. Fox St./P.O. Box 1689
Carlsbad, NM 88220
575-885-8869 Branch
505-766-6423 SBA Contact

WESTERN COMMERCE BANK (PLP CLP SE CE PX EE EWCP)

127 S. Canyon St.
P.O. Drawer 1358
Carlsbad, NM 88220
575-887-6686 • 575-885-0529 F

CARRIZOZO

CITY BANK NEW MEXICO (^ ^ ++ ee RLA)
1203 E. Ave.
Carrizozo, NM 88301
575-648-4298 • 575-648-4477 F

WELLS FARGO BANK

(*** @ ^ ^ ++ ee ew)
401 Central Ave.
Carrizozo, NM 88301
575-648-2377 Branch
505-766-6423 SBA Contact

CEDAR CREST

BANK OF THE WEST (@ ^ ^ ee ew)**
12127 N. Hwy. 14
Cedar Crest, NM 87008
505-717-3356 or 888-595-3156
SBA Contact

CHAMA

BANK OF AMERICA, N.A. (@ ^ ^ ## ++ ew)**
541 Terrace Ave.
Chama, NM 87520
575-756-2111 • 575-756-2357 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

CHAPARRAL

FIRST AMERICAN BANK (@ ^ ^ ++ ee RLA)**
324 McCombs
Chaparral, NM 88081
575-824-3241 • 575-824-0294 F

CIMARRON

INTERNATIONAL BANK (RLA)
31062 Hwy. 64
Cimarron, NM 87714
575-376-2274 • 575-376-2804 F

CLAYTON

FARMERS & STOCKMENS BANK (RLA)
22 Maple St./P.O. Box 488
Clayton, NM 88415
575-374-8301 • 575-374-8309 F

THE FIRST NATIONAL BANK OF NEW MEXICO (RLA)

201 Main St./P.O. Box 548
Clayton, NM 88415
575-374-8315 • 575-374-8458 F

CLOUDCROFT

FIRST NATIONAL BANK IN ALAMOGORDO (RLA)
601 Burro Ave./P.O. Box 168
Cloudcroft, NM 88317
575-682-2531

WESTERN BANK (^ ^ ++ ee RLA)

505 Burro Ave., Ste. 106
Cloudcroft, NM 88317
575-682-4141

CLOVIS

AG NEW MEXICO - FARM CREDIT SERVICES
233 Fairway Terrace N.
P.O. Box 1328
Clovis, NM 88102
575-762-3828 • 575-762-5616 F

AMERICAN HERITAGE BANK (RLA)

3300 N. Prince St.
Clovis, NM 88101
575-762-2800 • 575-762-3338 F

BANK OF AMERICA, N.A. (** @ ^ ^ ## ++ ew)

2720 N. Prince St.
Clovis, NM 88101
575-769-2806 • 575-763-9863 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

JAMES POLK STONE COMMUNITY BANK (RLA)

901 Colonial Pkwy.
Clovis, NM 88101
575-742-1000 • 575-763-1355 F

NEW MEXICO BANK & TRUST (** @ ^ ^ ++ ee ew)

709 Pile St.
Clovis, NM 88102
575-762-4741 • 575-763-8024 F

THE BANK OF CLOVIS (PLP SE PX EE RLA)

300 Main St.
Clovis, NM 88101
575-769-9000 • 575-769-0050 F

THE CITIZENS BANK OF CLOVIS (RLA)

421 Pile St./P.O. Box 1629
Clovis, NM 88102
575-769-1911 • 575-762-7259 F

U.S. BANK (** @ ^ ^ ++ ee ew)

2501 N. Prince St.
Clovis, NM 88101
575-742-9900

WELLS FARGO BANK (** @ ^ ^ ++ ee ew)

223 Main St.
Clovis, NM 88101
575-763-5759 Branch
505-766-6423 SBA Contact

WESTERN BANK OF CLOVIS (SE PX EE RLA)

901 Pile St./P.O. Box 670
Clovis, NM 88101
575-769-1975 • 575-762-1684 F

COLUMBUS

FIRST NEW MEXICO BANK (RLA)
202 S. Main
Columbus, NM 88029
575-531-2643

CORRALES

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
4341 A Corrales Rd.
Corrales, NM 87048
505-792-0661 Branch
505-766-6423 SBA Contact

CUBA

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
6381 S. Main St.
Cuba, NM 87013
575-289-3433 Branch
505-766-6423 SBA Contact

DEMING

BBVA COMPASS BANK (@ ^ ^ ee ew)**
411 Cody Rd.
Deming, NM 88030
575-544-7345

FIRST NEW MEXICO BANK (RLA)

300 S. Gold Ave./P.O. Box 511
Deming, NM 88030
575-546-2691 • 575-544-0284 F

FIRST SAVINGS BANK (^ ^ ++ ew RLA)

