

Investing in Portland's Future

PDC

PORTLAND DEVELOPMENT COMMISSION

**Portland Development Commission
Small Business Assistance**

Small Business Assistance Toolkit

2010



Portland Development Commission Small Business Assistance

The Portland Development Commission is committed to helping small business owners or those considering starting a small business locate and access resources to help their business grow and prosper.

In addition to helping you identify and access resources for services like technical assistance, business licenses and certifications, legal assistance, financial assistance, and more, the Portland Development Commission also offers informational materials and business finance products for small business. PDC publishes brochures and pamphlets with information about organizations and programs that serve the Portland area in providing a wide range of business services. For example, the [Portland Business Handbook](#) is a comprehensive guide with descriptions and contact information for organizations in a number of different areas including management, financial, and environmental services. The Handbook also contains the New Business Checklist which guides potential business owners through the steps needed and issues to consider when starting a business.

The Portland Development Commission's business finance tools are designed to address gap financing and promote quality job creation and retention. PDC's small business intake and assistance process helps business owners obtain information about those programs as well as other sources of financial assistance.

This toolkit provides an overview of small business assistance at the Portland Development Commission.



THE SMALL BUSINESS ASSISTANCE TOOLKIT

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1 FREQUENTLY ASKED QUESTIONS

Business Finance

Does the Portland Development Commission have programs for businesses that need working capital?

Yes, PDC has programs for working capital. Visit www.pdc.us/bizfinance for explanations of our programs and criteria.

Resource: http://www.pdc.us/pdf/bus_serv/pubs/ec_quick-guide_bus-fin.pdf

Where can I get information and apply for a loan from PDC for my business?

The Portland Development Commission's website has information about our business finance programs.

Resource: http://www.pdc.us/bus_serv/finance_programs.asp, Quick Guide to PDC Business Finance Programs Brochure http://www.pdc.us/pdf/bus_serv/pubs/ec_quick-guide_bus-fin.pdf

Does the Portland Development Commission offer grants?

The Portland Development Commission has limited resources for grant programs. PDC offers Storefront Improvement matching grants in URAs and targeted citywide areas.

Resource: http://www.pdc.us/bus_serv/finance_programs.asp

I am looking to buy a building in Portland. How can the Portland Development Commission help me find and purchase a building?

The Portland Development Commission's website offers location assistance through a database of available real estate. Whether you're looking for industrial, commercial, office or retail space in the Portland metropolitan area, PDC's searchable online database and customized real estate service offers solutions for your site selection needs.

Location Assistance

The property results you'll receive using the Oregon Prospector online database represent a sampling of available real estate in the Portland metropolitan area. PDC staff can also provide more comprehensive real estate information. PDC can assist you with a [customized site search](#) to meet your exact specifications, including building type (e.g. industrial, flex or office), square footage, location, buildings for sale or lease, and vacant land. You'll receive your results via email in a PDF format report. The Portland Development Commission can assist you by producing reports of available properties in the Portland area that match your more customized criteria. The Portland Development Commission does not serve as a broker but can provide you with the information you need to pursue the purchase of a building. Financial assistance for property acquisition may be available for businesses that meet the criteria for PDC's loan programs.

Contact: www.pdc.us/bus_serv/customsearch.asp.

Location Assistance Cont.



Resource: Business Location Services, www.oregonprospector.com., Site Selection and Recruitment, www.pdc.us/bus_serv/bus_loc_overview.asp

Does PDC have any vacant buildings I can use for my business?

Though PDC-owned buildings generate around \$2.5M in annual revenue, the majority of our real property portfolio is vacant land. The buildings PDC owns are generally in marginal to fair condition. PDC restricts or prohibits access to some. The Real Estate Services Team is charged with the responsibility for generating income where possible from this portfolio and in the worst case, not losing money on any use. The most significant potential expense in renting a property exposes PDC to real property taxes. If we rent a property to a party which has not formalized its non-profit status and it occupies a PDC property on July 1, we are responsible for taxes for the entire tax year regardless of how long the party occupies the property.

Bottom-line, it is a case by case decision, with such questions as the following driving consideration:

- How much space do you need?
- What kind of space do you need?
- Where do you want it?
- When do you want it?
- How long do you want it?
- What will you pay for it?
- To what degree are you interested in assuming maintenance activities/costs?

