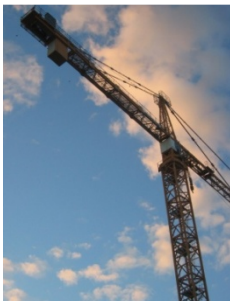
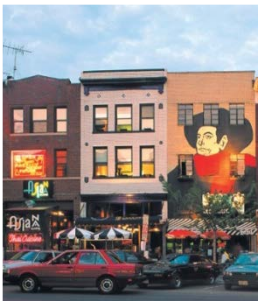


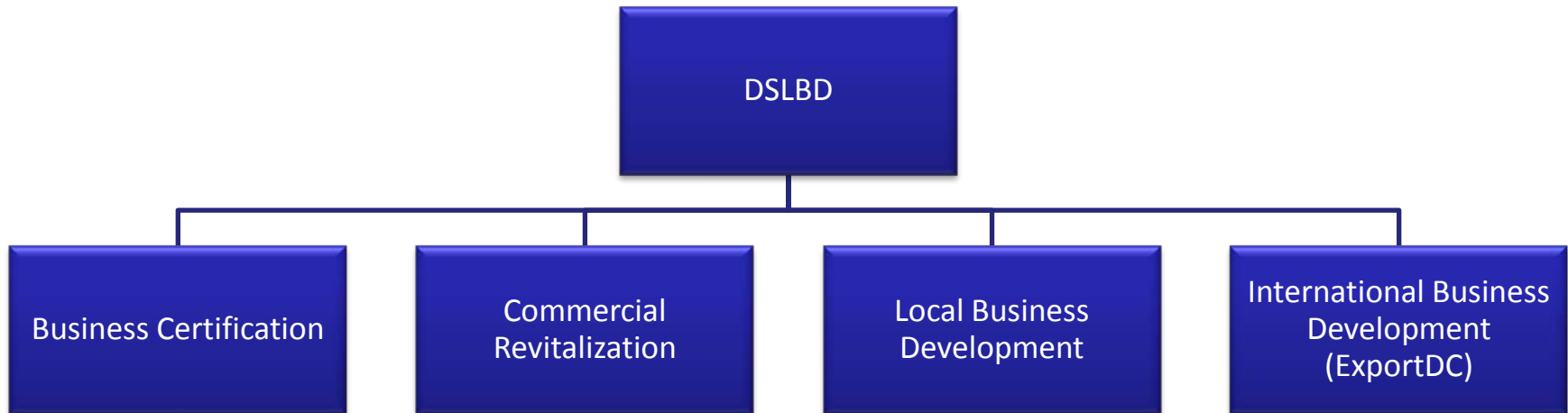
Department of Small and Local Business Development

CERTIFIED BUSINESS ENTERPRISE PROGRAM



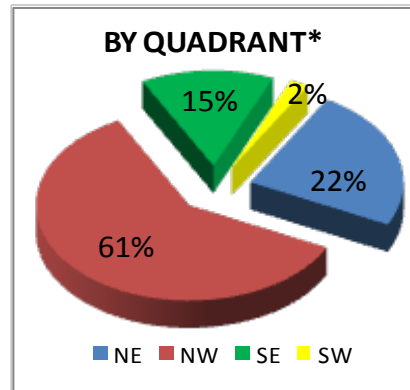
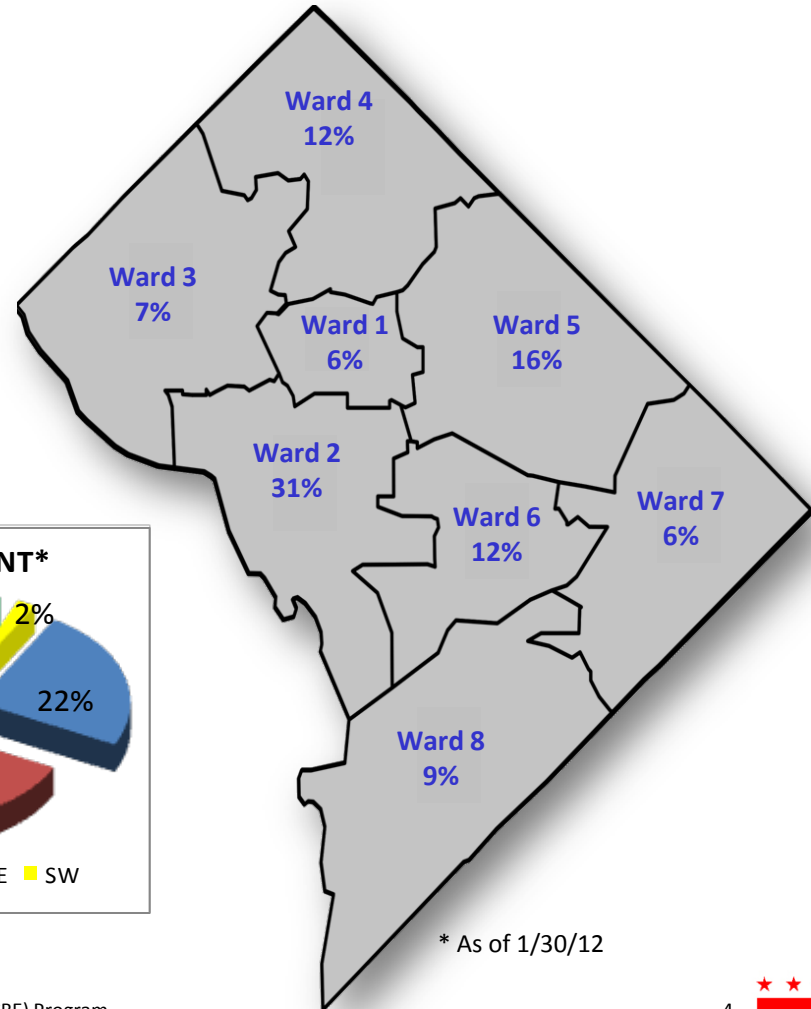
The **Department of Small and Local Business Development (DSLBD)** supports the development, economic growth, and retention of District-based businesses, and promotes economic development throughout the District's commercial districts.

DSLBD is comprised of four organizational divisions that work collaboratively to support small and local businesses.



