

# Town of Plainville

## Helpful Business Resources

### Workforce Development

Connecticut Department of Labor <http://www.ct.gov/dol>

Connecticut Department of Labor Business Services Consultants can provide the personalized service you need to help your business become more competitive in today's global market. Some services include:

- **Recruitment Assistance**

**Ready to Work Program** – Administered by the Workforce Alliance, this program offers 50%-75% salary reimbursement paid monthly during On-the-Job Training (OJT). Average wage of \$21.67 per hour for mid- to high-level positions. No geographical restriction for jobseekers or employers. Training period varies depending on the job requirement and the job seeker's skill level Ready to Work showcases talented and experienced individuals. All candidates we refer are screened for relevant education or employment background in Information Technology, Engineering or Advanced Manufacturing. Employers may also refer candidates to us and we will determine if they meet OJT Program requirements.

<http://www.workforcealliance.biz/pdf/OJT-EMPLOYER.pdf>

**CT.Jobs** – free automated labor exchange. Access your job listings and job seeker résumés 24/7. Employers may post openings online, set up résumé scouts and manage their own accounts.

[www.ct.jobs](http://www.ct.jobs)

**Employer Recruitments** – free office space is available in any of the CT Department of Labor's 14 offices across the state and at arranged locations throughout CT. Great for saving time, testing and screening candidates. Contact your local CT DOL Business Services Consultant.

<http://www.ctdol.state.ct.us/busservices/BusSpec.htm>

**Job Fairs** – each year DOL runs professional job fairs all over CT including the "Heroes 4 Hire" job fair for employers seeking to connect with Veterans. Unlike other job fairs that are "profit driven," our main concern is connecting highly skilled and qualified job seekers with employment opportunities that local companies have to offer.

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

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**Step Up Helps you Hire!** – Connecticut’s Subsidized Training and Employment Program (Step Up) provides wage and training subsidies to employers that hire an unemployed jobseeker. The program, administered by the CT Department of Labor and the state’s five Workforce Investment Boards, helps small businesses hire employees and expand their workforce.

Step Up features two types of hiring incentives: 1). A wage subsidy, which helps pay a new employee’s salary (up to \$12,000) for the first six months of employment and 2). A training grant that provides employers up to \$12,500 over 180-day period to train a new employee.

Step Up also includes an Unemployed Armed Forces Member Subsidized Training and Employment Program to help former military personnel find new employment. It is similar to the wage subsidy program, but open to any company, regardless of size.

Employers are praising Step Up for its ease – the application process is quick, requiring companies to complete only a few pieces of paper.

**To learn more about these programs, please select from the following:**



[Offers wage and training subsidies to companies with not more than 100 full-time employees](#)



[Offers wage subsidies to companies of any size that hire an unemployed veteran](#)



[Offers on-the-job training wage subsidies when hiring a new apprentice](#)

#### • **Hiring Incentives**

**Work Opportunity Tax Credit** – Use this federal tax credit to boost your bottom line! There are no limits on the number of qualified employees you can hire. Minimal paperwork required.

<http://www.ctdol.state.ct.us/progsupt/taxcredits/wotc.htm>

#### • **Training Grants**

**Trade Adjustment Assistance (TAA) OJT** - CT DOL, under the Trade Adjustment Assistance gives businesses funds to provide OJT to TAA-eligible individuals to train them in a skilled occupation. Employers are reimbursed up to 50% of new employee’s starting wage to offset training costs. Reimbursements last from two to nine months depending on the complexity of the job and skill level to a maximum of \$23,000.

**Workforce Development Grants** (based on funding availability) – 50% reimbursement for eligible training project or activity. Eligible training for workers must involve significant change to improve the profitability and global competitiveness of your business. These changes include new innovations, new technologies or new production equipment. Such training may include Lean, Six Sigma and updating ISO 9000. Contact your local CT DOL Business Services Consultant.

<http://www.ctdol.state.ct.us/busservices/BusSpec.htm>

## General Business Information

### • **Manufacturing Innovation Fund**

In 2014, the Connecticut Legislature passed PA 14-98 approving a \$30 million Connecticut Manufacturing Innovation Fund (Fund) to be administered by the Department of Economic and Community Development (DECD) along with the advice and counsel of an 11 member advisory board. The Fund is targeting financial assistance to support the growth, innovation and progress of Connecticut's advanced manufacturing sector. It will assist manufacturers with equipment, research and development, and training. The Fund 1) encourages company/university research efforts; 2) creates a voucher program to assist with business development and technical needs; 3) provides funding for access to training and educational programs that help develop the required workforce skills; 4) provides matching funds for federal grants; and 5) helps attract new manufacturers to the state.

<http://www.ct.gov/ecd/cwp/view.asp?a=4669&q=551472>

### • **Small Business Express Program**

The Small Business Express Program (EXP) provides **loans and grants** to Connecticut's small business to spur job creation and growth.

