

WESTCHESTER COUNTY OFFICE OF ECONOMIC DEVELOPMENT

# Small Business Toolkit





***A Message from County Executive Robert P. Astorino***

Dear Business Owner,

Since 2010, Westchester County has experienced the growth of 44,000 private sector jobs. One of the primary tenets of my administration has been promoting economic growth. Economic growth is the engine that protects taxpayers and pays for essential services. Small to medium size business is the backbone of our county and its economy. This “Small Business Toolkit” is a resource to help you in starting or expanding your business. Contact the Westchester County Office of Economic Development for more information.

Thank you for bringing and growing your business here in Westchester

Sincerely,

A handwritten signature in black ink that reads "Robert P. Astorino". The signature is written in a cursive, flowing style.

Robert P. Astorino  
Westchester County Executive

### ***Service Corps of Retired Executives (SCORE)***

SCORE is a nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship. SCORE's efforts are supported by the U.S. Small Business Administration (SBA). Its network of volunteers allows SCORE to deliver these services FREE to all clients.

SCORE's volunteer **MENTORS** share their expertise across a wide variety of industries and offer:

- Free, confidential business **MENTORING** in person or via email
- Free business **TOOLS**, templates and tips including development of your business plan
- Free business **WORKSHOPS** (locally) and webinars (online 24/7)

SCORE

120 Bloomingdale Road

White Plains, NY 10605

Contact: SCORE (914) 948-3907

Email: [MrRichardFeldman@gmail.com](mailto:MrRichardFeldman@gmail.com)

### ***Community Capital New York***

Community Capital New York is a not for profit SBA Certified lender that provides loans up to \$250,000 to start up and emerging small businesses that are not able to secure a loan from a traditional financial institution. Our more flexible underwriting and personal approach, coupled with access to free small business training and mentoring helps ensure that the businesses we serve survive and thrive!

For more information contact:

Julieta McPherson  
Community Capital New York  
44 Executive Boulevard, Suite 203  
Elmsford, NY 10523  
Phone: ( 914) 747-8020 x111  
Email: [jmcpherson@communitycapitalny.org](mailto:jmcpherson@communitycapitalny.org)  
[www.communitycapitalny.org](http://www.communitycapitalny.org)

### ***Women's Enterprise Development Center Inc. (WEDC)***

WEDC, a 501 (c) (3) organization, empowers entrepreneurs to build successful businesses by providing a wide array of high quality training programs and services to generate economic growth in Westchester County and the Hudson Valley. WEDC offers a comprehensive 60-hour entrepreneurial training program to assist clients in creating business plans. WEDC also provides one-on-one business and loan counseling, mentoring and networking opportunities, assistance with M/WBE certification and loan applications and workshops and webinars. In addition, WEDC provides advanced training programs to help established business owners grow their businesses. Programs and services are offered in English and Spanish.

WEDC

901 North Broadway, Suite 23

White Plains, NY 10603

Contact:

Anne M. Janiak, CEO

Phone: (914) 948-6098

Email: [ajaniak@wedcbiz.org](mailto:ajaniak@wedcbiz.org)

### ***U.S. Small Business Administration (SBA)***

The U.S. Small Business Administration has delivered millions of loans, loan guarantees, contracts, counseling sessions and other forms of assistance to small businesses.

26 Federal Plaza, Suite 3100  
New York, NY 10278  
Contact: Larry Pontillo  
(212) 264-9494  
Email: [Larry.Pontillo@sba.gov](mailto:Larry.Pontillo@sba.gov)

## ***Energize NY***

### *Long-Term, Low-Cost Financing for Energy Saving Improvements*

Energize NY (a NY State, non-profit, Local Development Corporation) provides commercial building owners and not-for-profits with affordable PACE (Property Assessed Clean Energy) financing for up to 100% of the cost of energy efficiency and renewable energy projects. Not-for-profits and owners of affordable housing facilities can take advantage of even lower interest rates through an Energize program supported by Westchester County.

PACE financing is not a bank loan and differs from traditional loans because:

- eligibility is not based on traditional credit scores
- financing is available for up to 100% of the project for terms up to 20 years
- the financing is repaid through an annual charge on the property tax bill

Applying for Energize NY PACE financing is easy, with an online application, fast approvals and customer service to help you through the process.

Energize NY  
2015 Baldwin Road  
Yorktown Heights, NY 10598  
Contact: (914) 302-7300, ext. 8114  
Email: [info@energizeny.org](mailto:info@energizeny.org)

### ***The Westchester-Putnam Workforce Development Board (WPWDB)***

The WPWDB provides policy direction and program oversight to One-Stop Career Centers and workforce development programs in Westchester and Putnam counties. Seeking innovative solutions driven by regional business needs, the WPWDB develops model programs, pursues funding opportunities, and shares leading edge practices. The One-Stop Career Centers are physical locations that provide resources and services to jobseekers to assist in their job search and development and/or career change.

For more information about career services or hiring new employees, call 914-995-3910 or visit [www.westchesterputnamonestop.com/](http://www.westchesterputnamonestop.com/).

Donnovan Beckford, Executive Director  
Westchester County Office of Workforce Development  
& Westchester-Putnam Workforce Development Board  
120 Bloomingdale Road  
White Plains, NY 10605  
Office (914) 995-3707  
Mobile (915) 393-8298  
Email: [dpb2@westchestergov.com](mailto:dpb2@westchestergov.com)



### ***Westchester County Office of Economic Development (OED)***

The Westchester County Office of Economic Development offers assistance a small business may need when dealing with most municipal, state and county agencies and departments. In addition, depending upon the size of your small business, the Westchester County Industrial Development Agency (IDA) may be able to offer tax incentives to help your company grow in Westchester.

Westchester County Office of Economic Development  
148 Martine Avenue – 9th floor  
White Plains, NY 10601  
Contact: George Oros  
Phone: (914) 995-2943  
Email: [goros@westchestergov.com](mailto:goros@westchestergov.com)



**Robert P. Astorino**  
Westchester County Executive