

ECONOMIC DEVELOPMENT

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❑ Community Employment and Training Resources

What resources are available to help residents find jobs?

In addition to many private employment services, the following organizations are sponsored by the city, county and/or other governmental entity:

- Workforce Solutions for Tarrant County
- Local chambers of commerce
- City of Fort Worth

The services provided by each of these organizations are described below.

Employment & Training Resources

Workforce Solutions for Tarrant County

Information: (817) 413-4400

Workforce Solutions for Tarrant County

Workforce Solutions of Tarrant County offers one-stop employment and training centers where job-seekers can:

- Update resumes or learn how to put one together
- Access a job hotline
- Use a fax machine or copier
- Get one-on-one job assistance
- Attend employment-related workshops
- Assess career interests, skills and aptitudes
- Search online local, regional and national job banks

These services are free and available to all Fort Worth and Tarrant County job-seekers.

Additionally, these centers provide job recruitment, eligibility determination, assessment, and case management for program clients from the Workforce Investment Act (WIA), Temporary Assistance to Needy Families (TANF) and Food Stamp programs.

General information: (817) 413-4400

Local Chambers of Commerce

Local chambers of commerce provide outreach programs, job networking, and other services that bring workforce provider organizations with businesses in order to match people with jobs.

All American Asian Chamber of Commerce

(817) 475-4783

American Indian Chamber of Commerce of Texas

(817) 429-2323

Fort Worth Chamber of Commerce

(817) 336-2491

www.fortworthchamber.com

Fort Worth Hispanic Chamber of Commerce

(817) 625-5411

www.fwhcc.org

Metropolitan Black Chamber of Commerce

(817) 871-6538

www.fwmbcc.com

Tarrant County Asian American Chamber of Commerce

(817) 212-2690

www.tcaacc.org

Helpful Job Resources**City job listings****How can I find out about permanent job openings with the City of Fort Worth?**

You can call the Job Hot Line at (817) 392-7760 or visit the city's Web site at www.fortworthgov.jobs.

How do I apply?

You can apply in person at City Hall with the Human Resources Department on the lower level. Regular business hours are Monday - Friday, 8 a.m. to 5 p.m. An application can also be obtained online at www.fortworthgov.jobs.

What if I'm only looking for temporary work?

Clerical: You must apply at City Hall in person, Monday -Friday, 9 a.m. to 3 p.m:

City of Fort Worth
HR Staffing Services
1000 Throckmorton St.
Fort Worth, Texas 76102
(817) 392-7750

Passing a clerical test (keyboarding, alpha and numeric filing) is required. If you qualify, your name is placed in a pool of candidates to be selected as positions become available.

FWISD Coop: High school students, as a part of certain business related courses, are able to work part-time on a temporary basis for different city departments. For more information, call (817) 392-7786.

Seasonal: Temporary employment is available through the Parks and Community Services Department on a seasonal basis to fill positions such as lifeguard and youth league scorekeepers and referees. For more information, call (817) 871-5751.

How can a person with disabilities apply for a permanent job?

You can call our Job Hotline, use our Web site or call our Disabilities Coordinator for information at (817) 392-8552.

You may use the TDD/TTY system by calling the Customer Service & Information Center at (817) 392-8860.

Who do I call if I have a question or concern about access to a city facility, accommodations in order to participate in city sponsored meetings or activities and/or information on handicap parking around City Hall?

Call the Disability Coordinator at (817) 392-8552. To use the TDD/TTY system, call the Customer Service &

Information Center at (817) 392-8660.

Business Assistance Center – has information about selected service providers, a calendar of training and business education seminars and special events, and links to other helpful sites at www.fwbac.com or (817) 871-6001.

Tarrant County job opportunities – visit www.tarrantcounty.com or call Tarrant County Human Resources at (817) 884-1188

Texas Workforce Commission – Various job listings and other helpful information: at www.twc.state.tx.us or (817) 420-1600.

Equal Employment

What should I do if I feel I have been discriminated against on the job?

The Community Relations Department Enforcement Division is charged with the responsibility of enforcing the Fort Worth City Ordinance, which prohibits discrimination in employment based on race, color, religion, sex, nation origin, age, disability and sexual orientation. The law prohibits you employer from harassing or retaliating against you because you have filed a charge.

Who can a charge be filed against?

A charge can be filed against private employers of 15 or more persons, private educational institutions, labor unions with 15 or more members and joint labor-management committees for apprenticeship and training.

Who can a charge not be filed against?

A charge cannot be filed against federal government agencies, government owned corporations, Indian tribes or by small private employers with less than 15 workers. However, charges against federal, state and local governments and public educational institutions maybe filed with the U.S. Equal Employment Opportunity Commission.

