

Headline
News

Coming soon

M/WBE
DIRECTORY
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Business
Workbooks



New York City Department of Small Business Services

Agency Overview

The mission of New York City's Department of Small Business Services (SBS) is to support the formation, growth and expansion of New York City's small businesses by providing business assistance, fostering neighborhood development and promoting financial and economic opportunity through government procurement.

To find out more about each item listed below, call 3-1-1 and mention that you are interested in programs offered by the Department of Small Business Services.

THE FOLLOWING CONTACT INFORMATION IS FOR INTERNAL USE ONLY.  [SBS Agency Overview for Clients](#)



Division of Business Assistance (DBA)

Promotes the development and economic well-being of growing businesses by providing answers to questions, offering classes, making referrals, and coordinating SBS services, leveraging government and community resources and contacts. Contact: Jean Hamerman, Deputy Commissioner, (212) 618-8840, jhamerman@sbs.nyc.gov

Government Facilitation Services - assists small businesses in addressing unresolved problems they may be having with City, State and Federal agencies or with utilities. Issues may involve sanitation, transportation or licensing. Government Facilitation Specialists work with businesses by phone or at their premises. Contact: Bernadette Nation, Director, (212) 618-8810, bnation@sbs.nyc.gov

Emergency Response Unit (ERU) - assists businesses when they are forced to interrupt their operations as a result of disasters (e.g., fires, water main ruptures, explosions or natural disasters). ERU helps businesses gain access to their premises, apply for available emergency assistance -- including government programs and private insurance -- and reopen as soon as conditions allow. Contact: Bernadette Nation, Director, (212) 618-8810, bnation@sbs.nyc.gov

Business Services - 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; and, through DBA's Executive Volunteer Corps (EVC), offers free one-on-one counseling to New York City small businesses and entrepreneurs. Contact: Joseph Kim, Manager, Business Assistance, (212) 618-8759, ckim@sbs.nyc.gov



Small Biz
Quick Links

Click on the link below
that best describes your
caller's question:

I own a small business in
New York City...

[I'm thinking of starting a
business in New York City...](#)

I want to expand or locate
my business in New York
City...

How do I?

[Incorporate my business](#)

[File for a permit or license](#)

[Resolve a fine or citation](#)

[Find out about Grants &](#)

Procurement Outreach Program (POP) - 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. Contact: Gordon Richards, Director, (212) 513-6472, grrichard@sbs.nyc.gov

Bonding Technical Assistance Program - helps New York City's small construction firms obtain surety bonds and identify sources for working capital loans for construction and construction-related contracts. Contact: Emmanuel Anosike, Director, (212) 513-6382, eanosike@sbs.nyc.gov

Division of Economic and Financial Opportunity (DEFO)

Matches New York City's small and minority- and women-owned businesses with City, State and Federal procurement opportunities through various programs. Contact: Jean Hamerman, Deputy Commissioner, (212) 618-8840, jhamerman@sbs.nyc.gov

Minority and Women Owned Business Enterprise Program (MWBE) - works to ensure the participation of bona fide minority- and women-owned businesses in the New York City procurement process. All certified firms are listed in the City's official Directory of Minority and Woman Owned Business Enterprises, which is distributed to purchasing officers and contracting agencies. Contact: Celeste Morris, Director, (212) 513-6437, amilton@sbs.nyc.gov

Locally Based Enterprise Program (LBE) - helps eligible small construction and construction-related firms to do business with the City by certifying them as LBEs. The City requires prime contractors awarded construction and construction-related contracts to use LBE subcontractors to complete at least 10 percent of the total value of the contracts. Contact: Celeste Morris, Director, (212) 513-6437, amilton@sbs.nyc.gov

Division of Neighborhood Development

Ensures the long-term vitality of the City's diverse commercial districts, by creating greater opportunity for neighborhood-based small businesses and ensuring that communities are well served by small businesses. Contact: Mark Newhouse, Deputy Commissioner, (212) 618-8802, mnewhouse@sbs.nyc.gov

