

**OFFICE OF ECONOMIC DEVELOPMENT AND INTERNATIONAL TRADE (OEDIT)**

The mission of the Office of Economic Development and International Trade (OEDIT) is to foster a positive business climate through financial and technical assistance for local and regional economic development activities throughout Colorado.

The Office of Economic Development and International Trade works with business owners starting, expanding or relocating in/to Colorado. OEDIT offers a wide range of services to assist new and existing businesses of every size. The services focus on making Colorado the premier business climate for: quality jobs, excellent infrastructure, exceptional environment, superior education system and workforce training, reasonable taxes and regulatory climate, quality of life and entrepreneurial opportunity and success. The following programs are offered by OEDIT.

**Small Business Development Centers (SBDC) Network**

The SBDC network is dedicated to helping small businesses throughout Colorado achieve goals of growth expansion, innovation, increased productivity, management improvement and success. The SBDC network combines information and resources from federal, state and local government with those of the education system and the private sector to meet the specialized and complex needs of the small business community. Regulatory, management, financial and marketing experts work in partnership to provide entrepreneurs with crucial information that can mean the difference between success and failure. This partnership includes the State of Colorado, the U.S. Small Business Administration, Colorado's institutions of higher education, local economic development organizations and local Chambers of Commerce.

The Colorado SBDC operates the Colorado SBDC Business Hotline. The hotline serves as the first point of contact for information regarding federal, state and local licensing requirements for starting a business. This office provides referrals to a variety of federal, state, local small business training, counseling and assistance programs. Sixteen community-based SBDC service centers provide free one-on-one counseling services in the areas of business research, marketing, new business feasibility analysis, business plan preparation,



**LOCAL SBDC OFFICES IN COLORADO**

Small Business Hotline.....	(303) 592-5920
Boulder .....	(303) 442-1475
Colorado Springs .....	(719) 262-3844
Denver .....	(303) 620-8076
Fort Morgan .....	(970) 542-3263
Grand Junction .....	(970) 243-5242
Greeley/Weld .....	(970) 352-3661
Denver Metro SBDC Satellite at Johnson & Wales University.....	(303) 256-9786
La Junta .....	(719) 384-6959
Lakewood (Satellite) .....	(303) 233-5555 x1202
Larimer County .....	(970) 498-9295
Loveland (Satellite).....	(970) 667-4106
North Metro .....	(303) 460-1032
North West Colorado.....	(970) 453-6757
San Luis Valley .....	(719) 587-5151
South Metro Denver .....	(303) 548-5300
Southern Colorado .....	(719) 549-3224
Southwest Colorado .....	(970) 247-7009
West Central .....	(970) 943-3157

[www.coloradoSBDC.org](http://www.coloradoSBDC.org)

finance packaging and other small business topics. Local SBDCs offer low cost workshops and seminars for business owners and act as information clearing houses. Individual local offices also specialize in international trade, government procurement, manufacturing, home-based business and technology resources.

The Colorado Leading Edge entrepreneurial training program assists businesses in completing a comprehensive business plan. The primary emphasis of the Leading Edge program is to provide assistance to established business owners. However, new and prospective business owners are also encouraged to participate in training programs.

**The Minority Business Office (MBO)**

The Minority Business Office (MBO) acts as an advocate for Colorado's Minority Business community. Services include the provision of training seminars, conferences or workshops, and the identification of procurement opportunities within both the public and private sector. The MBO collaborates with other state agencies, the private sector, and various organizations to expand economic opportunities for minority owned businesses. The MBO also works

with regional business councils throughout the state to ensure that all programs address the needs of minority business owners. <http://www.advancecolorado.com/mbo/>

**International Trade Office (ITO)**

The International Trade Office (ITO) has two primary functions: helping Colorado Companies export their products and services to international markets, and attracting foreign investment that provides jobs for Colorado residents. By promoting Colorado Exports and attracting foreign investment, the ITO helps to build Colorado's identity as an international business center. The ITO is open to the public and most services are rendered at no cost.

Geographic specialists help Colorado companies evaluate readiness to export, identify market opportunities and provide market intelligence, determine export regulations and provide information on shipping and tariffs. They perform customized market research and provide foreign contacts based on company needs. ITO staff organizes inbound and outbound trade missions to introduce Colorado companies to potential foreign buyers and distributors. The ITO actively promotes Colo-

rado as a place for foreign companies to invest. Whether seeking joint venture partners, looking for a business location or sourcing suppliers, the ITO provides assistance specific to the needs of foreign companies to support employment growth and retention.