- The Business Certification Division evaluates businesses headquartered in the District to determine their eligibility to become a Certified Business Enterprise (CBE).
- The DC Government directs spending to CBEs, and they in turn support and contribute to job creation and the city tax base, strengthening the local economy.
- The CBE Program provides contracting preference for local businesses so they can better compete for DC Government contracts and procurement opportunities.

PERCENT OF CERTIFIED BUSINESS ENTERPRISES BY WARD*



* As of 1/30/12

Businesses may be certified in any of the following categories; however, only a **maximum of 12 points** can be applied toward any contract award. In evaluating invitations for bids (IFBs), contracting personnel apply a **percentage reduction in price** according to the CBE designation. In evaluating requests for proposals (RFPs), contracting personnel apply **points to proposal evaluations** according to CBE designation. DSLBD also certifies joint ventures in the CBE Certification Program.

<u>Certification Categories</u>	<u>Authority</u>	<u>Preference</u>	<u># of CBEs</u> (as of 8/15/2012)	<u>% of CBEs</u> <u>by Category</u> (as of 8/15/2012)
Local Business Enterprise (LBE)	§2-218.31 27 DCMR 802	2 or 2%	1101	100%
Small Business Enterprise (SBE)	§2-218.32	3 or 3%	1042	95%
Disadvantaged Business Enterprise (DBE)	§2-218.33 27 DCMR 803	2 or 2%	596	54%
Resident Owned Business (ROB)	§2-218.35 27 DCMR 804	5 or 5%	548	50%
Development Zone Enterprise (DZE)	§2-218.37	2 or 2%	632	57%
Longtime Resident Business (LRB)	§2-218.36 27 DCMR 805	5 or 10%	83	8%
Veteran Owned Business (VOB)	§2-218.38	2 or 0%	40	4%
Local Manufacturing Business Enterprise (LME)	§2-218.39	2 or 0%	1	0%
Joint Venture Certifications (JV)	§2-218.39a 27 DCMR 811	Varies	88	N/A



Local Business Enterprise (LBE) Definition

- Principal office physically located in the District;
- Chief executive officer and highest level managerial employees *maintain their offices* and perform their managerial functions in the District;
- Meets **one of the four** following standards:
 - More than 50% of the assets, excluding bank accounts, are located in the District;
 - More than 50% of the employees are residents of the District;
 - The owners of more than 50% of the business enterprise are residents of the District; or
 - More than 50% of the total sales or other revenues are derived from transactions in the District
- Is properly licensed under DC law; and
- Is subject to tax under DC law (Chapter 18 of Title 47)

Note: *If you are certified with the Virginia Small, Women-owned, and Minority-owned Business (SWaM) certification program you are not eligible for CBE certification. Site visits are conducted within the Washington Metropolitan area to verify that the firm meets the local business enterprise definition.*



- Primary office based upon the totality of the business activities in which routine and essential business functions occur, such as:
 - Bookkeeping and recordkeeping
 - Payroll maintenance
 - Receipt of business telephone calls
 - Receipt of correspondence
 - Storage of books and records
 - Directing, controlling, and coordinating activities and policies by officers, principals, and managers
- In order to be considered a principal office, the applicant must:
 - Own or lease office for a **minimum of 12 months**.
 - If the applicant owns or leases other locations, the applicant shall have no more employees reporting to or working from any single location outside of the District than the employees working from principal office.
 - In addition, all signage and/or printed material for the business must display the principal office location.

Small Business Enterprise (SBE) Definition

- Is a local business enterprise
- Is independently owned, operated, and controlled
- Meets the U.S. Small Business Administration definition of a small business concern under the Small Business Act (<http://www.sba.gov/content/am-i-small-business-concern>); or
- Has average annualized gross receipts for prior 3 years not exceeding the following limits:

– Construction, Heavy (Street and Highways, Bridges, etc.)	\$23M
– Construction, Building (General Construction, etc.)	\$21M
– Construction, Specialty Trades	\$13M
– Goods & Equipment	\$20M
– General Services	\$19M
– Professional Services, Personal Services (Hotel, Beauty, Laundry, etc.)	\$5M
– Professional Services, Business Services	\$10M
– Professional Services, Health & Legal Services	\$10M
– Professional Services, Health Facilities Management	\$19M
– Manufacturing Services	\$10M
– Transportation & Hauling Services	\$13M
– Financial Institutions	\$300M



Disadvantaged Business Enterprise (DBE) Definition

- Is a local business enterprise; and
- Is more than 50% owned, operated, and controlled by socially and economically disadvantaged individuals.
 - An individual is socially disadvantaged if the individual has reason to believe that the individual has been subjected to prejudice or bias because of his or her identity as a member of a group without regards to his or her qualities as an individual.
 - An individual whose ability to compete in the free market system is impaired because of diminished opportunities to obtain capital and credit as compared to others in the same line of business where such impairment is related to the individual's status as economically disadvantaged.

Note: The personal net worth of the applicant seeking DBE certification must be less than \$1,000,000, excluding the value of his/her primary residence and value of his/her ownership interest in the CBE.

Resident Owned Business (ROB) Enterprise Definition

- Is a local business enterprise; and
- Owned by an individual who is, or majority of individuals who are, subject to personal income tax *solely* in the District.

Local Business with Principle Office Located in an Enterprise Zone (DZE) Definition

- Is a local business enterprise; and
- Principal office is located in designated enterprise zones in the District.
 - Enterprise Zones are areas of the city that are targeted by law for increased economic development activity.

Longtime Resident Business (LRB) Enterprise Definition

- Is a local business enterprise;
- Has been continuously eligible for certification as a local business enterprise for 20 consecutive years;
- Or is a small business enterprise that has been continuously eligible for certification as a local business enterprise for 15 consecutive years.

Veteran-Owned Business (VOB) Definition

- Is a local business enterprise;
- Meets the definition of a small business enterprise;
- Is not less than 51% owned and operated by one or more veterans (as defined in 38 U.S.C.S. 101 (2)); Veteran means a person who served in the active military, naval, or air service, and who was discharged or released therefore under conditions other than dishonorable;
- In the case of any publicly owned business, not less than 51% of the stock which is owned by one or more veterans; and
- One or more veterans control the management and daily operations

Local Manufacturing Business (LMB) Definition

- Is a local business enterprise;
- Makes a product through a process involving raw materials, components, or assemblies, usually on a large scale with different operations divided among different workers;
- Has an annual revenue of \$2 million or more in the manufactured product; and
- Has its principal location of manufacturing in the District.