Contact: PDC Real Estate Services Team, 503-823-3247

Resource: John Matschiner

Can PDC help fund the start-up of my business?

Start-up businesses may qualify for PDC financial assistance, provided they demonstrate strong managerial skills, have a viable business plan and a demonstrated ability to repay the loan. For information about PDC finance programs, visit: http://www.pdc.us/bus_serv/finance_programs.asp . PDC can provide location assistance, referrals for business plan assistance, and more.

Resource: Quick Guide to PDC Business Finance Programs:
http://www.pdc.us/pdf/bus_serv/pubs/ec_quick-guide_bus-fin.pdf

What other organizations can provide financial assistance?

Banks, community banks, other business support organizations such as Mercy Corps Northwest, U.S. Small Business Administration, and the Oregon Business Development Department (OBDD). The Portland Business Handbook contains a chapter on financial assistance with short descriptions of the programs and contact information.

Resource: Portland Business Handbook, http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf



What type of things do I need to do to start my business?

There are many things to consider when starting a new small business, from defining your business structure and writing a basic business plan, to obtaining necessary licenses and permits and complying with federal, state, and local tax obligations. The New Business Checklist in the Portland Business Handbook provides a useful review of the different issues and requirements you may encounter in starting your business.

Resources: New Business Checklist, http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf. www.pdc.us/bus_serv/business_support/new_business.asp, Entrepreneurs' Center: www.thebeehive.org

Do I need special certifications or licenses?

Many occupations and business activities require special licenses, permits, or certifications from state agencies or boards. Visit <http://licenseinfo.oregon.gov> or refer to the Oregon Licensed Occupations, www.qualityinfo.org/olmisj/.

Resource: http://www.pdc.us/bus_serv/business_support/new_business.asp, New Business Checklist, http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

How do I start a food cart business?

If you are considering purchasing, installing, or using a vending cart, it is important to understand which building code and zoning code standards may apply. Factors such as the location of the vending cart, the type of vending cart, and the utility services used by the vending cart will determine the building codes and zoning codes that apply and what permits will be required.

Contact the Portland Bureau of Transportation for information and application for establishing a vending cart in the public right-of-way (sidewalk). An information/application packet can be found online at <http://www.portlandonline.com/transportation/index.cfm?c=36173&a=174124>. Or contact the Bureau of Development Services (BDS) for information on establishing a vending cart on private property.

Resource: <http://www.portlandonline.com/shared/cfm/image.cfm?id=154593>

Where can I get technical assistance for starting a business in Portland?

There are several technical assistance providers for small business in Portland. Small Business Development Centers, SCORE, PSU Business Outreach, and other organizations that specialize in specific industries or business groups can provide a range of technical assistance services. The Portland Business Assistance Guide contains a list of technical assistance providers and their services. The Portland Business Handbook also contains a chapter on management assistance with contact information for assistance providers.

Resource: Portland Business Assistance Guide, Portland Business Handbook http://www.pdc.us/pdf/bus_serv/pubs/business-assistance-guide_7-o8.pdf



http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

Who can help me write a business plan?

Technical assistance providers and select chambers of commerce are best for assisting in writing business plans. The Internet and library can also be useful resources for information on business plans. The state's Small Business Development Center (SBDC), SCORE, and other organizations such as Mercy Corps Northwest and the Hispanic Metropolitan Chamber offer counseling, events, classes, and advice for writing business plans.

Resource: Business Assistance Guide, Portland Business Handbook, Websites.

http://www.pdc.us/pdf/bus_serv/pubs/business-assistance-guide_7-08.pdf

http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

[Business Plan Outline](#)

Who can inform me about the laws for starting a business?

The Portland Development Commission recommends that individuals interested in starting a business consult with an attorney for legal advice. If you do not have an attorney, you may call the Oregon State Bar for referrals at 800-452-7636 or visit www.osbar.org. Also, the Lewis & Clark Law School offers legal services to low-income and emerging businesses through its Small Business Legal Clinic. Call 503-768-6940 or visit http://www.lclark.edu/law/centers/small_business_legal_clinic/

Resource: Business Assistance Guide, Portland Business Handbook

http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf.

Where can I find information about business fees I need to pay as a business in Portland?

