

CALIFORNIA SMALL BUSINESS PROGRAMS AND SERVICES

Presented By

California Small Business Loan Guarantee Program

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California Small Businesses Programs and Services

There are a number of programs and services offered by the State of California to help small businesses compete and succeed. These resources include financing, workforce development, tax incentives, and technical assistance. This document is a compilation of information collected from a variety of state agencies regarding available assistance to small businesses. It presents an overview of each program and service, as well as contact information.

Due to budget constraints and program consolidations, some programs may not be fully operational or may have very limited resources. Please contact the program directly to determine its current status.

If you would like to search for more information related to doing business in California, a good place to start is www.ca.gov/state/portal/myca_homepage.jsp. When you get to that site, just click on “business” and follow the subsequent links.

TABLE OF CONTENTS

Financial Assistance

Small Business Loan Guarantee Program	3
California Capital Access Program	4
Industrial Development Revenue Bond Financing Program	5
Small Business Pollution Control Tax-Exempt Bond Financing Program	7
Replacement of Underground Storage Tank Loan Program	8
Recycling Market Development Zone Revolving Loan Program	9
Child Care Facilities Financing Program	10
Innovative Clean Air Technologies Program	11
Downtown Rebound Capital Improvement Program	12
Employment Training Panel	12
U.S. Small Business Administration	14

Incentive Zones

Enterprise Zones	15
Local Agency Military Base Recovery Area	16

Technical Assistance

Small Business Development Center Program	17
California Business Investment Services	18
Veteran Business Enterprise and Small Business Certification Programs	18
CalGOLD	20
Employment Development Department -- Labor Market Information	21
California WorkNet - One-Stop Career Center System	21
CalJOBS	22

FINANCIAL ASSISTANCE

Small Business Loan Guarantee Program

This program enables a small business to obtain a term loan or line of credit when it cannot otherwise qualify for a loan. This program allows a business to not only obtain a loan it could not otherwise obtain, but to establish a favorable credit history with a lender. With that, the business may obtain further loans on its own, without the assistance of the program.

How to Apply: Contact directly, or through your bank, the Financial Development Corporation (FDC) nearest to you. The locations of the state's FDCs can be found at www.commerce.ca.gov.

Eligible Applicants: Any small business as defined by the Federal Small Business Administration (SBA), i.e. businesses, which employ one hundred people or less.

Eligible Uses: Proceeds must be used primarily in California, and for any standard business purpose beneficial to the applicant's business, such as expansion into new facilities or purchase of new equipment.

Guarantee Amount: Guarantees can cover up to 90% of the loan amount, with the guaranteed portion of the loan not exceeding \$500,000. The guaranteed percentage varies and subject to negotiation between the FDC and the lender.

Loan Information: The term of the loan guarantee may extend up to seven years.

Interest rates are negotiated between the borrower and the lender. The FDC may charge a guarantee fee of up to 2% of the amount guaranteed, plus a documentation fee of \$250.

Processing time takes three to five weeks, depending on how fast the applicant provides the necessary information and documentation, and on the lender's responsiveness.

Collateral is generally required with each transaction is tailored to meet the borrower's financial situation.

Contact

Glenn Stober
Manager, Small Business Loan Guarantee Program
(916) 324-9538
Fax: (916) 323-5440
gstober@bth.ca.gov
www.CASmallBusiness.ca.gov

California Capital Access Program

Administered through the California Pollution Control Financing Authority (CPCFA), the California Capital Access Program (CalCAP) encourages banks and other financial institutions to make loans to small businesses that fall just outside of most banks' conventional underwriting standards.

CalCAP is a form of loan portfolio insurance, which may provide up to 100% coverage on certain loan defaults. By participating in CalCAP, lenders have available to them a proven financing mechanism to meet the financing needs of California's small businesses.

Eligible Uses of Loan Proceeds: CalCAP insures bank loans made to small businesses to assist them in growing their business. Loans can be used to finance the acquisition of land, construction or renovation of buildings, the purchase of equipment, other capital projects and working capital. There are limitations on real estate loans and loan refinancings.

Ineligible Uses of Loan Proceeds: CalCAP's current fund source, from which the Authority makes its premium contributions, prohibits financing certain projects. Examples of ineligible uses of loan proceeds include any type of luxury facility, such as a golf course or country club, racetrack, airplane, gambling facilities or any facility involved in the sale of alcoholic beverages consumed off site.

