

**Internal Revenue Service
Illinois
Small Business Associations'
Resource Guide**



2010
(Rev. 10/2010)

Our mission:

“Identify the needs facing the Illinois Small Business Community. Create, build and strengthen relationships with federal/state governmental agencies and other small business organizations. Establish contacts for elevating organizational concerns and issues.”

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Government Agencies

1. **INTERNAL REVENUE SERVICE (IRS)**

<http://www.irs.gov>

- **SMALL BUSINESS/SELF EMPLOYED (SB/SE)
STAKEHOLDER LIAISON (SL) – FIELD OPERATIONS**

Senior Stakeholder Liaison Yolanda Ruiz
Internal Revenue Service
2001 Butterfield Road
Downers Grove, IL 60515
Telephone: 630.493.5194

IRS's Stakeholder Liaison team is unique among its peers. While other functions are collecting taxes and examining returns, SL gives away its goods instead, providing tax professionals and the small business community the latest tax information and resources the IRS has to offer – and at a price that can't be beat: for free. Outreach, Education and More – Stakeholder Liaison sponsors forums throughout the United States. These workshops provide opportunities for government organizations and small businesses to exchange ideas, gather information about current and emerging issues, and maintain a dialogue between the IRS and the tax professional/small business community. In addition, SL specialists host practitioner liaison meetings with a representative group of local tax practitioners on a monthly or quarterly basis

Email: Yolanda.Ruiz@irs.gov

- **SB/SE: GOVERNMENTAL LIAISON (GL)**

Government Liaison Lynda Dyer
Internal Revenue Service
230 South Dearborn Street
Chicago, IL 60604
Telephone: 312.566.3520
Email: Lynda.Dyer@irs.gov

The Governmental Liaison is your direct link to information you may need or want, within the Internal Revenue Service. Cooperation between IRS and state taxing agencies offers opportunities to help achieve IRS's strategic goals of: Improving voluntary compliance; Increasing the efficiency of the tax administration, and Reducing taxpayer burden. Partnerships with other federal, state and local government agencies, the Governmental Liaison supports the current reinvention efforts taking place throughout the government to simply the ability of taxpayers to meet their tax obligations, with focus on customer service, integrity and fairness to all.

- **TAXPAYER ADVOCATE SERVICE (TAS)**
www.irs.gov/advocate

Chicago Local Taxpayer Advocate: Selma S. Taylor

230 S. Dearborn St.
 Stop 1005
 Chicago, IL. 60602

Telephone: 312.566.3800
 Email: Selma.S.Taylor@irs.gov

Springfield Local Taxpayer Advocate: Victor A. Juarez
 3101 Constitution Drive
 Stop 1005 SPD
 Springfield, IL 62704-6728
 Telephone: 217.862.6382
 Email: Victor.Juarez@irs.gov

Taxpayer Advocate toll-free number:
 877-ASK-TAS1

Local Taxpayer Advocate Offices:
 Chicago 312-566-3800
 Or Lorie Y. McCann 312-566-3759

Springfield 217-862-6382

The TAS is for individual and business taxpayers who have been unable to resolve federal tax problems through normal channels. The Taxpayer Advocate is independent within the IRS and reports directly to Congress through the National Taxpayer Advocate. As an advocate on behalf of taxpayers, the TAS educates taxpayers to help prevent any future problems or issues, and recommends changes to mitigate those problems for taxpayers in the future. If you have an ongoing issue with the IRS that has not been resolved through normal processes, or you have suffered, or are about to suffer a significant hardship as a result of the application of the tax law, contact the TAS.

The IRS provides free Spanish language products and services. The Spanish language page (El IRS en Español) on the IRS Web site is located at <http://www.irs.gov/espanol>. You will find links on this page to tax related information. Spanish publications are available by calling 800-TAX-FORM (800-829-3676) or on the IRS Web site, IRS.gov. Toll-Free Telephone Assistance is also available from Spanish-speaking IRS representatives by calling the IRS customer service line at 800-829-1040. Remember that for the genuine IRS Web site be sure to use .gov. Don't be confused by internet sites that end in .com, .net, .org or other designations instead of .gov. The address of the official IRS governmental Web site is www.irs.gov.