A business in Portland may be required to contact the Revenue Bureau for information about the city's business license fee. PDC recommends seeking the advice of a tax advisor or accountant to help you understand your tax and fee obligations. The New Business Checklist contains information regarding potential tax requirements at the federal, state, and local government levels. Useful resources include the Portland Revenue Bureau (collects city and county business fees), the State of Oregon's Department of Revenue, www.oregon.gov/DOR/ and the federal government's Small Business Resource Guide, downloadable or available via CD at www.irs.gov/businesses

Resource: New Business Checklist, http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf.



How can I find information about business incubators in Portland?

A listing of business incubators can be found in the Portland Business Handbook, chapter 1. Business incubator information can also be found in the Portland Business Assistance Guide.

Resource: Portland Business Handbook, http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf http://www.pdc.us/pdf/bus_serv/pubs/business-assistance-guide_7-08.pdf

What are the resources for helping me determine what licenses and certifications I need at the city, county, and state level for opening a business?

The State of Oregon does not have a general business license. However, many occupations and business activities require special licenses, permits, or certifications from state agencies or boards. Visit <http://licenseinfo.oregon.gov> or Oregon Licensed Occupations, available at www.qualityinfo.org/olmisj/.

The City of Portland requires that anyone grossing more than \$50,000 annually must have a City of Portland business license. Applications can be downloaded at www.portlandonline.com/licenses.

Resource: Portland Business Handbook/New Business Checklist
http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf.

Contact: Revenue Bureau, 503-823-5157, Oregon Employment Department, 503-941-1837

Who do I contact to register my business name?

Contact the Oregon Secretary of State's Business Registry Office at 503-986-2200 or visit www.filinginoregon.com for application forms.

Resource: Oregon Secretary of State,
<http://www.filinginoregon.com/business/index.htm>
New Business Checklist (pg. A-8) http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf.

What type of business structure should I choose? Who can help me make that decision?

Answer: Each business structure has advantages and disadvantages and is generally chosen for liability and/or tax reasons. For descriptions of different business structures access the Oregon Business Guide at <http://www.business.gov/states/oregon/start.html> or the Small Business Administration's web page on business structures at www.sba.gov/starting_business/legal/forms.html.

Resource: Portland Business Handbook-New Business Checklist (pg. A-8)
http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf.

What are the different requirements and considerations for opening a sandwich board in front of my business? Are there special permits that I will need?



The Bureau of Development Services manages sign and awing permits. A business wanting to display a portable sign (A-Board or Sandwich Board) will require an application for a permit which can be found at:

<http://www.portlandonline.com/shared/cfm/image.cfm?id=93080>

Other sign information: <http://www.portlandonline.com/bds/index.cfm?c=36686>

Resource: Portland Business Handbook (p.54)

http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

Contact: Tracy Spencer 503-823-7313

Where can I get information about permitting and zoning?

Contact the Portland Development Services Center, Bureau of Development Services at 503-823-7300. The Small Business Guide to Development Services is also available as a useful guide to help businesses understand zoning and permitting issues,

www.portlandonline.com/bds/.

Resource: Small Business Guide to Development Services, Portland Business Handbook/New Business Checklist

Contact: Tracy Spencer 503-823-7313, Development Services Center 503-823-7300

<http://www.portlandonline.com/bds/index.cfm?c=36713>

Miscellaneous Information

I would like to make my business more sustainable. Where can I get information about "going green?"

The Portland Business Handbook chapter on Environmental Services includes information about city agencies and other organizations that provide assistance for businesses looking to become more sustainable. The City of Portland's Best Business Center is a free program that helps businesses identify opportunities to green their operations.

Resource: www.bestbusinesscenter.org 503-823-3919

Contact: Pam Neal 503-823-3428, Marlowe Kulley, 503-823-3919

What type of programs does PDC/City have for businesses wanting to become more sustainable?

The city and the Portland Development Commission offer a variety of programs to assist companies in becoming more sustainable. Contact the Bureau of Planning & Sustainability for more information or schedule an appointment at the Best Business Center for a free sustainability audit, advice, and technical assistance. The Portland Development Commission offers the Sustainable Business Assistance Program which provides matching funds to companies for an identified project to green their operations.

Resource: www.bestbusinesscenter.org, www.pdc.us/sustainable

http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf,

http://www.pdc.us/pdf/bus_serv/pubs/business-assistance-guide_7-08.pdf

Contact: Marlowe Kulley 503-823-3919, Pam Neal, PDC 503-823-3428



Does PDC offer tax abatement programs?

PDC offers the Enterprise Zone tax abatement program for qualifying businesses. The business must be located within certain E-Zone designated areas among other criteria. Visit www.portlandmaps.com to see if your location is eligible for the Enterprise Zone.

Resource: http://www.pdc.us/bus_serv/ezone.asp.

Contact: Andy Reed, E-Zone Coordinator, 503-823-2868

How can I work with/contract with the City and PDC?

Contact the Portland Development Commission's Professional Services department. The City of Portland's Bureau of Procurement Services manages the City's contracting.

Resource: Portland Business Handbook, Chapter 9. Bureau of Purchases webpage:

<http://www.portlandonline.com/omf/index.cfm?c=26522&>

http://www.pdc.us/about_pdc/businesswithpdc.asp

Contact: Bureau of Purchases, 503-823-6855, PDC Professional Services, 503-823-3291

Advocacy

I am not happy about a city utility bill. Who can I speak with?

Contact the staff in the Office of the Mayor. The Office of the Mayor staff can work with you on your issue and connect you with the Small Business Bureau Liaisons.

Contact: Office of the Mayor 503-823-4128

I am interested in a particular issue and would like to provide some input to City Hall. Who can I speak to?

Answer: Contact the Mayor's office staff who can connect you with the Small Business Advisory Council.

Contact: Small Business Advisory Council:

<http://www.portlandonline.com/index.cfm?c=48088>

Information Requests

I am creating a business plan and need information. Where can I get historical demographic information about Portland?

You can find historical information about Portland at PSU's Population Research Center. Libraries are also a good source for demographic information. The Multnomah County Central Library is located in downtown Portland.

Resource: Portland Business Handbook (Chapter 1):

http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf,

<http://www.pdx.edu/prc/>, www.multcolib.org.

<http://pdc.us/factbookonline/index.html>

I am considering moving out of my current location. What can the city provide to help me find demographic information about other neighborhoods?

The Office of Neighborhood Involvement (ONI) maintains neighborhood demographic information. Visit <http://www.portlandonline.com/oni/index.cfm?c=28387>



PDC also offers a one-stop source for community data at <http://www.portlandmetrodata.com/>

Resource: http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

Where can I find population data?

METRO's Data Resource Center is a database of economic and demographic information for the Portland-Vancouver area. Data available includes population and household characteristics, housing units, building permits, and employment. www.metro-region.org/drc

Portland State University's Population Research Center produces annual population estimates for the state, its counties, and cities. <http://www.pdx.edu/prc/>

Resource: http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

Where can I find demographic information about a particular neighborhood?

In addition to www.Portlandmaps.com, the Office of Neighborhood Involvement maintains data for Portland neighborhood associations. <http://www.portlandonline.com/oni/index.cfm?c=28387>

Resource: Portland Business Handbook, Chapter 1. http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

I am considering moving my business to Portland. Where can I find demographic information about the type of consumers that would use my product or services?

Portland Regional Factbook offers information about Portland's workforce and consumer demographics and Oregon Labor Market Information System (OLMIS) offers economic information.

Resource: <http://pdc.us/factbookonline/index.html>
Portland Business Handbook, chapter 1. http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf

Where can I find information about getting involved in what is happening at PDC?

The Portland Development Commission's website has information about Commission meetings, upcoming events, projects, and more. Visit PDC's public participation website for more information about how one can get involved: <http://www.pdc.us/public-participation/default.asp>

Resource: <http://www.pdc.us/public-participation/default.asp>

What is PDC currently working on?