520 S. Gold Ave.
Deming, NM 88030
575-546-2707 • 575-546-0020 F

WELLS FARGO BANK (** @ ^ ^ ++ ee ew)

223 S. Gold Ave.
Deming, NM 88030
575-544-6658 Branch
505-766-6423 SBA Contact

DES MOINES

FARMERS & STOCKMENS BANK (RLA)
P.O. Box 68
Des Moines, NM 88418
575-278-2861 • 575-278-2811 F

DEXTER

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
113 S. Lincoln Ave.
Dexter, NM 88230
575-734-5462 Branch
505-766-6423 SBA Contact

DULCE

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
614 Hawks Dr./P.O. Box 507
Dulce, NM 87528
575-759-3327 Branch
505-766-6423 SBA Contact

EDGEWOOD

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
#4 S.R. 344
Edgewood, NM 87015
505-286-4223 Branch
505-766-6423 SBA Contact

ELEPHANT BUTTE

BANK OF THE SOUTHWEST (@ ^ ^ ++ ee ew)**
501 Hwy. 195
Elephant Butte, NM 87935
575-744-5593 • 505-744-4217 F

ESPAÑOLA

BANK OF AMERICA, N.A. (@ ^ ^ ## ++ ew)**
1123 N. Riverside Dr.
Española, NM 87532
505-367-1780 • 505-367-1796 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

CENTURY BANK (^ ^ ++ ee ew RLA)

460 N. Riverside Dr.
Española, NM 87532
505-367-1200 • 505-747-9682 F

COMMUNITY BANK (RLA)

411 Carr Ln./P.O. Box 1290
Española, NM 87532
505-367-3000 • 505-753-5074 F

VALLEY NATIONAL BANK (RLA)

322 Riverside Dr./P.O. Box 99
Española, NM 87532
505-753-2136 • 505-753-4877 F

WELLS FARGO BANK (** @ ^ ^ ++ ee ew)

645 N. Riverside Dr.
Española, NM 87532
505-753-2308 Branch
505-766-6423 SBA Contact

ESTANCIA

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
204 S. 5th St.
Estancia, NM 87016
505-384-2734 Branch
505-766-6423 SBA Contact

EUNICE

WELLS FARGO BANK (@ ^ ^ ++ ee ew)**
911 Main St.
Eunice, NM 88231
575-394-2536 Branch
505-766-6423 SBA Contact

FARMINGTON

BANK OF AMERICA, N.A. (@ ^ ^ ## ++ ew)**
2200 E. Main St.
Farmington, NM 87401
505-564-7864 • 505-564-7877 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

BANK OF AMERICA, N.A. (** @ ^ ^ ## ++ ew SLA)

719 W. Main St.
Farmington, NM 87401
505-564-7504 • 505-564-7516 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

BANK OF THE SOUTHWEST (** @ ^ ^ ++ ee ew)

320 W. Main St.
Farmington, NM 87401
505-325-1971 • 505-325-4538 F

BANK OF THE SOUTHWEST (** @ ^ ^ ++ ee ew)

6570 E. Main St.
Farmington, NM 87402
505-326-6204 • 505-326-6273 F

FOUR CORNERS COMMUNITY BANK (SE PX EE RLA)

500 W. Main St., Ste. 101
Farmington, NM 87401
505-327-3222 • 505-327-3230 F

PLP - Preferred Lender
CLP - Certified Lender
SE - SBA Express Lender
PX - Patriot Express Lender
EE - Export Express Lender
EWCP - Export Working Capital Lender
CA - Community Advantage
RLA - Rural Lender Advantage (Eligible)
**** - Branch of Preferred Lender**
@ - Branch of Certified Lender
^ - Branch of SBA Express Lender
++ - Branch of Patriot Express Lender
ee - Branch of Export Express Lender
ew - Branch of Export Working Capital Lender

SBA PARTICIPATING LENDERS

THE CITIZENS BANK (SE EE RLA)
500 W. Broadway/P.O. Box 4140
Farmington, NM 87401
505-599-0100 • 505-599-0119 F

VECTRA BANK COLORADO (PLP CLP SE PX EE EWCP)
2000 E. 20th St.
Farmington, NM 87401
505-326-4341 • 505-326-3433 F

WASHINGTON FEDERAL (RLA)
1501 San Juan Blvd.
Farmington, NM 87401
505-327-6100 • 505-327-6300 F
504 loans ONLY

WELLS FARGO BANK (@ ^ ++ ee ew)**
100 E. Broadway
Farmington, NM 87401
505-324-9541 Branch
505-766-6423 SBA Contact

FORT SUMNER THE CITIZENS BANK OF CLOVIS (RLA)
105 E. Sumner Ave.
Ft. Sumner, NM 88119
575-355-2426 • 575-355-9612 F