Additional information on Spanish/ Español IRS services and products can also be found at <http://www.irs.gov/businesses/small/article/0,,id=98771,00.html>

2. CITY OF CHICAGO

CITY OF CHICAGO DEPARTMENT OF BUSINESS AFFAIRS & CONSUMER PROTECTION
www.cityofchicago.org/BACP (Licenses, Permits, & Taxes)

Alfredo Camarena
Alfredo.Camarena@cityofchicago.org
 Telephone: 312-744-5344

Facsimile: 312-744-0246

The Department of Business Affairs and Consumer Protection is a gateway for new and existing businesses in Chicago and provides a primary point of contact for the many City services that aid Chicago's business community. BACP's "one-stop-shop" for businesses provides business consultants to guide businesses through the government process.

The Chicago Department of Revenue provides a portal to their information in Spanish/ Español. Just chose the "en Español" link on the left side column after accessing www.cityofchicago.org/city/webportal

▪ **OFFICE OF THE CITY TREASURER**
<http://www.chicagocitytreasurer.com/>

Stephanie D. Neely, Treasurer, City of Chicago
Office of the City Treasurer
121 N. LaSalle St
City Hall Room 800
Chicago, IL 60602
Telephone: 312.744.3356

Lilia R. Paredes, Assistant Director of Finance
Office of the City Treasurer
Telephone: 312.744.5195
Email: LParedes@cityofchicago.org

The primary mission of this Office is to act as the Chief Investment Officer of a portfolio of approximately \$6 billion, with the three goals of: protecting principal, maintaining liquidity, and earning the highest possible investment return for the City.

In addition to our core mission, the Treasurer's Office is committed to financial education and empowerment for all Chicagoans. Among other activities, the Treasurer's Office hosts the following community outreach programs:

- 1. Small Business Expo; One Hour Mentor*
- 2. Predatory Lending and Effective Budgeting presentations throughout the City;*
- 3. Treasurer's Small Business Loan Program, which increases access to affordable capital for small business owners; and*
- 4. Free Financial Education classes taught at Chicago City Colleges & Illinois Coalition for Immigrant & Refugee Rights (ICIRR). All sessions are 90 minutes long. .*

The City Treasurer's Office represents Chicago as a member of the Cities for Financial Empowerment (CFE) Coalition. The Coalition's goal is to advance innovative financial empowerment initiatives that promote access to safe and affordable financial products and services, increase financial literacy and asset-building opportunities, and increases financial stability for city residents.

3. **ILLINOIS CHAMBER OF COMMERCE**

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

Chicago Office
311 S. Wacker Drive, Suite
Chicago, IL 60606
Telephone: 312-983-7100
Facsimile: 312-983-7101

Capital City Office
1500 215 E. Adams St.
Springfield, IL 62701
Telephone: 217-522-5512
Facsimile: 217-522-5518

The Illinois Chamber of Commerce has offices in Springfield and Chicago. The Springfield office staff focuses on policy, administration, government affairs, business services, local chamber relations, and communications. Our Chicago office staff focuses on membership sales and sponsorships. Please feel free to contact either office for assistance or information.

4. **STATE OF ILLINOIS**

<http://www.illinois.gov/>

The State of IL and specifically its business portal <http://business.illinois.gov/> can help you at any stage in a business life cycle.

Whether it involves starting a new business, running a business, or changing an existing business, this site can provide answers to a variety of business inquiries.

The State of IL business portal also provides criteria for entrepreneurs who wish to register as a minority or women-owned businesses

State of IL requires the posting of certain posters conspicuously in every workplace (e.g., Workers' Compensation, Equal Opportunity, etc.). Spanish/Español copies of the mandatory posters can be found on the State of IL website at http://business.illinois.gov/mandatory_posters.cfm.