The ITO has representation in Mexico, Japan, Germany, Switzerland, Argentina, the Middle East and Africa. For more information call (303) 892-3850 or visit the website [www.AdvanceColorado.com](http://www.AdvanceColorado.com).

### Advance Colorado Center

The Office of Economic Development and International Trade was instrumental in creating the Advance Colorado Center. The Advance Colorado Center (ACC) is a statewide organization of leaders from our state's diverse tech-based business sectors and the community. We are dedicated to Colorado's economic success. And we believe this success is dependent on five drivers:

- Intellectual infrastructure
- Mechanisms to transfer knowledge
- A robust entrepreneurial environment
- A highly-skilled workforce
- Access to capital

Through programs, research studies, partnerships, and policy activities, the ACC mobilizes support for these drivers in order to grow and sustain a vibrant technology-based economy to benefit all Colorado citizens. Our members include:

**Colorado Association for Manufacturing and Technology:** Provides a collaborative forum and knowledge exchange for the some 6,000 manufacturers in Colorado. CAMT also hosts the Colorado MEP (Manufacturing Extension Partnership), part of a national network of manufacturing extension offices that provide hands-on consulting to manufacturers.

**Colorado BioScience Association:** CBSA provides education and networking programs for executives from biotech, medical device and biofuels industries. CBSA is also devoted to growing the state's bioscience workforce, nurturing bioscience as a share of the state's economy and pushing public policy that supports bioscience. More information about the Colorado BioScience Association can be found at [www.cobioscience.com](http://www.cobioscience.com).

**Colorado Technology Association (CSIA):** As the largest and most influential IT membership and industry organization in Colorado, CSIA works on behalf of its member companies and industry to ensure their best interests for business success are encouraged



throughout the state. With the experience, access, knowledge and influence to effectively represent the diverse interests of the technology industry, CSIA provides programs, peer-to-peer connections, representation, advocacy and industry leverage for the IT industry in Colorado. The mission of CSIA is to foster innovation and a positive growth environment to enable the technology industry in Colorado to compete on a global basis.

**Connected Organizations for a Responsible Economy (CORE):** Helps grow a thriving business community that creates a prosperous regional economy meeting the needs of citizens without compromising the lifestyle of future generations. The association's members are renowned for their entrepreneurial talent in creating and operating productive businesses that integrate economic, social, and environmental concerns that successfully serve the interests of their customers, community and shareholders. To accomplish these goals, CORE is leading sustainable business toward economic vitality and competitive positioning of its members by assisting them in integrating socially and environmentally responsible business practices into profitable commercial enterprises. They achieve their mission by developing cutting-edge training and education programs, providing valuable

tools and resources, and by assisting our members develop and share best practices.

### Business Development Recruitment and Retention

Assistance is provided to new and existing companies looking to expand or relocate in Colorado. Business Development Representatives

(BDRs) provide a variety of technical and financial assistance services including assistance with site selection, research on economic conditions and comparisons and coordination with local and regional economic development agencies and services. BDRs also act as liaisons with state regulatory programs.

Promotional activities are conducted nationwide to market sectors of the Colorado economy that are growing and provide high quality jobs. Marketing activities include attendance at selected trade shows, conferences, company visits, cooperative marketing with local enterprise zones and community economic development councils and industry research. Other services provided include:

**ColoradoProspects.com:** A business development tool hosted by OEDIT that makes information and technology for site selectors and businesses available online. The site efficiently answers the main questions that businesses have when they are doing site

selection analysis such as unique geographic characteristics and advantages, demographics, potential business synergies, industry-specific opportunities and overall business climate. Businesses and site selectors can explore Colorado’s communities in remarkable detail by using Geographic Information System (GIS) maps and query tools to analyze business and demographic data and identify infrastructure, geographical characteristics and important landmarks.

**The Colorado “Data Book” at [www.AdvanceColorado.com](http://www.AdvanceColorado.com):** Published annually by OEDIT and includes statistics and comparisons of key indicators to evaluate Colorado’s economic climate and to provide information of special interest to the business community.