What types of actions could be considered discriminatory?

Actions based on a person's race, color, religion, sex, national origin, age, disability, and sexual orientation could be discriminatory include, but are not limited to: hiring and firing; discipline; compensation, classification; transfer, promotion, layoff; job advertisement; recruiting; use of company facilities; training and apprenticeship programs; fringe benefits; pay, retirement plans, and disability leave; and other terms and conditions of employment.

What other discriminatory practices are covered under the ordinance?

According to the law, it is prohibited for an employer to harass

Job Resources

Tarrant County Job Opportunities
www.tarrantcounty.com

Texas Workforce Commission
www.twc.state.tx.us

Business Assistance Center
1150 South Freeway
Fort Worth, TX 76104
(817) 871-6001
Fax: (817) 871-6031
www.fwbac.com
e-mail: bac@fwbac.com
Monday – Friday: 8 a.m. – 5 p.m.

TECH Fort Worth
(817) 339-8968
www.techfortworth.org

SCORE (Service Corps of Retired Executives)
(817) 871-6002

Small Contractor Development Program
(817) 336-3866
www.scdp.com

Tarrant County College
Small Business Development Center
(817) 871-6028

Fort Worth Metropolitan Black Chamber of Commerce
(817) 871-6538
www.fwmbcc.com

Wm. Mann Jr. Community Development Corporation
(817) 871-6267
www.wmcdc.com
e-mail: wmcdc@wmcdc.com

Fort Worth Economic Development Corporation
(817) 871-6444

Texas Manufacturing Assistance Center
(817) 272-5922
Headquarters:
UTA/Riverbend Center

or retaliate against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices. It is also unlawful for an employer to base employment decisions on race, color, religion, sex, national origin, age, disability, and sexual orientation or assumptions about the abilities, traits or performance of individuals.

What happens if you decide to file a charge of job discrimination?

After you schedule an appointment, you will be interviewed by an intake officer at the Community Relations Department. You will be asked to provide names of witnesses and documentary evidence to support your claim of discrimination. After the intake process, a sworn statement will be signed to affirm the allegation and a Charge of Discrimination will be taken.

What happens after the intake process?

The employer or respondent named in the charge will be notified of the Charge of Discrimination within 10 days. The Community Relations Department's mediator/conciliator will work with you and the respondent in an effort to resolve the complaint through the department's facilitated resolution process. If settlement efforts are unsuccessful, the charge will be assigned for investigation and a Letter of Determination will be issued on the merits of the case. Regardless of what action the Community Relations Department takes, you may request the right to sue in a Federal District court on your own behalf.

❑ Business Assistance Center

What is the Business Assistance Center?

The **Fort Worth Business Assistance Center (BAC)** is a "one stop shop" comprised of a variety of service providers for small businesses. The center is located in the historic James E. Guinn School:

1150 South Freeway
(I-35- South at the Rosedale exit – southwest corner)
Fort Worth, TX 76104
(817) 871-6025
FAX: (817) 871-6031
www.fwbac.com
e-mail: info@fwbac.com

The BAC is open Monday - Friday from 8 a.m. to 5 p.m.

Most Business Assistance Center services are free.

Business Counseling

Individual, confidential business counseling is at the heart of the BAC. A number of BAC partners provide free counseling on a wide array of business topics including researching and writing business plans, preparing financial projections, marketing, cash flow and small business loans. Counselors use their real life business ownership and management experience to give clients advice that is relevant and practical.

Pre-venture and Start-up Counseling

Step 1: Starting a Business – We recommend attendance at this free 1-1/2 hour orientation class as a first step before counseling. The class instructor provides an overview of the agencies and services available at the BAC and takes you step-by-step through the things you need to know to start a business. Classes are scheduled on the 1st and 3rd Tuesday of each month at 5:30 p.m., the 2nd and 4th Wednesday at 11 a.m. and on the 3rd Saturday at 10:30 a.m.

The **Service Corps of Retired Executives (SCORE)** provides walk-in one-on-one counseling for people considering a business start-up. Small Business Workshop offered on the third Saturday of each month. \$50. Registration required. Call (817) 871-6002.

Tarrant County College Small Business Development Center (SBDC) offers professional one-on-one confidential business counseling to business owners. Counseling is available on any business topic, including management, marketing, accounting, international business, governmental contracting, and intellectual property. Small business mini-courses offered on the 2nd and 4th Thursday of each month from 2 to 4 p.m. \$15, registration required. (817) 871-6028. Appointments required. (817) 871-6028

Services for Women and Minority Business Owners

The **Small Contractor Development Program (SCDP)** helps minority and small construction companies to obtain the necessary tools to be successful in today's market. By appointment. (817) 336-3866.