GALLUP BANK OF AMERICA, N.A. (@ ^ # # ++ ew)**
1006 W. Aztec Ave.
Gallup, NM 87301
505-722-8601 • 505-722-8610 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

PINNACLE BANK (RLA)
307 W. Aztec
Gallup, NM 87301
505-722-4411 • 505-722-6731 F

U.S. BANK (@ ^ ++ ee ew)**
101 W. Hill Ave.
Gallup, NM 87301
505-722-4394

WASHINGTON FEDERAL (RLA)
221 W. Aztec
Gallup, NM 87301
505-726-6500 • 505-722-9205 F
504 loans ONLY

WELLS FARGO BANK (@ ^ ++ ee ew)**
300 W. Aztec Ave.
Gallup, NM 87301
505-726-2000 Branch
505-766-6423 SBA Contact

GRANTS GRANTS STATE BANK (RLA)
824 W. Santa Fe Ave.
P.O. Box 1088
Grants, NM 87020
505-285-6611 • 505-287-2260 F

U.S. BANK (@ ^ ++ ee ew)**
1129 N. 1st St.
Grants, NM 87020
505-287-4438

WELLS FARGO BANK (@ ^ ++ ee ew)**
201 N. 1st St.
Grants, NM 87020
505-287-9481 Branch
505-766-6423 SBA Contact

HAGERMAN JAMES POLK STONE COMMUNITY BANK (RLA)
7681 Witchita Rd.
Hagerman, NM 88232
575-752-4000 • 575-752-4001 F

HATCH BANK OF THE SOUTHWEST (@ ^ ++ ee ew)**
121 E. Hall St., Ste. B
Hatch, NM 87937
575-267-1095 • 505-267-1107 F

BANK OF THE WEST (@ ^ ee ew)**
130 Franklin St.
Hatch, NM 87937
575-267-3081 • 575-527-6373 F
Branch
505-717-3356 or 888-595-3156
SBA Contact

FIRST NEW MEXICO BANK (RLA)
509 N. Franklin
Hatch, NM 87937
575-546-2691 • 575-267-8846 F

WELLS FARGO BANK (@ ^ ++ ee ew)**
212 E. Hall St.
Hatch, NM 87937
575-267-3071 Branch
505-766-6423 SBA Contact

HOBBS BANK OF AMERICA, N.A. (@ ^ # # ++ ew)**
325 E. Bender Blvd.
Hobbs, NM 88240
575-393-1511 • 575-393-1516 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

BANK OF AMERICA, N.A. (@ ^ # # ++ ew SLA)**
401 E. Bender Blvd.
Hobbs, NM 88240
575-393-6248 or 602-523-2142
904-312-6742 F
504 loans ONLY

FIRST AMERICAN BANK (@ ^ ++ ee RLA)**
1220 W. Joe Harvey Blvd.
Hobbs, NM 88240
575-392-9200 • 575-392-7600 F

JAMES POLK STONE COMMUNITY BANK (RLA)
1101 Joe Harvey Blvd.
Hobbs, NM 88240
575-391-3910 • 575-391-3900 F

LEA COUNTY STATE BANK (PLP CLP SE EE RLA)
1017 N. Turner
Hobbs, NM 88240
575-397-4511 • 575-397-6618 F

PIONEER BANK (^ ^ ++ ee RLA)
1020 N. Turner/P.O. Box 177
Hobbs, NM 88241
575-393-2102 • 575-391-5821 F

WELLS FARGO BANK (@ ^ ++ ee ew)**
1910 N. Turner St.
Hobbs, NM 88240
575-391-3602 Branch
505-766-6423 SBA Contact

WESTERN COMMERCE BANK (@ ^ ++ ee ew)**
2224 N. Turner Blvd./P.O. Box 700
Hobbs, NM 88240
575-397-3281 • 575-393-2399 F

HOLLOMAN AFB WELLS FARGO BANK (@ ^ ++ ee ew)**
731 New Mexico Blvd., Bldg. 781
Holloman AFB, NM 88330
575-479-6153 Branch
505-766-6423 SBA Contact

HURLEY AMBANK (RLA)
512 Carrasco Ave.
Hurley, NM
575-5537-2111

JAL WELLS FARGO BANK (@ ^ ++ ee ew)**
236 Main
Jal, NM 88252
575-395-2777 Branch
505-766-6423 SBA Contact

KIRTLAND BANK OF THE SOUTHWEST (@ ^ ++ ee ew)**
2 County Rd. 6500
Kirtland, NM 87417
505-598-5823 • 505-598-5824 F

KIRTLAND AFB SANDIA LABORATORY FEDERAL CREDIT UNION (RLA)
KAFB-Wyoming and I St.
Albuquerque, NM 87115
505-845-0011