Business Improvement District (BID) Program - A Business Improvement District (BID) is a designated commercial or industrial area in which property owners agree to pay a special assessment to underwrite supplemental services. SBS works with commercial property owners and community stakeholders to develop new districts, and manage the ongoing partnerships between BIDs and City government. Contact: George Glatter, Executive Director, (212) 513-6442, gglatter@sbs.nyc.gov

Commercial Revitalization (CR) Program - makes seed investments to stimulate activity in underperforming commercial districts. Program goals are to attract private investment to underwrite the ongoing supplemental needs of the district and grow the number of community-based small businesses. Contact: Ron Melichar, Director, (212) 513-6436, rmelichar@sbs.nyc.gov

Empire Zones Program - encourages business development in designated areas by offering targeted incentives and benefits to new and expanding businesses. Eligible companies can take advantage of employment, investment, real property, sales and wage tax credits, as well as utility cost discounts. There are currently 10 Empire Zones in New York City, throughout the five boroughs. Contact: Yoonie Cho, Director, (212) 513-6466, ycho@sbs.nyc.gov

Business Incentives - connects eligible businesses to City, State, and Federal programs that promote investment; encourage employment, relocation and retention; and reduce operating costs. Contact: Donald Giampietro, Director, (212)

[Tax Incentives](#)

[Find out about
Procurement Opportunities](#)

[Get training & business
development help](#)

[Find out about NYC
Commercial Districts:
Business Improvement
Districts](#)

[Get information on NY
State Empire Zones](#)

[Find out about Digital NYC](#)



Resources Index!

A complete list of all
the latest & best
information.

618-8778, dgiampietro@sbs.nyc.gov. SBS also directly administers the following incentive programs:

Energy Cost Savings Program (ECSP) - significantly reduces energy costs by providing benefits to eligible businesses that improve a property or relocate to designated areas of the City. Contact: Lynn Roberts, Assistant Director, Energy Cost Savings Program, (212) 513-6415, lroberts@sbs.nyc.gov

Digital NYC: Wired to the World — promotes the development of affordable pre-wired office space to companies that move to any of the eight designated districts in New York City. Industrial Relocation Grant Program (IRG) - reimburses moving costs to eligible manufacturing firms that are moving within New York City. Firms must file an application prior to the signing of a lease or contract of sale for the move-in site, as well as meet other eligibility criteria. Contact: Stephanie Vecchiarelli (svecchiarelli@sbs.nyc.gov)/Jennifer Watler (jwatler@sbs.nyc.gov), Program Managers, (212) 618-8749

Lower Manhattan Energy Program (LMEP) - Commercial tenants in eligible buildings in Lower Manhattan are eligible to receive significant reductions in their electricity delivery costs. A commercial building owner must make an investment of at least 20 percent of the current assessed value. Contact: James Topping, Project Coordinator, (212) 618-8729, jtopping@sbs.nyc.gov

The Micro-Enterprise Program (MEP) - provides entrepreneurs and business owners with training in basic business and computer skills. Training programs are offered at various times throughout the year and at sites throughout the city. Contact: Fred Leopold-Hooke, Director, (212) 513-6362, fleopold@sbs.nyc.gov



[SBS/Employment
Telephone Directory
Online](#)

NYC Business Solutions Center Small Business Services

HOME

TOOLS

FAQS

RESOURCES

PARTNERS

COURSES

EVENTS

KEYWORDS:

Administration issues

(fines)

(business emergency)

(BID)

(EZ)

(Digital NYC)

(licenses/permits)

(health insurance)

(legal)

(accountant)

(Insurance)

(register business)

(tax)

(workforce)

(not-for-profit)

Starting/doing business

(procurement)

(starting a business)

(street vendor)

(finance)

(business incentives)

(MWBE)

(LBE)

(bonding)

(space banks)