The **Fort Worth Metropolitan Black Chamber of Commerce** primarily serves the interests of the African-American business and professional community, and communicates those interests to business, civic and industrial leaders. Appointments recommended.
(817) 871-6538 or go to www.fwmbcc.com.

Access to Capital

The **William Mann Jr. Community Development Corporation** provides debt/equity financing in conjunction with its investor banks for small, minority and women-owned businesses in Tarrant County. Appointments recommended.
(817) 871-6267 or go to www.wmcdc.com.
e-mail: wmcdc@wmcdc.com

The **Fort Worth Economic Development Corporation** provides financial assistance to small businesses. Its SBA 504 loan program is designed to assist healthy, expanding businesses in the acquisition of capital assets such as land, buildings and equipment that have a useful life of at least 10 years. Appointments recommended.
(817) 871-6444

Tarrant County College SBDC sponsors an SBA financing workshop on the 1st Tuesday of each month, 2 to 4 p.m. \$15. Registration required. (817) 871-6028.

Manufacturing Support

The mission of the **Texas Manufacturing Assistance Center** is to increase the global competitiveness of Texas's smaller manufacturers by providing support in the appropriate use of technologies and techniques. Appointments required.
(817) 272-5922 or visit www.tmac.org

The **Manufacturers' Association of North Texas (MANT)** serves local manufacturers in networking, providing access to resources, identifying opportunities, and offering solutions to common problems.
(817) 348-0706

Procurement Support

The **Cross Timbers Procurement Center** provides assistance to businesses in selling goods and services to federal, state and local governments and prime contractors. (817) 272-5978.

Tarrant County College SBDC Government Contracting Program offers workshops on the 2nd and 3rd Tuesdays of each month. The material covers the contracting process for doing business with cities, counties, state and federal agencies. The program also assists business owners in working with public entities, including DFW International Airport, public transportation authorities and school districts. Free counseling is also offered in this area. 9 to 11 a.m. Fee \$15. Registration required. (817) 871-6028.

Technology Assistance

The **Business Information Center's** services include:

- A computer lab equipped with MS Office 2000, MS Publisher and free internet access
- Over 200 entrepreneur start-up guides
- Books dealing with specific business topics
- A small-business video library

Walk-ins accepted.

1150 South Freeway

(817) 871-6025

Monday -Friday: 8 a.m. to 5 p.m.

TECH Fort Worth is a privately funded non-profit business incubator that provides office space and industry-specific business assistance to high technology start-up companies. The incubator invests time and expertise in emerging companies and entrepreneurs that demonstrate the potential for economic and commercial success. TECH Fort Worth is located in the former gymnasium on the Guinn School campus. (817) 339-8968

www.techfortworth.org

1120 South Freeway

Fort Worth, TX 76104

Legal and Regulatory Advice for Small Businesses

The law increasingly affects every aspect of a small business operation. While not a substitute for a lawyer or relevant authority, these resource organizations at the BAC can help you learn more about choosing a business structure, getting licenses and permits, understanding small business tax rules, protecting your intellectual property and more.

Tarrant County College SBDC – (817) 871-6028

Small Contractor Development Program – (817) 336-3866

Entrepreneur Expo

The annual Lockheed Martin/Chase JP Morgan Entrepreneur Expo®, produced by the Fort Worth's Business Assistance Center, provides business owners with the tools needed to succeed in business all in one setting, in one day, once a year. The day is filled with motivational and educational seminars, as well as exhibits offering services and products for starting or growing a business. The luncheon includes a keynote speaker and the Mayor's Small Business Awards.

(817) 871-6021 or go to www.theexpo.org.

❑ Business Incentives

What kind of incentives does the city or state offer businesses in Fort Worth?

Local and State programs assist in improving economic development in Texas by offering incentives to businesses, especially in economically distressed areas. Examples of these assistance and incentive programs are:

Texas Enterprise Zone Program – The State of Texas provides direct development incentives for a limited number of qualified businesses and enterprise zone projects in order to support economic redevelopment and job creation in the most distressed areas of the state. The financial incentive granted is a refund of state sales tax on qualifying expenses.

Tax Abatements – The City of Fort Worth can offer tax abatements for the full or partial exemption from ad valorem taxes on eligible properties. The amount of the abatement cannot exceed 100 percent of the increase in appraised value (as reflected on the certified tax roll of the appropriate county appraisal district) resulting from improvements begun after execution of a tax abatement agreement. The maximum period a tax abatement can be granted for is 10 years. Eligible properties must be located in a reinvestment zone.