Terms: The maximum loan amount is \$2.5 million. The maximum premium the CPCFA will pay is \$100,000 (per loan). Lenders set all the terms and conditions of the loans and decide which loans to enroll into CalCAP. Lenders determine the premium levels to be paid by the borrower and lender.

Loans can be short- or long-term, have fixed or variable rates, be secured or unsecured, and bear any type of amortization schedule.

CalCAP's Flexibility: CalCAP offers lenders a mechanism to provide loans to small businesses that may not otherwise be able to get a loan. With CalCAP's portfolio insurance, a lender is able to cover portions of loans that exceed the risk threshold normally set for most business loans. CalCAP's flexibility includes:

With very few exceptions, virtually any business loan is eligible under CalCAP. CalCAP provides insurance on a lender's portfolio of loans. Funds are placed in the loss reserve account as each CalCAP loan is enrolled.

A bank can enroll all or a portion of a loan. CalCAP allows a lender to cover loans beyond its conventional risk threshold whether it is for all of a loan or only a portion. Lenders can restructure loans by extending the terms of CalCAP loans, amending covenants or releasing collateral.

Loans up to \$2.5 million can be included in the CalCAP portfolio.

Eligible Lenders: Any federal or state-chartered bank, savings association or credit union is eligible to participate in CalCAP. A lender must certify that it is in good standing with its

regulatory body (Federal Reserve, FDIC, Comptroller of Currency, Thrift Supervision, NCUA, or state banking authority). Other banks, such as community development banks, may also be eligible.

Eligible Small Businesses:

- The borrower's business must be in one of the industries listed in the qualified Standard Industry Classification codes list.
- The borrower's primary business and 50% of its employees or business income, sales or payroll must be in California.
- The business activity resulting from the bank's loan must be created and retained in California.
- The small business must be classified as a small business under U.S. Small Business Administration guidelines (Title 13 of the Code of Federal Regulations) or have fewer than 500 employees.

Special Benefits for Severely Affected Communities: CalCAP also provides additional risk coverage for loans that are made by lenders to businesses located in severely affected communities. CalCAP allows CPCFA to contribute up to 150% of the combined premium payments by the lender and borrower for each loan made in these communities. A severely affected community is any state Enterprise Zone as defined in the Enterprise Zone Act, as well as any other comparable economically distressed geographic area as designated by CPCFA.

Contact

California Pollution Control Financing Authority
Attention: SBAF Program Manager
915 Capitol Mall, Room 466
Sacramento, CA 95814
(916) 654-5610

Industrial Development Revenue Bond Financing Program

Industrial Development Bonds (IDBs) are tax-exempt securities issued by a governmental entity to provide money for the acquisition, construction, rehabilitation and equipping of manufacturing and processing facilities for private companies. IDBs can be issued by the California Infrastructure and Economic Development Bank, local Industrial Development Authorities, or by Joint Powers Authorities.

The use of IDBs is governed by both federal and state laws and regulations. The following are some of the key requirements:

- **Manufacturing Facility:** The project financed by the bonds must be a facility used for the manufacturing, production or processing of tangible property (including the

processing resulting in the change of such property). No more than 25% of the bond proceeds can be applied to ancillary office, warehouse or other space.

- **Qualifying Costs:** At least 95% of the bond proceeds must be spent on qualifying costs. Qualifying costs are generally capital expenditures such as land, building and equipment and other depreciable property (and can also include capitalized interest during construction).
- **\$10,000,000 Limitation:** The capital expenditures for the project, when added to the company's other capital expenditures in the same public jurisdiction as the project for the three years immediately preceding and three years following the closing of the financing of the project, cannot exceed \$10,000,000.
- **Public Benefits:** The project financed by the bonds must meet certain public benefit criteria established by the California Debt Limit Allocation Committee (CDLAC), which include, among other things, the creation or retention of jobs. CDLAC's criteria for IDBs and other types of private activity bonds can be obtained at www.treasurer.ca.gov/cdlac/
- **Credit Requirements:** The borrower must generally secure a letter of credit in the amount of the bonds from a bank with a long-term credit rating of "A" or better. An unrated private placement with a Qualified Institutional Buyer is also possible under certain conditions.

