



U. S. SMALL BUSINESS ADMINISTRATION

MASSACHUSETTS DISTRICT OFFICE
10 Causeway Street
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Boston, MA 02222
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(617) 565-5561 Facsimile: (202) 481-1526

ROBERT H. NELSON
DISTRICT DIRECTOR

Dear City/Town Clerk,

Often it is you who first touches the budding entrepreneur here in the Commonwealth of Massachusetts by issuing local business licenses.

We find that many small business entrepreneurs are unaware of the many programs and services that are available here in the Commonwealth. We want you to know we have a phenomenal team here to assist with access to capital and technical assistance to explore all facets of business growth and expansion and we have resources across the state. As a federal agency, our motivation is to help grow the economy and badly needed jobs and a partnership with you can help.

Here is a link to our Resource Guide http://www.sba.gov/sites/default/files/files/resourceguide_3162.pdf. It contains information on: access to capital through the SBA's Guaranteed loan programs; free counselling through our technical assistance programs; and assistance in government contracting. Hard copies of these guides are available upon request. You may want to distribute these guides to everyone who is issued a license, a practice now already in place in a few municipalities. We will mail them to your office at our cost.

This is our first outreach to all the City and Town Clerks here in Massachusetts and we are looking to assist you further. We attended this year's Massachusetts Town Clerks Association Annual Meeting on Cape Cod and made many great contacts.

In closing, I want to thank you for the important job you do for the citizens of your respective communities and for the Commonwealth. I am looking forward to a great partnership where local and federal government can share our common goal of assisting the people of this great nation. If you need any further assistance please don't hesitate to contact me directly or any of the Economic Development Specialist assigned to regions across the state.

Oreste Varela	Branch Manager	(413)785-0484	Springfield and 4 western MA counties
Ray Milano	Assistant District Director	(617)565-7256	Massachusetts east of Springfield
Lisa Gonzalez Welch	Economic Development Specialist	(617)565-5588	NE Massachusetts
Donna O'Connor	Economic Development Specialist	(617)565-5607	SE MA, Cape & Islands
Matt Sisk	Economic Development Specialist	(617)565-5569	Greater Boston Metro/Norfolk County
Norman Eng	Economic Development Specialist	(617)565-8510	Worcester County

Sincerely,

Bob Nelson
SBA District Director