Sole Proprietorship:

- Affidavit (Notarized)
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Certificate of occupancy or home occupation permit
- Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue (no older than 6 months)
- Company capability statement, including a brief description of products or services
- Personal or Business District or state and federal tax returns, last three years, and all schedules (signed)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Lease or deed for business site (signed)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel

Partnership:

- Affidavit (Notarized)
- Company capability statement, including a brief description of product or service
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Certificate of Good Standing or Notice of Tax (no older than 6 months)
- Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs (no older than 6 months)
- Certificate of occupancy or home occupation permit
- District or state and federal tax returns for each partner, or Business Partnership Tax Returns, last three years, and all schedules (signed)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Lease or deed for business site (signed)
- Partnership agreement, buy-out rights and profit sharing agreement
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resume for each partner

Corporation:

- Affidavit (Notarized)
- Articles of incorporation
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- By-laws of corporation and any amendment(s)
- Certificate of incorporation
- Certificate of occupancy or home occupation permit
- Company capability statement, including a brief description of products or services
- Business District or state and federal tax returns, last three years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Minutes of first and most recent organizational meeting
- Certificate of Good Standing or Notice of Tax (no older than 6 months)
- Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs (no older than 6 months)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel

Limited Liability Corporation (LLC):

- Affidavit (Notarized)
- Articles of organization
- Operating agreement
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Certificate of organization
- Certificate of occupancy or home occupation permit
- Company capability statement, including a brief description of products or services
- Business District or state and federal tax returns, last three years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue (no older than 6 months)
- Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs (no older than 6 months)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel

Disadvantaged Business Enterprise (DBE):

- DBE Form (Notarized)
- DBE Narrative Letter (on letterhead, signed and dated)
- Submit personal District or state and federal tax returns for the last year (signed)
- Personal Financial Statement

Resident Owned Business (ROB):

- Residential lease or deed
- Submit personal District or state and federal tax returns for the last year (signed)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID, copy of current residential utility bill or voter registration card)

Local Business with a Principal Offices Located within an Enterprise Zone (DZE):

- Verification from the Enterprise Zone Finder Map (please verify at <http://lsdbe.dslbd.dc.gov/public/ez/>)

Longtime Resident Business (LRB):

- Submit proof that business has filed twenty (20) or fifteen (15) years of Business District tax returns as proof of continuous eligibility

Veteran Owned Business (VOB):

- Submit proof of DD Form 214 Certificate of Release or Discharge from Active Duty

All Businesses Less Than One Year Old:

- Business Plan
- Proof of capital injection (e.g. current bank statement)

- The District of Columbia Small and Local Business Opportunity Commission (SLBOC) is a nine (9) member commission appointed by the Mayor
 - One commissioner is appointed from each of the District's eight wards and one At-Large member. One of the nine (9) commissioners is appointed by the Mayor as the Chair.
- Commissioners have two (2) year terms and must be residents of the District of Columbia in the respective wards.
- Commissioners shall among other things:
 - Determine whether to grant a request for appeal of a denial of certification;
 - If an appeal is granted, conduct a hearing open to the public; and
 - Consider complaints requesting revocation of the certification status of a business enterprise, and if warranted conduct a hearing.

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CERTIFY YOUR BUSINESS REGISTER FOR TRAININGS FIND BUSINESS OPPORTUNITIES FIND INCENTIVES District of Columbia Main Streets FIND CERTIFIED COMPANIES

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Department of Small and Local Business Development

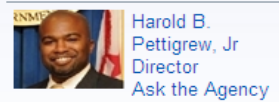
Office Hours Monday through Friday, 8:30 am to 5:00 pm

How to Reach Us 441 4th Street NW, 970 North Washington, DC 20001 dslbd@dc.gov

Phone: (202) 727-3900 Fax: (202) 724-3786 TTY: (202) 727-3900

FOIA Information Agency Performance

Website: http://dslbd.dc.gov



Agency CBE Compliance



DSLBD Highlights

Business Resources in the District DSLBD offers a variety of programs and resources. (more)

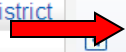
Commercial Revitalization Supports the revitalization of DC's neighborhood commercial districts and small businesses. (more)

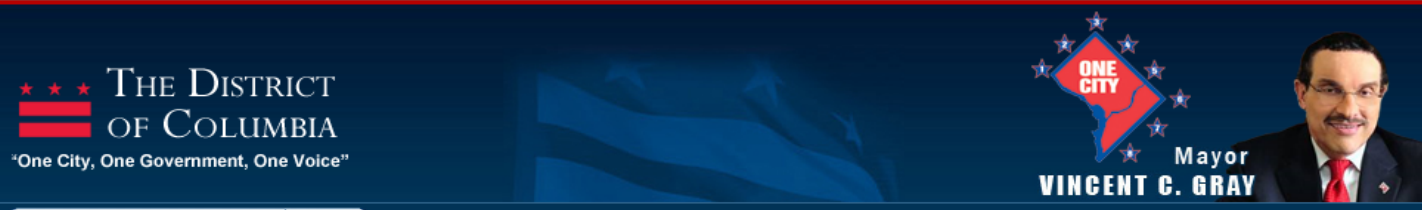
Training and Education Provides DC entrepreneurs with training, workshops, and consulting. (more)

Featured News

- 01/10/2012 DC Department of Small and Local Business Development Announces New Location for Business Information Services
- 01/06/2012 DC Department of Small and Local Business Development Launches New Trade and Export Program for Small Businesses
- 12/08/2011 DSLBD Launches New Citywide Agency Compliance Monitoring System

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- Training & Education
- Commercial Revitalization



Department of Small and Local Business Development

Office Hours
Monday through Friday, 8:30 am to 5:00 pm

How to Reach Us
441 4th Street NW, 970 North Washington, DC 20001
dslbd@dc.gov

Phone: (202) 727-3900
Fax: (202) 724-3786
TTY: (202) 727-3900

FOIA Information
Agency Performance

Website: http://dslbd.dc.gov

Certify Your Business

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The business certification program in the District of Columbia registers a company into a DC agency database and labels it as a Certified Business Enterprise (CBE). The District directs spending to these DC-based businesses that support and contribute to job creation and the city tax base, which in turn results in a much stronger local economy.

