

Congressman John Barrow's

2011 Small Business Guidebook



Congressman

John Barrow

Representing the 12th Congressional District of Georgia

SMALL BUSINESS GUIDEBOOK

Dear Friend,

There are nearly 30 million small businesses in America, and they employ over half of the workforce in this country. Every day, they open their doors and go to work helping American families and driving American commerce.

Small businesses are unquestionably the backbone of our economy, and the challenges small business owners face are too great to ignore. Our nation's financial future depends on the strength and ingenuity of our small businesses.

This Congress, I'm working with my colleagues to enhance access to capital and spur small business growth. I've put together this *Guide Book* to link small business owners around the district with federal and state entities that can be helpful to your business. If you have any questions or need additional information, please do not hesitate to contact me or my Small Business aide, Brandon Webb, at (202) 225-2823.

Sincerely,

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John Barrow

Table of Contents

My Small Business Priorities.....	4
Small Business Resources	5
Opportunities for Minority Business Owners.....	8
Opportunities for Women in Business.....	10
Opportunities for Veteran Business Owners.....	13

REP. JOHN BARRON

My Small Business Priorities

I. Investing in People.

The American workforce is the lifeblood of our economy. I believe that America must invest in the ingenuity of its workers and entrepreneurs. We can do this by providing small businesses with better access to capital and opportunities to succeed, ensuring more access to mid-career education and skills, and promoting national excellence in math and science education.

II. Investing in Ideas.

To maintain America's innovative edge, American workers and companies deserve a strong "ideas infrastructure" that nourishes research and development, rewards cutting-edge technological innovation, and protects American intellectual property both home and abroad. I believe in the importance of strategic investments to ensure that our country gets the full benefit of American ideas and innovation.

III. Helping companies and workers compete and win.

In an increasingly dynamic global economy, American workers and companies must have the benefit of competitive tax and regulatory structures that allow them to compete and win. I believe those in government should be strong advocates for the interests of American workers. I'm working to encourage new investments in American technologies and products, promote exports of American products and services, and remove unnecessary tax and regulatory burdens that disadvantage American companies.

Small Business Resources



No matter the size, the most important part of starting a business is laying a strong foundation. Once you've decided what type of business you want to start, and who you want to work with, there are many other decisions to be made. What type of legal structure will you use? How will you insure your business and yourself? How will you keep your records? You can find suggestions to help you answer these and other questions in the [SBA Start-Up Guide](http://www.sba.gov/smallbusinessplanner/index.html):
<http://www.sba.gov/smallbusinessplanner/index.html>

1.) U.S. Small Business Administration

Congress created the Small Business Administration (SBA) in 1953 to encourage independently owned and operated enterprises. The federal government's "small business resource," the SBA has a field office in Atlanta.

CONTACT

Small Business Administration - Georgia District Office
233 Peachtree Street, NE, Suite 1900
Atlanta, GA 30303
(404) 331-0100
(800) 877-8339 TDD/TTY
Office Hours 8:30am to 5:00pm

Washington Office Center
409 3rd Street, S.W. Suite 5110
Washington, DC 20024
Phone: 202 205 6773

2.) Export-Import Bank

The Export-Import Bank provides guarantees of working capital loans for U.S. exporters, guarantees the repayment of loans, and makes loans to foreign purchasers of U.S. goods and services.

CONTACT

Export-Import Bank of the United States
811 Vermont Avenue, N.W.
Washington, DC 20571
Tel: (202) 565-3946

Export-Import Bank Small Business Group
Tel: (202) 565-3946
Fax: (202) 565-3931
Email: info@exim.gov

3.) U.S. Business Advisor

There are over 60 Federal agencies dedicated to assisting and regulating businesses. The SBA has funded the U.S. Business Advisor to help you gain easy access to the federal agencies that will regulate your business. The SBA website contains the latest information to help your business, a search engine, and many of the forms you may need to submit to get your business operational, and keep it running.

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

CONTACT

US Small Business Administration
409 3rd St, SW
Washington DC 20416
Tel: 1-800-827-5722

4.) Internal Revenue Service

The Internal Revenue Service (IRS) has billed the Small Business section of its web site "**Your One-Stop Business Resource.**" This site contains streaming video on a variety of small business issues, toll free numbers to reach the IRS, and information on where to file your tax returns. <http://www.irs.gov/businesses/small/>

CONTACT

IRS - Augusta Office
2743 Perimeter Pkwy.
Augusta, GA 30909
(706) 868-1374

IRS - Savannah Office
120 Barnard St.
Savannah, GA 31401
(912) 651-1430

5.) Occupational Safety and Health Administration

For regulations affecting businesses, the Occupational Safety and Health Administration (OSHA) sets most of the federal standards regarding workplace safety. OSHA's Small Business page contains many resources that encourage safety and good health within the workplace.

