

Sierra County
Business Resource Guide
2005

Prepared by
Sierra Economic Development District
560 Wall Street, Suite F
Auburn, CA 95603
(530) 823-4703
www.sedd.org

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*W*elcome to the Sierra County Business Resource Guide, 2005.

The Sierra County Business Resource Guide, 2005, was created to provide general information to assist you in your economic and community development efforts. Our focus is to provide information about how to access resources and not to specific programs.

The Guide is designed to bring together in one place an inventory of agencies and services, which can provide economic development assistance to Sierra County communities and businesses. This Guide primarily describes those agencies, which focus on the creation and support of new industries, businesses and long-term jobs.

This Guide is designed to save valuable research time by providing a collection of most of the tools and references needed, on a local level, to successfully get you to your desired objective. It is meant to be used by locals and by those who work with locals. We are not presenting a comprehensive list of resources, rather the Guide seeks to provide a broad base of contacts as a starting point for additional information.

The Sierra County Business Resource Guide, 2005, is made possible by a Rural Business Enterprise Grant (RBEG) to improve sustainable economic conditions in the rural areas of the region and Workforce Investment Funds provided by Golden Sierra Job Training Agency.

Small business is big business in Sierra County! Get involved and take advantage of the support, education and business information outlined in the Sierra County Business Resource Guide, 2005. Make it a permanent and well-used resource.

Best of luck in all your economic development endeavors.

Business Assistance

Sierra Economic Development District

560 Wall Street, Suite F
Auburn, CA 95603

(530) 823-4703
(530) 823-4142 Fax

www.sedd.org

The Sierra Economic Development District (SEDD) is your point of contact for demographic and economic information, location assistance, financial resources, labor training, government advocacy, and more. SEDD is a non-profit corporation that works to stimulate and manage economic growth in El Dorado, Nevada, Placer, and Sierra Counties. SEDD assists businesses by acting as a liaison between business/local governments and state and federal funding sources.



High Country Business Park (HCBP)

www.hcbp.com

High Country Business Park is a new business resource initiative sponsored by the Sierra Economic Development District (SEDD) in partnership with the Sierra Forest Communities Institute. The High Country Business Park is an ongoing project of SEDD to promote economic development in the rural areas of Northern California. We encourage small businesses to participate in this web site to both market products and services as well as learn about resources to improve their business practices and opportunities.

The High Country Business Park has added an Online Business Forum, which includes a business message center and bulletin board, a live, interactive business discussion forum, a business resources guide and referral services listing, and a Frequently Asked Questions section. This service is available to residents of, or business owners located in Alpine, El Dorado, Placer, Nevada, Sierra, Plumas, Lassen, and Modoc Counties.



Sierra College Small Business Development Center (SBDC)

11930 Heritage Oak Place, Suite 1
Auburn, CA 95603

(530) 885-5488
(530) 823-2831 Fax

www.sbdcsierra.org

SBDC provides one-on-one confidential, expert business counseling to business owners at no charge, plus low-cost evening business training seminars. Training is available in Grass Valley, Truckee, and Auburn.



Alliance for Workforce Development, Inc. (AFWD) (530) 283-WORK

AFWD workforce professionals at each of our locations are dedicated to creating jobs and encouraging economic prosperity by strengthening and supporting area businesses and job seekers. AFWD professional staff are available twice a month in Loyalton by appointment. Call 283-WORK to find out more about our expansion of services into Sierra County.

Service Corps of Retired Executives (SCORE)

Northern Nevada SCORE
SBDC, College of Bus. Adm./U of Nevada
Reno, NV 89557-0100
EMAIL: score@unr.nevada.edu

(775) 784-4436
(775) 784-4337 Fax



Greater Chico Area SCORE

1324 Mangrove Street, Suite 114
Chico, CA 95926
EMAIL: counsel@scorechico.org

(530) 342-8932
(530) 342-8932 Fax

www.score.org

SCORE is the place to find answers and expertise to help you grow your business. Get free and confidential advice online. Or, call a local office and meet a SCORE business counselor in person.