Frequently Asked Questions

10/07/2003

Administration issues

Script

<input checked="" type="checkbox"/>	How can I resolve a fine or citation? My business is having a problem with summonses from the Department of Sanitation, the Department of Health or the NYPD?	Government Facilitation (CBAP) NEW 6/5/03
<input checked="" type="checkbox"/>	My business has been damaged by a fire, building collapse, water main break, other emergency or natural disaster. What help can I get?	Business Emergency (ERU) NEW 6/5/03
<input checked="" type="checkbox"/>	What are Business Improvement Districts? How can I improve my business neighborhood? How can I form a Business Improvement District to promote development?	Business Improvement Districts NEW 6/5/03
<input checked="" type="checkbox"/>	What are Empire Zones? How can I find out about them?	Empire Zones NEW 6/5/03
<input checked="" type="checkbox"/>	What is Digital NYC: Wired to the World? I'm thinking of relocating my offices to/within NYC.	Business Attraction: Digital NYC NEW 6/5/03
<input checked="" type="checkbox"/>	What licenses/permits do I need?	Licensing/Permits
<input checked="" type="checkbox"/>	How can I get business health insurance?	Finding Health Insurance
<input checked="" type="checkbox"/>	How do I find an attorney?	Finding an Attorney
<input checked="" type="checkbox"/>	How do I find an accountant?	Finding an Accountant
<input checked="" type="checkbox"/>	Where can I go to get insurance for my business?	Finding Business Insurance

[\(Workshops\)](#)
[Export/Import \(Establishing Foreign Trade\)](#)

[WTC/9/11](#)
[Power Downtown](#)
[BRG](#)
[SFARG](#)
[Liberty Zone](#)
[Downtown Incentives](#)

SBS
 What can the agency for do me?
 What property do you have?
 Where do I find out about compliance issues?
[Public Markets/ Facilities & Property Management](#)
[Zoning](#)



<input checked="" type="checkbox"/> How do I register my business?	Registering Your Business
<input checked="" type="checkbox"/> How do I find out about tax issues?	Obtaining a Tax ID Number
<input checked="" type="checkbox"/> Where can I go to hire employees or deal with employee issues?	Workforce - How to Locate Employees
<input checked="" type="checkbox"/> How do I form a not-for-profit company?	Forming a Non-Profit/Not-For-Profit
Starting/doing business	
<input checked="" type="checkbox"/> How do I do business with government?	Procurement Outreach Program (POP)
<input checked="" type="checkbox"/> I want to start a business	Starting a Business ❌
<input checked="" type="checkbox"/> I want to do street vending	Vending general merchandise in NYC ❌
<input checked="" type="checkbox"/> How do I get a loan/grant for my business?	Finding Financing/Loans/Capital/Grants
<input checked="" type="checkbox"/> I want to find out about business incentives- tax, energy, relocation	Incentives
<input checked="" type="checkbox"/> Do I qualify to be a Minority or Woman owned business and where do I certify?	Minority/Women-Owned Business Enterprise Program (M/WBE) NEW 4/3/03 ❌
<input checked="" type="checkbox"/> I am a contractor, how do I apply to be a Locally Based Enterprise?	Bonding & Technical Assistance Program (BTA) ❌
<input checked="" type="checkbox"/> I am a contractor, how do I get help with getting insurance or bonding?	Locally Based Enterprise Program (LBE) ❌
<input checked="" type="checkbox"/> I am relocating, how can I find space?	Finding Commercial Space ❌
<input checked="" type="checkbox"/> Where can I get information about business workshops?	Business Workshops/Courses
<input checked="" type="checkbox"/> Export/Import (Establishing Foreign Trade)	Export/Import (Establishing Foreign Trade) 4/25/03 ❌

WTC/9/11

Script

<input checked="" type="checkbox"/>	Am I eligible/how do I find out about WTC Power Downtown?	WTC Power Downtown Program
<input checked="" type="checkbox"/>	PROGRAM OVER Am I eligible/how do I find out about WTC Business Recovery Grant?	WTC (BRG) Business Recovery Grant
<input checked="" type="checkbox"/>	Am I eligible/how do I find out about WTC Small Firm Attraction and Retention grant?	WTC (SFARG) Small Firm Attraction & Retention Grant
	Am I eligible/how do I find out about incentives for moving downtown?	Downtown Incentives (SFARG) NEW 4/4/03
<input checked="" type="checkbox"/>	Am I eligible/how do I find out about WTC Liberty Zone Program?	WTC (LZP) Liberty Zone Incentives
<input checked="" type="checkbox"/>	PROGRAM OVER WTC (ETAP) Employee Training Assistance Program	WTC (ETAP) Employee Training Assistance Program

