

### **Capacity building programs (construction and A&E, consulting) sub-contracting community:**

Sounds Transit & WSDOT (Washington State Department of Transportation)funded program

Capacity Building Mentorship Program (CBMP)

<https://www.capacitymentorship.com/>

The CBMP pairs small, minority, veteran and women businesses with successful prime contractors and consultants. These mentors provide technical assistance and business advice to strengthen the protégés' capacity to work with Washington State Department of Transportation and Sound Transit projects. This is a two-year commitment between the mentors and protégés to help protégés build capacity.

### **Disadvantaged Business Enterprise (DBE) program: Small business resource guide**

<https://wsdot.wa.gov/business-wsdot/equal-opportunity-contracting>

WSDOT (Washington State Department of Transportation)

- DBE Supportive Services Program (DBESS)

DBE is a program meant to prevent discrimination in federally-assisted highway, transit and airport contracts. DBE Support Services is a (FHWA) federally-funded program designed to help those DBEs wishing to work on WSDOT highway projects. Support services are available only to DBEs who are certified in the highway construction industry including construction companies, consultants, and regular dealers

**Sound Transit's Office of Civil Rights, Equity and Inclusion** is committed to supporting small and disadvantaged business enterprises (DBEs) in the Puget Sound region. These resources are intended to provide general information and support services to help small businesses succeed. This is not intended to be a comprehensive list of resources; however we hope it serves as a helpful starting point for small businesses. For general information on how to do business with Sound Transit, please visit our Procurement & Contracts Division.

Sound Transit resources and information

For general information on the Office of Civil Rights, Equity and Inclusion, please email: [civilrights@soundtransit.org](mailto:civilrights@soundtransit.org)

1. Disadvantaged Business Enterprise Fraud: Fraud is a deliberate deception to secure an unfair gain. DBE fraud can include bid rigging, bribery, kickbacks, misrepresentation of who is doing the work or who owns the company. For more information on fraud and how to report it, please visit their website: <https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise> You can also call our DBE Fraud Hotline and leave a message about suspected fraud: 1-877-480-6617 or 1-202-366-4648.

Certification resources for Sound Transit

Office of Minority and Women's Business Enterprises: Certifies at both the state and federal levels. The DBE certification is a federal certification. Details and applications are located on their website:

<https://omwbe.wa.gov/about-omwbe> Phone: 1-866-208-1064 or 1-360-664-9750

1. Small Business Administration: Has information on small business size standards. Their website: <https://www.sba.gov/> Phone: 206-553-7310 or 1-800-827-5722

#### Additional certification resources

1. OMWBE: Provides certification for a number of state certifications. These include Women's Business Enterprises, Minority Business Enterprises, Minority Women Business Enterprise, Combination Business Enterprise and Socially and Economically Disadvantaged Business Enterprise. Details and applications are on their website: <https://omwbe.wa.gov/about-omwbe> Phone: 1-866-208-1064

2. Small Contractor and Supplier (SCS): A King County certification program that increases the competitiveness of certified firms for good and services, consulting and construction contracts. The program also includes a training component contact their website: [SCSCertification@kingcounty.gov](mailto:SCSCertification@kingcounty.gov) or call (206) 477-9734

#### Bonding assistance

Bonding assistance is available for small businesses to access higher levels of bonds and begin working on larger projects.

1. Northwest Small Business Transportation Resource Center (SBTRC): Works to increase the ability of small businesses to compete and enter into transportation-related local, state and federal contracts. Provides business counseling, market research, certification, procurement and technical assistance. They also offer bonding and loan assistance. Their website: <https://www.transportation.gov/partners/small-business/northwest-sbtrc-making-impact#:~:text=On%20September%2025th%2C%202019%2C%20the%20Northwest%20Small%20Business,emerging%20businesses%20benefitted%20from%20this%20very%20informative%20program.> Phone: 425-248-4222 or 800-532-1169

2. Small Business Administration: Provides small businesses with a wide variety of services primarily through four programmatic functions: access to capital, entrepreneurial development, government contracting and advocacy. They also offer surety bonds to small businesses. Website: <https://www.sba.gov/offices/regional/x> Phone: 206-553-5231

#### Financial assistance/loans

Loans and financial assistance is targeted to small businesses to grow or use as seed money.