WELLS FARGO BANK (@ ^ ++ ee ew)**
8001 Gibson Blvd. S.E., #20320
Kirtland AFB, NM 87116
505-254-0135 Branch
505-766-6423 SBA Contact

LAS CRUCES BANK '34 (^ ^ ++ ee RLA)
220 N. Telshor Blvd.
Las Cruces, NM 88013
575-521-8100 • 505-522-1560 F

BANK OF AMERICA, N.A. (@ ^ # # ++ ew)**
691 S. Telshor Blvd.
Las Cruces, NM 88011
575-647-3700 • 575-532-9836 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

BANK OF AMERICA, N.A. (@ ^ # # ++ ew)**
250 W. Amador Ave.
Las Cruces, NM 88005
575-527-3144 • 575-527-3156 F
602-523-2142 • 904-312-6742 F
504 loans ONLY

BANK OF THE RIO GRANDE (SE PX EE RLA)
421 N. Water/P.O. Box 699
Las Cruces, NM 88004
575-525-8900 • 575-525-8989 F

BANK OF THE RIO GRANDE (^ ^ ++ ee RLA)
2535 S. Telshor
Las Cruces, NM 88011
575-525-8960

BANK OF THE RIO GRANDE (^ ^ ++ ee RLA)
3500 Northside Dr.
Las Cruces, NM 88011
575-525-8900 • 575-525-8989 F

BANK OF THE SOUTHWEST (@ ^ ++ ee ew)**
605 N. Water St.
Las Cruces, NM 88004
575-527-5498 • 575-527-5509 F

BANK OF THE SOUTHWEST (@ ^ ++ ee ew)**
1375 E. Boutz Rd.
Las Cruces, NM 88001
575-521-8200 • 575-522-8100 F

BANK OF THE WEST (@ ^ ee ew)**
201 N. Church St.
Las Cruces, NM 88001
575-527-6200 • 575-527-6349 F
Branch
505-717-3356 or 888-595-3156
SBA Contact

BANK OF THE WEST (@ ^ ee ew)**
795 Telshor Blvd.
Las Cruces, NM 88011
575-532-1889 • 575-532-8515 F
Branch
505-717-3356 or 888-595-3156
SBA Contact

BBVA COMPASS BANK (@ ^ ee ew)**
3800 E. Lohman
Las Cruces, NM 88011
575-521-0000 • 575-521-6150 F

BBVA COMPASS BANK (@ ^ ee ew)**
225 E. Idaho Ave.
Las Cruces, NM 88005
575-523-5920

CENTURY BANK (^ ^ ++ ee ew RLA)
141 S. Roadrunner Pkwy., Ste. 101
Las Cruces, NM 88011
505-521-2400 • 505-521-2404 F

CITIZENS BANK OF LAS CRUCES (PLP CLP SE EE EWCP RLA)
505 S. Main St./P.O. Box 2108
Las Cruces, NM 88001
575-647-4100 • 575-647-4181 F

CITIZENS BANK OF LAS CRUCES (@ ^ ee ew RLA)**
3030 W. Picacho
Las Cruces, NM 88007
575-528-6363 • 575-647-6754 F

CITIZENS BANK OF LAS CRUCES (@ ^ ee ew RLA)**
3065 E. University
Las Cruces, NM 88011
575-647-6700 • 575-647-6718 F

CITIZENS BANK OF LAS CRUCES (@ ^ ee ew RLA)**
3991 E. Lohman
Las Cruces, NM 88011
575-528-6300 • 575-528-6345 F

CITIZENS BANK OF LAS CRUCES (@ ^ ee ew RLA)**
2841 N. Main St.
Las Cruces, NM 88005
575-647-4136 • 575-647-6735 F

PLP – Preferred Lender
CLP – Certified Lender
SE – SBA Express Lender
PX – Patriot Express Lender
EE – Export Express Lender
EWCP – Export Working Capital Lender
CA – Community Advantage
RLA – Rural Lender Advantage (Eligible)
**** – Branch of Preferred Lender**
@ – Branch of Certified Lender
^ ^ – Branch of SBA Express Lender
++ – Branch of Patriot Express Lender
ee – Branch of Export Express Lender
ew – Branch of Export Working Capital Lender

SBA PARTICIPATING LENDERS

SBAPARTICIPATING LENDERS

FIRST AMERICAN BANK
 (***) @ ^^ ++ ee RLA)
 1553 Avenida de Mesilla
 P.O. Box 2380
 Las Cruces, NM 88005
 575-524-8000 • 575-524-8080 F

FIRST AMERICAN BANK
 (***) @ ^^ ++ ee RLA)
 2145 E. Lohman Ave.
 Las Cruces, NM 88001
 575-528-0455 • 575-523-0567 F

