

DEPARTMENT OF SMALL BUSINESS SERVICES (SBS)

Robert W. Walsh, Commissioner

WHAT THE AGENCY DOES

The Department of Small Business Services makes it easier for companies in New York City, to form, do business, and grow by providing direct assistance to business owners, fostering neighborhood development in commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, providing services for New York City jobseekers and linking employers with a skilled and qualified workforce.

WHAT YOU NEED TO KNOW

City Business Assistance Program – connects small business owners to available public- and private-sector business development resources; provides information in such areas as procurement, training, marketing, tax identification numbers, insurance, and financing; offers free one-on-one counseling to New York City small businesses and entrepreneurs; helps small businesses navigate government, resolve issues with other City, State, or Federal agencies or utility companies; assists businesses when they are impacted by emergencies (e.g., fires, water main ruptures, explosions or natural disasters) by helping them gain access to their premises, apply for emergency grants and loans and reopen as soon as conditions allow; leads special effort to help small businesses in Lower Manhattan through a grant provided by the National Football League.

Division of Economic and Financial Opportunity – administers the Minority- and Women-Owned Business Enterprise Program (**MWBE**) which works to increase opportunities for minority- and women-owned businesses and give them the tools to understand the procurement process; the Procurement Outreach Program (**POP**) which identifies Federal, State and City contracting opportunities for New York City businesses, and provides technical assistance to give businesses the tools they need to bid successfully on government contracts; the Locally-Based Enterprise Program (**LBE**) which helps eligible small construction and construction-related firms to do business with the City by certifying them as LBEs and promoting them on the Agency's online directory for MWBE and LBE firms.

Business Incentives - connects eligible businesses to City, State, and Federal programs that promote investment; encourage employment, relocation and retention; and reduce operating costs. SBS also administers the following incentive programs: Energy Cost Savings Program (**ECSP**); Industrial Relocation Grant Program (**IRG**); Lower Manhattan Energy Program (**LMEP**); Printers Relocation Fund (**PRF**).

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The New York City Workforce1 Career Centers – are the centerpiece of the adult workforce system. The New York City Workforce1 Career Centers are operated by the New York City Department of Small Business Services, the New York State Department of Labor and the City University of New York, combining the expertise of many different organizations to provide a seamless network of employment services and business development resources. The Centers provide jobseekers with a full array of employment services including career advisement, job search counseling, skills training and job placement. Services for businesses include human resources consulting, customized training, access to skilled workers and retention enhancement services. There are Workforce1 Career Centers in Upper Manhattan, the Bronx, Queens and Brooklyn, with centers in Staten Island and Lower Manhattan scheduled to open in the summer and fall of 2004.

Business Workforce Partnerships – creates partnerships with private employers and community-based organizations that SBS trains and places individuals with employers who are hiring in all five boroughs; works with the Workforce1 Career Centers and creates customized training initiatives tailored to the specific needs of employers to meet their workforce needs; monitors the Individual Training Account Program (ITA), which gives vouchers to individuals to receive employment training

WHO TO CONTACT WITH QUESTIONS/CONCERNS

Website: www.nyc.gov/sbs

Call 311 with questions