▪ **OFFICE OF THE STATE TREASURER**

Debbie Meyers-Martin, Coordinator Economic Opportunity
Office of the State Treasurer
100 West Randolph Street
Suite 15-600
Chicago, IL 60601
Telephone: 312.814.1252
Email: dmeyers-martin@treasurer.state.il.us

Through the [EMPLOY ILLINOIS](#) program, the Illinois State Treasurer's Office provides low-interest financing in order to stimulate economic development, create jobs and expand access to child care in communities throughout Illinois. State Treasurer Alexi Giannoulis' [EMPLOY ILLINOIS: BUSINESS](#) program encourages the

creation of new jobs for Illinois Residents by financing the start-up and expansion of Illinois businesses. Through the program, the State Treasurer's Office, in partnership with Illinois Financial Institutions, can provide loans at below-market rates.

The **EMPLOY ILLINOIS: BUSINESS** program can also assist small business owners as well as Child Care Providers.

Quality child care provides the foundation for our children's future. The Treasurer's **EMPLOY ILLINOIS: CHILD CARE** program encourages greater access to child care in Illinois, by providing low-interest loans in partnership with lenders for the construction and expansion of child care facilities throughout the state. Child care providers can use the program to finance costs including real estate, construction, furniture and equipment, and working capital.

5. **ILLINOIS DEPARTMENT OF REVENUE (IDOR)**

<http://www.tax.illinois.gov>

Chicago Office
James R. Thompson Center
Concourse Level
100 West Randolph Street
Chicago, Illinois 60601-3274
Telephone: 312-814-5232

Springfield Office
Willard Ice Building
101 West Jefferson Street
Springfield, Illinois 62702
Telephone: 1-800-732-8866

Please visit www.revenue.state.il.us/aboutidor/locations.htm for additional locations and contact information

The primary responsibility of the IDOR is to serve as the tax collection agency for state government and for local governments. The department also regulates riverboat gaming and the state's horse racing industry, administers the state's lottery, and regulates the manufacture, distribution and sale of alcoholic beverages. The department also oversees local property tax assessments, and functions as the funding agent for the Illinois Housing Development Authority.

6. **ILLINOIS SECRETARY OF STATE**

www.cyberdriveillinois.com

Josie Munoz, Spanish Business Representative
69 W. Washington 12th flr.
Chicago, IL.
Telephone: 312-793-3380
josarvi@sbcglobal.net

Springfield Office
Michael J. Howlett Bldg.
501 S. 2nd St., Rm 328
Springfield, IL. 62756
Telephone: 217-782-6961

The Illinois Secretary of State's department of Business Services is a centralized repository for business filings in six areas. Through fees and taxes, the department generates approximately 69 percent of the money deposited into the General Revenue Fund by the Secretary of State's office. Available documents at both office locations include pamphlets, forms, Certificates of Good Standing and No record.

7. **U.S. DEPARTMENT OF COMMERCE**

MINORITY BUSINESS DEVELOPMENT AGENCY (MBDA)

<http://www.mbda.gov/>

Antonio L. Lugo, III
55 E Monroe Street
Suite 2810
Chicago, IL 60603
Telephone: 312.353.3571
Email: alugo@mbda.gov

The MBDA is part of the U.S. Department of Commerce and is the only federal agency created specifically to foster the establishment and growth of minority-owned businesses in America.

MBDA is an entrepreneurially focused and innovative organization committed to wealth creation in minority communities. The Agency's mission is to actively promote the growth and competitiveness of large, medium and small minority business enterprises (MBEs). MBDA actively coordinates and leverages public and private-sector resources that facilitate strategic alliances in support of its mission.

MBDA provides funding for a network of Minority Business Development Centers (MBDCs), Native American Business Development Centers (NABDCs), and Business Resource Centers (BRCs) located throughout the Nation. The Centers provide minority entrepreneurs with one-on-one assistance in writing business plans, marketing, management and technical assistance and financial planning to assure adequate financing for business ventures. The Centers are staffed by business specialists who have the knowledge and practical experience needed to run successful and profitable businesses.