SBS

Script

<input checked="" type="checkbox"/>	What can SBS do for me?	What can SBS do for me?
	What property do you have?	
	Where do I find out about compliance issues?	
<input checked="" type="checkbox"/>	Public Markets/Facilities & Property Management	Public Markets/Facilities & Property Management
<input checked="" type="checkbox"/>	Zoning	Zoning

KEY

IN PROGRESS

Formatted but not final


NEW


REVISED


PROGRAM OVER


Top



 [Resource Sheet Summary](#)
(09/24/2003)

 [Resource Sheet Summary](#)
(09/24/2003)


 [Resource Sheet Summary](#)
(09/24/2003)

 [Complete List of Resources](#)
[a/o](#)
09/24/2003


Resources Index


10/31/2003


Accountant:


 [How to Choose an Accountant](#): Choosing the right accountant is an important step for your business. This document provides basic guidelines and questions that you may want to consider when conducting your search, as well as resources for referrals.


Business Incentives:


 [Empire Zones Brochure](#): Targeted incentives & benefits to new & expanding retail, commercial, & industrial firms in 10 Empire Zones.

 [Energy Cost Savings Program \(ECSP\) Factsheet & Application](#): Reduce regulated electricity costs up to 45 percent and regulated natural gas costs up to 35 percent. Benefits last for eight years, followed by a four-year phase-out. This document explains eligibility requirements, frequently asked questions, and how to apply.


 [Industrial Relocation Grant Program \(IRG\) Factsheet](#): Cash grants up to \$30,000 to reimburse moving costs to qualified manufacturers relocating with New York City. This document explains eligibility, how to apply, requirements, and frequently asked questions regarding this program.


 [Lower Manhattan Energy Program \(LMEP\) Factsheet](#): Reduce regulated electricity costs up to 45%. Benefits last for eight years followed by a four-year phase out. This document explains eligibility requirements, frequently asked questions, and how to apply.


 [SBS Summary of Incentives](#): Cost effective solutions for your business. The City of New York provides access to a wide range of incentives and tax credits for small businesses to relocate and grow within the city. This document provides a summary of those incentives.

 [The Relocation Fund for the Printing & Graphics Arts Industry \(Printers Relocation Fund\) Factsheet](#): Provides moving grants to eligible commercial printers & graphic arts companies that relocate within the City of New York. Firms can receive the lesser of 50 percent of eligible moving costs or \$200,000. This document explains eligibility, how to apply, requirements, and frequently asked questions regarding this program.


Finance:

 [Getting a Loan for Your Business](#): Whether you're starting a business or expanding one, you will need ready access to cash at all times. This guide directs you through different financial resources you can take advantage of.


 [Managing Cash: The Small Business Owner's Guide to Financial Control & Cashflow Worksheet.xls](#): A guide book and to assist you organize your ideas, avoid common mistakes, and focus on key points. The Cash Flow Worksheet is an excel spreadsheet with formulas that will allow you to track cash in and out flows.

 [Sources of Financing](#): A resource guide to provide you with helpful information on various financing sources including: traditional banks, micro-lenders, credit unions, grants and venture capital firms.


Import/Export:


 [Import/Export Resources](#): A list of helpful resources for businesses that are interested in exporting their goods and/or services abroad or those interested in importing.

Health Insurance:




 [Health Care Referrals](#): Health Care options for small businesses. This document includes, questions you should ask, as well as some referrals of healthcare providers for small businesses.

Business Insurance:










 [Insurance Essentials](#): This guide is designed to help small business owners make informed decisions regarding their insurance needs.

 [NYS Insurance Dept](#): A Small Business Guide to Property Casualty Insurance. Running a small business presents many financial risks. The information in this guide is designed to help small business owners make informed decisions regarding their insurance needs.