FIRST NEW MEXICO BANK LAS CRUCES (SE EE PX RLA)
 3000 E. Lohman/P.O. Box 429
 Las Cruces, NM 88011
 575-556-3000 • 575-556-3030 F

FIRST SAVINGS BANK
 (^ ^ ++ ew RLA)
 2804 N. Telshor
 Las Cruces, NM 88011
 575-521-7931 • 575-521-7906 F

PIONEER BANK (^ ^ ++ ee RLA)
 P.O. Box 609
 Las Cruces, NM 88004
 575-532-7500 • 575-532-7540 F

U.S. BANK (*) @ ^^ ++ ee ew)**
 277 E. Amador
 Las Cruces, NM 88001
 575-647-7310

WASHINGTON FEDERAL (RLA)
 301 W. Amador
 Las Cruces, NM 88005
 575-647-0704 • 575-647-0893 F
 504 loans ONLY

WASHINGTON FEDERAL (RLA)
 1800 S. Telshor Blvd.
 Las Cruces, NM 88011
 575-522-2664 • 575-521-3157 F
 504 loans ONLY

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 425 S. Telshor Blvd., Bldg. A
 Las Cruces, NM 88011
 575-521-6818 Branch
 505-766-6423 SBA Contact

WESTERN HERITAGE BANK (RLA)
 230 S. Alameda Blvd.
 Las Cruces, NM 88005
 575-541-0058 • 575-541-0160 F

LAS VEGAS
COMMUNITY 1ST BANK LAS VEGAS (SE PX EE RLA)
 600 Douglas Ave.
 Las Vegas, NM 87701
 505-425-7584 • 505-454-1607 F

THE BANK OF LAS VEGAS (RLA)
 622 Douglas Ave./P.O. Box 3201
 Las Vegas, NM 87701
 505-425-7565 • 505-425-8501 F

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 715 Mills Ave.
 Las Vegas, NM 87701
 505-454-2985 Branch
 505-766-6423 SBA Contact

LOGAN
THE FIRST NATIONAL BANK OF NEW MEXICO (RLA)
 919 Martinez St./P.O. Box 97
 Logan, NM 88426
 575-487-5000 • 575-487-9419 F

LORDSBURG
WESTERN BANK (SE PX EE RLA)
 140 E. Motel Dr./P.O. Box 490
 Lordsburg, NM 88045
 575-542-3521 • 575-542-9247 F

LOS ALAMOS
COMMUNITY BANK (RLA)
 1475 Central Ave./P.O. Box 1070
 Los Alamos, NM 87544
 505-663-3800 • 505-662-1456 F

FIRST NATIONAL BANK OF SANTA FE (RLA)
 1910 Trinity Dr./P.O. Box 1110
 Los Alamos, NM 87544
 505-662-4155 • 505-662-6064 F

LOS ALAMOS NATIONAL BANK (EWCP RLA)
 P.O. Box 60
 Los Alamos, NM 87544
 505-662-5171 • 505-662-0329 F

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 535 Central Ave.
 Los Alamos, NM 87544
 505-662-1655 Branch
 505-766-6423 SBA Contact

LOS LUNAS
BANK OF ALBUQUERQUE
 (***) @ ^^ ++ ew)
 645 Main St.
 Los Lunas, NM 87031
 505-855-0670

BANK OF THE WEST
 (***) @ ^^ ee ew)
 2610 Main St. N.W.
 Los Lunas, NM 87031
 505-565-3127 • 505-565-8291 F
 Branch
 505-717-3356 or 888-595-3156
 SBA Contact

BANK OF THE WEST
 (***) @ ^^ ee ew)
 2351 Main St. S.E.
 Los Lunas, NM 87031
 505-717-3356 or 888-595-3156
 SBA Contact

MYBANK (^ ^ ++ ee RLA)
 2199 S. Main St. S.E.
 Los Lunas, NM 87031
 505-864-3301

NEW MEXICO BANK & TRUST
 (***) @ ^^ ++ ee ew)
 1810 Main St.
 Los Lunas, NM 87031
 505-830-8191 • 505-830-8192 F

U.S. BANK (*) @ ^^ ++ ee ew)**
 2421 Main St. S.E.
 Los Lunas, NM 87031
 505-865-7006

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 1027 Main St./P.O. Box 1028
 Los Lunas, NM 87031
 505-248-9572 Branch
 505-766-6423 SBA Contact

LOS RANCHOS DE ALBUQUERQUE
BANK OF ALBUQUERQUE
 (***) @ ^^ ++ ew)
 6600 Fourth St. N.W.
 Los Ranchos de Albuquerque,
 NM 87107
 505-855-0680

BANK OF AMERICA, N.A.
 (***) @ ^^ ## ++ ew)
 6603 Fourth St. N.W.
 Los Ranchos de Albuquerque,
 NM 87107
 505-449-5284 • 505-449-5296 F
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