Business referral services are provided free of charge. However, the network generally charges nominal fees for specific management and technical assistance services.

The Centers are located in areas with the largest concentration of minority populations and the largest number of minority businesses. For the address of your nearest MBDC, NABDC, BRC, and MBOC, you can view all of MBDA's centers on their website or you can contact the MBDA Regional Office responsible for operations in your state.

8. **SOCIAL SECURITY ADMINISTRATION (SSA)**

<http://www.socialsecurity.gov/>

Mayra Salazar, Public Affairs Specialist
Social Security Administration
1233 West Adams
Chicago, IL 60607
Telephone: 312.886.8840 Ext. 7156
Email: mayra.salazar@ssa.gov

Paul Dieterle is the Employer Services Liaison Officer (ESLO) for the Chicago Region.

His role is providing annual wage reporting assistance to employers, wage reporting agents and software vendors.

Telephone: 312-575-4244

Facsimile: 312-575-4245

Email: <mailto:paul.dieterle@ssa.gov?subject=Feedback%20from%20the%20SSA%20Website>

Patricia A. Hayes is responsible for electronic filing and event information.

Telephone: 312-575-4235

Facsimile: 312-575-4245

Email: <mailto:patricia.a.hayes@ssa.gov?subject=Feedback%20from%20SSA%20website>

The Employer Services national toll free number is 1-800-772-6270.

Visit the SSA's web site <http://www.socialsecurity.gov/employer/empcontacts.htm> to see the many advantages SSA can offer to employers; large and small.

Services provided by SSA include:

Annual Wage Reporting-The SSA encourages customers to conduct their business with Social Security electronically, including annual wage reporting and related business functions. The year-end Form W-2 filing can be accomplished through electronic filing by uploading data directly to SSA or by using SSA's W-2 Online website. The website is preferred and offers many advantages.

Free Annual Wage Reporting Test Software-To test your electronic submission format, we offer free [AccuWage software](#). Many employers have found this to be a valuable tool that assists them in submitting accurate wage report data.

Employee Names & Social Security Numbers-The employee's name and Social Security Number (SSN) reported on the W2 must match the information contained in Social Security's records to ensure that the worker gets proper credit for the wages paid. Social Security offers a [free verification service](#) to employers allowing them to confirm the SSN provided by the employee. For a quick reference on employee name and SSN issues, pick up "[The Critical Link](#)."

Reconciliation-[Social Security and IRS match the W2 and 941 totals](#) to ensure that the correct information has been reported. If the figures disagree, the employer is contacted to explain the difference. Before submitting your W2s and the fourth quarter 941, balance the wage and tax figures. Correct any errors before the reports are submitted to SSA and IRS to avoid reconciliation notices later.

Educational Seminars and Wage Reporting Information Opportunities

Social Security, IRS and various payroll organizations offer educational seminars to give employers the information needed to report W2 data accurately and timely. Also, Social Security representatives are available at various trade and special interest events to provide wage reporting information to attendees. The Employer Reporting Service Center provides help to employers with wage reporting questions or problems

Telephone Number: 800-772-6270

Monday – Friday 7 am to 7 pm, Eastern Standard Time

E-mail Address: employerinfo@ssa.gov

SSA provides businesses guidance in Spanish/ Español at www.socialsecurity.gov/espanol/

9. **U.S. SMALL BUSINESS ADMINISTRATION (SBA)**
<http://www.sba.gov>

Ivan E. Irizarry
 Deputy District Director
 500 West Madison Street
 Suite 1250
 Chicago, IL 60601
 Telephone: 312.353.5031
 Email: ivan.irizarry@sba.gov

Maria Ramirez
 500 West Madison Street
 Chicago, IL 60601
 Telephone: 312.353.5850
 Email: maria.ramirez@sba.gov

