

AMERICA *THE* ENTREPRENEURIAL

Thank you for taking action to make entrepreneurship easier in your community. Because of your leadership, more people will be able to start and grow businesses with fewer barriers holding them back.

Let us know how the implementation of your One-Stop Shop goes. We may contact you to feature your leadership and share your story as part of the national campaign.

EXECUTIVE ORDER NO. [XX-XX]

Establishing a One-Stop Shop for Entrepreneurs

WHEREAS, new businesses are critical to job creation, creating wealth, and community prosperity; and

WHEREAS, starting a business often requires navigating multiple processes and agencies that can discourage new entrepreneurs; and

WHEREAS, streamlining and modernizing these processes will promote entrepreneurship, reduce administrative burdens, and make the [CITY/COUNTY/STATE] of [NAME] a more welcoming place to start and grow businesses; and

WHEREAS, it is in the public interest to foster an environment that encourages entrepreneurship, supports small business owners, and strengthens local economies;

NOW, THEREFORE, by the authority vested in me as [MAYOR/EXECUTIVE/GOVERNOR] of the [CITY/COUNTY/STATE] of [NAME], I hereby establish the One-Stop Shop for Entrepreneurship and Small Business (the “One-Stop Shop”) as the primary hub to help entrepreneurs and small businesses in THE [CITY/COUNTY/STATE] of [NAME] navigate red tape, streamline and modernize processes, and reduce administrative burdens.

Section 1: Mission and Purpose

The mission of the One-Stop Shop shall be to make it easier to start, grow, and sustain a business in [CITY/STATE] by:

- Serving as a centralized source of information and assistance for new and growing businesses
- Streamlining business registration, licensing, and permitting processes
- Providing clear, accessible guidance and resources for entrepreneurs
- Partnering with public, private, and nonprofit stakeholders to advance entrepreneurship

Section 2: Implementation and Collaboration

The Office shall collaborate with all relevant departments and agencies, including but not limited to the Departments of Commerce, Finance, Revenue, Economic Development, and the [SECRETARY OF STATE/CITY CLERK], to integrate services and resources into a unified one-stop system for entrepreneurs.

Departments are directed to collaborate with and support the Office, including identifying and implementing administrative improvements that make it easier for entrepreneurs to start and grow businesses, including digital portals, simplified forms, reduction and/or deferral of fees, and clear points of contact.

The Office shall consider the implementation of interagency “Lean” processes to streamline and modernize government services that affect entrepreneurs.

Section 3: Reporting and Accountability

The Office shall submit an annual Entrepreneurship Progress Report to the [MAYOR/EXECUTIVE/GOVERNOR] and [COUNCIL/LEGISLATURE] by December 31 of each year. The report shall summarize key actions taken, barriers identified, and measurable outcomes, including the number of businesses started and assisted. The report shall provide recommendations to the [MAYOR/COUNTY EXECUTIVE/GOVERNOR] and [COUNCIL/LEGISLATURE] on how to reduce red tape, remove barriers, and strengthen resources for entrepreneurs in the [CITY/COUNTY/STATE] of [NAME].

Section 4: Funding and Administration

Funding for the Office and related initiatives may be derived from existing budgets, appropriations, grants, or other lawful sources. Departments are encouraged to pursue public-private partnerships and external funding to support this work.

Section 5: Effective Date

This Order shall take effect immediately and remain in force until amended, superseded, or rescinded by a subsequent Executive Order.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the [STATE/COUNTY/CITY] of [NAME] to be affixed this ____ day of _____, 20__.

[GOVERNOR’S, EXECUTIVE’S, OR MAYOR’S NAME]

[TITLE] of the [STATE/COUNTY/CITY] of [NAME]

ATTEST: