

Small Contractors Business Assistance Program

Frequently Asked Questions



What services can the program provide to me?

- **One-on-one sessions with technical assistance (TA) providers who have expertise in accounting, marketing, and administration.** JPNDC evaluates your short- and long-term growth goals and outlines next steps and number of TA sessions needed to achieve such goals.
- **One-on-one sessions with mentors—experienced GCs matched with you based on your needs and goals.** Mentoring can provide a valuable complement to TA. We expect you to take the initiative in creating, with your mentor, a plan that includes goals, expectations, boundaries, and a schedule of check-ins.
- **Training in business planning, accounting, marketing, M/WBE certification, payment requisition & AIA documents, vendor certification and other topics.** Experts deliver the training sessions, which are tailored to meet your needs and accommodate your busy schedule. Trainings are bilingual in English and Spanish.
- **Networking events with industry players that will help you build relevant connections and expand your address book of resources.** We bring together industry players—GCs, loan officers, subcontractors, business consultants—for you to meet, practice your sales pitch, and get jobs.

How will I benefit?

Our goals are that you...

- Gain the skills and knowledge to **write and submit a competitive bid.**
- Learn best practices in successfully **executing work on a contract.**
- Access support in **bookkeeping and accounting** to take appropriate next steps to achieve financial sustainability.
- **Develop a network** of general contractors, loan program officers, subcontractors, business service providers, among others.
- Hone your **critical life skills**, such as self-awareness, consistency, relationship building, leadership and management habits, and exceeding expectations.

Is there a Cost?

- Training, mentoring and the first five hours of technical assistance are **FREE.**
 - If you choose to pursue specialized technical assistance in QuickBooks set-up, tax filing, MBE or WBE certification or marketing, JPNDC will subsidize 25% of the cost.
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Who Will I Be Working With?

- **[Jamaica Plain Neighborhood Development Corporation \(JPNDC\)](#)**: Carlos Espinoza-Toro, Director of Small Business Services, guides participants through the application process and provides one-on-one technical assistance in accounting, marketing and administration.
- **Crosswinds Enterprises**: Arnold Johnson, an experienced GC and president of Crosswinds, leads the mentoring services. Crosswinds, founded in 1986 in Dorchester, is a full service GC with a reputation built on integrity and commitment to make a positive difference in the communities it serves.
- **Massachusetts Minority Contractors Association (MMCA)**: Beverley Johnson, president of [MMCA](#), offers valuable networking connections from years of experience working in both the public and private sector. Beverley is founder and president of [Bevco Associates INC](#) and formerly worked at the Boston Redevelopment Authority.
- **NEI General Contracting**: Marc Marcelli has over 25 years of experience in the construction industry and currently is the Director of Northeast Construction Operations at NEI. Marc has worked in every major market across the US and provides valuable connections to large GCs.
- **CS2C/NE**: Nat Hailey is an experienced GC who also provides valuable mentorship services. CS2C/NE has been operating in the Boston area for over 25 years providing superior construction work rooted in Hailey's expertise in project management.

What are the Requirements for Acceptance?

- Business located in the city of Boston.
- Annual revenue between \$50,000 and \$1 million.
- At least 2 years in operation.
- Between 1 and 5 full-time employees.
- Value of largest completed job: less than \$1 million.
- Certified MBE or WBE preferred but not essential.

What if I don't meet the requirements?

- We can help you become qualified through JPNDC basic business services, including group trainings and one-on-one coaching.
 - Contact Marie Michl at mmichl@jpndc.org or at 617 522 2424 x 261
 - Marie will help you access JPNDC basic business services.
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