Illinois District Office
 500 W. Madison Street, Suite 1250
 Chicago, Illinois 60661-2511
 Telephone: 312-353-4528
 Facsimile: 312-886-5688

Springfield Office
 3330 Ginger Creek Road, Suite B
 Springfield, IL 62711
 Telephone: 217-793-5020
 Facsimile: 217-793-5025

SBA Answer Desk
 1-800-U-ASK-SBA (1-800-827-5722)
 Send e-mails to: answerdesk@sba.gov
 Answer Desk TTY: (704) 344-6640

The SBA was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. SBA recognizes that small business is critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. Although SBA has grown and evolved in the years since it was established in 1953, the bottom line mission remains the same.

The SBA helps Americans start, build and grow businesses. Through an extensive network of field offices and partnerships with public and private organizations, SBA delivers its services to people throughout the United States, Puerto Rico, the U. S. Virgin Islands and Guam. If you are ready to launch a small business, or take an existing one to the next level, the SBA is ready to assist. Through SBA loan guaranty program you can obtain money to start or expand a business. At the same time you can take advantage of SBA's business counseling and training programs to manage your business as it grows.

In the event of a natural disaster, the SBA assists small businesses and homeowners through SBA's Disaster Loan Program. Other services provided by the SBA include assistance with size standards, industry classification codes, international trade, research and development, business certifications, contract bonding, and programs that can enhance contracting opportunities. Information on programs for minority-owned, women-owned, veteran-owned, disabled-owned businesses is available, as well as a full business information center and Service Corp of Retired Executives (SCORE) counselors.

SBA provides businesses guidance in Spanish/ Español at www.sba.gov/espanol

Educational Institution

10. *University of Illinois at Chicago/MAFBE*
www.obfs.uillinois/mafbe

Janice Thomas, MAFBE Coordinator
 809 S. Marshfield Avenue
 Chicago, IL. 60612
 Telephone: 312.413.2892
 Email: thomasj1@uillinois.edu

The MAFBE Program is the University of Illinois program created to promote business opportunities for firms owned by minorities, females and persons with disabilities in compliance with the State of Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act of 1994. (30 ILCS 575)

As a State entity subject to Illinois Procurement Laws, the University participates in the State's MAFBE Program to assist businesses owned and operated by minorities, females and persons with disabilities obtain information about participating in contracting opportunities on campus. The MAFBE Program goals are to:

- *Encourage campus departments to work with qualified business owned by minorities, females and persons with disabilities*
- *Provide business opportunities for community-based MAFBE businesses*
- *Exceed State of Illinois goals for expenditures with MAFBE certified firms*

The mission of the University of Illinois Minority and Female Business Enterprise Program (MAFBE) is to provide access to procurement opportunities by creating an equitable and competitive business environment while stimulating the growth and development of businesses owned by minorities, females and persons with disabilities.

The vision of the University of Illinois MAFBE Program is to become the leader in higher education through the implementation of initiatives that optimize the participation of minority, female and persons with disabilities businesses in the procurement process.

Small Business Associations/Organizations

11. **CHICAGO BETTER BUSINESS BUREAU (BBB)**
<http://www.bbb.org>

Steve J. Bernas, President & CEO
 Telephone: 312.245.2514
 Email: sbernas@chicago.bbb.org

Alphonse Gonzalez
 Hispanic Outreach Initiative Consultant
 Telephone: 773-544-9515
 Email: alphonsegonzalez@yahoo.com
 BBB Headquarters
 330 North Wabash Avenue, Suite #2006
 Chicago, IL 60611
 Telephone: 312-832-0500
 Facsimile: 312-832-9985

You can also contact BBB at info@chicago.bbb.org for more information.