LOVINGTON
FIRST AMERICAN BANK
 (***) @ ^^ ++ ee RLA)
 19 W. Washington Ave.
 P.O. Box 1569
 Lovington, NM 88260
 575-396-0000 • 575-396-8384 F

LEA COUNTY STATE BANK
 (***) @ ^^ ee RLA)
 320 S. Main St.
 Lovington, NM 88260
 575-396-2825 • 575-396-7603 F

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 601 S. Main Ave.
 Lovington, NM 88260
 575-396-5393 Branch
 505-766-6423 SBA Contact

WESTERN COMMERCE BANK
 (***) @ ^^ ++ ew)
 18 W. Adams St./P.O. Box 1627
 Lovington, NM 88260
 575-396-2831 • 575-396-7222 F

MAGDALENA
WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 First & Main/P.O. Box 456
 Magdalena, NM 87825
 575-854-2533 Branch
 505-766-6423 SBA Contact

MELROSE
AMERICAN HERITAGE BANK (RLA)
 400 E. Denby St.
 Melrose, NM 88124
 575-253-4500 • 575-253-4501 F

MILAN
GRANTS STATE BANK (RLA)
 609 Hwy. 66
 Milan, NM 87021
 505-287-9445

MORA
COMMUNITY 1ST BANK
LAS VEGAS (^ ^ ++ ee RLA)
 386 State Rd. 518
 Mora, NM 87732
 505-425-7584 • 505-454-1607 F

THE BANK OF LAS VEGAS (RLA)
 State Hwy. 518
 Mora, NM 87732
 575-387-2271 • 575-387-9042 F

MORIARTY
U.S. BANK (*) @ ^^ ++ ee ew)**
 1401 Rte. 66 Ave.
 Moriarty, NM 87035
 505-832-5510

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 901 Rte. 66
 Moriarty, NM 87035
 505-832-4436 Branch
 505-766-6423 SBA Contact

MOUNTAINAIR
MYBANK (^ ^ ++ ee RLA)
 307 W. Broadway
 Mountainair, NM 87036
 505-847-2422

PECOS
THE BANK OF LAS VEGAS (RLA)
 County Rds. 63 & 223
 P.O. Box 1189
 Pecos, NM 87552
 505-757-2554 • 505-757-2557 F

PLAYAS
WESTERN BANK (^ ^ ++ ee RLA)
 195 Playas
 Playas, NM 88009
 575-436-2231

POJOAQUE
U.S. BANK (*) @ ^^ ++ ee ew)**
 9 W. Gutierrez St.
 Pojoaque, NM 87506
 505-455-2848

PORTALES
JAMES POLK STONE
COMMUNITY BANK (RLA)
 109 E. Second St./P.O. Box 888
 Portales, NM 88130
 575-356-6601 • 575-356-6777 F

JAMES POLK STONE
COMMUNITY BANK (RLA)
 504 West 18th St.
 Portales, NM 88130
 575-359-1219

U.S. BANK (*) @ ^^ ++ ee ew)**
 400 W. First St.
 Portales, NM 88130
 575-359-1256

WELLS FARGO BANK
 (***) @ ^^ ++ ee ew)
 316 W. 2nd St.
 Portales, NM 88130
 575-359-3600 Branch
 505-766-6423 SBA Contact

WESTERN BANK OF CLOVIS
 (^ ^ ++ ee RLA)
 203 S. Main Ave.
 Portales, NM 88130
 575-356-3095 • 575-356-3278 F

RATON
BANK OF AMERICA
 (***) @ ^^ ## ++ ew)
 1233 S. 2nd St.
 Raton, NM 87740
 575-445-2341 • 575-445-8598 F
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

INTERNATIONAL BANK (RLA)
 200 S. 2nd St./P.O. Box 1028
 Raton, NM 87740
 575-445-2321 • 575-445-9003 F

THE FIRST NATIONAL BANK OF NEW MEXICO (RLA)
 1104 S. 2nd St.
 Raton, NM 87740
 575-445-1400 • 575-445-1403 F

PLP – Preferred Lender
CLP – Certified Lender
SE – SBA Express Lender
PX – Patriot Express Lender
EE – Export Express Lender
EWCP – Export Working Capital Lender
CA – Community Advantage
RLA – Rural Lender Advantage (Eligible)
 *** – Branch of Preferred Lender
 @ – Branch of Certified Lender
 ^^ – Branch of SBA Express Lender
 ++ – Branch of Patriot Express Lender
 ee – Branch of Export Express Lender
 ew – Branch of Export Working Capital Lender

SBA PARTICIPATING LENDERS

SBAPARTICIPATING LENDERS

WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 1275 Country Club Rd.
 Santa Theresa, NM 88008
 575-589-2683 Branch
 505-766-6423 SBA Contact