You can find information about the Portland Development Commission and PDC's current projects on the website, www.pdc.us. The Commission also produces videos of current events and projects which are posted on YouTube:

http://www.youtube.com/results?search_query=Portland+Development+Commission&search_type=&aq=f

Resource: <http://www.pdc.us/new/default.asp>

Contact: <http://www.pdc.us/help/default.asp>

More Frequently Asked Questions:

Bureau of Development Services, Small Business Liaison FAQs

<http://www.portlandonline.com/bds/index.cfm?c=44283>

Small Business Advisory Council (SBAC) Information:

<http://www.portlandonline.com/index.cfm?c=48088>

Contact: Jazzmin Reece, Office of the Mayor 503-823-4128

Bureau of Development Services Brochures:

<http://www.portlandonline.com/bds/index.cfm?c=45053>



2 RESOURCES

General Small Business/Start-Up Info

Staff Referral: Small Business Coordinator

- New Business Checklist/Portland Business Handbook (available in hardcopy)
http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf
- PDC Webpage resources:
http://www.pdc.us/bus_serv/business_support/new_business.asp
www.pdc.us/smallbusiness
- The Entrepreneur’s Center (Beehive) – Mercy Corps
www.thebeehive.org
- Oregon Secretary of State Corporate Division
http://egov.sos.state.or.us/br/pkg_bc1_web_interview.bic_home
- Website: Portlandonline.com business page
www.portland4biz.com
- Other various website/resources
Small Business Administration (SBA):
<http://www.sba.gov/localresources/district/or/index.html>

Financial Assistance

Staff Referrals: Business Finance Loan Closer, Small Business Coordinator

- Quick Guide to PDC Business Finance Programs (available in hard copy)
http://www.pdc.us/pdf/bus_serv/pubs/ec_quick-guide_bus-fin.pdf
- Business Financial Assistance Website:
http://www.pdc.us/bus_serv/finance_programs.asp
- External Resources
 - Mercy Corps (Microloans, etc.), www.mercycorpsnw.com
 - Small Business Administration,
<http://www.sba.gov/localresources/district/or/index.html>
 - State of Oregon Business Development Department (OBDD)
www.oregon4biz.com
 - Banks
 - Community Banks (Albina <http://www.albinabank.com/>)
 - Shorebank Enterprise Cascadia, www.sbpac.com

PDC Program Information

Staff Referrals: Program/Project Coordinators

(For program eligibility, also use www.portlandmaps.com)

- Storefront Improvement Program (available in hard copy)
 - Storefront Coordinators, Storefront brochures:
http://www.pdc.us/city_wide/storefront/index.asp
- Development Programs
Staff Referrals: Central City Development: Steven Shain 503-823-0137, Becki Marsh 503-823-0308
 - DOS (available in hard copy)
http://www.pdc.us/pdf/dev_serv/dos/handbook.pdf
 - [Commercial Property Redevelopment Loan Program](#)



- [Signage and Lighting Improvements Grant Program](#)
- [Development Opportunity Services Grant Program](#)
- [Community Livability Grant Program](#)
- E-Zone, E-zone Coordinator, http://www.pdc.us/bus_serv/ezone.asp
- Other specialized materials: <http://www.pdc.us/pubs/default.asp>

Technical Assistance Providers and Referral Information

- Portland Business Assistance Guide (Available in hard copy),
http://www.pdc.us/pdf/bus_serv/pubs/business-assistance-guide_7-08.pdf
Portland Business Handbook http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf
- Websites/Numbers for General TA Assistance
 - SBDCs: www.bizcenter.org PCC: 503-978-5080
 - SCORE: www.scorepdx.org 503-326-5211
 - Hispanic Chamber: <http://www.hmccoregon.com/> 503-222-0280
 - Portland State University, Business Outreach Program,
www.sba.pdx.edu/outprog 503-725-9820

Advocacy

- Small Business Advisory Council, Office of the Mayor, 503-823-4128
- Small Business Administration,
<http://www.sba.gov/localresources/district/or/index.html>
- Portland Business Alliance Downtown Retail Advocate, Corie Jacobs, 503-224-8864,
www.portlandalliance.com

City/Neighborhood Information & Demographics

- Portland Maps: www.portlandmaps.com
- Office of Neighborhood Involvement,
<http://www.portlandonline.com/oni/index.cfm?c=28387>
Regional Fact Book: <http://pdc.us/factbookonline/index.html>
- METRO Data Resource Center, www.metro-region.org/drc
- Oregon Labor Market Information System, www.qualityinfo.org/olmisj/OlmisZine
Portland State University Population Research Center, <http://www.pdx.edu/prc/>

Site Assistance

- CoStar Searches, www.costar.com,
- Portland Business Alliance for Downtown, Lisa Frisch, 503-552-6740