Please register and login below to apply for certification, re-certification, or an upgrade or check application status.

To register your business with the CBE Business Center, select the Register button below.

Register

If you are a returning user, select Log In and enter your username and password.

Log In

NOTE: Beginning Monday, January 23, 2012 DSLBD will no longer offer walk-in consultations. Applicants must sign-up for a one-on-one consultation. Please follow this link to schedule your consultation:

http://bizdc.ecenterdirect.com/Conferences.action. When scheduling your consultation, please ensure that you select 'DSLBD Small Business Resource Center' in the 'Center:' dropdown menu. Please note that consultations must be held within ten (10) business days of submitting a certification application. Please contact DSLBD at dslbd@dc.gov with any questions.

- Mandatory Pre-Certification Orientation (Register)
- Pre-Certification Orientation Materials
- Required Supporting Documents for Application
- Sworn Affidavit Form
- Disadvantage Business Enterprise Form
- Joint Venture Certification
- Certification Frequently Asked Questions
- Enterprise and Economic Development Zone Finder
- Add Citywide CBE Opportunities

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CBE Business Online

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Registration

Complete the information below and select **Submit** to create your username and password. Your information is protected by our secure site and will only be used for application purposes. Only one registration is allowed per company. You should **frequently monitor the email address you provide** for important correspondences from the Department of Small and Local Business Development.

Company Information	Business Location Address
Company Name:* <input type="text"/>	Address 1:* <input type="text"/>
FEIN/SSN Number:* <input type="text"/>	Address 2:* <input type="text"/>
Business Phone:* <input type="text"/> - <input type="text"/> - <input type="text"/> <i>For internal DSLBD use only</i>	City:* <input type="text"/>
Website: <input type="text"/>	State:* <input type="text" value="District of Columbia"/>
	Zip Code:* <input type="text"/> - <input type="text"/>
	Mailing Address <input type="checkbox"/> <i>Check, if same as Business Location Address</i>
	Address 1:* <input type="text"/>
	Address 2:* <input type="text"/>
	City:* <input type="text"/>
	State:* <input type="text" value="District of Columbia"/>
	Zip Code:* <input type="text"/> - <input type="text"/>
Public Contact Information	
<i>Note: Information below will be displayed on the public website. Please keep the email you register with on file, it will be needed for all future communication and to reset your password.</i>	
First Name:* <input type="text"/>	
Last Name:* <input type="text"/>	
Phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Ext.: <input type="text"/>	
Email:* <input type="text"/>	
Username:* <input type="text"/>	
Password:* <input type="text"/>	
<small>(Enter 5 to 25 characters, case-sensitive)</small>	
Confirm Password:* <input type="text"/>	

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CBE Business Online Company Menu

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You will see a variety of menu options based on the business classification of your company. Select a button below to start your process.



Start Certification	Start an application for a new business certification.
Update Company Profile	Update your company and contact information.
Change Password	Change your password.
Log Out	Log out of application.

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Create New CBE Application

Terms & Conditions

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On behalf of the business identified below, the undersigned understands and/or agrees to the following:

- A. This Certification application is being submitted pursuant to the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, (D.C. Law 16-33; D.C. Official Code § 2-218.01 et seq), and applicable regulations;
- B. All supporting documents, if not submitted with this application, will be provided directly to the Department of Small and Local Business Development (DSLBD). Failure to submit all required documentation, within five (5) business days, could result in the rejection of this application;
- C. The business will cooperate with the DSLBD during the Certification process and, if required by the DSLBD, will allow site inspections, access to records, and/or discussions with representatives of the business in order to assist the applicant in fulfilling the application requirements;
- D. Any change in information submitted with this application that could affect the eligibility if the business for Certification will be timely reported to the DSLBD; and
- E. The District of Columbia's Office of the Attorney General may bring civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers, or principals thereof that is reasonably believed to have obtained Certification by fraud or deceit or to have willfully furnished substantially inaccurate or incomplete information to the DSLBD. A business enterprise or individual found guilty in such a proceeding shall be subject to a civil penalty of not more than \$100,000.

I Agree to the terms above

I Disagree with the terms above

Did you attend an orientation on the CBE program? If yes, please provide the date.

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Application Checklist



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Business Structure*

Corporation Limited Liability Corporation Partnership Sole Proprietorship

Indicate the CBE status for which you are applying*
(Choose all that apply. At least one must be selected)

- Local Business Enterprise (LBE)
- Disadvantaged Business Enterprise (DBE)
- Longtime Resident Business (LRB)
- Veteran-Owned Business (VOB)
- Small Business Enterprise (SBE)
- Development Enterprise Zone (DZE)
- Resident Owned Business (ROB)
- Local-Manufacturing Business Enterprise (LME)

Business Established*

Date Business Established:* 01 / 23 / 1974
mm dd yyyy

Show Checklist



- I Agree to submit the documents above
- I Disagree to submit the documents above

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Application Checklist

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- Affidavit
- Current financial statement - Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- District or state and federal tax returns, last three years, and all schedules (signed)
- Articles of organization
- Certificate of organization
- Business, professional and/or trade license(s) (if applicable)
- Most recent Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- Certificate of occupancy or home occupancy permit
- Lease or deed for business site (signed)
- Company capability statement, including a brief description of products or services
- Operating agreement
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Proof of citizenship of principal owner(s) (e.g. birth certificate, copy of passport, or permanent resident card)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID and copy of current residential utility bill or voter registration card)
- Dun & Bradstreet number (DUNS)
- DBE Form
- DBE Narrative Letter (on letterhead, signed and dated)
- Submit personal District or state and federal tax returns for the last year (signed)
- Verification from the Enterprise Zone Finder Map (please verify at <http://dsldb.dc.gov>)

- I Agree to submit the documents above
- I Disagree to submit the documents above

CBE Business Online Application Details Screen - Lemons For Life - Certification, Data Entry

Enter the application data by completing the steps below. To move between screens, use the **Previous** and **Save & Continue** buttons. **Note:** You may proceed until the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items 

Fields marked with an asterisk (*) are required.