**Community Development Block Grants (CDBG):** Provided to the State of Colorado by the U.S. Department of Housing & Urban Development (HUD) and, for economic purpos-

Businesses receiving loans or benefiting from infrastructure assistance are required to create (or in some cases retain) jobs and 51% or more of the jobs created (or retained) must be filled by persons whose prior year’s family income was low- to moderate- according to the local County’s published table. Local government-sponsored infrastructure projects may receive grants up to \$500,00 – local matching funds may be required. Planning and feasibility study grants generally do not exceed \$20,000, and matching funds are normally required. The business loan funds each make loans with-

**LOCAL SCORE CHAPTERS**

- Colorado Springs .....(719) 636-3074  
[www.coloradospringsscore.org](http://www.coloradospringsscore.org)
- Denver .....(303) 844-3985  
[www.scoredenver.org](http://www.scoredenver.org)
- Longmont.....(303) 682-1071
- Steamboat Spring..... (970) 870-4549
- Pueblo .....(719) 542-1704  
[www.puebloscore.org](http://www.puebloscore.org)
- SCORE..... (303) 844-2607 ex 214  
[www.score.gov](http://www.score.gov)



es, are administered by OEDIT, which uses the funds to assist rural communities with their economic development efforts in three ways:

- 1) By providing financial resources to fifteen (15) business loan funds (BLFs) that make low-interest loans to businesses.
- 2) By providing infrastructure grants to communities in support of new or expanding businesses.
- 3) By providing grants for planning and feasibility studies for projects that if deemed feasible, would create jobs for low- and moderate- income persons.

in their service areas, each has its own loan review committee and board of directors, and have the flexibility to make small loans from a few thousand dollars up to \$250,000. In some cases, loans greater than \$250,000 have been appropriate; the Governor’s Financial Review Committee reviews and approves all loans for funding. **NOTE:** The state’s CDBG program does not cover any of the metropolitan areas of Colorado (known as “entitlement” areas) because those areas receive their own allocation of CDBG funds directly from HUD. For more information on the CDBG programs, contract

OEDIT’s finance staff at (303) 892-3840 or, for loans, contact the BLF in your service area directly (see BLF listings on another page)

**The Colorado First and Existing Industries Job Training Programs:** These programs assist employers with customized job training. Assistance is provided to new and existing businesses to retain workers and improve their workplace skills. The goal of the Colorado First Program is to assist companies in training employees to fill newly created permanent, full-time quality jobs. The Existing Industry Program is to assist companies to remain competitive by retraining current workers in new skills and new technologies. Training has been provided to over 40,000 employees since 1986. For more information regarding the Finance and Business Development programs contact OEDIT at 1625 Broadway, Suite 2700, Denver CO 80202, (303) 892-3840.

**THE SMALL BUSINESS ADMINISTRATION (SBA)**

The SBA provides most business counseling and training programs through its various resource partners. The agency’s main mission is to help entrepreneurs start, grow and expand their businesses. SBA helps to build communities one small business at a time. Below is a listing of SBA’s business counseling and training programs available in Colorado.

**SCORE**

SCORE, Counselors to America's Small Business, is an 11,000-member volunteer program, sponsored by the U.S. Small Business Administration. There are over 150 members throughout Colorado. The program matches experienced volunteers with small businesses that need expert advice. These men and women business executives, whose collective experience spans the full range of American enterprise, share their management and technical expertise with present and prospective owners/managers of small businesses. The SCORE chapter in Denver runs four workshops entitled Starting Your Business, Expert Advice, Promoting Your Business and Writing a Business Plan. For additional information on SCORE call (303) 844-3985 x213 or online at [www.scoredenver.org](http://www.scoredenver.org).

**Women's Business Center**

The Women's Business Center (WBC) in Colorado is located at three Mi Casa Resource Center locations in Colorado. These locations are Pueblo, Denver and Colorado Springs. The purpose of the WBC is to promote the growth of women-owned businesses through programs that address business training, technical assistance, access to credit, federal contracts, and international trade opportunities. The programs offered by Mi Casa are based on the needs of the small business community. For more information call 303-573-1302 or go to [www.micasadenver.org](http://www.micasadenver.org).