Permitting/Zoning

- Bureau of Development Services Small Business Liaison, Tracy Spencer 503-823-7313
- Small Business Guide to Development Services
<http://www.portlandonline.com/shared/cfm/image.cfm?id=92733>
- Development Services Center, 1900 SW 4th Ave. 503-823-7300
<http://www.portlandonline.com/bds/index.cfm?c=37988>
- Portland Business Handbook Chapter 8, http://www.pdc.us/pdf/bus_serv/portland-business-handbook.pdf





3 WHO DOES WHAT? – QUICK REFERRAL KEY

This key is a quick topical reference list of general small business inquiry topics with contacts for referral. See the list of resources (section 2.3) and the FAQs (2.2) for more details on these topics. PDC contacts are in [**bold**].

Accounting

- Oregon Association of Independent Accountants 503-282-7247
- Oregon Society of Certified Public Accountants 503-641-7200
- Oregon Association of Tax Consultants 503-771-9313
- Oregon Society of CPAs 503-641-7200

Advocacy

- Small Business Advisory Council, Office of the Mayor, 503-823-4128
- Small Business Administration, 503-326-2682
- Small Business Bureau Liaisons
 - Ron Alexander, Portland Police Bureau, 503-823-4846
 - Christine Moody, Bureau of Purchases, 503-823-6855
 - Earl Diment, Portland Fire and Rescue, 503-823-3741
 - Alma Flores, Bureau of Planning, 503-823-7801
 - Susan D. Keil, Portland Department of Transportation, 503-823-5185
 - Sue Klobertanz, Revenue Bureau, 803-823-6881
 - Mary Leverette, Office of Sustainable Development, 503-823-2071
 - Todd Lofgren, Portland Parks & Recreation, 503-823-3395
 - Jeff Sandberg, Portland Water Bureau, 503-823-4307
 - Tracy Spencer, Bureau of Development Services, 503-823-7313
 - Dan Vizzini, Bureau of Environmental Services, 503-823-4038
 - **Claudia Plaza, Portland Development Commission, 503-823-3234**

Business Districts

- Alliance of Portland Neighborhood Business Associations (APNBA)
Heather Hoell (Executive Director) 503-477-9648

Business License Fee/Business Income Tax

- Revenue Bureau 503-823-5157

Chambers of Commerce/Networking

- Portland Business Alliance 503-224-8684
- Hispanic Chamber, 503-222-0280
- African American Chamber 503-231-2571
- Oregon Association of Minority Entrepreneurs (OAME), 503-249-7744
- ONABEN (Native American Business Network) 503-968-1500
- Oregon Entrepreneurs Network (OEN) 503-222-2270



Contracting opportunities with PDC

- **[PDC Professional Services 503-823-3291]**

Contracting opportunities with the City

- Bureau of Purchasing, 503-823-6855

Commercial Corridors

- Planning Bureau Alma Flores 503-823-7801

Development Opportunity Services Program (PDC)

- **PDC Urban Development Department [Denyse McGriff 503-823-3295]**

Downtown Retail (Relocation assistance, advocacy)

- **Downtown Retail [Steven Shain, 503-823-0137]**
- Downtown Retail Advocate Corie Jacobs, 503-224-8864
- PBA Downtown Retail Manager, Lisa Frisch, 503-552-6740

Federal Tax ID Number

- IRS 800-829-3676

Financial Resources

- **PDC Loans [Terri Morgan 503-823-3442]**
- Albina Community Bank, 503-287-7537
- Shorebank Enterprise Cascadia, 503-235-9635
- Mercy Corps 503-236-1580
- Small Business Administration 503-326-5122
- Oregon Business Development Department (OBDD) 503-986-0172

Legal Assistance

- Lewis and Clark Small Business Legal Clinic (SBLC) 503-768-6940
- Oregon Bar 800-452-7636

MWESB (Minority, Women, emerging small business)

- State of Oregon OMWESB 503-947-7976
- **Business Equity Department [John Classen 503-823-3667]**

Parks Permits (for use of parks)

- Portland Parks & Recreation
 - Reservations: Cary Koker 503-823-2514
 - Permitting Manager: Shaun Rodgers 503-823-2517