LBE:


Locally Based Enterprise (LBE) Program:  [Cover Letter](#) ,  [Application](#) The Locally Based Enterprise (LBE) Program ensures that construction companies utilize LBE firms on prime city contracts when employing subcontractors. This document assists eligible small construction and construction-related firms to do business with the City by certifying them as LBEs. **NEW!** ALSO INCLUDE  [SBS NYC Based Companies Supplemental Application \(For companies that are based \[located\] in New York City.\)](#)


NEW!  [LBE Re-Certification Application](#)


Legal:	<p> Legal Resources: Guidelines for selecting an attorney & legal resources.</p> <p> Business Structure: This guide is designed to help small business owners make informed decisions regarding their business structure needs and provides an overview of different types of legal business structures.</p> <p> Visa and Immigration Issues: Explains the most common categories of non-immigrant visas, gives helpful referrals for visa and immigration related issues and gives referrals for organizations that can help new immigrant/foreign workers.</p>
Licenses/permits:	<p> Permits and Licensing: A guide to NYC & State agencies that regulate licensing of business activities. With numerous city and state rules and regulations it can be difficult to understand which permits or licenses you need to start your business. This document provides contact information for the different state and local agencies.</p> <p> Licenses, Permits, Certificates & Applications - Where to Apply for A License: A comprehensive list of agencies issuing licenses.</p>
M/WBE:	<p> Minority & Women-Owned Business Enterprise Certification Program: MWBE Application & Guidelines. The NYC Department of Small Business Services M/WBE Certification gives participating businesses an opportunity to be listed in a city-wide Directory, and access to contracting opportunities. Businesses must be 51% owned, operated & controlled by a minority or a woman, be in business for at least one year, & be located in New York City or have a significant tie to the City's business community. Businesses must be 51% owned, operated & controlled by a minority or a woman, be in business for at least one year, & be located in New York City or have a significant tie to the City's business community. NEW! ALSO INCLUDE</p> <p> SBS NYC Based Companies Supplemental Application (For companies that are based [located] in New York City.)</p> <p>NEW!  MWBE Re-Certification Application</p>
Procurement:	<p> Selling to Government: A guide to navigating the government procurement process. Learning about how the government procurement process works and how to navigate it can be daunting. This document addresses the process needed before you can begin this endeavor.</p> <p>(new document) Procurement Training Programs. Information on workshops and training programs specifically related to selling to government.</p>
Register A Business:	<p> Business Certificate (DBA): How to obtain a Business Certificate or incorporate your business in NYS.</p>
NYC Department of Small Business Services (SBS):	<p> SBS Summary: A 2 page overview of SBS programs & services.</p>


Real Estate Resources:


 [Relocation Guide](#): This document offers referrals as well as questions you should ask when deciding on a location.

 [Digital NYC](#): To find the district right for your business, use this guide that outlines Digital NYC a program that provides a resource of affordable, pre-wired office space and thriving technology districts throughout New York City.


 [Business Improvement Districts \(BIDS\)](#): BIDs are funded by a special assessment paid by property owners within the district. This document contains contact information for BIDS in all five boroughs.


 [Empire Zones Brochure](#): The New York State Empire Zones are business districts that can offer your company significant financial incentives. This brochure includes contact information.

 [In Place Industrial Parks \(IPIP\)](#): The IPIP Program is a unique partnership between government, businesses and eight local development corporations. This guide assists with IPIP locations as well as contact information



 [Zoning](#): Information & contacts on New York City zoning rules & regulations as well as sources for further information.


Starting a business:


 [Business Libraries](#): Whether you are starting a business or updating your marketing plan, these libraries are a great source of information on demographics, business trends, industry forecasts and much more. Many libraries also provide free business classes & access to information on-line via the internet.


 [Business Structure](#): This guide is designed to help small business owners make informed decisions regarding their business structure needs and provides an overview of different types of legal business structures.

  [The Plan: A Step-By-Step Business Plan Workbook](#): A guide book to assist you organize your ideas, avoid common mistakes, and focus on key points. Also available on our website <http://www.nyc.gov/smallbiz>.