Indicate the CBE status for which you are applying* (Choose all that apply. At least one must be selected)

<input checked="" type="checkbox"/> Local Business Enterprise (LBE)	<input checked="" type="checkbox"/> Small Business Enterprise (SBE)
<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)	<input type="checkbox"/> Development Enterprise Zone (DZE)
<input type="checkbox"/> Longtime Resident Business (LRB)	<input type="checkbox"/> Resident Owned Business (ROB)
<input type="checkbox"/> Veteran-Owned Business (VOB)	<input type="checkbox"/> Local-Manufacturing Business Enterprise (LME)

Business Structure* Corporation Limited Liability Corporation Partnership Sole Proprietorship


Business Identifier* Federal Employer ID (FEIN) Business Name:*

Business Location Address* Street Address 1:* Street Address 2: City:* State:* Zip Code:* -

 Business Contact Information

Business Phone:* - - Business Fax: - -

Business Email Address: Business Website Address:

 Principal Contact*

First Name:* Last Name:*

Title:*

Phone:* - - Email Address:*

Secondary Contact

First Name: Last Name:

Title:

Phone: - - Email Address:

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CBE Business Online

Application Details Screen - Lemons For Life - Certification, Data Entry

Print Log Out Yolanda Roy Help

Enter the application data by completing the steps below. To move between screens, use the **Previous** and **Save & Continue** buttons. **Note:** You may proceed until the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Business Established*	Date Business Established:* 01 / 23 / 1974 <small>mm dd yyyy</small>	
Primary Business Activity* <small>(if diversified, percent of each adding up to a total of 100%)</small>	<input type="checkbox"/> % Consultant/Professional Service Provider	<input type="checkbox"/> % Construction/Contracting
	<input type="checkbox"/> % Manufacturer	<input type="checkbox"/> % Distributor
	<input type="checkbox"/> % Wholesaler	<input type="checkbox"/> % Retail Service Provider
	<input type="checkbox"/> % Service Provider	<input type="checkbox"/> % Financial Institution
	<input type="checkbox"/> % Real Estate Developer/Construction Manager	<input type="checkbox"/> % Other (Please describe) <input type="text"/>
	Other Business Identifiers	
Dun & Bradstreet No.* <small>Contact (800) 333-0505 for assistance</small>	Local Unemployment Compensation No.* <small>Contact (202) 698-7550 for assistance</small>	

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

What is the value of the total fixed (excluding cash or liquid) assets of the business enterprise, and the value and percentage of fixed assets located in the District of Columbia? (Amounts should coincide with Fixed Asset Inventory submitted).

Total Assets:

Total Fixed Assets:

Fixed Assets in DC:

Percentage of Fixed Assets in DC:

Enter gross revenues for the last three years (if applicable)

Year	Revenue	Average:\$0.00
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	
<input type="text"/>	\$ <input type="text"/>	

Sources of Business Revenue (if applicable)

Source of Revenue	Revenue	% of Total Revenues	Last Fiscal Year: <input type="text"/>
DC Government Contracts Prime	\$ <input type="text"/>		
DC Government Contracts Sub	\$ <input type="text"/>		
Federal Government Contracts Prime	\$ <input type="text"/>		
Federal Government Contracts Sub	\$ <input type="text"/>		
Private Sector	\$ <input type="text"/>		
Other State or Local Contracts	\$ <input type="text"/>		
	\$0.00	100 %	

Description of Other Sources:

Enter the last three contracts awarded and performed (if applicable)

Name of Contract	Prime/Sub Contractor	Services Provided	Amount	Date Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous [Reset] Save & Continue >>

Fields marked with an asterisk (*) are required.

Describe the business' primary line, trade, or service:*
(2000 characters maximum)

Briefly describe any specialties:*
(250 characters maximum)

Select applicable National Institute of Government Purchasing (NIGP) Commodity Codes for this business:*

No selected NIGP codes

Edit NIGP Code(s)

Select applicable Trade Divisions for this business:

No selected Trade Divisions

Edit Trade Division(s)

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NIGP Commodity Codes*

To select a NIGP code for your company, enter a keyword (or partial keyword) in the "NIGP Description Word Search" field or enter a numeric commodity code (or code prefix) in the "NIGP Commodity Code Search" field. Select the Help icon above for advanced search information.

NIGP Description Word Search

NIGP Code Search

Format: 999-99-99

To perform an exact search, type word(s) within quotes (e.g. "Resin Bond"). To perform a multi-word search, please input a space between each word.

Available NIGP Codes (check all that apply)

NIGP Code	Description
<input type="checkbox"/> 445-12-77	SCRAPERS, WALL/PAINTER
<input type="checkbox"/> 635-14-00	Drop Cloths, Hoods and Mitts, Painter's
<input type="checkbox"/> 635-14-18	DROP CLOTHS, PAINTERS
<input type="checkbox"/> 635-14-37	HOODS, SPRAY, DISPOSABLE, FOR PAINTERS
<input type="checkbox"/> 635-14-42	MITTS, PAINTERS, HAND, W/PROTECTIVE LINER
<input type="checkbox"/> 635-47-78	TOOLS, CORNER, PAINTER'S

Selected NIGP Codes

NIGP Code	Description
<input type="checkbox"/>	

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NIGP Description Word Search
NIGP Code Search
Format: 999-99-99

To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.

Available NIGP Codes (check all that apply)

<input type="checkbox"/>	NIGP Code	Description
<input type="checkbox"/>	910-06-00	Carpentry Maintenance and Repair Services
<input type="checkbox"/>	914-27-00	Carpentry

Selected NIGP Codes

<input type="checkbox"/>	NIGP Code	Description
--------------------------	-----------	-------------

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NIGP Description Word Search

NIGP Code Search

Format: 999-99-99

To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.

Available NIGP Codes (check all that apply)

<input type="checkbox"/>	NIGP Code	Description
<input type="checkbox"/>	910-06-00	Carpentry Maintenance and Repair Services
<input checked="" type="checkbox"/>	914-27-00	Carpentry

Selected NIGP Codes

<input type="checkbox"/>	NIGP Code	Description
<input type="checkbox"/>	914-27-00	Carpentry



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Application Details Screen - MelissaTEST - Certification, Data Entry

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Enter the application data by completing the steps below. To move between screens, use the **Previous** and **Save & Continue** buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items
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Fields marked with an asterisk (*) are required.