The BBB provides a variety of services to businesses. Here's some examples of the services BBB provides:

Accreditation Standards-If a business has been accredited by the BBB, it means the BBB has determined that the business meets accreditation standards which include a commitment to make a good faith effort to resolve any consumer complaints. BBB accredited businesses pay a fee for accreditation review/monitoring and for support of BBB services to the public. BBB accreditation does not mean that the business' products or services have been evaluated or endorsed by the BBB, or that the BBB has made a determination as to the business' product quality or competency in performing services. Businesses are under no obligation to seek BBB accreditation, and some businesses are not accredited because they have not sought BBB accreditation.

The BBB also has a Resource Library. The library provides a variety of resources like Alerts- Breaking news for businesses including recent scams and marketplace issues; Security Alerts Security- Information containing specific information to help recipients determine if they have received a fraudulent email using the BBB name; and Tips and advice you can trust to become more savvy business owner and FTC Interactive Video on How to Protect Your Customers' Personal Information (an interactive video providing today's business owners with 5 key principles to create a data security plans. The video contains links to the full FTC Business Guide: Protecting Personal Information). Check out the BBB web site to see other items in BBB's Resource Library.

The Council of Better Business Bureaus, Inc. (CBBB) provides training and technical assistance in conflict resolution, communications, presentation skills, negotiation principles, customer service and decision writing for administrative hearings. Training programs are offered in standard design or in customized format, based on an assessment of your needs.

12. **ILLINOIS DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT/ SMALL BUSINESS DEVELOPMENT CENTERS (SBDCs)**

www.ildceo.net/dceo/Bureaus/Entrepreneurship+and+Small+Business/SmallBusinessDevelopmentCenters.htm

There are SBDC sites throughout the State of IL. Visit the SBDCs' website to identify the closest facility. To find out more about the SBDCs send an email to ienconnect@mailnj.custhelp.com.

The SBDCs throughout the state of Illinois provide assistance to new and existing small businesses. The IL SBDC Network is a partnership program with the U.S. Small Business Administration and the Illinois Department of Commerce & Housing. SBDCs combine the resources of a professional staff, the state's best educational institution, the private sector and government at all levels. SBDC services include: one-on-one business counseling and management assistance; assistance with the development of business plans; help accessing marketing information and the development of business plans; Business Financing Programs; Assistance with financial analysis and planning and access to business education and training opportunities.

13. **IL HISPANIC CHAMBER OF COMMERCE
IL SMALL BUSINESS DEVELOPMENT CENTER**
<http://www.ihccbbusiness.net>

Adrian Soto, Director- Illinois Hispanic Entrepreneurship Center
111 W. Washington Suite 1660
Chicago, IL. 60602
Telephone: 312.425.9500 Fax: 312.445.2361
Email: asoto@ihccbbusiness.net

L. Ivette Trevino, Substance Free Workplace Program
111 W. Washington Suite 1660
Chicago, IL. 60602
Telephone: 312.425.9500 Fax: 312.445.2361
Email: ltrevino@ihccbbusiness.net

Gerardo Rodriguez, Director- IL Procurement Technical Assistance Center
1800 W. Cermak Road
Chicago, IL. 60608
Telephone: 312.492.9960
Email: grodriguez@ihccbbusiness.net

Silvia Bonilla, IL Small Business Development Center
1800 W. Cermak Road
Chicago, IL. 60608
Telephone: 312.492.9960
Email: sbonilla@ihccbbusiness.net

The Illinois Hispanic Chamber of Commerce (IHCC) is the principal voice for the more than 45,000 Hispanic owned businesses in the State of Illinois. IHCC promotes the growth and success of Hispanic firms and serves as a strong advocate for business issues.

IHCC is committed is to connecting businesses with opportunities and has been recognized as a leader in helping match corporations with qualified and capable Hispanic firms to meet supplier diversity goals. With more than 1,400 paid members, IHCC is one of the largest Hispanic business groups in the country and a leading small business service provider in Illinois.

The Illinois Hispanic Chamber of Commerce (IHCC) is one of the most successful membership business organizations in the country. Originally incorporated in 1990 as the Mexican-American Chamber of Commerce, IHCC's mission is to provide resources and advocate on issues that affect the Hispanic business community.