  [El Plan: A Step-By-Step Business Plan Workbook in Spanish](#): A guide book to assist you organize your ideas, avoid common mistakes, and focus on key points. Also available on our website <http://www.nyc.gov/smallbiz>.


 [Guide for the Retailer](#): This guide covers all aspects regarding starting and maintaining a retail business in New York City. It includes contact information of the agencies you will need to be in communication with throughout the establishing process.

 [Restaurant Guide](#): This guide covers all aspects regarding starting and maintaining a restaurant in New York City. It includes contact information of the agencies you will need to be in communication with throughout the establishing process.


 [Medical Claims Billing](#): The document provides resources that can assist you with questions that you may have regarding medical claims billing.


 [Guidelines & Referrals for Starting a Day Care Center](#): Information & resources for starting a day care center.

 [Start-Up Checklist](#): This document provides a checklist that you can customize to guide you in thinking about whether owning your own business is right for you.


 [Technical Assistance](#): Information & referrals to organizations that provide technical assistance & services to small businesses.

Street Vendor:


 [Small Vendor Markets](#): These markets were created to accommodate increasing demand of street vending requests from entrepreneurs. To vend in these markets, the applicant must make arrangement with the management company of the Market. A license is not required to vend in these markets. This document provides the management contact information of these markets.

 [Street Vending](#): A guide to street vending rules & regulations for different merchandise, contact information & guidelines for participating in street fairs.


Tax:


 [Tax FAQ](#): Answers to most frequently asked questions about where to obtain an Employer Identification Number(EIN), Sales Tax Number or get help with tax preparation.


Workforce:

 [Workforce Resources](#): A guide to agencies & website resources that can help with recruiting employees, developing employee handbooks, handling personnel issues.


Workshops:

 [2003-2004 SBS Seminars](#) Schedule of classes: How to Sell to Government, Business Basics, How & Where to Get Financing, How to Complete the Uniform MWBE Certification Application. This calendar displays the times and day for courses provided at SBS for the year. These courses are free of charge.


 [Workshop Resources by Borough](#): Information and referrals to organizations that provide training sessions and workshops on a range of business-related topics.


 [SBS Micro-Enterprises Seminars JAN 2004](#): These seminars are conducted at SBS as well as off site at other locations. The courses offered are: Business Basics, Introduction to the Internet, Introduction to Computers, PowerPoint & Outlook, Quick Books, Excel and Access. The courses are free of charge and given English, Cantonese & Mandarin.


WTC / 911:


 [Downtown Manhattan Resources](#): This fact sheet provides information about programs, resources and assistance available to businesses that were established in lower Manhattan following 9/11, or that plan to move to lower Manhattan.


Other Resources:


 [Borough Presidents](#): The Borough President is the representative/advocate within city government for the residents in his/her Borough and presents the Borough's priorities to the state and federal government as well. This document has their contact information.

 [Business Libraries](#): Whether you are starting a business or updating your marketing plan, this document provides a list of libraries which are a great source of information.

 [Business Websites](#): This document provides websites, including Federal, State and City agency sites, which provide useful information and services for startups and growing businesses.

 [Chambers of Commerce](#): Your local Chamber is an association of businessmen and businesswomen that works to promote the interests of its members. This guide will help you locate a Chamber in your area.

 [NYC New York City Smoke-Free Air Act of 2002](#): Important Information for NYC Business Owners & Employers. The law, which went into effect on March 30, 2003, makes virtually all establishments and businesses that have employees smoke-free. For the most up-to-date information on complying with the new provisions of the law, check the Department of Health and Mental Hygiene's website at www.nyc.gov/health.

 [Not-for-Profits](#): This guide is designed to help small-business owners make informed decisions regarding forming a Not-for-Profit corporation structure including how, why and where to form one.