1. Community Capital Development- Seattle: Offers training, coaching and loans to new and growing small businesses. Programs are available specifically for women, veterans and minorities, their website: <https://www.chamberofcommerce.com/united-states/washington/seattle/administration-of-general-economic-programs/5332109-community-capital-development> Phone: 206-324-4330

2. Craft3: A nonprofit community development financial institution. Loans are available to entrepreneurs, nonprofits, individuals and others who don't normally have access to financing. Also offered is expertise, networks and advocacy to clients. The focus is on minority, women and veteran-owned businesses in high poverty areas. Website: <https://www.craft3.org/our-places/Puget-Sound> Phone: 888-231-2170

3. Small Business Administration: Provides small business with a wide variety of services primarily through four programmatic functions: access to capital, entrepreneurial development, government contracting and advocacy. Website: <https://www.sba.gov/offices/regional/x> Phone: 206-553-5231

4. Evergreen Business Capital: Provides loans to small businesses to assist in purchasing commercial real estate and equipment. They partner with lenders in Washington, Oregon, Alaska and Northern Idaho. Website: <https://www.evergreen504.com/> Phone: 206-622-3731

#### Training resources

A wide range of training resources are available for small businesses to increase their technical expertise and capacity.

Washington Small Business Development Center: Has various centers located throughout the state including Everett, Seattle and Tacoma. Client services include starting a new business, helping grow your business, starting or expanding exporting, cutting costs and updating processes. The center offers trainings and one-on-one counseling to small businesses including developing business plans. Website: [washington@wsbdc.org](mailto:washington@wsbdc.org) or Phone: (833) 492-7232

1.

o Edmonds Community College: 425-640-1435

o Seattle: 206-428-3022

o South Seattle: 206-246-4445

o Seattle Export Center (specializes in International Trade): 206-439-3785

2. Washington Procurement Technical Assistance Center (PTAC): Provides no cost, one-on-one technical assistance in all aspects of selling to federal, state and local governments. The center advises businesses on bid reviews, marketing assistance, contract performance and small business designations. They also host trainings and seminars. Website: [www.washingtonptac.org](http://www.washingtonptac.org)

o Snohomish: 425-248-4223

o King: 253-520-6267

o Pierce: 253-680-7054

3. Native PTAC: Provides PTAC services (above) to Native owned businesses, Tribal governments, Alaska Native Corporations, Native Hawaiian Organizations, Tribal owned businesses and ANC and NHO owned enterprises. Phone: 206-816-6596; Website: [www.nativePTAC.org](http://www.nativePTAC.org)

4. Northwest Small Business Transportation Resource Center: Works to increase the ability of small businesses to compete and enter into transportation-related contracts at local, state and federal levels. Provides business counseling, market research, certification, procurement and technical assistance. Bonding and loan assistance is also offered. Phone: 425-248-4222; Website: [www.dot.gov/osdbu/nw-sbtrc](http://www.dot.gov/osdbu/nw-sbtrc)
5. Greater Seattle SCORE: Offers free mentoring, templates and tools as well as low cost trainings and workshops. Programs for new and established businesses is also offered. Phone: 206-553-7320; Website: [seattle.score.org](http://seattle.score.org)
6. Seattle Community Capital Development: Offers training, coaching and loans to new and growing small businesses. Programs are offered specifically for women, veterans and minorities. Phone: 206-324-4330; Website: [seattleccd.com](http://seattleccd.com)
7. Small Business Administration: Provides small business with a wide variety of services primarily through four programmatic functions: access to capital, entrepreneurial development, government contracting and advocacy. Phone: 206-553-7310; Website: [www.sba.gov](http://www.sba.gov)
8. Foster School of Business, Consulting and Business Development Center at the University of Washington: The center offers the Minority Business Executive Program and Business Certification Program. They also place student interns with businesses on projects to help grow their capacity. Phone: 206-543-9327; Website: <https://foster.uw.edu/centers/consulting-and-business-development-center/business-programs/>

#### Counseling services

Individualized counseling and mentoring services are available locally to help small businesses with everything from developing business plans to understanding procurement guidelines.