The Illinois Hispanic Chamber of Commerce is a service partner with the City of Chicago, The Illinois Department of Human Services, and The Illinois Department of Commerce and Economic Opportunities. While other organizations charge fees for service, IHCC is committed to providing FREE services to interested businesses.

14. *Women's Business Development Center*

www.wbdc.org

Maria Lopez, Latina Program Director
 Women's Business Development Center
 8 S. Michigan Ave. Suite 400
 Chicago, IL 60603
mlopez@wbdc.org
 Telephone: 312.853.3477 x380

WBDC serves diverse entrepreneurs at all stages of development through the following programs/services:

- ♀ Targeted entrepreneurial training in workshops and seminars
- ♀ Industry-specific programs
- ♀ Multicultural Outreach Programs
- ♀ Professional business counseling
- ♀ Financial assistance
- ♀ Women's Business Enterprise (WBE) certification
- ♀ Procurement and business opportunity assistance
- ♀ Advocacy on women's business ownership and economic development
- ♀ Regional and national events and conferences
- ♀ Access to information and resources covering all aspects of business ownership.

15. **IL RESTAURANT ASSOCIATION**

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

Rosbelth Garcia, Account Manager
 33 West Monroe Street
 Suite 250
 Chicago, IL 60603
 Telephone: 312.380.4139
 Email: rosbelthg@illinoisrestaurants.org

Founded in 1914, the Illinois Restaurant Association (IRA) is a non-profit organization dedicated to promoting, protecting, educating and improving the restaurant industry in Illinois.

IRA's Education Department is dedicated to offering quality seminars, training materials, and services to the food service industry.

ServSafe Sanitation Classes

The Association's ServSafe sanitation classes qualify successful students for both state and local certification.

ServSafe is the most widely accepted food safety program among state, local and federal health departments. Classes are held at our office every month.

Sanitation Re-certification

The Illinois Restaurant Association is an approved provider of city and state re-certification (five year renewal) classes. This one-day seminar is required for the renewal of all sanitation certificates and must be completed PRIOR to expiration.

ServSafe Alcohol Certification Training

The Illinois Restaurant Association's ServSafe Alcohol Training Program, is a one-day certification course designed to train participants on how to serve alcohol responsibly and legally. This program is certified and licensed by the Illinois Department of Alcoholism and Substance Abuse, and fulfills all state and local B.A.S.S.E.T. training requirements.

Summer Festival Sanitation Certification Course

The Education Department offers a Summer Festival Sanitation Certification Course. This course, approved by the City of Chicago, is required for all summer festival foodservice vendors. This program covers all topics related to outdoor food handling and proper festival sanitation techniques. Courses available from April to September each year.

"In-House" Classes

All certification classes can be arranged on-site for groups of 10 or more. Please call (800) 572-1086 for more information.

Training Products

In partnership with the NRAEF we provide valuable tools and resources to educate and train your employees on topics such as food safety, work place safety, harassment prevention and responsible alcohol service, to name a few. These products reflect industry standards and contain the most up-to-date information available.

16. *UNITED SOUTHWEST CHAMBER OF COMMERCE*

Reymundo Aguayo, President
 United Southwest Chamber of Commerce
 5100 S. Archer Avenue
 Chicago, IL 60632
 Telephone: 773.585.5405
 Email: raguay1@amfam.com

17. *LITTLE VILLAGE CHAMBER OF COMMERCE*

www.lavillitachamber.org
 Luis Alva, Executive
 3610 W. 26th St. 2nd Flr.
 Chicago, IL 60623
 Telephone: 773.521.5387
 Fax: 773.521.5252
 Email: lalva@lavillitachamber.org

18. *LATIN AMERICAN CHAMBER OF COMMERCE*

www.latinamericanchamberofcommerce.org
 Socorro Garcia, Program Director
 3512 W. Fullerton Avenue
 Chicago, IL 60647
 Telephone: 773.252.5211

19. *SCORE- America's Counselor to Small Business*

www.scorechicago.org

Laureen F. Higgins
 Citicorp Center #1150
 500 West Madison
 Chicago, IL. 60661
 Telephone: 312-353-7724

SCORE Chicago provides free business counseling, management consulting, and low cost workshops. We advise on how to get a business loan and offer other resources like templates for a business plan. SCORE counselors can help the entrepreneur start a business or a small business owner grow and prosper. The organization has more than 25 locations in the Chicago area. We also counsel by email nationwide.