SHIPROCK
WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 U.S. Hwy. 491
 Shiprock, NM 87420
 505-368-4375 Branch
 505-766-6423 SBA Contact

SILVER CITY
AMBANK (RLA)
 1609 N. Swan St./P.O. Box 2677
 Silver City, NM 88062
 575-534-0550 • 575-534-0555 F

BANK OF AMERICA, N.A.
 (** @ ^^ ## ++ ew)
 1203 N. Hudson St.
 Silver City, NM 88061
 575-388-1903 • 575-388-1245 F
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

FIRST NEW MEXICO BANK OF SILVER CITY (RLA)
 1928 Hwy. 180 E.
 Silver City, NM 88061
 575-388-3121 • 575-388-1224 F

FIRST SAVINGS BANK
 (^ ++ ew RLA)
 1221 N. Hudson St.
 P.O. Box 1480
 Silver City, NM 88062
 575-388-1531 • 575-388-1394 F

WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 1201 N. Pope St.
 Silver City, NM 88061
 575-956-1501 Branch
 505-766-6423 SBA Contact

WESTERN BANK (^ ++ ee RLA)
 333 Hwy. 180 W.
 Silver City, NM 88062
 575-388-3521 • 575-388-0800 F

SOCORRO
BANK OF AMERICA, N.A.
 (** @ ^^ ## ++ ew)
 201 Plaza N.W.
 Socorro, NM 87801
 575-835-1569 • 575-835-1691 F
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

FIRST STATE BANK (RLA)
 P.O. Box Z
 Socorro, NM 87801
 575-835-1550 • 575-835-2225 F

WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 501 N. California St.
 Socorro, NM 87801
 575-835-8575 Branch
 505-766-6423 SBA Contact

SPRINGER
INTERNATIONAL BANK (RLA)
 419 Maxwell/P.O. Box 607
 Springer, NM 87747
 575-483-3080 • 575-483-3082 F

WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 400 Maxwell Ave.
 Springer, NM 87747
 575-483-2411 Branch
 505-766-6423 SBA Contact

TAOS
CENTINEL BANK OF TAOS (RLA)
 512 Paseo del Pueblo Sur
 P.O. Box 828
 Taos, NM 87571
 575-758-6700 • 575-758-6772 F

PEOPLES BANK (^ ++ RLA)
 1356 Paseo del Pueblo Sur
 Taos, NM 87571
 575-758-4500 • 575-751-0733 F

U.S. BANK (@ ^^ ++ ee ew)**
 120 West Plaza
 Taos, NM 87571
 575-758-6652

TEXICO
THE CITIZENS BANK OF CLOVIS (RLA)
 420 Wheeler
 Texico, NM 88135
 575-482-3381 • 575-482-3208 F

TIJERAS
WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 503 NM Hwy. 333
 Tijeras, NM 87059
 505-286-6184 Branch
 505-766-6423 SBA Contact

TRUTH OR CONSEQUENCES
BANK OF THE SOUTHWEST
 (** @ ^^ ++ ee ew)
 509 S. Broadway
 Truth or Consequences, NM 87901
 575-894-7171 • 575-894-6284 F

BBVA COMPASS BANK
 (** @ ^^ ee ew)
 210 Main St.
 Truth or Consequences, NM 87901
 575-894-3075 • 575-894-6719 F

CITIZENS BANK OF LAS CRUCES
 (** @ ^^ ee ew RLA)
 1920 N. Date
 Truth or Consequences, NM 87901
 575-894-0820 • 575-894-0824 F

FIRST SAVINGS BANK
 (^ ++ ew RLA)
 915 N. Date St./P.O. Box 1340
 Truth or Consequences, NM 87901
 575-894-7148 • 575-894-9020 F

TSE BONITO
BANK OF AMERICA, N.A.
 (** @ ^^ ## ++ ew)
 State Hwy. 264 @ Alma Rd.
 Tse Bonito, NM 87301
 505-722-8626 • 505-371-5524 F
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

TUCUMCARI
CITIZENS BANK (RLA)
 211 E. Main St./P.O. Box 1228
 Tucumcari, NM 88401
 575-461-1261 • 575-461-1210 F

THE FIRST NATIONAL BANK OF NEW MEXICO (RLA)
 101 E. Rte. 66 Blvd.
 P.O. Box 1248
 Tucumcari, NM 88401
 575-461-1100 • 575-461-2304 F

WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 302 S. First St.
 Tucumcari, NM 88401
 575-461-3602 Branch
 505-766-6423 SBA Contact

TULAROSA
FIRST NATIONAL BANK IN ALAMOGORDO (RLA)
 206 Central
 Tularosa, NM 88352
 575-585-6707 • 575-585-6709 F

