



Wyoming Lender Alert

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Steven Despain, District Director

Making a Difference for Small Business in Wyoming



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Government Contracting

Government contracting is a big market for small business. As a matter of fact, Federal Acquisition Regulations require that certain procurement actions be set-aside for small business.

Acquisition of supplies or services valued between \$2,500 to \$100,000 is automatically reserved exclusively for small business. In addition, acquisitions over \$100,000 may be set-aside for small business participation when there is a reasonable expectation that offers will be obtained from at least two responsible small business concerns, and award will be made at fair market prices.

A common question which is asked by firms who wish to become involved in the procurement set-asides is, "Is there any small-business certification?"

The federal government does not issue certificates, identification numbers or anything else to declare that you are a small business. You can declare yourself to be a small business, if your business meets the federal-government standard for small business. You "self-certify." It's an honor system.

Here are the general guidelines for size determination. Greater detail on size can be found at www.sba.gov:

- Fewer than 500 employees for most manufacturing and mining industries
- Fewer than 100 employees for all wholesale-trade industries
- Less than \$6 million in annual revenue for most retail and service industries
- Less than \$28.5 million in annual revenue for most general and heavy-construction industries
- Less than \$12 million in revenue for all special trade contractors
- Less \$750,000 in revenue for most agricultural industries.

Generally speaking, the term "small business" encompasses the following sub-sets:

Small business concerns (SB), Small disadvantaged business concerns (SDB), Historically Underutilized Business Zone small business concerns (HubZone SBCs), 8(a) program small disadvantaged business concerns (8(a)), Service Disabled Veteran-owned small business concerns (SDVOSB), Veteran-owned small business concerns (VOSB), and Woman-owned small business concerns (WOSB).

Some of the sub-set groups do require formal certifications in order to receive the benefits of their specific small business program, others may merely self-certify their business status when completing the procurement solicitation.

Small Business: Self-certification

Small Disadvantaged Business:

Formal SBA certification required

HubZone Certification: Formal SBA certification required.

SBA's 8(a) BD Program: Formal SBA certification required.

Service Disabled VET Certification: Self-certification

Veteran-Owned: Self-certification

Woman-Owned: Self-certification

The formal certifications require program applications to be completed and submitted to SBA. The applications, and eligibility criteria, can be found at www.sba.gov.

Even with an understanding of the small business and sub-set group certification requirements, it is important for firms to realize that registration in the Central Contractor Registration (CCR) is necessary for any firm to be awarded a government contract. To do business with the government, all firms must be CCR registered. CCR is a simple on-line registration which can be accomplished at www.ccr.gov.

The U.S. government is the world's largest buyer of goods and services, the various agencies of the government buy all kinds of things. There is no reason why the U.S government cannot be the best customer of any business.

Contact Jeffrey W. Sneddon at Jeffrey.Sneddon@sba.gov or 307-261-6515.

Online Application for SBA's 8(a) Program

On September 10, 2004, the SBA unveiled a new electronic online application that will make it easier,

faster and less expensive for small companies to apply for 8(a) Business Development and Small Disadvantaged Business certification directly from SBA's Web site.

"The newly launched 8(a) on-line application will allow small businesses to apply for 8(a) and SDB certification directly from the SBA's Web site, and ensure more small businesses are able to successfully compete for federal contracting opportunities," SBA Administrator Hector V. Barreto said. "This user-friendly application represents another accomplishment of this Administration in developing e-Gov tools that make access to information less cumbersome for small business."

The new automated application was developed by an 8(a) firm, Simplicity, Inc. in conjunction with the SBA's Office of Government Contracting and Business Development. It employs decision logic to screen applications allowing the SBA to review and process applications more efficiently and provide improved customer service.

The application is 100 percent Web-based, allowing applicants to apply without downloading any Software or plug-ins, replacing a four-page written application that required substantial supporting documentation. The online application incorporates features including context sensitive help, real-time validation, printer-ready versions and integrates with the Central Contractor Registry (CCR).

For more information, visit the SBA Web site at:

www.sba.gov/wy

***Introducing!!
SBA's Conference Call
& Presentation System
"ReadyTalk"***

Communication is critical to business. The increasing costs of airfare, lodging, and lost productivity when traveling have made frequent in-person meetings very expensive. SBA's internet training

program, ReadyTalk, is a great way for us to get information to you. We know we need to meet in person, but sometimes, ReadyTalk will be perfect for us to use. We can use ReadyTalk to:

- Review a schedule
- Record a presentation and place a link on SBA's website, www.sba.gov/wy
- Train new loan officers on SBA Lending
- Help lenders fill out forms, applications, etc. online
- Answer any questions you may have
- Meet on the phone and online
- Host up to 96 people per call
- Present some Power Point slides
- Share our desktop so you will be able to see exactly what you need to do

This is an ideal service for question and answer sessions. Participants can access our call by dialing a pre-designated toll-free number enter a passcode and that's all there is to it. The participants will be asked for their name and lending institution prior to being automatically entered into the call so we know who is participating in each conference call.

Using the toll-free number, conference participants call in and an operator places them into the call. We can conduct or initiate conference calls immediately from any location, anytime, without a reservation.