Employees

Division of Occupational Safety & Health

2424 Arden Way, Ste. 410
Sacramento, CA 95825
www.dir.ca.gov/occupational_safety.html

(916) 263-0704
1-800-963-9424

You have a legal obligation to provide a safe working environment for your employees. You must operate your business in compliance with California and Federal OSHA requirements. Contact the U.S. Department of Labor for a consultation on information regarding Federal OSHA and Cal OSHA requirements.



State of California Department of Industrial Relations

2424 Arden Way, Suite 160
Sacramento, CA 95825
www.dir.ca.gov

(916) 263-2877
(916) 263-0981 Fax
Minimum wage hotline (888) 275-9243

If you hire employees, you may have to meet the requirements of the Federal Fair Labor Standards Act and the California Labor Code. Obtain necessary information on minimum wage and other labor issues.



California Department of Fair Employment & Housing

Sacramento District Office
2000 O Street, Suite 120
Sacramento, CA 95814-5212
www.dfeh.ca.gov

(916) 445-5523
(800) 884-1684
(916) 323-6092 Fax
(800) 700-2320 TTY

Regulates compliance with laws prohibiting discrimination in employment on the basis of sex, age, color, national origin, religion, or physical and mental handicaps.

Employee Hiring and Training

There are several programs to aid employers who are in need of assistance in the labor market for employment and training services.

Workforce Connection

117 New Mohawk Road, Suite G Career Center (530) 265-3204
Nevada City, CA 95959 Business Services (530) 470-1900
www.goldensierra.com (530) 265-5142 Fax

This One Stop assists job seekers with resumes, job opportunities and various types of training. In addition, this free-of-charge agency provides services to businesses such as no-fee job listing, consultations, employment and economic information on industry projections and employment statistics. Works jointly with CalWORKS Employment Services.



Employment Development Department

Truckee Office
10775 Pioneer Trail, Suite 102 (530) 582-7332
Truckee, CA 96161-0233 (530) 582-7335 Fax

Quincy Office
1446 E. Main Street (530) 283-6850
Quincy, CA 95971 (530) 283-4317 Fax
www.edd.ca.gov

A State of California link to job placement and referrals, unemployment insurance, disability insurance, employment and training, labor market information, payroll taxes, and more!



William R. Rouse, R.O.P.

Sierra County Office of Education
305 South Lincoln Street, P.O. Box 157 (530) 994-1044
Sierraville, CA 96126 (530) 994-1045 Fax
EMAIL: mgenasci@sierra-coe.k12.ca.us

This Regional Occupational Program assists the businesses in Sierra County by educating students in basic employment skills directly related to the needs of local businesses. The combination of classroom studies and on-the-job training gives students an education they could not receive in a traditional classroom program.



Department of Rehabilitation

Grass Valley Branch
(Chico District affiliate) (530) 477-2600
970 E. Main Street, Suite 100 (530) 477-7049 TTY
Grass Valley, CA 95945-5845 (530) 273-1519 Fax

Sacramento District Office
7840 Madison Avenue, Suite 160
Fair Oaks, CA 95628-3589
www.dor.ca.gov

(916) 537-2640
(916) 537-2659 TTY
(916) 537-2660 TTY

The Department of Rehabilitation offers tax credits, on-the-job training, wage reimbursements, information on workplace accommodations and ADA consultation to all employers.



California Indian Manpower Consortium, Inc. (CIMC)

738 North Market Blvd.
Sacramento, CA 95834
www.cimcinc.org

1-800-640-CIMC
1-800-748-5259 TTY
(916) 641-6338 Fax

CIMC is a nonprofit corporation organized for the purpose of providing job training and employment opportunities for economically disadvantaged, unemployed, and underemployed Indian and Native American persons. (Serves Nevada, Placer, Sierra, Sutter, and Yuba Counties)



State of California Department of Industrial Relations

Division of Apprenticeship Standards (DAS)
Sacramento Office
2424 Arden Way, Suite 160
Sacramento, CA 95825
www.dir.ca.gov/apprenticeship.html

(916) 263-2877
(916) 263-0981 Fax

The Division of Apprenticeship Standards (DAS) provides help to displaced workers to enter recently developed or existing state registered and approved apprenticeship and on-the-job training programs.