Benefits of IDB Financing

- **Low Interest Rates:** Generally 20% to 30% below comparable commercial alternatives.
- **Long-Term Financing:** Longer than conventional financing, often up to 30 years.
- **Comprehensive Funding:** Funds can be used for construction and take-out financing for land, buildings and equipment.
- **Assumable:** The bonds are assumable if the business is sold to an entity engaged in a qualified use.
- **No Prepayment Penalty.**

The IDB Process

The IDB financing process can generally be completed within 120 - 150 days. The I-Bank staff and a financing team, which typically consists of an underwriter, bond counsel and financial advisor, will assist the applicant through each stage of the process.

Applications are accepted on a continuous basis and the I-Bank Board of Directors normally meets each month to consider approval of complete applications received at least twenty working days prior to the meeting date.

Contact

Jeff Emanuels
Manager, Conduit Financing
California Infrastructure and Economic Development Bank
P.O. Box 2830
Sacramento, CA 95812-2830
(916) 324-1299

Small Business Pollution Control Tax-Exempt Bond Financing Program

The Small Business Pollution Control Tax-Exempt Bond Financing Program (SBAF Tax-Exempt Bond Program) provides loans to creditworthy small businesses for the acquisition, construction, or installation of qualified pollution control, waste disposal, and resource recovery facilities in California. Loans are funded from the sale of tax-exempt bonds issued by the California Pollution Control Financing Authority on behalf of the eligible small business. Tax-exempt bond financing provides qualified small businesses with lower interest costs than are available through conventional financing mechanisms.

Guidelines: The California Pollution Control Financing Authority uses its Small Business Assistance Fund to pay for the costs of issuance of tax-exempt bonds issued on behalf of small businesses. The SBAF also pays for letter of credit fees, transaction fees and other costs associated with the issuance of bonds. This assistance reduces the net cost of financing to the small business.

Eligibility: Small businesses eligible for the SBAF Tax-Exempt Bond Program must be classified as a small business under SBA guidelines (Title 13 of the Code of Federal Regulations) or have fewer than 500 employees.

Terms: Loan amounts ranging from not less than \$1,000,000 to not more than \$20 million can be obtained through the SBAF Tax-Exempt Bond Program. The proceeds may be used to pay for virtually all qualified capital costs incurred by the small business for the project, including:

- Land (as allowed by tax law)
- Buildings, fixtures, and furnishings
- Machinery and equipment
- Architectural, engineering, surveying, permitting, and other incidental costs
- How Pollution Control Financing Works for the Benefit of a Small Company

Pollution control financing uses the proceeds of tax-exempt bonds issued by the California Pollution Control Financing Authority (CPCFA) to provide funds for private business capital costs. This type of financing allows the Authority to pass through to the private Borrower the lower interest costs found in the tax-exempt financial market. The tax-exempt market also usually allows longer repayment terms than conventional borrowing sources.

Potential Projects: CPCFA issues tax-exempt bonds to finance projects that abate, eliminate, prevent and control pollution or solid waste disposal. The project can involve construction of a new facility, expansion of an existing facility, rehabilitation or replacement of all or part of an existing facility, or acquisition and installation of new equipment.

Types of projects which may qualify for tax-exempt bond financing include:

- Curbside collection facilities
- Recycling facilities
- Composting facilities
- Materials recovery facilities
- Transfer stations
- Landfills
- Waste-to-energy facilities
- Qualified air or water pollution control projects
- Qualified solid waste control or hazardous waste disposal projects

Financing Timetable: Most financings take anywhere from 3 to 6 months. Some transactions take longer than that because the borrower needs to:

- Finalize engineering details and obtain necessary engineering and environmental clearances for the project.
- Obtain all relevant state, federal, and local permits and environmental clearances.
- Arrange financing guarantees required under the program, such as obtaining a Letter of Credit from a commercial bank which guarantees repayment of the loan.

Contact

California Pollution Control Financing Authority (CPCFA)
Attention: SBAF Program Manager
915 Capitol Mall, Room 466
Sacramento, CA 95814
(916) 654-5610

Replacement of Underground Storage Tank Loan Program

The State Water Resources Control Board offers direct grants and loans for replacement of underground storage tanks (RUST). The program helps owners and operators of small independent underground storage tanks comply with the new requirements mandated by Senate Bill 989.

Eligible Applicants: Small business owners or operators of underground petroleum storage tanks, who are unable to find conventional financing. Applicants with multiple tanks on different locations must bring all sites into compliance in conjunction with the grant or loan application process.