Partners

BRONX

[NYC Business Solutions Center at SoBRO](#) ▶

South Bronx Overall Economic Development Corporation

555 Bergen Avenue

Bronx, NY 10455

Phone: 718-732-7543

Website: www.sobro.org

Email: businesssolutions@sobro.org

CATS Case Type: BizDev Bronx

Director: Jeremy Waldrup, Direct Line: 718-732-7564

Assistant Director: Doreen Taveras

Administrative Assistant: Adrienne Saxton

Services Provided:

Financing

Business Counseling

General Information

Real Estate search assistance

Workforce / Employment services for businesses

Procurement

BROOKLYN

[NYC Business Solutions Center at BCC](#) ▶

Brooklyn Chamber of Commerce

25 Elm Place

Brooklyn, NY 11201-5826

Phone: 718-875-3400

Website: www.ibrooklyn.com

Email: info@brooklynchamber.com

CATS Case Type: BizDev Brooklyn

Director: Rick Russo, Direct Line: 718-875-1000 x108

Manager: Freddrick Graves

Services Provided:

Financing

Business Counseling

General Information

Real Estate search assistance

Workforce / Employment services for businesses

10/31/2003

NYC Business Solutions Center Small Business Services

HOME

TOOLS

FAQS

RESOURCES

PARTNERS

COURSES

EVENTS

PRO-1 PRO-2

"How to Sell to Government"

Date: Every 1st Tuesday
Time: PRO-1 10:00 A.M. ~ 12:00 P.M.
Time: PRO-2 3:00 P.M. ~ 5:00 P.M.

Government Procurement Program: Q & A session on basic government contracting for new & experienced government vendors.

BB

"Business Basics"

Date: Every 4th Wednesday
Time: 2:00 P.M. ~ 4:00 P.M. **Business Development**

Program: Receive guidance on how to start a business in NYC.

FIN

Courses & Workshops

June 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 PRO-1 PRO-2	2	3	4	5
6	7	8	9	10	11	12
13	14 FIN	15	16	17 MWB	18	19
20	21	22	23 BB	24	25	26
27	28	29	30			

Holidays and observances: 20: Father's Day

July 2004

Announcements

Registration & Confirmation Procedure

1. Follow the Starting a Biz and/or Financing Scripts
2. Intake client info into CATS
- If the client is interested in registering for a seminar:**
3. Close the case by choosing case type inquiry
4. Select service type (e.g. Financial Assistance, Starting a biz)
5. Close and choose outcome (e.g. sent material, signed up for class, etc.)
6. If signed up for class, use Intranet to send e-mail to BizDev registering client (Please include client name, address and phone number. Indicate the date and type of seminar at the subject.)
7. Inform client that the registration is done, and the confirmation letter will be sent out to the client one week prior to the seminar, followed by a phone call

"How and Where to Get Financing"

Date: Every 2nd Monday
 Time: 10:00 A.M. ~ 12:00 P.M.

Business Financing

Program: Receive assistance in how to get financing and what bankers look for when they underwrite.

**MWB
 MWB-S**


"How to Complete the Uniform Certification Application"

Date: Every 3rd Thursday
 Time: 2:00 P.M. ~ 4 P.M.

Minority & Women owned Business

Enterprise (M/WBE) Program: Receive assistance in completing your NYC M/WBE certification application.



 [2003 SBS Seminars](#)

Schedule of classes. Email or print this calendar to send to clients!

Updated 9-19-03

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Independence Day	6 PRO-1 PRO-2	7	8	9	10
11	12 FIN	13	14	15 MWB	16	17
18	19	20	21	22	23	24
25	26	27	28 BB	29	30	31

Holidays and observances: 4: Independence Day, 5: Independence Day observed

August 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 PRO-1 PRO-2	4	5	6	7
8	9 FIN	10	11	12	13	14
15	16	17	18	19 MWB	20	21
22	23	24	25 BB	26	27	28
29	30	31				

MICRO-ENTERPRISES SCHEDULE OF CLASSES IN BROOKLYN, QUEENS & MANHATTAN

 [JANUARY 2004](#)
 Business Basics, Computer Courses & Business Technical Assistance Seminars in English, Cantonese & Mandarin

SMALL BUSINESS WORKSHOPS

Business workshops provide a single point of access to the large knowledge and skill base of countless business and finance experts. The events listed on this calendar offer entrepreneurs the opportunity to explore information and advice on a broad spectrum of topics that can contribute to the success of key operating areas of your business.