**SBA Online ([www.sba.gov](http://www.sba.gov))**

This website provides fast and easy help on all services provided by the SBA. SBA Online services include: SBA publications, access to SBA programs and services, points of contact, calendars of local events, on-line training, access to other federal agency on-line services and data, electronic and Internet mail, information exchange by special-interest groups, and down-loadable files. SBA's home page is located at [www.sba.gov](http://www.sba.gov).

**SBA's Office of Advocacy - Office of the Regional Advocate**

This advocate serves as the SBA Chief Counsel's direct link to local communities. Regional advocates monitor the impact of federal and state regulations and policies on communities within their regions. They also work with state officials to develop policy and legislation that shape an environment in which small companies can prosper and grow. Con-

**COMPUTERIZED INFORMATION RESOURCES****Colorado Home Page**

Anyone with access to the Internet can obtain Colorado state information at [www.colorado.gov](http://www.colorado.gov). The Colorado home page contains useful information about services and regulatory responsibilities of all state agencies. As a small business owner and/or a general taxpayer, this resource will allow you to download federal and state publications and applications for registration purposes and updates you on Colorado's tourism. The most current edition of the complete Business Resource Guide and the licensing database is also online. These publications provide links to economic development, federal, state and local programs for assistance with questions on licensing, permitting, registration, etc.

tact SBA's Region Eight Advocate in Denver by calling (303) 844-0503. Visit their web site at [www.sba.gov/advo](http://www.sba.gov/advo).

**Small Business Regulatory Enforcement Ombudsman**

The ombudsman receives comments from small businesses about the regulatory enforcement and compliance activities of federal agencies and refers comments to the appropriate agency's Inspector General on a confidential basis. Coordinates the efforts of the 10 small business regulatory fairness boards and reports annually to the SBA Administrator and to the heads of the affected agencies on the boards' activities, findings, and recommendations. Call 1-888-REG-FAIR or visit their page on the SBA's website at [www.sba.gov/ombudsman](http://www.sba.gov/ombudsman).

**SBA Disaster Assistance Program**

The SBA Disaster Assistance Program, administered by the Office of Disaster Assistance, is the primary federally funded disaster assistance loan program for funding long-range recovery for private sector, nonagricultural disaster victims. In addition to presidential declarations, the program handles disaster loans when the SBA Administrator makes a declaration. There are three disaster loan programs: loans for homes and personal property, physical disaster loans to businesses of any size,

and economic injury loans to small businesses without credit available elsewhere. For more information, visit their page on the SBA's website at [www.sba.gov/disaster](http://www.sba.gov/disaster).

**U.S. Export Assistance Centers (USEAC)**

USEAC combines the trade-promotion and export-finance resources of the SBA, the U.S. Department of Commerce, the Export-Import Bank and, in some locations, the Agency for International Development. Designed to improve delivery of services to small- and medium-sized businesses, USEACs work closely with other federal, state and local trade partners in your area. Colorado's USEAC is located in Denver at the World Trade Center Building, 1625 Broadway, Suite 680 or call (303) 844-6623.

**SBA's Surety Bond Guarantee Program**

This SBA program guarantees bid, performance and payment bonds for contracts up to \$2 million for eligible small businesses that cannot obtain surety bonds through regular commercial channels. By law, prime contractors to the federal government must post surety bonds on federal construction projects valued at \$100,000 or more. In addition, many states, counties, municipalities, and private sector projects and subcontracts also require surety bonds. Contractors must apply through a surety bonding agent, since the SBA's guarantee goes to the surety company. For more information on the SBA's Surety Bond Guarantee Program Office, please call (303) 844-2607 Ext. 261.

**Business.gov**

Business.gov is a website designed to help small businesses find, understand and comply with the federal, state and local laws and regulations that impact their operations. BusinessLaw.gov will also reduce for small business some of the hassle with regulatory BusinessLaw.gov is intergovernmental. Users can educate themselves on the state and local laws where they operate, including those dealing with hiring and managing employees, taxes and zoning. Small businesses can apply online for licenses and permits in several states. Go to [www.business.gov](http://www.business.gov) for more information.

This website provides a one-stop electronic link to the government's business information and services. With the website, small businesses no longer have to contact dozens of agencies and departments to access applicable laws and regulations, or figure out on their own how to comply. They can download business forms and conduct a myriad of other business transactions through this website.