Please call SBA for more information about this service! You may reach us at 307-261-6500.



Calendar Year 2005 Schedule of 1502 Report & Payment due dates for 7(a) Loans.

Paragraph 6 of SBA Form 1086, states that payments are due at the Fiscal and Transfer Agent (FTA) on the third **calendar** day of the month, or the next business day if the third is not a business day. The SBA allows a grace period of two business days after the due date. If FTA receives a regularly scheduled payment after the expiration of the grace period, a Late Penalty is assessed (subject to a maximum of \$5,000.00). Paragraph 6(c) of SBA Form 1086 describes the components of the Late Penalty.

Lenders are billed for Late Penalties at the end of each month. Late Penalties are due to Colson (FTA) with the Lender's next monthly remittance.

Below is a schedule of **final** due dates, which includes the grace period of two business days for regularly scheduled payments. Payments received after the due date will be subject to the Late Penalty.

	<u>2005</u>
JANUARY	5
FEBRUARY	7
MARCH	7
APRIL	6
MAY	5
JUNE	7
JULY	7
AUGUST	5
SEPTEMBER	8
OCTOBER	5
NOVEMBER	7
DECEMBER	7

Questions concerning Late Penalties from the lenders should be directed to Mr. Larry Packer of Colson Services Corp. on 718-242-6657 or via e-mail at: PACKERL@COLSONSERVICES.COM

Updated Internal Revenue Service (IRS) Contact Information

Updated contact points and telephone numbers for the IRS

Service Center in Ogden which are to be used to request copies of IRS tax transcripts for 7(a) and 504 loans to verify business financial information included in SBA loan applications is as follows:

If using US Postal Service:

M/S 6734

Ogden UT 84201

If using other mail service

1973 Rulon White Blvd

M/S 5734

Ogden, UT 84404

Lenders are also reminded that all SBA 7(a) and 504 related requests for IRS tax transcripts must be submitted to IRS Service Centers using the new IRS Form 4506-T. A copy of Form 4506-T is available on SBA's Banking site:

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

Please note that SBA's logo must be included at the top of the form to ensure SBA related requests are expedited and to ensure there will be no charge for the transcripts. (IRS Form 4506, dated May 1997, has been revised and is to be used for other tax information requests, but not tax transcripts.)

Questions or concerns may be directed to Kay.O.Reid@irs.gov of the IRS at 843-317-6794, extension 25, or Len Fagan, SBA, at (202) 205-6301.

Success Stories! Everyone Has One!

SBA continuously looks for small business success stories. Count on us being in your community to get information on the businesses you are proud of! SBA searches out small businesses that have used our services, or the services of our Resource Partners - Small Business Development Centers NxLevel Classes, Women's Business Center, SCORE, etc. and then writes "Success Story" articles for publication. If you would like to

share a small business success story with SBA contact:

Sharon Nichols

Public Information Officer

Wyoming District Office

Phone: 307-261-6508

E-mail: sharon.nichols@sba.gov

2005 SBA SMALL BUSINESS AWARD NOMINATIONS

You must have someone in mind for a small business award! Who has made the greatest impact in your community? Who would you like to highlight? Help us recognize outstanding small business leaders in your local community. Complete a simple letter nomination format and send it to us!

Please consider one or more potential categories:

❖ Small Business Person of the Year:

For developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions.

For further consideration, a nomination binder with detailed materials will be requested for this nomination.

❖ Small Business Exporter of the Year:

Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.

❖ SBA Young Entrepreneur of the Year:

Owner will not reach 30th birthday by June 1, 2003, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.

❖ Entrepreneurial Success Award:

Must own and operate a business that was launched "small" by SBA size standards, received SBA assistance and has since grown into a large business.

❖ Small Business Advocates of the Year:

Those who promote small business, including volunteering time and services to

small business interests and groups, advocating the cause of small business in the legislative process. Advocates may or may not be small business owners.

❖ Minority Small Business Advocate of the Year

❖ Women in Business Advocate of the Year

❖ Veteran Small Business Advocate of the Year

❖ Small Business Journalist of the Year

❖ Small Business Legal Assistance WY award

❖ Family-Owned Small Business

❖ Financial Services Advocate (Accountant advocate merged with this category)

❖ Home Based Business Advocate of the Year – Those who have sought to improve the climate for home based businesses

Reply by **November 10, 2004**, mail (or fax 307-261-6535) your nomination to:

Beth Hink, U.S. Small Business Administration 100 East B Street, Federal Building Suite 4001, P.O. Box 44001, Casper, Wyoming 82602

For more information, please contact: Beth at (307) 261-6502 or e-mail Elizabeth.hink@sba.gov. Self-nominations accepted. This format may be duplicated.

SBA will contact the nominator with details. Thanks for your support!

UPCOMING EVENTS

October 5 – Women's Roundtable Jackson

October 6 – Women's Roundtable Casper

October 7 – Women's Roundtable Laramie

October 8-9 – Early Childhood Conference - Casper

October 19 – Women's Roundtable Cody

October 21 – Women's Roundtable Powell

October 26 - WNET Call – Call Debra Farris 261-6510 or e-mail: debra.farris@sba.gov for information