Eligible Uses: Costs needed to get into compliance with the Senate Bill 989. Typically this includes plans, permits, drawings; excavation and removal of tanks, lines, and dispensers; installation of new tanks, lines, dispensers, under-dispenser containments, electronic

monitoring system and enhanced vapor recovery system. Applicants must provide evidence that their site(s) is in current compliance.

Loan Amount: Loans can range from \$10,000 to \$750,000. The loan term is ten years when secured by Uniform Commercial Code Financing Statement on business assets, or twenty years when the loan is secured by a Deed of Trust on real estate with adequate equity. Interest rates are below conventional market rates. A loan fee of 2% is paid at final loan closing.

Grant Amount: \$3,000 to \$50,000. Please call for grant eligibility.

Contaminated UST sites: It is recommended the applicant contact the State Water Resources Control Board (SWRCB) at 1-800-813-3863. The SWRCB manages a grant program, to help UST owners or operators pay for contamination cleanup costs. When the applicant's claim is approved, the SWRCB issues a letter of commitment, to reimburse eligible costs.

Contact

Eric Watkins
State Water Resources Control Board
(916) 323-9879
ewatkins@waterboards.ca.gov.

Recycling Market Development Zone Revolving Loan Program

The Recycling Market Development Zone (RMDZ) Revolving Loan Program provides direct loans to eligible businesses and nonprofit organizations that manufacture recycled raw materials, produce new recycled products or that reduce the waste resulting from the manufacture of a product. These loans promote market development for post-consumer and secondary waste materials. Applicants must be located in one of the designated RMDZs and divert waste from non-hazardous California landfills.

Funds may be used to:

- Acquire equipment.
- Make leasehold improvements.
- Purchase recycled raw materials and inventory.
- Acquire owner-occupied, commercial, real property (limited to \$500,000).

Rates, terms, and fees:

- Each eligible applicant may borrow up to 75 percent of the cost of a project or a maximum loan of \$2 million, whichever is less.
- The term of the loan is not to exceed 10 years, or 15 years if secured by real estate.
- Interest rates are fixed for the term of the loan, and are set by the Board semiannually.
- A nonrefundable application fee of \$300.00 is due at time of application submittal.

- A loan origination fee of one-half percentage points will be charged on each loan, payable at loan closing.
- Current Information: Interest rate is 5.25 percent (until June 30, 2005). \$6 million is available for fiscal year 2004/05.

Contact

California Integrated Waste Management Board
RMDZ Loan Program (Mail Stop #11)
PO Box 4025
Sacramento, CA 95812-4025
(916) 341-6530
FAX (916) 341-6529
loans@ciwmb.ca.gov
www.ciwmb.ca.gov/RMDZ/Loans/

Child Care Facilities Financing Program

Purpose: Operated by the California Department of Housing & Community Development, this program provides loan guarantees and direct loans for the development and/or expansion of child care and development facilities, and family child care homes serving more than six children.

Assistance Type: Direct loans and 80% loan guarantees of private sector loans.

Terms: Loan guarantees and direct loans have maximum 30-year terms. Direct loans can provide up to 75% of the total project investment, and have a 3% interest rate. Borrowers must agree to provide childcare services for the term of the loan or guarantee.

At least 30% of total funds available must be used to support childcare facilities in rural areas (any county with less than 400 residents per square mile).

Eligible Activities: Purchase, development, construction, expansion or improvement of licensed child care and child development facilities and related equipment and fixtures.

Direct loans may not be used to purchase homes or other real property.

Eligible Applicants: Sole proprietorships, partnerships, proprietary and nonprofit corporations, and local public agencies that provide licensed child care and/or child development services; and family child care homes serving more than six children that will create new child care and development capacity or preserve capacity that would otherwise be lost.

Application Process: The direct loan and micro loan programs are not currently funded; applications will be accepted when funds are available. The loan guaranty program has

funds available, and applications may be made to California Small Business Financial Development Corporations.

Contact

Liz Rios Fitzgerald
(916) 323-2180
lrios@hcd.ca.gov

Innovative Clean Air Technologies Program

The Innovative Clean Air Technologies Program (ICAT) is an Air Resources Board program that co-funds the demonstration of innovative technologies that can reduce air pollution. Its purpose is to advance such technologies toward commercial application, thereby reducing emissions and helping the economy of California.