1. MBDA( Minority Business Development Agency-WA business Center, located in Tacoma
  - [www.MBDA-Washington.com](http://www.MBDA-Washington.com)
  - Tel: 253-591-5240

The U.S Department of Commerce Minority Business Development Agency (MBDA) is the only Federal Government agency solely dedicated to the support of minority businesses enterprise. MBDA was originally established as the Office of Minority Business Enterprise by President Richard M. Nixon on March 5, 1969. Operating as a full service business center under a cooperative agreement with the City of Tacoma since September of 2016, MBDA Washington Business Center is one of 40 centers providing technical assistance and strategic business consulting to established ethnic minority-owned businesses in the Puget Sound region.

#### **What they support MBEs:**

- Increase access to contracting opportunities: jointly pursue solicitations, advocacy, education, early access, and match-making with project owners
- Build contracting capabilities through one-on-one business advisory/consulting, education, training workshops, and direct external spending on technical assistance to increase W/MBE competitiveness.

2. Washington Small Business Development Center: Centers located throughout the state include Everett, Seattle and Tacoma. Client services include starting a new business, helping grow your business, starting or expanding exporting, cutting cost and updating processes. Also offered is training and one-on-one counseling to small businesses including developing business plans. Website: [www.wsbdc.org](http://www.wsbdc.org)

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- o Snohomish: 425-248-4223

- o King: 253-520-6267

- o Pierce: 253-680-7054

4. Native PTAC: Provides PTAC services (above) to Native-owned businesses, Tribal governments, Alaska Native Corporations, Native Hawaiian Organizations, Tribal owned businesses and ANC and NHO owned enterprises. Phone: 206-816-6596; Website: [www.nativePTAC.org](http://www.nativePTAC.org)

5. Northwest Small Business Transportation Resource Center: Works to increase the ability of small businesses to compete and enter into transportation-related contracts at local, state and federal levels. Also available is business counseling, market research, certification, procurement and technical assistance as well as bonding and loan assistance. Phone: 425-248-4222; Website: [www.dot.gov/osdbu/nw-sbtrc](http://www.dot.gov/osdbu/nw-sbtrc)

6. Seattle Community Capital Development: Offers training, coaching and loans to new and growing small businesses. They have programs specifically for women, veterans and minorities. Phone: 206-324-4330; Website: [seattleccd.com](http://seattleccd.com)

7. Small Business Administration: Provides small businesses with a wide variety of services primarily through four programmatic functions: access to capital, entrepreneurial development, government contracting and advocacy. Phone: 206-553-7310; Website: [www.sba.gov](http://www.sba.gov)

#### Veteran specific resources

1. Seattle Community Capital Development: Offers training, coaching and loans to new and growing small businesses. Programs are specifically for women, veterans and minorities. There is also a Veterans Business Outreach Center Client Portal. Phone: 206-324-4330; Website: [seattleccd.com](http://seattleccd.com)

2. Greater Seattle SCORE: Offers Veteran Fast Launch Initiative that includes free software and services combined with SCORE's mentoring program with the goal of accelerating the success of

veterans and their families to succeed in small businesses. Phone: 206-553-7320; Website: [seattle.score.org](http://seattle.score.org)

3. U.S. Department of Veterans Affairs: Office of Small & Disadvantaged Business Utilization has numerous resources for veterans including how to start a business, financing, how to grow a business and finding opportunities. Phone: 866-584-2344; Website: [www.va.gov/osdbu/entrepreneur](http://www.va.gov/osdbu/entrepreneur)

4. Small Business Administration: Office of Veterans Business Development offers resources, training and potential partners to veteran entrepreneurs, their dependents and their survivors. Includes Boots to Business, Entrepreneurship Boot Camp for Veterans with Disabilities and Women Veterans Igniting the Spirit of Entrepreneurship. Phone: 202-205-6773; Website: [www.sba.gov/offices/headquarters/ovbd](http://www.sba.gov/offices/headquarters/ovbd)