Describe the business' primary line, trade, or service:*	<input type="text"/>		
<small>(2000 characters maximum)</small>			
Briefly describe any specialties:*	<input type="text"/>		
<small>(250 characters maximum)</small>			
Select applicable National Institute of Government Purchasing (NIGP) Commodity Codes for this business:*	<table border="1"> <tr> <td>914-27-00</td> <td>Carpentry</td> </tr> </table>	914-27-00	Carpentry
914-27-00	Carpentry		
	<input type="button" value="Edit NIGP Code(s)"/>		
Select applicable Trade Divisions for this business:	No selected Trade Divisions		
	<input type="button" value="Edit Trade Division(s)"/>		

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Enter business and office equipment, vehicles and storage locations

Equipment / Vehicle Name:*
(Owned or Leased)

Storage Location of Equipment / Vehicle:*

Equipment & Vehicles (Owned and/or Leased)	Storage Location of Equipment and Vehicles	Update	Delete
Ford Escape	1808 9th Street, NW		

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter all operating facilities or other office locations including storage/warehouse facilities

Facility:* []

Street Address 1:* [] Street Address 2: []

City:* [] State:* District of Columbia Zip Code:* [] - []

[] Add

Facilities	Address	Update	Delete
------------	---------	--------	--------

No results found.

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

List the total number of employees, and corresponding number of employees who are residents of the District of Columbia and on payroll with the enterprise for the three preceding years:*

	Year 1	Year 2	Year 3
Year:			
Number of Full-Time Employees:			
Number of Part-Time Employees:			
Number of D.C. Resident Full-Time Employees:			
Number of D.C. Resident Part-Time Employees:			
Total Number of Employees:	0	0	0
Total Number of D.C. Resident Employees:	0	0	0

Identify all original and current owners/stockholders of the business* (At least one owner must be added)

First Name:* Last Name:* US citizen LPR

Home Address 1:* Home Address 2:

City:* State:* Zip Code:* - Ward:

Home Phone: - - Number of Shares: Percentage of Ownership:* %


Initial Capital Injection: \$ Class of Stock Issued:

Place of birth: Proof of Citizenship:*

Gender: Race: LGBT:

Disabled: Veteran:

Principal Owner	Owner Name	Home Address	Home Phone	# Shares	% Owner	Update	Delete
-----------------	------------	--------------	------------	----------	---------	--------	--------

 No results found.

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

List all members of the board of directors

Director First Name:* [] Director Last Name:* []

Title:* [] Home Phone: []-[]-[] Appointed: []/[]/[]
mm dd yyyy

Home Address 1:* [] Home Address 2: []

City:* [] State:* District of Columbia Zip Code:* []-[]

Add

Director Name	Home Address	Home Phone	Title	Date Appointed	Update	Delete
---------------	--------------	------------	-------	----------------	--------	--------

No results found.

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

List all corporate officers and key personnel

First Name:* [] Last Name:* []

Operational Function:* [] Home Phone: []-[]-[] Appointed: []/[]/[]
mm dd yyyy

Home Address 1:* [] Home Address 2: []

City:* [] State:* District of Columbia Zip Code:* []-[]

Add

Corporate Officers/Key Personnel	Home Address	Home Phone	Operational Function	Date Appointed	Update	Delete
----------------------------------	--------------	------------	----------------------	----------------	--------	--------

No results found.

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Bonding Information (if applicable)

Bonding Company Name: Bonding Limit \$:

Street Address 1: Street Address 2:

City: State: Zip Code: -

Business Phone: - - Business Fax: - -

Contact Person:

Bonding Specialties (if any)

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Banking

Insurance Information:*

Insurance Company Name:*

Contact Person:*

Insurance Type:*

Property/Liability Limits \$:*

Street Address 1:*

Street Address 2:

City:*

State: District of Columbia

Zip Code:*

Business Phone:*

Business Fax:

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Business Banking Information:*

Primary Bank:* Contact Person:*

Street Address 1:* Street Address 2:

City:* State:* Zip Code:* -

Business Phone:* - - Business Fax: - -

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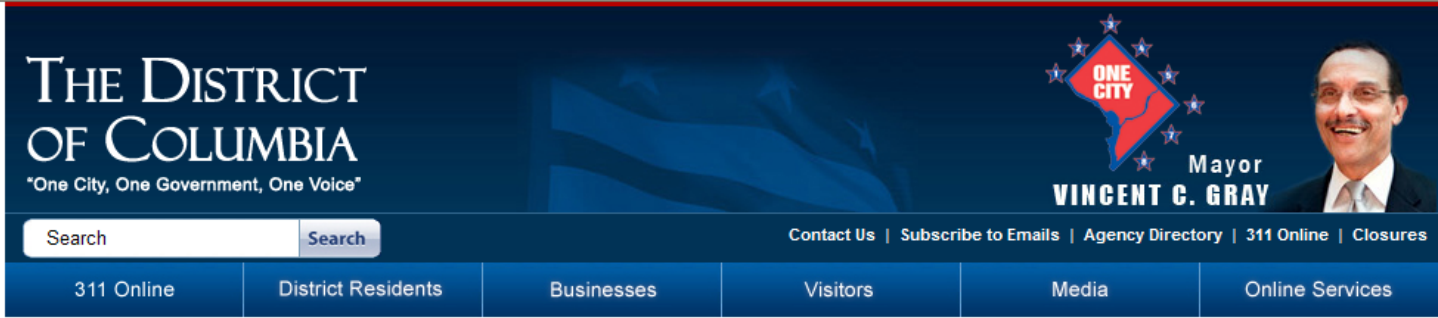
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Contact Agency Directors

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Fields marked with an asterisk (*) are required.