**INFORMATION AND APPLICATIONS ARE AVAILABLE ON THE INTERNET!**

Here are some informative sites:

**State Home Page**

[www.colorado.gov](http://www.colorado.gov)

*This page links you to the Secretary of State, Department of Revenue forms, demographic information, State procurement and much, much more.*

**SBDC Small Business Hotline**

(303) 592-5920

**Colorado SBDC Home Page**

[www.coloradosbdc.org](http://www.coloradosbdc.org)

**Advance Colorado Center**

[www.advancecolorado.com](http://www.advancecolorado.com)

**SBA Home Page**

[www.sba.gov](http://www.sba.gov)

**U.S. Business Advisor**

[www.business.gov](http://www.business.gov)

**Fed Stats – Federal**

Government Statistics

[www.fedstats.gov](http://www.fedstats.gov)

**NAICS Codes**

[www.census.gov/epcd/www/naics.html](http://www.census.gov/epcd/www/naics.html)

**Law Research**

[www.lectlaw.com](http://www.lectlaw.com)

**IRS Research**

[www.irs.gov](http://www.irs.gov)

**Federal Government Research**

[www.firstgov.gov](http://www.firstgov.gov)

**PROCUREMENT AND TECHNICAL ASSISTANCE PROGRAMS**

**Office of Certification**

The Office of Certification administers the Colorado Disadvantaged Business Enterprise (DBE) Certification Program. This certification process determines the eligibility of minority and women owned businesses to participate as DBEs on projects for the Colorado Department of Transportation, Regional Transportation District and the Denver Water Board. For more information call (303) 512-4140.

**Small Disadvantaged Business Program (SDB)**

SBA certifies SDBs to make them eligible for special bidding benefits. Evaluation credits available to prime contractors boost subcontracting opportunities for SDBs. Under federal procurement regulations, the SBA certifies SDBs for participation in federal procurements aimed at overcoming the effects of discrimination. SBA certifies small businesses that meet specific social, economic, ownership, and control eligibility criteria. Once certified, the firm is added to an on-line registry of SDB-certified firms maintained in PRO-Net. Certified firms remain on the list for three years. Contracting officers and large business prime contractors may search this on-line registry for potential suppliers. See their page on the SBA's website at [www.sba.gov/sdb/](http://www.sba.gov/sdb/).

**SBA's 8(a) Business Development Program**

The 8(a) program assists the development of small firms owned and operated by individuals who are both socially and economically disadvantaged. By extending government contract preferences and other business development support, it helps these firms gain access to the economic mainstream. Typically a small business must have been in operation for at least two years before applying to this program. Contact the SBA's Colorado District Office at (303) 844-2607 for more information.

**Colorado Association for Manufacturing and Technology**

A state-level association providing a collaborative forum and knowledge exchange for manufacturers in Colorado. The Association sponsors public workshops, events and programs that benefit the manufacturing industry as a whole.

CAMT also hosts the Colorado MEP (Manufacturing Extension Partnership), part of a national network of manufacturing extension offices. CMEP is supported by federal dollars (NIST/Dept. of Commerce), matching funds from state governments and consulting fees from companies. CMEP provides technical assistance to manufacturers in four main areas:

- Lean Enterprise
- Quality Improvement (ISO and Six Sigma)
- Strategic Management and Policy Deployment
- Marketing and Growth Planning

**FEDERAL GOVERNMENT INFORMATION**

A large amount of federal information from the U.S. government is available via the Internet. Two excellent indexes to federal Internet information are the U.S. Business Advisor and Fedworld located at [www.business.gov](http://www.business.gov) and [www.fedworld.gov](http://www.fedworld.gov) respectively. Both indexes can be used to locate information from a variety of federal agencies.

- The U.S. Small Business Administration's (SBA) home page is found at [www.sba.gov](http://www.sba.gov). The SBA home page provides information on SBA financing and counseling services nationwide.
- The SBA's on-line Women's Business Center is a free, interactive training site for women on the web. You can reach this page at [www.onlinewbc.org](http://www.onlinewbc.org)
- The IRS is located at [www.irs.gov](http://www.irs.gov). Federal income tax forms can be downloaded from that site. You can also order the Small Business/Self-Employed Tax Calendar CD-ROM, Introduction to Federal Taxes CDROM, Virtual Small Business Workshop CD-ROM, and the Small Business Resource Guide CD-ROM by calling 1-800-829-3676.
- The Environmental Protection Agency (EPA) provides environmental information and assistance at [www.epa.gov](http://www.epa.gov).