5. Veteranscorp.org: Works to structure and make connections between nonprofit and for-profit small businesses and veteran/service-disabled veteran-owned small businesses. Resources include training links and act a 'clearinghouse of ideas.' No phone number listed; Website: [www.veteranscorp.org](http://www.veteranscorp.org)

#### Permitting and licensing resources

1. Washington State Department of Labor & Industries: Has a Help for Small Business website that includes information on business requirements and registration requirements as well as training and counseling resources. Phone: 800-987-0145; Website: [www.lni.wa.gov/main/smallbusiness](http://www.lni.wa.gov/main/smallbusiness)

2. Access Washington: A Washington State website that has information on Doing Business in Washington State. This includes licenses, permits, tax information and additional resources. No phone number listed; Website: [www.business.wa.gov](http://www.business.wa.gov)

#### Networking/membership organizations

Organizations where membership is required to access many of the services offered.

1. American Council of Engineering Companies Washington (ACEC): Professional association for the design industry. Advocates for improved business conditions for its members, provides business education and a variety of events and trainings. Phone: 425-453-6655; Website: [www.acec-wa.org](http://www.acec-wa.org)

2. Associated General Contractors of Washington (AGC): Professional association of contractors that provides services, benefits and advocacy for its members. Benefits include education, labor relations, networking, product discounts, legal assistance, health insurance and retirement programs. Phone: 206-284-0061; Website: [www.agcwa.com](http://www.agcwa.com)

3. ASTRA Women's Alliance: Membership organization to advance women-owned businesses. Offers support, trainings, advocacy and networking opportunities for its members. Phone: 503-941-9724; Website: [www.astrawba.org](http://www.astrawba.org)

4. BNI Northwest: A networking organization built around the idea of referrals within their networks. Could be helpful to newer businesses looking to build a customer base. Phone: 425-391-6830; Website: [bninw.com](http://bninw.com)

5. Entrepreneurial Institute of Washington (EIW): Offers its members professional and leadership development, business support services and technical assistance. Hopes to have an incubator space in the future. Phone: 800-270-0724; Website: [www.eiwashingtton.org](http://www.eiwashingtton.org)
6. National Association of Minority Contractors (NAMC): Provides education, training, advocacy and networking to address needs and concerns of minority contractors. Membership meetings are monthly. Phone: 425-444-2706; Website: [namcwa.com](http://namcwa.com)
7. National Association of Women in Construction: Puget Sound Chapter #60 is a professional association of women working in construction and related industries. No phone number listed.
8. Northwest Mountain Minority Supplier Development Council (NWMSDC): This membership-based organization links minority-owned businesses to public and private agencies. Formal and information networking opportunities as well as advocacy and support is offered. Phone: 253-243-6959; Website: [www.nwmtnmsdc.org](http://www.nwmtnmsdc.org)
9. Tabor 100: A membership-based group for business owners and entrepreneurs. They are committed to economic power, educational excellence and social equity for African-Americans and the community at large. Phone: 206-368-4042; Website: [www.tabor100.org](http://www.tabor100.org)
10. Women's Transportation Seminar (WTS): An organization that works to build the future of transportation through the advancement of women. Offers professional activities, networking, mentoring and access to industry and government leaders. Phone: 206-931-0875; Website: [www.wtsinternational.org/pugetsound](http://www.wtsinternational.org/pugetsound)