Funding for basic research, such as development and proof of a concept, is often available from federal programs and other sources, both public and private. However, when basic research has been completed, funding for deploying prototypes and field demonstrations is often hard to obtain. If such funding is somehow obtained and the value of a new technology is demonstrated, venture capital then becomes available to move the technology into commercialization.

Typical capital availability needs:

- Idea Development
- Proof of Concept
- Pilot
- Prototype
- Demonstration
- Commercial sales

ICAT funds are used to help businesses bridge the funding deficit for step 3, 4, or 5. A successful ICAT project should help an innovator to obtain funds for commercial introduction of a new technology.

ICAT funds technically solid projects that can demonstrate the commercial utility in California of technical innovations that will improve emission prevention or control. ICAT assists technologies that can help reduce emissions while promoting new industries and jobs in California, improve industrial productivity, and reduce control costs.

Contact

ICAT Program Managers:

Richard Vincent
(916) 323-5774
FAX (916) 322-4357
rvincent@arb.ca.gov

Sally Jorgensen
(916) 323-1517
FAX (916) 322-4357
sjorgens@arb.ca.gov

Innovative Clean Air Technologies
California Air Resources Board
Research Division
1001 I Street, Suite 540
Sacramento, California 95814
icat@arb.ca.gov

Downtown Rebound Capital Improvement Program

Through deferred payment development loans, this program finances the conversion of vacant or underutilized commercial and industrial structures into residential units; residential infill; and the development of high-density housing adjacent to existing or planned mass transit facilities.

Loans are at 3 percent interest for projects occupied by and affordable to households with incomes not over 30 percent of 60 percent of area median income. Affordability term is 55 years. Multifamily Housing Program (MHP) terms and conditions will govern.

Maximum loan amount per unit is determined by a formula that takes into account a base loan amount of \$20,000 per unit, plus an additional amount per restricted unit required to reduce rents from 30 percent of 60 percent of area median income to the actual maximum restricted rent for the unit.

Eligible activities include the adaptive reuse of vacant or underused commercial and industrial space into housing where at least 20 to 40 percent of the units are affordable; residential infill; development of high-density housing near mass transit stations; planning for infill housing, adaptive reuse, and other forms of downtown housing development; seismic and structural feasibility studies related to adaptive reuse. Notices of Funding Availability (NOFAs) will indicate the permitted type of financing (construction or permanent) and any special conditions (e.g., subsidy for market rate units). Eligible costs include property acquisition, selected refinancings, lease payments, construction, rehabilitation, off-sites, on-sites, architecture, engineering, legal and other soft costs, selected support facilities, developer fee, rent-up costs, carrying costs, permits and fees, reserves, closing costs, environmental work, relocation and other costs approved by HCD.

Eligible applicants are limited to local public entities, for-profit and nonprofit corporations, limited liability companies, limited equity housing cooperatives, Indian reservations and rancherias, and limited partnerships in which an eligible applicant or an affiliate of the applicant is a general partner.

Applications will be invited by NOFAs.

Contact

Mike Greenlaw
Dept. of Housing and Community Development
(916) 327-3630

Employment Training Panel

ETP assists businesses in acquiring and retraining a highly skilled work force with expertise in very specific fields in order to increase competitiveness and productivity. ETP will enter into a performance-based customized training contract for new or existing employees. The training is performed by either an approved training agency or the company itself. As the training is completed, the costs for developing, implementing, and completing the training are reimbursed. Ranging from about \$1,500 to \$2,000 per employee, reimbursements are made to the company for each employee that completes training and remains on the job for 90 days.

ETP has paid more than \$800 million in training funds since its inception, with more than 500,000 California workers trained. In California, 50,000 businesses have been served, and 80 percent of the companies participating have been small businesses with fewer than 250 employees per firm.

ETP uses the Employment Training Fund (one-tenth of one percent of subject unemployment insurance wages paid by every private, for-profit employer in the state and some non-profits also) amounting to no more than \$7.00 per covered employee per year. ETP usually provides between \$70-\$80 million per year in training funds. In general, companies are eligible to apply for ETP funding provided they are paying into the state's Employment Training Fund (ETF) and:

- Are hiring and training unemployed workers who are receiving unemployment insurance (UI) benefits; and/or
- Face Out-of-State competition and need to retrain current employees; and/or
- Have special, unique training programs in all Special Employment Training (SET) categories.