**Taxpayer Education and Communication (TEC)**

The mission of TEC is to educate and inform Small Business and Self-employed (SB/SE) taxpayers and representatives about their obligations by developing educational products and services focused on customer needs and by providing top quality pre-filing service to help taxpayers understand and comply with the tax laws. TEC has many CD-ROM's and publications to assist small business owners with their tax

obligations. A list and description of items available can be found at the IRS website, [www.irs.gov](http://www.irs.gov).

### Access Colorado Library and Information Network (ACLIN)

ACLIN is a project of the Colorado library community. It provides access to state library information resources to support education, business, health, social service and personal growth activities of Colorado residents. It is a statewide library computer network that:

- Links the automated systems and online catalogs of participating libraries in a single network.
- Includes academic, public, private and specialized (medical, legal, etc.) library participants.
- Provides free access to over 175 library catalogs that list over 11 million books, as well as 22 other information databases.

ACLIN can be accessed via the Internet at [www.aclin.org](http://www.aclin.org). At the first prompts (aclin.org and user name) type ac in lower case letters, press the return key then follow the online instructions. For more information about ACLIN, contact your local public library or the Colorado Department of Education, ACLIN, 201 East Colfax Avenue, Room 309, Denver, CO 80203, (303) 866-6939.

### University of Colorado Business Advancement Center

CU Business Advancement Center supports the growth of technology industries in Colorado through services to technology-based companies, organizations and industry associations. CU-BAC supports Colorado's technology economy through sponsored research including needs assessments, economic impact studies, and industry studies. Through industry directories, a cooperative newsletter, collaborations with industry associations, technology forums, meetings and events, CU-BAC fosters interaction between industry, university, government and technology professionals. These informal networks are sources of information, collaboration and personal relationships that keep our economy vibrant and competitive. For more information contact CUBAC at CU-BAC UCB 034, Boulder, CO 80309, 303-492-8395 or visit their website at [www.colorado.edu/cubac/](http://www.colorado.edu/cubac/).

### SBA's Small Business Innovation Research Program (SBIR)

The SBIR provides a vehicle for small

businesses to propose innovative ideas in competition for Phase I and Phase II grant awards, which represent specific R&D needs of the participating federal agencies. These awards may result in commercialization of the effort at the Phase III level. The SBA's Office of Technology administers this program. Currently, there are ten participating federal agencies with \$100 million in extramural R&D budgets. For more information on the SBIR program go to [www.sba.gov/SBIR](http://www.sba.gov/SBIR) or call (202) 205-6450.

### SBA's Small Business Technology Transfer Program (STTR)

STTR requires each small firm competing for an R&D project to collaborate with a nonprofit research institution. This program is a joint venture from the initial proposal to the project's completion. The SBA's Office of Technology administers the program. Currently, there are five federal agencies with extramural research and R&D budgets of \$1 billion: NASA, the National Science Foundation, and the Departments of Defense, Energy, and Health & Human Services. For more information on the STTR program go to [www.sba.gov/SBIR](http://www.sba.gov/SBIR) or call (202) 205-6450.

## JOB TRAINING PROGRAMS

### Colorado Community Colleges and Occupational Education System

Colorado offers a wide variety of education and training programs for youth and adults through the Colorado Community College and Occupational Education System. The system provides training in more than 400 specific occupations ranging from basic entry-level skills to highly technical positions. It also provides industry specific training programs to entry-level employees and helps current employees upgrade skills. Additional information is available through the Small Business Development Centers and the community colleges listed below:

- **Aims Community College**, Greeley (970) 330-8008 x6251 [www.aims.edu](http://www.aims.edu)
- **Colorado Northwestern Community College**, Rangely (970) 675-2261 or 1-800-562-1105 [www.cncc.edu](http://www.cncc.edu)
- **Emily Griffith Opportunity School**, Denver 720-423-4700 [www.egos-school.com](http://www.egos-school.com)

- **Front Range Community College**, Westminster 303-404-5000 [www.frontrange.edu](http://www.frontrange.edu)
- **Mesa State College Area Vocational Technical School**, Grand Junction (970) 248-1020 [www.mesastate.edu](http://www.mesastate.edu)
- **Northeastern Junior College**, Sterling (970) 521-6600 or 1-800-626-4637 [www.njc.edu](http://www.njc.edu)
- **Otero Junior College**, La Junta (719) 384-6831 [www.ojc.edu](http://www.ojc.edu)

A complete list of Colorado's community Colleges can be found at [www.rightchoice.org](http://www.rightchoice.org).