WELLS FARGO BANK
 (** @ ^^ ++ ee ew)
 900 St. Francis Dr.
 Tularosa, NM 87352
 575-434-8000 Branch
 505-766-6423 SBA Contact

WESTERN BANK (^ ++ ee RLA)
 201 St. Francis Dr.
 Tularosa, NM 88352
 575-585-2092 • 575-585-2094 F

WAGON MOUND
COMMUNITY 1ST BANK
LAS VEGAS (^ ++ ee RLA)
 801 Nolan Ave.
 Wagon Mound, NM 87752
 505-425-7584 • 505-454-1607 F

WHITE ROCK
LOS ALAMOS NATIONAL BANK (ew RLA)
 77 Rover Blvd.
 White Rock, NM 87544
 505-672-3853 • 505-672-9128 F

Out of State Banks
 Service Area in NM and/or Participated in SBA Lending In NM in last 3 Years (Listed Alphabetically)

BANCO POPULAR NORTH AMERICA (PLP SE PX EWCP)
 7 W. 51st St.
 New York City, NY 10019
 800-250-6968 • 212-445-1800 F

BANK OF AMERICA
 (** @ ^^ ## ++ ew)
 201 E. Washington St., 22nd Fl.
 Mail Code - AZ1-200-22-02
 Phoenix, AZ 85004
 602-523-2142 • 904-312-6742 F
 504 loans ONLY

BORREGO SPRINGS BANK, N.A. (PLP SE PX EE EWCP)
 587 Palm Canyon Dr., Ste. 101
 Borrego Springs, CA 92004
 760-767-5414 • 760-767-4973 F

CAPITALSOURCE (PLP CLP)
 7632 Remcon Circle
 El Paso, TX 79912
 915-313-4561 • 915-313-4581 F

CELTIC BANK (PLP SE PX EE)
 340 E. 400 South
 Salt Lake City, UT 84111
 801-363-6500 • 801-363-6562 F

CENTRAL BANCORP
 One S. Nevada Ave., Ste. 100
 Colorado Springs, CO 80903
 719-228-1104 • 719-228-1105 F

FIRST SAVINGS BANK (^ ++ ew RLA)
 909 N. Mesa
 El Paso, TX 79902
 915-533-3111 • 915-533-7232 F

FIRST SAVINGS BANK (^ ++ ew RLA)
 1701 Saul Kleinfeld Dr.
 El Paso, TX 79936
 915-856-8700 • 915-856-8744 F

FIRST SAVINGS BANK (^ ++ ew RLA)
 5430 Doniphan
 El Paso, TX 79932
 915-581-1680 • 915-581-1670 F

HANMI BANK (PLP SE EE EWCP)
 3660 Wilshire Blvd. PH-A
 Los Angeles, CA 90010-2706
 213-427-5757 • 213-382-5345 F

LIVE OAK BANKING COMPANY (PLP CLP SE)
 2605 Iron Gate Dr., Ste. 100
 Wilmington, NC 28412
 910-790-5867 • 910-790-5868 F

MISSION OAKS NATIONAL BANK (PLP SE PX)
 41530 Enterprise Cir., Ste. 100
 Temecula, CA 92590
 951-719-1200 • 951-719-1201 F

MOUNTAIN AMERICA CREDIT UNION (PLP SE PX)
 Business Services
 P.O. Box 9001
 West Jordan, UT 84084
 888-845-1850

STATE BANK OF TEXAS (PLP SE)
 11950 Webb Chapel Rd.
 Dallas, TX 75234
 972-241-8200 • 972-241-4880 F

SUPERIOR FINANCIAL GROUP (SE PX EE)
 165 Lennon Ln., Ste. 101
 Walnut Creek, CA 94598
 877-675-0500 • 925-296-0510 F

UNITED BANK OF EL PASO DEL NORTE (SE PX)
 125 Mesa Hills Dr.
 El Paso, TX 79912
 915-231-2500 • 915-231-2535 F

WILSHIRE STATE BANK (PLP CLP SE EE EWCP)
 3200 Wilshire Blvd.
 Los Angeles, CA 90010-1302
 213-387-3200 • 213-427-6584 F

ZIONS FIRST NATIONAL BANK (PLP CLP SE PX EE EWCP)
 1 S. Main St.
 Salt Lake City, UT 84111-1904
 801-524-2330 • 801-524-4772 F

PLP – Preferred Lender
CLP – Certified Lender
SE – SBA Express Lender
PX – Patriot Express Lender
EE – Export Express Lender
EWCP – Export Working Capital Lender
CA – Community Advantage
RLA – Rural Lender Advantage (Eligible)
**** – Branch of Preferred Lender**
@ – Branch of Certified Lender
^^ – Branch of SBA Express Lender
Lender
++ – Branch of Patriot Express Lender
ee – Branch of Export Express Lender
ew – Branch of Export Working Capital Lender



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