Contact

Employment Training Panel
Barry Worthington
1100 J Street, 4th Floor
Sacramento, CA 95814
(916) 327-5262
FAX (916) 327-5280
bworthington@etp.ca.gov
www.etp.ca.gov

U.S. Small Business Administration

In addition to state financing programs, the U.S. Small Business Administration (SBA) provides many services as well as links to other government agencies. The SBA offers a wide range of services and programs, including:

- 7(A) Loan Guaranty Program
- 7(A) LowDoc Loan Program
- CAPLines Loan Program
- Certified Development Company (504) Loan Program
- Export Working Capital Program
- FA\$TRAK Loan Program
- International Trade Loans
- Microloan Program
- Minority and Women's Prequalification Pilot Loan Program

Contact

Please visit the SBA's web site at www.sba.gov for more information about these programs.

INCENTIVE ZONES

Enterprise Zones

The Enterprise Zone Program targets economically distressed areas throughout California. Special state and local incentives encourage business investment and promote the creation of new jobs. The purpose of the program is to provide tax incentives to businesses and allow private sector market forces to revive the local economy.

Enterprise Zone companies are eligible for substantial tax credits and benefits including:

- Up to 100% Net Operating Loss (NOL) carry-forward. NOL may be carried forward 15 years (suspended for tax years 2002 and 2003).
- Firms can earn \$31,544 or more in state tax credits for each qualified employee hired.
- Corporations can earn sales tax credits on purchases of \$20 million per year of qualified machinery and machinery parts.
- Up-front expensing of certain depreciable property. Lenders to Zone businesses may receive a net interest deduction.
- Unused tax credits can be applied to future tax years, stretching out the benefit of the initial investment.
- Enterprise Zone companies can earn preference points on state contracts.
- Business Eligibility.

All businesses that are located in an Enterprise Zone are eligible for program benefits. There are 39 Enterprise Zones located throughout California (locations and contacts below). Enterprise Zones last 15 years from their original date of designation (1986-1997, depending on the zone).

Targeted Employment Areas

One of many options to voucher an employee, Targeted Employment Areas (TEA) allow residents of certain designated low-income areas to qualify Enterprise Zone employers for substantial hiring credits. The TEA census tracts street ranges for Enterprise Zones are located under "Purpose."

Maps and street range maps are available as a general guide at the Department of Housing and Community Development's website, www.hcd.ca.gov/ca/cdbg/ez/. However, these do not have the power of law. Final determination of eligibility rests with the Department of Housing and Community Development. Each community's street ranges are updated as needed. Each zone is permitted to expand throughout its life, thereby adding to their street ranges. Occasionally, errors do occur and are corrected when discovered. The maps and street ranges can be accessed under "Maps and Street Ranges."

Contact

For more information, call the HCD Enterprise Zone/LAMBRA information line at (916) 263-0485. You can also find more information on the California Association of Enterprise Zones website, www.caez.org/.

Local Agency Military Base Recovery Area

During the last seven years, more than 187,000 California workers were idled due to four rounds of Base Closure and Realignment. The Local Agency Military Base Recovery Area (LAMBRA) program was developed to attract reinvestment and re-employ workers. A LAMBRA designation has tax incentives that are similar to Enterprise Zones and is binding for a period of eight years. The LAMBRA's boundaries are the closing base or a portion of it.

Program benefits include the following:

- Up to 100% Net Operating Loss (NOL) carry-forward. NOL may be carried forward 15 years.
- Firms can earn \$31,544 or more in state tax credits for each qualified employee hired up to \$2 million per year with a few provisions.
- Corporations can earn sales tax credits on purchases of \$20 million per year of qualified machinery and machinery parts.
- Up-front expensing of certain depreciable property, up to \$40,000 annually.
- Unused tax credits can be applied to future tax years, stretching out the benefit of the initial investment.

In addition to the California tax credits, LAMBRA communities also have community incentives as a part of the business attraction package. Each community is marketing base property and existing buildings to attract expanding and new businesses. The incentives may include the use of machinery, tools, or office equipment left behind by the military.

Businesses that are located in a fully designated LAMBRA Zone are eligible for program benefits.