Chambers of Commerce

Sierra County Chamber of Commerce

P.O. Box 436
Sierra City, CA 96125
EMAIL: sschamber@nccn.net
www.sierracounty.org

1-800-200-4949

Sierra County Chamber of Commerce provides service to all of the county's communities.



California State Chamber of Commerce

1215 K Street, Suite 1400

Sacramento, CA 95814

P.O. Box 1736, Sacramento, CA 95812-1736

www.calchamber.com

(916) 444-6670

(916) 325-1272 Fax

Promotes key business policy and initiatives, offers affordable products and services regarding labor law, provides daily news updates, legislative analyses and educational forums.

City Agencies

City of Loyalton

210 Front Street

Loyalton, CA 96118

(530) 993-6750

(530) 993-6752 Fax

City of Loyalton requires that you obtain a Business License if you are operating a business within the Loyalton city limits. The City also provides water/sewer hookup, rental of social hall, park facilities, and issues burn permits.

County Agencies

The county seat is located at the County Courthouse, 100 Courthouse Square, Downieville, California.

Board of Supervisors meetings are on the first and third Tuesday of each month at 9 a.m. The first meeting is held in the Board Room at the Courthouse in Downieville and the second meeting is held in the Social Hall, 105 Beckwith St., Loyalton. County Supervisors do not have offices in the Courthouse.
www.sierracounty.ws

Sierra County Clerk's Office

100 Courthouse Sq., Suite 11, P. O. Box D

Downieville, CA 95936

(530) 289-3295

(530) 289-2830 Fax

EMAIL: clerk-recorder@sierracounty.ws

Fictitious Name Statement, Registrar of Voters, Clerk to Board of Supervisors.



Sierra County Planning and Building

101 Courthouse Square, P. O. Box 530

Downieville, CA 95936

(530) 289-3251

(530) 289-2828 Fax

EMAIL: building@sierracounty.ws; Planning EMAIL: planning@sierracounty.ws

Building Dept: Building Permits, Demolition Permits.

Planning Dept: Variances, Lot Line Adjustment, Special Use Permits, Zoning



Sierra County Human Services

202 Front Street, P. O. Box 1019
Loyalton, CA 96118

(530) 993-6700
(530) 993-6741 Fax

EMAIL: socialservices@sierracounty.ws



22 Maiden Lane
Downieville, CA 95936

(530) 289-3720
(530) 289-3716 Fax

EMAIL: brasimus@sierracounty.ws

CalWorks Welfare to Work Program provides, among other things, employment and work-readiness programs to welfare recipients. Also offers financial assistance, CMSP, CPS and adult protective services, MediCal and food stamps.



Sierra County Environmental Health Department

350 Third Street, P. O. Box 7
Loyalton, California 96118

(530) 993-6716
(530) 993-0428 Fax
West Nile Virus Hot Line 1-877-WNV-BIRD

EMAIL: envhealth@sierracounty.ws

Food Facility Permits, Liquid Waste Haulers Permits, Hazardous Material Storage (CUPA Program), Inspection of wells and septic systems, public swimming pools/spas, start up of organized camps (Boys, Girls, School & private), Vector control.



Sierra County Treasurer-Tax Collector

100 Courthouse Square, Suite 14, P. O. Box 376
Downieville, CA 95936

(530) 289-3286
(530) 289-2829 Fax

EMAIL: collector@sierracounty.ws

Provides free training on vacation rental bookkeeping, new resorts need to register with the County regarding Transient Occupancy Tax (TOT), and helps to answer questions on tax bills.