PDC Commissioners

- **Senior Executive Board Coordinator [Renee Castilla 503-823-3220]**

Permitting, Zoning, Conditional Uses,

- Bureau of Development Services, Development Services Center 503-823-7300
- Tracy Spencer, BDS Small Business Liaison 503-823-7313



Registering

- State of Oregon, 503-986-2200

Small Business Advisory Council

- Jazzmin Reece, Office of the Mayor, 503-823-2148

State License and Certificates

- State of Oregon, <http://licenseinfo.oregon.gov/>

Storefront

- **Lents/Gateway/OCC/Interstate** [Amy Fleck-Rosete 503-823-9036]
- **Central City** [Pam Johnson 503-823-3334]
- **Citywide Target** [Dana DeKlyen 503-823-3312]

Sustainability

- Best Business Center, Marlowe Kulley 503-823-3919
- **PDC Sustainable Industries Project Coordinators** [Pam Neal 503-823-3428]
[Colin Sears 503-823-3320]

Target Industry Cluster/Large business interested in moving to Portland

- **Recruitment Coordinator** [Lynne Boussi 503-823-3342]

Target Industry/Cluster Referrals

- **General Intake, Recruitment & Expansion** [Lynne Boussi, 503-823-3342]
- **Sustainable Industries (Green building, solar power, wind power, recycling, waste reduction...)**
 - [Colin Sears 503-823-3320]
 - [Pam Neal 503-823-3428]
- **Activewear/Design (Clothing, architecture, athletic wear, apparel)**
 - [Jennifer Nolfi 503-823-0271]
- **Advanced Manufacturing (metals)**
 - [Kevin Johnson 503-823-1176]
- **Software**
 - [Gerald Baugh 503-823-3309]

Technical Assistance (see also Chambers of Commerce)

- Small Business Development Center (Lloyd Center) 503-978-5080
- SCORE 503-326-5211
- U.S. Small Business Administration, 503-326-5122
- PSU Business Outreach Program 503-725-9820

Urban Renewal Area *Managers*

- **Airport Way**
 - [Bruce Allen 503-823-3357]
- **Central Eastside**



- [Steve Shain 503-823-0137]
- **Downtown Waterfront**
 - [Peter Englander 503-823-3347]
- **Gateway**
 - [Justin Douglas 503-823-4579]
- **Interstate**
 - [Sara King 503-823-8698]
- **Lents**
 - [Amy Miller Dowell 503-823-3356]
- **North Macadam, South Waterfront**
 - [Lisa Abuaf 503-823-7380]
- **Oregon Convention Center**
 - [Kia Selley 503-823-0113]
- **River District**
 - [Steve Shain 503-823-0137]
- **South Park Blocks**
 - [Lisa Abuaf 503-823-7380]
- **Willamette Industrial**
 - [Bruce Allen 503-823-3357]

Water Bill

- Portland Water Bureau 503-823-7770

4 PDC PROGRAM CONTACTS

Business Finance, Economic Development (Loans: tenant improvement, working capital, etc.)

- Loan Closer: Neal Fitzgerald (Intake) 503-823-3321
- Administrative Assistant: Terri Morgan 503-823-3442

Enterprise Zone

- Andy Reed: 503-823-7053

Storefront Improvement Program

- Citywide: Dana DeKlyen 503-823-3312
- Downtown/Central City: Pam Johnson 503-823-3334
- Interstate, Lents, OCC, Gateway: Amy Fleck-Rosete 503-823-9036

Sustainable Business Assistance Program (Zero Waste Alliance)

- Pam Neal 503-823-3428

Oregon Manufacturing Extension Partnership (OMEP) (lean manufacturing)

- Kevin Johnson: 503-823-1176

Commercial Property Redevelopment Loan Program

- Becki Marsh 503-823-0308

Signage and Lighting Improvement Program (SLIP)

- Pam Johnson 503-823-3334
-

Development Opportunity Services (DOS) Program

- Denyse McGriff 503-823-3295

Community Livability Grant Program

- Susan Kuhn 503-823-3406 (Interstate)
- Kevin Cronin 503-823-3305 (Lents)

Housing Programs

Portland Housing Bureau 503-823-2375

Portland Housing Bureau: <http://www.portlandonline.com/phb/index.cfm?c=26428>