Fort Worth Public Improvement Districts – Public Improvement Districts (PIDs) are defined areas of property, whose owners have petitioned to be eligible for public improvement funds. City Council establishes a PID by adoption of a resolution after a public hearing. By petition, the owners pledge to pay an assessment in order to receive enhanced services and/or improvements with the district. The PID must demonstrate that it confers a benefit, not only to the properties within the district, but also to the “public”, which includes the entire city. Two of the seven PID districts have members who are appointed by the City Council:

- PID 1: Downtown Fort Worth & West of Downtown
- PID 6: Park Glen

The four remaining PIDs have an organization other than the City Council appoint their boards:

- PID 8: Camp Bowie
- PID 7: Heritage
- PID 11: Stockyards
- PID 12: Chapel Hill

For a PID starter packet, please call (817) 392-8550.

Tax Increment Financing (TIF) District – Tax increment financing is a tool by which local governments can publicly finance needed structural improvements and enhanced infrastructure within a defined area called a reinvestment zone. Each TIF has its own board of directors, consisting of five to 15 members who are representatives from the participating tax entities and representatives from other areas. A member of the City Council generally chairs the TIF board. These boards approve all projects and financing plans within a designated district in order to promote development or redevelopment in that area.

TIF 2	TIF 3	TIF 4	TIF 6	TIF 7	TIF 8	TIF 9	TIF 10	TIF 11	TIF 12	TIF 13
Speedway	Downtown	Southside Medical	Riverfront	North Tarrant Parkway	Lancaster	Trinity River Vision	Lone Star	HWY 121	East Berry Renaissance	Woodhaven

For more information on Tax Increment Financing and TIF Boards, contact the Housing and Economic Development Department at (817) 392-8003.

City-Owned Surplus Property – The City of Fort Worth Real Property Services Division maintains an inventory of all tax-foreclosed property received from the monthly Tarrant County Constable’s Sale. Any

property within the city limits of Fort Worth that is not sold at the Constable's Sale is "struck off" to the City of Fort Worth. The City of Fort Worth is the Trustee for all the other taxing entities. Except for very narrow exceptions, Texas State law requires that all tax-foreclosure properties are sold through the sealed bid process.

Community Facilities Agreement – A community facilities agreement is required on all property where water, sanitary sewer, storm drainage facilities, street lights and street improvements are necessary, either on the property or adjacent to it. More detailed information on the community facilities agreement process can be obtained by contacting:

Development Project Coordinator
Transportation & Public Works Department
817-392-7905
or
Development Engineer
Water Department
817-392-7585

Minority and Women Business Enterprise Program

Does the City of Fort Worth have a M/WBE Program?

The City of Fort Worth has established an aggressive Minority and Women Business Enterprise program to ensure that minorities and women (M/WBE) are afforded the maximum opportunity to participate in city's procurement activities directly and indirectly.

How is the program implemented?

The city has an annual overall goal of 25 percent M/WBE participation on applicable city expenditures. These expenditures include three areas of procurement:

- Construction
- Professional Services
- Purchases

If the estimated expenditure in the preceding three areas is \$25,000 or more, then a M/WBE goal may be established on the project. If the expenditure in purchases is less than \$25,000 but greater than \$3,000, at least two M/WBEs, if available, must be contacted for quotes. Departments have discretion for expenditures less than \$3,000.

Who qualifies to participate in the M/WBE program?

A business meeting the following certification criteria:

- At least 51% owned by one or more minorities or women, or for a publicly owned business, at least 51% ownership of the stock
- The management and day-to-day critical operations are controlled by one or more of the aforementioned individuals who own it
- Located in the nine county geographic market area including Tarrant, Parker, Johnson, Collin, Dallas, Denton, Ellis, Kaufman and Rockwall counties or doing business in the market area at the time of bid opening or during negotiations related to proposals
- Certified by the North Central Texas Regional Certification Agency (NCTRCA) or the Texas Department of Transportation, highway division

How can I participate in the M/WBE program?

Contact the Minority and Women Business Office at (817) 392-6104

☐ International Services

- **Fort Worth Export Assistance Center, U.S. Department of Commerce** - Provides free and fee based export counseling, market research and overseas marketing support. Uses U.S. Government programs and services to help North Texas companies expand export opportunities. Linked to American embassies and consulates. (817) 212-2644.
- **Fort Worth Sister Cities International** - Manages Fort Worth's seven Sister Cities relationships by sponsoring awareness programs and international exchanges on art, culture, education, sports and health care. (817) 392-2650
- **Tarrant County Asian-American Chamber of Commerce** - Promotes greater business opportunity for the Asian community through business support, community education, economic development, civic responsibility and cultural education. (817) 212-2690
- **TCC International Small Business Development Center** - Offers free one-on-one counseling and seminars (for a small fee) to individuals and businesses interested in importing and exporting. Helps develop international business plans, identify foreign markets, conduct market research and apply for government financing. (817) 392-2672