Click here to view **Small Business Express Program Fact Sheet**

Small businesses with operations in Connecticut, registered to conduct business for not less than twelve months, in good standing with all state agencies and with the payment of all state taxes, and employing not more than 100 employees, are eligible to apply. Priority for available funding will be given to those eligible applicants who (1) are creating new jobs and (2) are within Connecticut's economic base industries, as defined in Connecticut General Statutes 32-222, including but not limited to: precision manufacturing, business services, green and sustainable technology, bioscience, and information technology sectors.

Click here to view **Frequently Asked Questions**

More Information: <http://www.ct.gov/ecd/cwp/view.asp?a=3931&q=489792>

### • **Community Economic Development Fund**

Whether you're a small business owner looking for alternative financing, small business training and support, or you're a community-based group hoping to improve the economic viability of your neighborhoods, CEDF is here to try to help you.

Starting a new business or growing an existing one? CEDF has loans products that can be tailored to help you succeed. Take a look at our Loans section. For training offerings, visit our Training Institute section.

Want to improve the economic quality of life in your local community? We'll work with you to implement your strategies for tangibly improving your neighborhood(s). Visit our Community Development section for more information.

At CEDF we are revitalizing Connecticut communities and growing jobs by providing Connecticut small businesses with greater access to capital, flexible financing and quality small business training.

<http://www.cedf.com/>

- **Connecticut Business Center**

This State of Connecticut website resource is designed to help entrepreneurs navigate the requirements of starting or expanding a business. Information on the State's Smart Start Program, licensing, State Agencies and more can be found here.

<http://www.ct-clic.com/>

- **Connecticut Economic Resource Center (CERC)**

A nonprofit corporation that provides clients with objective research, marketing and economic development services consistent with their mission of making Connecticut a more competitive business environment.

<http://www.cerc.com/>

- **Secretary of the State**

In addition to a wealth of public records that are readily accessible and on-line for your review, our business customers and others will find our CONCORD system an invaluable resource to search for essential information about the more than 340,000 companies registered to do business in Connecticut.

<http://www.ct.gov/sots/site/default.asp>

- **Connecticut Community Investment Corporation**

This corporation aides and assists the expansion of existing industry, commerce, and local entrepreneurship by offering consultations, technical support, as well as, educational, and financial assistance.

<http://www.ctcic.org/>

- **Connecticut Small Business Innovation Research Office (CT SBIR)**

Connecticut Innovations (CI) is the leading source of financing and ongoing support for Connecticut's innovative, growing companies. To maximize the growth potential of each business, CI tailors its solutions and often combines its funds with resources from other financial leaders to provide venture capital and strategic support for early-stage technology companies; flexible loans for established companies with new innovations; grants that support innovation and collaboration; and connections to its well established network of partners and professionals.

<http://ctinnovations.com/>

- **Hartford Economic Development Corp. (HEDCo)**

- **Greater Hartford Business Development Center (GHBDC)**

HEDCo & GHBDC work in tandem to stimulate economic development in the Hartford Metropolitan Area by collaborating with concerned public and private organizations to help start, finance, retain, and recruit small businesses within the region's core city, Hartford, and its fifty-seven surrounding cities and towns.

<http://www.hedco-ghbdc.com/hedco-ghbdc/Default.aspx>

- **Central Connecticut State University's Institute of Technology and Business Development**

This organization provides one-on-one business counseling services to small business owners in all functional areas of business management. All business services are provided for free. There may be a small charge for workshops and seminars.

<http://www.itbd.ccsu.edu/>

- **SBA's Office of Women's Business Ownership of The Entrepreneurial Center at Hartford College for Women**

**This local office serves both men and women**, with a special emphasis on women in business. It offers training and counseling for new, prospective and existing business owners.

<http://uhaweb.hartford.edu/entrectr/sbaowbo.html>

- **SCORE - Service Corps of Retired Executives**

This is an organization of retired business executives and business owners who volunteer to advise small businesses. There are several offices in Connecticut. Get advice from successful business Advisors

<http://www.score.org/>

- **United States Small Business Administration**

This government website provides information on starting, financing, managing a small business as well as any other topics.

<http://www.sba.gov/index.html>

- **Commercial & Industrial Property Assessed Clean Energy (C-PACE)**

C-PACE allows interested property owners to access financing to start qualifying energy efficiency and clean energy improvements on their buildings and repay the investment through an additional charge, or assessment, on their property tax bill.

<http://www.energizect.com/c-pace>

- **Small Business Development Center (SBDC)**

This site provides professional, confidential, one-on-one business counseling services. Sign up using the link below.

<http://ctsbdc.ecenterdirect.com/ClientPresignup.action?centerID=0>

- **University of Hartford Entrepreneurial Center**

A fantastic resource which supports aspiring entrepreneurs, startups and growing businesses.