SCORE - Counselors to America's Small Business - is a nonprofit association dedicated to entrepreneur education and the formation, growth and success of small business in the US.

20. *Rogers Park Business Alliance*

www.rogers-park.com

Ana Bermudez

1448 W. Morse Avenue

Chicago, IL 60626

Telephone: 773.508.5885

Email: abermudez@rogers-park.com

Rogers Park Business Alliance is the business, community and economic development organization in Rogers Park and engages in numerous activities such as marketing, location assistance, networking and technical assistance to potential and current Rogers Park businesses.

Financial Institutions

21. Accion Chicago

www.accionchicago.org

Maria Almeida, Senior Loan Officer

1618 W. 18th St. Suite 200

Chicago, IL. 60608

Telephone: 312.275.3000 X100

Email: malmeida@accionchicago.org

22. Harris Bank

www.harrisbank.com

Lynette Nunn, Commercial Banking Officer

4940 W. 211th Street

Matteson, IL. 60443

Telephone: 708.283.3976

Fax: 708.747.4071

Email: lynette.nunn@harrisbank.com

23. National City Bank

www.NationalCity.com

Mario F. Farfan, Officer

3337 W. North Avenue

Locator C-L09

Chicago, IL. 60647

Telephone: 773.489.7859 X21336

Fax: 773.489.7884

Email: mario.farfan@nationalcity.com

Legal Services

24. **COMMUNITY ECONOMIC DEVELOPMENT LAW PROJECT**

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

Angie Hall
100 N. LaSalle Street
Suite 600
Chicago, IL 60602
Telephone: 312.939.3638
Email: ahall@cedlp.org

The Community Economic Development Law Project (CEDLP) was launched in 1985 to respond to an unmet need in the delivery of legal services. The rationale was simple: initiatives undertaken by low-income communities require the same legal expertise, including tax, corporate, real estate and finance counsel, as any other enterprise in order to be successful. However, the cost of these services is beyond the budgets of most of the non-profit organizations serving low-income communities.

Under the direction of Susan Kaplan, the Project continues to be the only public interest legal organization dedicated to assisting non-profit groups with their neighborhood revitalization efforts.

Working with more than 300 Chicago lawyers, CEDLP's Nonprofit Support Program, the Nonprofit Legal Assessment Program, and the Small Business Support Program assist nonprofit organizations and small businesses that stimulate local economic and commercial development, housing development, the delivery of social services, and activities that generally improve the quality of life for people living in poor communities. The First time Home Ownership Program assists individuals and families buying their first home through the Choose To Own Initiative.

Too many Chicagoans, and the organizations that serve them, have insufficient resources to meet the challenges posed by job loss, lack of affordable housing and poor schools. The Project remains a nationally recognized model for coordinated and effective legal support for community development programs and small businesses, marshaling an annual average of \$2 million in pro bono legal services.

25. **Law Offices of Hazel Espinar, PC**

www.registerandprotect.com

Hazel Espinar, Atty.
230 S. Clark Street #347
Chicago, IL. 60604
Telephone: 312-578-0907
Hazel@registerandprotect.com

The Illinois Secretary of State's department of Business Services is a centralized repository for business filings in six areas. Through fees and taxes, the department generates approximately 69 percent of the money deposited into the General Revenue Fund by the Secretary of State's office. Available documents at both office locations include pamphlets, forms, Certificates of Good Standing and No record.

Congressional Offices26. *Congressman Luis V. Gutierrez*

Theresa Paucar, Congressional Liaison
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