Taxes Paid

	Current Year-to-Date:	Last Fiscal Year:
Arena	\$ <input type="text"/>	\$ <input type="text"/>
Ballpark Sales	\$ <input type="text"/>	\$ <input type="text"/>
Corporate	\$ <input type="text"/>	\$ <input type="text"/>
Fuel	\$ <input type="text"/>	\$ <input type="text"/>
Other	\$ <input type="text"/>	\$ <input type="text"/>
Personal Property	\$ <input type="text"/>	\$ <input type="text"/>
Real Estate	\$ <input type="text"/>	\$ <input type="text"/>
Sales	\$ <input type="text"/>	\$ <input type="text"/>
Unemployment	\$ <input type="text"/>	\$ <input type="text"/>
Total Amount	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>

Enter total amount of taxes paid to DC government.*
 (Specify type of taxes paid in the current and previous tax year - if applicable)

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Step: **1** 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Classification of Work Categories for CBE Enterprise Program*
(Check all that apply. At least one must be selected)

<input type="checkbox"/>	Construction Services Specialty Trades (\$13M) Structural Steel Erection
<input type="checkbox"/>	Goods and Equipment (\$8M)
<input type="checkbox"/>	General Service (\$19M)
<input type="checkbox"/>	Professional Service Business Service (\$10M)
<input type="checkbox"/>	Professional Service Personal Services (\$5M)
<input type="checkbox"/>	Transportation/Hauling Services (\$13M)

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

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Fields marked with an asterisk (*) are required.

Enter business, professional, and/or trade license(s) if apply

License Type:*

License Number:*

Authorizing Entity of Certification/Licensing:*

License Expiration Date:

 mm dd yyyy

Add

License Type

License Number

Expiration Date

Authorizing Entity

Update

Delete

No results found.

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Contact Agency Directors

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Fields marked with an asterisk (*) are required.

SINCE THE DATE OF YOUR LAST CERTIFICATION/RECERTIFICATION

1. Has the business enterprise previously worked and/or is it currently working on any contracts with the District of Columbia? Yes No

If yes, please explain:

Text input field for explanation of question 1.

2. Does the business enterprise have any other locations related to this business (i.e., storage/warehouse)? Yes No

If yes, please explain:

Text input field for explanation of question 2.

3. Does the business enterprise have any other affiliated entities (e.g. parent company, subsidiary, etc.)? Yes No

If yes, please provide a copy of three years of Federal and State income taxes, and the most recent UC-30 of the affiliate(s).

Text input field for providing tax documents for question 3.

4. Does the business enterprise currently hold any other certifications (e.g. SBA, MDOT, MWAA, WMATA, NMSDC, WBENC, VDOT, etc.)? If yes, please provide the certification number and expiration date. Yes No

Certified By	Certification Number	Expiration Date
<input type="checkbox"/> SBA	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> MDOT	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> MWAA	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> WMATA	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NMSDC	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> WBENC	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> VDOT	<input type="text"/>	<input type="text"/>

Other: Please Specify

5. Do you consider your business enterprise a green business? Yes No



CBE Applications Submission & Checklist

Help
Log Out Certification Manager

- DSLBD HOME
- CBE ONLINE
- Certification Admin
 - Assign Specialists
 - View Assigned Applications
 - Create New Applications
 - Generate Reports
 - View/Print Company Information
 - Update Company Information
 - Create Letters and Mail Merge Data File
- User Profile
 - Update Profile
 - Change Password
 - Log Out

Important Note:

The Application process is not completed. To submit application checklist items and the notarized affidavit for the CBE Certification application to the Department of Small and Local Business Development (DSLBD), applicants must sign-up for a one-on-one consultation. At this consultation, the Business Certification Specialist will review the application checklist and supplemental documents to verify the completeness of the application. CBE applicants have **ten (10) business days**, from the date the online application is submitted, to meet with a Specialist in a one-on-one consultation to submit their supplemental documents. **DSLBD no longer accepts supporting documents that applicants walk in, mail or courier.**

Please follow this link to schedule your consultation: <http://bizdc.ecenterdirect.com/Conferences.action?CenterID=71>.

In accordance with Title 27 of DCMR Section 806.1(b), "If the application is incomplete or lacks the required verification, it shall be returned to the applicant with a notice indicating the need for the additional actions or materials that are necessary in order for it to be accepted for review". Incomplete applications will not be accepted during a one-on-one consultation. If the documents are not accepted the application will be closed in the online system and you will have to submit a new application.

Once you select the **Submit Final Application** button below, you will not be able to change any information that you entered. If you discover an error, contact a Certification Specialist at (202) 727-3900. You may return any time to print the contents of your application or to check on its status.

- Print Application Checklist
- Print Affidavit*

* This document is presented in Portable Document Format (PDF) and a PDF reader is required for viewing.
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<< Go Back Submit Final Application

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT



SWORN AFFIDAVIT

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) that the statements made and documents submitted as part of the attached certification application, request for upgrade or joint venture application, with or without a bid or proposal request, to the Department of Small and Local Business Development ("Department") are true and correct and include all material information necessary:

1. To identify and explain the operations of the company;
2. To identify the ownership of the company; and, otherwise,
3. Establish the company's eligibility for certification under the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended D.C. Official Code § 2-218.01 *et seq.*

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) to report to the Department any change of the District principal office address, ownership or other change that may affect the eligibility of the Certified Business Enterprise ("CBE") immediately if an application for certification, request for upgrade or joint venture application is pending when said change occurs and within thirty (30) days of the date of any such change after becoming a CBE.

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) that the below list includes the chief executive officer and highest level managerial employees of (Business Enterprise Name) _____ and their respective titles and that (Business Enterprise Name) _____ shall report any change to the below list immediately if an application for certification, request for upgrade or joint venture application is pending when said change occurs and within thirty (30) days of the date of change after becoming a CBE.

_____	_____
Name	Title
_____	_____
Name	Title
_____	_____
Name	Title

The undersigned, as a duly authorized representative of (Business Enterprise Name) _____, swears (or affirms) the (Business Enterprise Name) _____ and each of the above listed chief executive officers and highest level managerial employees of (Business Enterprise Name) _____ have not been revoked, suspended or debarred by any governmental entity in any jurisdiction for any cause listed in rules and regulations and have not been convicted of the following in any federal or state jurisdiction (if for individuals as an adult):

- (a) A criminal offense incident to obtaining or attempting to obtain a public or private contract, or subcontract, or in the performance of the contract or subcontract;
- (b) Fraud, embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity; or
- (c) An offense under antitrust statutes arising out of the submission of bids or proposals.

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Mayor VINCENT C. GRAY

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CBE Business Online CBE Applications

[? Help](#)

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Select the Start New Application button to certify or recertify your business, or to upgrade an existing certification. To view the status and details of any of the applications shown in the chart below, select **Details** in the View/Edit column.