Sierra County Auditor-Risk Manager

211 Nevada Street, 2nd Floor, P.O. Box 425
Downieville, CA 95936

(530) 289-3273

EMAIL: auditor@sierracounty.ws



Agriculture Commissioner

(also serves Plumas County)

208 Fairgrounds Rd.

Quincy, CA 95971

(530) 283-6365

(530) 283-4210 Fax

EMAIL: agriculture@sierracounty.ws

Provides commercial device testing (Weights and Measures), License for Nursery Stock, Certificate for Farmers Market, and permits for pesticide use.

State & Federal Agencies

State Board of Equalization

3321 Power Inn Road, Suite 210

Sacramento, CA 95826-3889

(916) 227-6700

(916) 227-6746 Fax

www.boe.ca.gov

All businesses involved in the sale of tangible personal property must register with the California State Board of Equalization for a seller's permit, resale license or wholesale license. This permit will provide you with a registered resale number, which you are required to use when conducting business.



California Office of Small Business

www.commerce.ca.gov

You can now manage your way through the various local, state, and federal reporting, licensing or regulating entities that impact your business through this website.



State of California

www.ca.gov

The State of California website has a link under Business called Helping Businesses Succeed. This link has a wealth of information for businesses on financing, tax incentives, permits, referrals, trademarks, workforce, business law and much, much more.



California Department of Food and Agriculture (CDFA)

Measurement Standards Division

6790 Florin Perkins Road, Suite 100

Sacramento, CA 95828

(916) 229-3059

(916) 229-3064 Fax

www.cdfa.ca.gov

All commercial weighing and measuring devices must be evaluated, tested and approved before they can be used in California. Among others, enforcement of "Fair Packaging and Labeling Act" and Petroleum Products Program.



**Plant Health and Pest Prevention Services
Plant Pest Diagnostics Laboratory**

3294 Meadowview Road
Sacramento, CA 95832-1437
www.cdfa.ca.gov/phpps

(916) 262-1100
(916) 262-1190 Fax

A statewide program to promote food safety and minimize pest control. Provides Rice Straw Tax Credit and actively markets California GROWN products.



California Law

www.leginfo.ca.gov/calaw.html

Laws of the State of California. California Law covers various subject areas, the State Constitution and Statutes. Information presented reflects laws currently in effect.



Tax Information

Internal Revenue Service

Order Forms Division
1111 Constitution Avenue, NW
Washington, D.C. 20224
www.irs.gov

1-800-829-1040
(202) 622-8653 Fax

Social Security Administration

11855 Edgewood Road
Auburn, CA 95603
www.ssa.gov

1-800-772-1213
(530) 885-5364
(530) 889-1484 TTY

Payroll Tax Assistance

1-888-745-3886
1-800-547-9565 TTY

Unemployment Insurance

1-800-815-9387 TTY

Taxpayer Service Center

4330 Watt Avenue
Sacramento, CA 95821
To resolve tax account issues

(916) 974-5225
(individuals) 1-800-829-1040
(businesses) 1-800-829-4933



Health and Safety

U.S. Department of Labor
Occupational Safety & Health Administration
District Office
71 Stevenson Street, Room 420
San Francisco, CA 94105
www.osha.gov

1-800-475-4019



Equal Employment Opportunity Commission

901 Market Street, Suite 500
San Francisco, CA 94103
www.eeoc.gov/index.html

1-800-669-4000
(415) 356-5100



California Department of Industrial Relations

Office of the Director
455 Golden Gate Avenue
San Francisco, CA 94102
www.dir.ca.gov

(415) 703-5070
Job Opportunities 1-800-564-0771



Division of Apprenticeship Standards (DAS)

2424 Arden Way, Suite 160
Sacramento, CA 95825
www.dir.ca.gov/DAS

(916) 263-2877
(916) 263-0981 Fax

DAS provides assistance to displaced workers to enter recently developed or existing state registered and approved apprenticeship and on-the-job training programs.