#### Online resources

1. Seattle Chamber of Commerce: Has a small business tools page offering a number of resources and guides to small business owners. Website: <https://www.seattlechamber.com/home/resources/small-biz-resources>
2. Governor's Office for Regulatory Innovation and Assistance: Provides a small business guide online that can help plan, run, grow or close small businesses in Washington State. General, website: [www.oria.wa.gov](http://www.oria.wa.gov). Link directly to the PDF version of the guide: Website: [www.oria.wa.gov/Portals/\\_oria/VersionedDocuments/Business\\_Publications/small\\_business\\_guide.pdf](http://www.oria.wa.gov/Portals/_oria/VersionedDocuments/Business_Publications/small_business_guide.pdf)
3. Federal Transit Administration: Has a website with online presentations and videos to assist in training on civil rights related topics. Include DBE, Title IV, and EEO. Website: [www.fta.dot.gov/civilrights/12885.html](http://www.fta.dot.gov/civilrights/12885.html)
4. Association of Procurement Technical Assistance Centers: Free to clients that work with PTAC and is designed to help small business owners and decision makers understand the government procurement and private sector procurement spaces. Website: <https://www.aptac-us.org/find-a-ptac/?state=WA>
5. Small Business Administration: Provides small businesses with a wide variety of services primarily through four programmatic functions: access to capital, entrepreneurial development, government contracting, and advocacy. Website: [www.sba.gov](http://www.sba.gov)

6. NAICS Association: Resource to help firms identify their self-assigned NAICS (North American Industry Classification System) codes. Identifying these codes is a necessary step in the certification process. Website: [www.naics.com](http://www.naics.com)

#### Chambers of Commerce

1. African Chamber of Commerce of the Pacific Northwest
2. Filipino Chamber of Commerce of the Pacific Northwest
3. The Greater Seattle Chinese Chamber of Commerce
4. Japan-American Society
5. Korean American Chamber of Commerce WA State
6. Seattle Chamber of Commerce
7. Taiwanese Chamber of Seattle

#### Accelerators and incubators

Support for new and emerging businesses including co-locating with other entrepreneurs.

Accelerators are short-term programs that invest in externally generated programs in return for capital and mentorship. They include:

1. 9Mile Labs- a high-tech accelerator that focuses on B2B software and cloud technologies.
2. Accelerator - a biotechnology investment and management company that identifies, finances and manages the development of emerging biotechnology opportunities.
3. Entrepreneurs' Organization- A Global business network of 11,000 individuals, in 150 chapters in 48 countries that focus on business growth, personal development and community engagement.
4. Fledge- Operates three programs for entrepreneurs with a focus on making a measurable impact in the world. They are interested in investing in programs that improve lives, the environment, health, communities and making the world more sustainable.
5. Founder Institute- Offers a four-month, part-time program to help entrepreneurs launch technology companies through structured training courses, practical business building assignments and feedback.
6. Madrona Venture Labs- Develops new companies from the ground up focusing on transformational products and staffed by hackers and designers.
7. McKinstry Innovation Center- Brings together new and emerging companies in the same space where they work together. Mentorship, shared expertise and professional amenities are offered in four cluster areas: clean tech, education, high tech and life sciences.
8. Microsoft 12- Works with startups globally at all stages to help them scale their business, bring innovative services to market and reach new customers using mentors and accelerator programs.



9. Reactor- An initiative that is a part of the Washington Interactive Network that works to develop the next generation of talent for interactive media, including games and technology.
10. Startup Next- A program geared to help businesses get ready for accelerators or investors. Offers a five-week mentoring and training program to prepare new start-ups for the next step.
11. Techstars- Provides seed money, support and mentorship for technology oriented companies that can have national or worldwide reach.
12. Tabor 100 Economic Development Hub- Facility offers private offices, cubicles and occasional-use hot-desk for rent.
13. Village88 Tech Lab- A stealth accelerator that works with companies at all levels of development providing them with various resources and support including engineering resources.

Incubators develop ideas internally and manages those ideas with a management team. They are longer term than accelerators.

1. CoMotion- (UW)- Provides dedicated space and facilities to support UW-affiliated start-up companies through their early stages of company and product development.
2. Seattle Fashion Incubator- Offers independent fashion brands an environment to develop and grow their business including design space, goods and equipment, professional coaching and presentation space.
3. SURF Incubator- Supports all stages of startup entrepreneurs as well as large companies needing a satellite location including mentors, interns, co-working space, collaborative learning and networking.
4. William Factory- (Tacoma)- Created to help business in East Tacoma improve living and working conditions. They house more than 40 companies in specialty trade construction, applied technologies and business services.