### Colorado Department of Labor and Employment (DOLE)

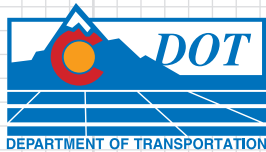
The DOLE operates a statewide network of Workforce Centers (WC's) providing a number of free employer services including:

- **Screening and Referral:** Employers may list their job openings with a local WC and obtain assistance with screening and referral of qualified applicants. Interviewers will match experience and capabilities with the job requirements specified by the employer. Employers make the actual hiring decisions.
- **Mass Recruitment:** Employers may take advantage of mass hiring services while expanding their businesses or newly locating in Colorado.
- **Affirmative Action Hiring:** Employers may list an Affirmative Action Job Order with a WC to assist in meeting affirmative action hiring goals.
- **Employer Roundtable Seminars:** Workshops are available to employers on a regular basis on topics such as unemployment insurance, workers' compensation, equal employment opportunity, etc. **NOTE:** Services not available at all Service Centers.
- **Layoff Assistance:** WC staff can assist employers who are about to lay off some or all of their employees with developing information packages, job search workshops and retraining referrals.
- **America's Job Bank:** Employers who wish to recruit nationally may have their requests posted at Workforce Centers throughout the United States and via the Internet. For location and phone number of the Workforce Center in your area call 1-877-872-5627 or visit the Workforce Center website at [www.americasjobbank.com/](http://www.americasjobbank.com/).

COLORADO DEPARTMENT OF TRANSPORTATION  
CENTER FOR EQUAL OPPORTUNITY

# CONNECTING COMMUNITIES

**JOIN OUR TEAM OF HIGHWAY DESIGN  
AND CONSTRUCTION CONTRACTORS**



Small Businesses and Disadvantaged Businesses are encouraged to explore opportunities to become part of the CDOT contracting team, successfully connecting our communities.

For more information, visit our  
Web site at [www.dot.state.co.us/EEO/](http://www.dot.state.co.us/EEO/)  
or call 1-800-925-3427 or 303-757-9303.



## LOCAL ECONOMIC DEVELOPMENT PROGRAMS

### Business Incubators

Business incubators provide facility and management assistance for emerging growth companies. They offer new and existing companies affordable office, manufacturing or kitchen space, resource libraries, shared services and office equipment, meeting rooms and access to professional administrative services. The objectives of these centers are to stimulate small business growth, assist with the beginning stages of start-up, direct new businesses toward realistic and achievable goals and support cultural and neighborhood revitalization. Each center provides services to a very specific clientele. Business incubators are helping build healthy, lasting businesses and they are doing it for low cost and with a good return on investment to supporters. For more information and to check on space availability contact the incubator administrator in your area.

- CTEK  
(303) 546-9595
- Fremont Economic Development  
(719) 275-8601
- Denver - Inner City Community  
Development Corporation  
(303) 298-8371
- Grand Junction - Western Colorado  
Business Incubator Center  
(970) 243-5242
- Pueblo - Business & Technology Center  
(719) 546-1133
- Manitou Springs - Business of Art Center  
(719) 685-1861

### Local Economic Development Offices (EDOs)

Economic development offices provide a variety of different services to the businesses in their areas including: permitting assistance, relocation, demographics, site location information, counseling and support services. A few offices administer small loan programs. Some are agencies of local city or county governments. Some are independent, nonprofit organizations that receive funding from local governments and/or chambers of commerce. Contact the Small Business Hotline at (303) 592-5920 for the EDO nearest you.

### Chambers of Commerce

Chambers of commerce provide a number of opportunities for business owners. Your local chamber of commerce is where you can meet and network with other business owners from your community. Some chambers provide additional services including counseling, training programs and guest speakers on useful business topics. Contact the Small Business Hotline at (303) 592-5920 for the phone number of the chamber of commerce in your community.