NEW!
 [Workshop Resources](#)

September 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Labor Day	PRO-1 PRO-2	8	9	10	11
12	FIN	14	15	16 MWB	17	18
19	20	21	22 BB	23	24	25
26	27	28	29	30		

Holidays and observances: 6: Labor Day, 16-17: Rosh Hashanah, 30: Succoth

October 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	PRO-1 PRO-2	6	7	8	9
10	11 Columbus Day	12	13	14	15	16

17	18	19	20	21 MWB	22	23
24	25	26	27 BB	28	29	30
31						

Holidays and observances: 1: Succoth, 11: Columbus Day, 31: Halloween

November 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2 Election Day	3	4	5	6
7	8 FIN	9 PRO-1 PRO-2	10	11 Veterans Day	12	13
14	15	16	17	18 MWB	19	20
21	22	23	24 BB	25 Thanksgiving	26	27
28	29	30				

Holidays and observances: 2: Election Day, 11: Veterans Day, 15: Idul-Fitr, 25: Thanksgiving Day

December 2004

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 PRO-1 PRO-2	8	9	10	11
12	13 FIN	14	15	16 MWB	17	18
19	20	21	22 BB	23	24 Christmas Day observed	25
26	27	28	29	30	31 New Year's Day observed	

Holidays and observances: 24: Christmas Day observed, 25: Christmas Day, 31: New Year's Day observed

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EVENTS



EVENTS CALENDAR

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 Events - Procurement Events & Conferences TBA

October 2003

1 We
2 Th
3 Fr
4 Sa
5 Su
6 Mo
7 Tu SoBro Event: Start Up Today! Three-part series Oct 7-9
8 We
9 Th
10 Fr
11 Sa
12 Su
13 Mo Columbus Day
14 Tu SoBro Event: Get Bizzy! N Tuesdays and Thursdays Oct 14th thru Nov 20th

November 2003

1 Sa
2 Su
3 Mo
4 Tu
5 We
6 Th
7 Fr
8 Sa
9 Su
10 Mo
11 Tu Veterans Day
12 We
13 Th
14 Fr
15 Sa
16 Su
17 Mo

December 2003

1 Mo
2 Tu
3 We
4 Th
5 Fr
6 Sa
7 Su
8 Mo
9 Tu
10 We
11 Th
12 Fr
13 Sa
14 Su
15 Mo
16 Tu
17 We

January 2004

1 Th New Year's Day
2 Fr
3 Sa
4 Su
5 Mo
6 Tu
7 We
8 Th
9 Fr
10 Sa
11 Su
12 Mo
13 Tu
14 We
15 Th
16 Fr
17 Sa

15 We	18 Tu	18 Th	18 Su
16 Th MANHATTAN'S 2nd ANNUAL SMALL BUSINESS RESOURCE FAIR "Running a Successful Small Business"	19 We	19 Fr	19 Mo Martin Luther King Day
17 Fr	20 Th	20 Sa	20 Tu
18 Sa	21 Fr	21 Su	21 We
19 Su	22 Sa	22 Mo	22 Th
20 Mo	23 Su	23 Tu	23 Fr
21 Tu	24 Mo	24 We	24 Sa
22 We	25 Tu	25 Th Christmas Day	25 Su
23 Th	26 We	26 Fr	26 Mo
24 Fr	27 Th Thanksgiving Day	27 Sa	27 Tu
25 Sa	28 Fr	28 Su	28 We
26 Su	29 Sa	29 Mo	29 Th
27 Mo	30 Su	30 Tu	30 Fr
28 Tu		31 We	31 Sa
29 We			
30 Th			
31 Fr Halloween			

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[SBS/DOE Phone Directory 9/22/03 Excel](#)

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[BCC/SBS CALL CENTER & CATS FlowBCC Powerpoint](#)

[SoBRO / SBS CALL CENTER & CATS Flow Powerpoint](#)

Call Center Guide

 [Call Center Guide](#)

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