Contact

Department of Housing and Community Development
(916) 263-0485

TECHNICAL ASSISTANCE

Small Business Development Center Program

California's network of Small Business Development Centers (SBDCs) links federal, state, educational and private resources designed for small business in the local community. The SBDCs provide one-stop access to free business counseling, planning, marketing, and training programs.

The SBDC program ensures that a full range of small business services are available in rural and metropolitan areas in California. The SBDCs emphasize the delivery of in-depth, high quality small business services. The small business services include but are not limited to: management, marketing, financing, accounting, strategic planning, regulation, taxation, capital formation, procurement, human resource management, production, operations, economic development, production analysis, plant layout and design, agribusiness, computer application, limited business law assistance, exporting, office automation, site selection, or any other areas of assistance required to promote small business growth, expansion, and productivity within the state.

Through the state's 30 SBDCs, small business may obtain valuable information on how to access the international marketplace or how to take advantage of available programs. The SBDCs also prepare and provide data on economic and business conditions and offer education and training workshops. Some centers specialize in export assistance, high technology resources and disaster relief assistance to meet community needs.

SBDC is a partnership program with the SBA.

Contact

To locate the SBDC nearest you, please contact the regional lead center for your area:

Sacramento District

Golden State SBDC Program
CSU Chico
Chico, CA 95929-0765
(530) 898-5443
<http://gsbdc.csuchico.edu/>

Fresno District

University of California, Merced
Regional SBDC Network
550 East Shaw Ave., Suite 100
Fresno, CA 93710
(559) 241-7406
www.ccsbdc.org/

San Francisco District

Northern California SBDC Program
College of Business
San Jose State University
84 West Santa Clara, Suite 100
(408) 287-2310
www.norcalsbdc.org/index.htm

Santa Ana District

Tri-County SBDC Program
800 N. State College Blvd., LH640
Fullerton, CA 93827-3599
(714) 278-2719
www.leadsbdc.org/

Los Angeles District

Los Angeles Region SBDC Program
College of Business and Economics
CSU Northridge
18111 Nordhoff St.
Northridge, CA 91330-8414
(818) 677-6397
www.csun.edu/~csunsbdc/

San Diego District

San Diego/Imperial Counties
SBDC Network
Southwestern College
900 Otay Lakes Rd., Bldg. 1600
Chula Vista, CA 91910
www.sbditc.org/

California Business Investment Services

California Business Investment Services (CalBIS) serves employers, corporate real estate executives, and site location consultants considering California for new business investment and expansion. While CalBIS primary focus is large employers interested in locating in California, it provides information to all size businesses regarding available tax and other financial incentives.

Contact

CalBIS
722 Capitol Mall, Room 5099
Sacramento, CA 95814
(916) 654-7216
Fax: (916) 654-5378
www.edd.ca.gov/eddcablis.htm
CalBIS@edd.ca.gov

Veteran Business Enterprise and Small Business Certification Programs

The Disabled Veteran Business Enterprise (DVBE) and Small Business (SB) Certification Programs were established to increase business opportunities for the DVBE and SB communities with the State of California; thereby stimulating the state's overall economy. The programs are designed to help DVBEs and SBs participate in a more level playing field with certain advantages when competing against other non-DVBEs and non-SBs for state contracts and purchases. Certified firms can also take advantage of other DVBE and SB benefits.

The Department of General Services (DGS), Procurement Division (PD), Office of Small Business and DVBE Certification (OSDC) is the state's certifying agency that administers the DVBE and Small Business Certification Programs. While small business and DVBE certification is the OSDC's primary role, they also assist SBs and DVBEs in a variety of ways

including conducting outreach events, providing resource guidance, and supporting the businesses through advocacy.

To be certified, a firm must meet specific DVBE or SB eligibility requirements. They must apply for formal certification with the Office of Small Business and DVBE Certification (OSDC), which consists of an application and specific required support documents. The OSDC will then review the applicant's application package to determine if the applicant meets all eligibility requirements and that all application requirements have been fulfilled. Within about 30 working days, the applicant is then notified of their certification status.

Small Business Certification Eligibility Requirements

- Must be independently owned and operated;
- Cannot be dominant in its field of operation;
- Must have its principal office located in California;
- Must have its owners (or officers in the case of a corporation) domiciled in California; and,
- Together with its affiliates, be either:
 - A business with 100 or fewer employees, and an average annual gross receipts of \$10 million or less over the previous three tax years, or
 - A manufacturer with 100 or fewer employees.