U.S. Small Business Administration

Sacramento District Office
660 J Street, Suite 215
Sacramento, CA 95814
www.sba.gov/regions/states/ca/sacr

(916) 498-6410
(916) 498-6422 Fax



Plumas National Forest

159 Lawrence Street
Quincy, CA 95971
www.fs.fed.us/r5/plumas

(530) 283-2050



Tahoe National Forest

631 Coyote St.
Nevada City CA 95959
www.fs.fed.us/r5/tahoe

(530) 265-4531
(530) 478-6118 TDD
Fuelwood Hotline: (530) 478-6253

West Side – Yuba River Ranger District
15924 Hwy 49
Camptonville, CA 95922 (530) 288-3231

East Side – Sierraville Ranger District
P.O. Box 95
317 South Lincoln
Sierraville, CA 96126 (530) 994-3401



Truckee Ranger Station (530) 587-3558
9646 Donner Pass Rd. (530) 587-6907 TDD
Truckee CA 96161-2949 Fuelwood Hotline: (530) 587-2158



California Department of Forestry and Fire Protection (CDF)

Headquarters
1416 9th Street Sacramento, CA 9424 (916) 653-5121
www.fire.ca.gov/php

CDF protects the people of California from fires, responds to emergencies, and protects and enhances forest, range and watershed values providing social, economic and environmental benefits to rural and urban citizens.



California Department of Fish & Game (CDFG)

Region 2 Sacramento Valley - Central Sierra
1701 Nimbus Road
Rancho Cordova, CA 95670 (916) 358-2900
www.dfg.ca.gov

The CDFG maintains native fish, wildlife, plant species and natural communities for their intrinsic and ecological value and their benefits to people. This includes habitat protection and maintenance in a sufficient amount and quality to ensure the survival of all species and natural communities.



California Department of Mines and Geology (DMG)

Office of the State Geologist
801 K Street
MS 12-01 (916) 445-5718
Sacramento, CA 95814 (916) 445-1825 Fax

DMG gets involved in the THP process whenever there are issues related to landslides and/or erosion.

Other Agencies

Sierra County Economic Development Committee

101 Courthouse Square, P. O. Box 530 (530) 289-3251
Downieville, CA 95936 (530) 289-2828 Fax

A board appointed committee that meets monthly to discuss how to promote economic development of the county while maintaining the integrity of the rural, agricultural and recreational components.



Council of Government (COG)

Sierra Planning Organization
560 Wall Street, Suite F (530) 823-4703
Auburn, CA 95603 (530) 823-4142 Fax
www.sedd.org

The Council of Government is typically created under a Joint Powers Agreement of cities and counties to address the issues of regional planning.



Local Agency Formation Commission (LAFCO)

Tim H. Beals, Executive Officer (530) 289-3251
www.calafco.org

The California Association of LAFCOs, or CALAFCO, coordinates CALAFCO activities, such as approving formation of local government districts and boundaries. There is a LAFCO in each of California's 58 counties.



High Sierra Resource Conservation and Development (HSRC&D)

251 Auburn Ravine Road, Ste 105 (530) 823-5687 ext. 115
Auburn, CA 95603 (530) 823-5504 Fax
www.highsierra-rcandd.org

HSRC&D provides a coordinator to work with sponsors to plan activities and projects such as soil erosion, water quality, growth and economic development. HSRC&D can provide operating funds, lend support or act as lead agency for inter-agency projects.



League of California Cities

1400 K Street, Suite 400 (916) 658-8200
Sacramento, CA 95814 (916) 658-8240 Fax
www.cacities.org

The League of California Cities is an association of California city officials who work together to enhance their knowledge and skills, exchange information, and combine resources so that they may influence policy decisions that affect cities.