<http://www.hartford.edu/ec/default.aspx>

- **Women’s Business Development Council**

Not only can they assist in starting or growing a business, they also provide programs and services to infuse the “entrepreneurial mindset” through workshops, long-term series and counseling.

<http://www.ctwbdc.org/>

- **Connecticut Center for Advanced Technology, Inc. (CCAT)**

Very helpful site which helps private and public entities apply innovative tools and practices to increase efficiencies, improve workforce development and boost competitiveness.

<http://www.ccat.us/>

- **Connecticut State Technology Extension Program (CONNSTEP)**

Provides engineering and technical support for manufacturing firms.

<http://www.connstep.org/>

- **Procurement Technology Assistance Program (PTAP)**

Provides marketing assistance for businesses that wish to sell products and services to government agencies.

<http://www.ctptap.org/>

- **Export Assistance Center**

This center helps companies develop and achieve their exporting strategies.

<http://www.export.gov/connecticut/>

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## **Commuter Services**

**CT Commuter Services** <http://www.CTRIDES.com>

**1-877-CT Rides or 1-877-287-4337**

CCS is a free service sponsored by the CT Department of Transportation that answers the question "is there an easier way to get to work?" CCS offers information and assistance on carpooling, vanpooling and taking public transit in your area. Businesses can get help finding the best commuter options for their workforce and creative ideas to implement various programs.

Here are some of the CTRIDES offerings:

- **NuRide.com**

Earn rewards for greener trips and redeem points for coupons, discounts and tickets to shows & attractions. You can also join NuRide and find people going your way for a carpool.

- **Vanpool**

Have a long commute? Relax on your way to work in a commuter vanpool, and save up to 75% of your annual travel costs.

- **Guaranteed Ride Program**

If you need to leave work for a personal emergency, the Guaranteed Ride Program offers free rides to Vanpoolers, Express Bus, Shore Line East and Metro-North commuters.

- **Bus or Train**

Leave your car in the driveway, and try the bus or train. It's a great way to reduce the stress of commuting and save some cash.

- **Bicycling and Walking**

Get your workout on your way to work. Bicycling or walking is a low cost solution; it's good for your heart, soul, and the planet.

- **Telecommuting Planning Assistance**

CCS provides free assistance to employers to design, develop, implement and maintain telecommuting best practices in order to relieve traffic congestion.

## **Writing Business and Marketing Plans**

- **Bplans.com**

A large collection of free sample business plans online. Also contains helpful tools and know-how for managing your business.

<http://www.bplans.com/>

- **Business and Marketing Plans**

This website provides sample business and marketing plans. It also includes tips for creating a business plan presentation.

[http://www.morebusiness.com/templates\\_worksheets/bplans/](http://www.morebusiness.com/templates_worksheets/bplans/)

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- **Business Plan Basics**

From the Small Business Administration, this website outlines business plan basics, and how to successfully write and implement a business plan.

<http://www.sba.gov/thinking-about-starting>

- **Mplans.com**

The Mplans.com website provides marketing plan resources. You can find sample marketing plans and articles to help your business.

<http://www.mplans.com/>

## **Business Law Resources**

- **BusinessLaw.gov**

Produced by the Small Business Administration, this website has information that includes starting and conducting business, managing employees and handling finances, as well as a link to apply for a federal employer identification number (EIN).

<http://www.sba.gov/category/navigation-structure/starting-managing-business/managing-business/business-law-regulations>

- **Findlaw.com**

This website provides legal information for business, including starting a business, employer and employee rights, financing, immigration, worker's compensation and many other business-related legal issues.

<http://smallbusiness.findlaw.com/>

## **Tax Help for Small Businesses**

- **IRS Small Business and Self-Employed One-Stop Resource**

This website includes information on EINs (employer identification number), tax information, links to other small business information, online self-directed workshops, and other helpful government information.

<http://www.irs.gov/businesses/small/index.html>

## **Business Magazines Online**

- **Business Week Small Business Online**

Special features include a small business guide and small business tools. Find information on financing, day-to-day operations and small business staffing.

<http://www.businessweek.com/smallbiz/>

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- **Entrepreneur**

Find information and articles on business start-ups, marketing, franchising, e-commerce and many other business areas.

<http://www.entrepreneur.com/>

- **Fortune Small Business**

This website contains articles about and for small businesses, including the 100 fastest growing small business and other business rankings.

<http://fortune.com/small-business/>

- **Inc.com**

Find recent Inc.com articles as well as articles according to business topic, "how-to" information, the Inc.500 list, and other useful business tools. Registration is required for access to some information.

<http://www.inc.com/>

*The Town of Plainville has compiled the preceding information in an effort to help small business and new business start-ups. The information contained herein is a compilation of information sources and is not intended as an endorsement of any publication, lending institution or assistance agency.*