Upon meeting eligibility requirements, certified SBs and microbusinesses (MBs) are entitled to the following:

- A 5% bid preference on applicable state solicitations.
- Under the Prompt Payment Act, the state must pay a certified SB/MB higher interest penalties for late payment of an undisputed invoice.
- State agencies may use a streamlined process known as the "SB/DVBE Option" by contracting directly with a California-certified small business for goods, services, and information technology valued between \$5,001 and \$99,999 after obtaining price quotes from at least two California-certified small businesses. For public works projects, the contract value can be up to \$120,000.
- The Department of General Services, Procurement Division charges state and local agencies an administrative fee when contracting with a California Multiple Award Schedules (CMAS) vendor. As an incentive, the fee is waived if the CMAS vendor is a certified small business.
- As an incentive, non-small business prime contractors who use certified small business subcontractors are eligible for a bid preference of up to five percent (5%) of the highest responsible bid (or score).
- When applying bidder preferences in which non-small business bidders may be eligible, certified small business and microbusiness bidders have precedence over non-small business bidders. (Small business bids cannot be displaced by non-small business bids when applying any applicable lawful preferences.)

- As a certified small business you are eligible for the state's Small Business Participation Program. The program sets a goal for the use of small businesses in at least 25% of the state's overall annual contract dollars.
- Certified small businesses increase their visibility and expand their business networking opportunities by being automatically listed in the online Certified Firm and Application Status Search.

Contact

E-mail osdchelp@dgs.ca.gov or call (916) 375-4940.

CalGold

In 1997, the California Environmental Protection Agency (CalEPA) established the California Government Online to Desktops (CalGOLD) Website to assist in providing businesses the information they need to comply with environmental and other regulatory and permitting requirements.

CalGOLD contains information regarding state, local, and regional permitting, licensing, and other requirements, with information presented based upon specific business types. CalEPA partners with local and regional agencies in the state to coordinate the collection of information regarding these multi-agency permitting processes.

CalGOLD offers:

- Special Web-based program to provide customized responses to businesses initial permit service requests - all with a click of a finger.
- Current forms and applications required by a wide range of permitting authorities. Some can be completed and submitted right over the Internet.
- Direct Internet links to state, local, regional, and federal permitting authorities for more information.

Contact

To use CalGOLD, go to www.calgold.ca.gov.

Employment Development Department -- Labor Market Information

Find data on average wages by region and occupation. Labor Market Consultants, located throughout California, help people find, access, and use labor market information products and services. They analyze local labor force and industry employment data along with other economic statistics, and provide custom research for agencies involved in workforce preparation and economic development.

Contact

Idell Weydemeyer
(925) 602-1536

Valina Agbabian
(415) 749-7549

Employment Development Department
Labor Market Information Division
Attn: Publications and Information Unit
7000 Franklin Blvd., Suite 1100
Sacramento, CA 95823
(916) 262-2162
FAX (916) 262-2443

California WorkNet - One-Stop Career Center System

California WorkNet connects you to employment, education, and training services provided through local, State, and federal programs. The WorkNet system itself is comprised of One-Stop Career Centers throughout California. These centers include partner programs such as Unemployment Insurance, Job Services, Vocational Education, Vocational Rehabilitation, and Youth programs.

WorkNet is the name for California's One-Stop Career Center System, a statewide network of conveniently located centers that each provide employment, education, and training services all in one place. Certain One-Stop Career Centers have all employment, training, and education partners and their programs on-site, while others have only selected partners and programs on-site. Some of the One-Stop Career Centers are referred to as "kiosks". These kiosk locations usually are self-service and have no staff available for assistance. Regardless of the type of One-Stop Career Center you visit, though, all related services and/or information are available through that location.

One-Stop Career Centers are established and maintained as parts of your local communities. They are conveniently located and provide a wealth of information and assistance for job seekers, education and training seekers, and employers. All members of your community, including persons with disabilities and persons with limited English-speaking ability, are welcome to use the One-Stop Career Centers.

Contact

For the One-Stop Career Center List, please send an e-mail to onestop@edd.ca.gov.

CalJOBS

This easy-to-use online system serves employers who want to fill job openings, and individuals seeking employment. Employers can enter job listings and browse resumes of job seekers who meet the specifications of their openings.

Contact

www.caljobs.ca.gov.