California State Association of Counties (CSAC)

1100 K Street, Suite 101
Sacramento, CA 95814

(916) 327-7500
(916) 441-5507 Fax

www.csac.counties.org

CSAC represents county government before the California Legislature, and places a strong emphasis on educating the public about the value and need for county programs and services.



California Association for Local Economic Development (CALED)

550 Bercut Drive, Suite G
Sacramento, CA 95814

(916) 448-8252
(916) 448-3811 Fax

www.caled.org

CALED is the premier statewide professional economic development organization dedicated to advancing its members' ability to achieve excellence in delivering economic development services to their communities and business clients.



Regional Council of Rural Counties (RCRC)

801 12th Street, Suite 600
Sacramento, CA 95814

(916) 447-4806
(916) 448-3154 Fax

www.rcrcnet.org

RCRC improves the ability of rural California county government to provide services, reducing the burden of state and federal mandates and promoting a "rural" understanding among urban focused policy makers.

Financing Programs

Sierra Economic Development District (SEDD)

560 Wall Street, Suite F
Auburn, CA 95603

(530) 823-4703
(530) 823-4142 Fax

www.sedd.org

SEDD is a non-profit corporation who helps to promote economic development within the region by helping existing and new businesses access financing through its SBA Micro Enterprise Loan Program. This program targets women, minorities, low-income individuals and others who cannot access financing through traditional credit grantors.



Minority Business and Development Agency (MBDA)

San Francisco National Enterprise Center
221 Main Street, Room 1280
San Francisco, CA 94105

(415) 744-3001
(415) 744-3061 Fax

www.ncmbdc.com

An agency under the U.S. Department of Commerce, MBDA will refer and assist minority businesses to find funding for your businesses.



California Statewide Certified Development Corporation

Northern California Branch

426 D Street

Davis, CA 95616

1-800-348-6258

www.californiastatewide.org

California Statewide Certified Development Corporation is licensed by the U.S. Small Business Administration to provide second mortgage financing to expanding small businesses through the SBA 504 Loan Program.



U. S. Small Business Administration (SBA)

650 Capitol Mall, Suite 7-500

(916) 930-3700

Sacramento, CA 95814

(916) 930-3737 Fax

www.sbaonline.sba.gov

The SBA was created as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns. SBA has offered numerous financing programs to assist small businesses since 1953.

Law Enforcement

Sierra County Sheriff-Coroner

100 Courthouse Square

Post Office Box 66

(530) 289-3700

Downieville, California 95936-0066

(530) 289-3318 Fax

EMAIL: hangman@sierracounty.ws

Toll Free (888) 2-SHERIFF is an information line available within Sierra County for leaving confidential information, comments, concerns, or requests to the Sheriff.

Loyalton Substation: (530) 993-4479

Downieville Substation: (530) 289-3700

Utilities

Natural Gas, Electric Power, Water Supply, and Sewer Service: To determine which companies that serves your area, please contact the Sierra County Planning Dept. at (530) 289-3251.



Telephone:

SBC

Customer/Products/Billing Services
SBC California Payment Center
Sacramento, CA 95887-0001

1-800-750-2355
Repair Calls 611

SBC Directory White Pages – Customer Guide Manager
2600 Camino Ramon, Room 2W000EE
San Ramon, CA 94583
www.sbc.com

Emergency Services

For Emergency Calls Only - 911

Arson Hotline (CDF)	1-800-468-4408
CA Highway Patrol	(916) 657-7261
Office of Emergency Services	(530) 289-2850
Poison Control	(800) 876-4766 (24 Hours)
Poison Control	(800) 972-3323 (24 Hours) TTY
Road Conditions	(800) 427-7623
Sierra County Sheriff	(530) 289-3700
Suicide Prevention	(530) 885-2300 (24 Hours)

CORRECTIONS AND/OR ADDITIONS TO:

Sierra County Business Resource Guide, 2005

Corrections: (please provide page number)

Additions:

Suggestions:

Please fax to: Sierra Economic Development District
(530) 823-4142