CONTACT

Savannah Area Office
450 Mall Boulevard, Suite J
Savannah, Georgia 31406
(912) 652-4393
(912) 652-4329 FAX
<http://www.osha.gov/>

Opportunities for Minority Business Owners



SBA 8(a) Business Development Program

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

Eligibility Requirements

To qualify for the program, a small business must be owned and controlled by a socially and economically disadvantaged individual. Under the Small Business Act, certain presumed groups include African Americans, Hispanic Americans, Asian Pacific Americans, Native Americans, and Subcontinent Asian Americans. Other individuals can be admitted to the program if they show through a "preponderance of the evidence" that they are disadvantaged because of race, ethnicity, gender, physical handicap, or residence in an environment isolated from the mainstream of American society. In order to meet the economic disadvantage test, all individuals must have a net worth of less than \$250,000, excluding the value of the business and personnel residence.

Successful applicants must also meet applicable size standards for small business concerns; be in business for at least two years; display reasonable success potential; and display good character. Although the two-year requirement may be waived, firms must continue to comply with various requirements while in the program.

8(a) Mentor Protégé Program

The SBA's 8(a) Program has implemented the new Mentor-Protégé Program to allow starting 8(a) companies to learn the ropes from experienced businesses. Their task is to teach 8(a) and other small companies how to compete in the Federal contracting arena and how to take advantage of greater subcontracting opportunities available from large firms as the result of public-private partnerships.

CONTACT

Mentor Protégé Program
US Small Business Administration
409 - Third Street, SW
Washington, DC 20416
Phone: (800) 827-5722

REP. JOHN BARRON

Opportunities for Women in Business



The Office of Women's Business Ownership

(OWBO) exists to establish and oversee a network of Women's Business Centers (WBCs) throughout the United States and its territories. Through the management and technical assistance provided by the WBCs, entrepreneurs - especially women who are economically or socially disadvantaged - are offered comprehensive training and counseling on a vast array of topics in many languages to help them start and grow their own businesses.

CONTACT

The Office of Women's Business Ownership
Ana Recio Harvey
Assistant Administrator for Women's Business
409 3rd Street, S.W. Suite 6600
Washington, DC 20024
United States
Phone: 202 205 6673
Fax: 202 205 7287

Georgia Women's Economic Development Agency, Inc.

Founded in 1996, WEDA is a bilingual non-profit organization that seeks to help women achieve economic independence, create opportunities, and, build a business community through entrepreneurship.

The WEDA / Metropolitan Atlanta Women's Business Center (MAWBC) provides business development, management and technical assistance to emerging, intermediate, and advanced-stage women entrepreneurs throughout the twenty-eight county metropolitan Atlanta area, and is one of 105 SBA Women's Business Centers across the country.

CONTACT

Carolina Ramon

Director

675 Metropolitan Parkway, SW., Suite 2026

Atlanta, GA 30310

Phone: 678-904-2201

Email: cramon@weda-atlanta.org

www.weda-atlanta.org

The Edge Connection, Inc. Kennesaw State University

The Edge Connection is a nonprofit organization that has aided entrepreneurs and small businesses since 1998. In 2004, it was certified as the Metro Atlanta Small Business Association Women's Business Center. Clients include low-to-moderate income women, minorities, veterans and people with disabilities.

CONTACT

Janine Anthony

Director

1000 Chastain Road, # 3305

Kennesaw, GA 30144

Phone: 770-499-3228

Email: jantho10@kennesaw.edu

Website: www.theedgeconnection.com

Additional Resources

- 1.) **National Association of Women Business Owners**
<http://www.nawbo.org/>
- 2.) **Women Owned Businesses Selling to Government**
<http://www.womenbiz.gov/>
- 3.) **Center for Women's Business Research**
www.womensbusinessresearch.org/

Opportunities for Veteran Business Owners



The **Office of Veterans Business Development** at the **Small Business Administration** serves as a resource for Veterans, Service-Disabled Veterans, Reserve Component Members, and their Dependents or Survivors.

Veterans Business Outreach Program

The Veterans Business Outreach Program (VBOP) is designed to provide entrepreneurial development services such as business training, counseling and mentoring, and referrals for eligible veterans owning or considering starting a small business. The SBA has sixteen organizations participating in this cooperative agreement and serving as Veterans Business Outreach Centers (VBOC).

Services Provided by Veterans Business Outreach Centers:

Pre-Business Plan Workshops

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

Concept Assessments

VBOCs assist clients in assessing their entrepreneurial needs and requirements.

Business Plan Preparations

VBOCs assist clients in developing and maintaining a five-year business plan. The business plan ranges from legal form of the business, to equipment requirements and cost, organizational structure, strategic plans, market analysis, and a financial plan. Financial plans include financial projections, budget projections, and funding requirements.

Comprehensive Feasibility Analysis

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

Entrepreneurial Training and Counseling

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

Mentorship

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

Other Business Developmental Related Services

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

CONTACT

Veterans Business Development Officers in Georgia

Jorge Valentine Stone

Harris Tower

233 Peachtree St., Suite 1900

Atlanta, GA 30303

Tel No. (404) 331-0100 Ext. 609

Fax No. (202) 481-5239