Date Submitted	App Type	Status	Status Date	View/Edit	CBE#	Days Under Review
Not submitted	Certification	Data Entry	2/4/2011	Details...	Number not assigned	

You cannot start a new application because you currently have a pending one.
You cannot view your CBE information because your application has not been approved yet.

<p>District News</p> <ul style="list-style-type: none"> Press Briefings & Schedules Statements & Releases Subscribe to Emails Subscribe to Text Alerts Online Chats DC Gov Social Networks DC Webcasts Government Closures 	<p>Information Centers</p> <ul style="list-style-type: none"> 72hours Emergency Planning Business Consumer Protection Education Health Social Services Residents Visitors 	<p>Community</p> <ul style="list-style-type: none"> Citywide Calendar Census DC Jobs DC Procurement Green DC DC One Card Interagency on Homelessness Recovery.dc.gov 	<p>DC Government</p> <ul style="list-style-type: none"> Mayor's Office DC Agencies DC Council Elected Officials District Appointees CapStat Courts DC Laws DC Statehood 	<p>Contact Us</p> <ul style="list-style-type: none"> Call 311 Contact the Mayor Contact Agency Directors Send Feedback Search Telephone Directory Submit Service Requests Make FOIA Requests
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CBE Business Online

Application Details Screen - Lemons for Life - Certification, Application Submitted



Print



Help

[Log Out Mickey Mouse](#)

View the current status of your company's certification. To return to the list of all applications, select [Back to Application List](#).

[Application Data](#)

[Checklist](#)

[Status](#)

of days Under Review:

Current Information	Current Status: Application Submitted
Company Name:	Lemons for Life
Approval Date:	Not assigned
Expiration Date:	Not assigned
CBE#:	Not assigned
Application Type:	Certification
Certification Specialist:	No specialist assigned
Provisional CBE#:	Not assigned

[Back to Application List](#)

Status History


By Mouse, Mickey on 2/14/2011, status: **Data Entry** (initially created)


By Mouse, Mickey on 2/14/2011, status: **Application Submitted** (submitted)

Specialist Assignment History

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Company

Online Business Processing

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District Enterprise Zone Finder

A variety of incentive programs are available to help District businesses obtain financing, reduce their costs, and compete for business opportunities with the District.

View Enterprise/Economic Development Zones

Enterprise Zone*

Enterprise Zones and Economic Development Zones are both areas in the District designated by law to provide special initiatives that stimulate economic growth and job development. Programs include taxable and tax-exempt revenue bonds to finance the acquisition, construction and renovation of a wide array of capital projects owned by private enterprises and nonprofit institutions; wage credits and additional expensing allowance; a zero federal capital-gains tax rate on certain investments; and tax-exempt bond financing. Businesses that are located within either of these zones and have received a "DZE" certification from DSLBD will also be eligible for two preference points and a two-percent price reduction for proposals and bids. Select an icon to the left to see the boundaries of either zone and print the maps to help you choose your business location. For more details, please see the [Deputy Mayor for Planning and Economic Development](#) website.

Economic Development Zones*

* This document is presented in Portable Document Format (PDF). A PDF reader is required for viewing.
[Download a PDF Reader](#) or [Learn More About PDFs](#).

Enter an address to see if it is located in the District Enterprise Zone (EZ)

Examples: 441 4th Street NW, 421 Alabama Avenue SE

CBE Business Online Online Business Processing

District Enterprise Zone Finder

A variety of incentive programs are available to help District businesses obtain financing, reduce their costs, and compete for business opportunities with the District.

View Enterprise/Economic Development Zones



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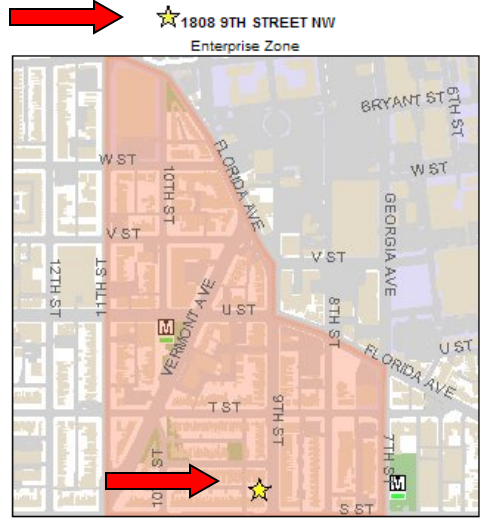
Economic Development Zones*

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Enter an address to see if it is located in the District Enterprise Zone (EZ)

Examples: 441 4th Street NW, 421 Alabama Avenue SE

You are located in Enterprise and Empowerment Zone: 20 Plus % Poverty Level - Census Tract 45



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DSLBD
DC Department of Small & Local Business Development

**Department of Small and
Local Business Development**

Office Hours

Monday through Friday, 8:30 am
to 5:00 pm

How to Reach Us

441 4th Street NW, 970 North
Washington, DC 20001
dslbd@dc.gov

Featured Programs

[Share Text Size: A A A](#)

Agency CBE Compliance



DSLBD Highlights

Business Resources in the District



DSLBD offers a variety of programs and resources. [\(more\)](#)

Commercial Revitalization



Supports the revitalization of DC's neighborhood commercial districts and small businesses. [\(more\)](#)

Training and Education



Provides DC entrepreneurs with training, workshops, and consulting. [\(more\)](#)

E-mail: Password: 

Remember password

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Training Events Calendar

The search filter below can be used to find upcoming events being hosted throughout the Network. You may use any combination of parameters (Center, Keyword, Topics, Dates, Status) to locate events that you might be interested in.

Sort by:

Center:

Keyword Search:

Start Date Range:

[One-on-One Business Counseling Sessions \(DCWBC\)](#)

Event Status: Full **Event Fee:** \$0.00
Event Date: 3/7/2012 **Register By:** 3/3/2012
Time: 10:00 am - 11:00 am
Event Location: [1100 4TH Street, SW, 2nd Floor, Washington, DC 20024-4451](#)
Description: At this session counselors from the D.C. Women's Business Center (DCWBC) will provide assistance with navigating through the regulatory environment. During this session, DCWBC will provide access to ongoing counseling from WBC Business Development...

[One-on-One Business Counseling Sessions \(DCWBC\)](#)

Event Status: Full **Event Fee:** \$0.00
Event Date: 3/7/2012 **Register By:** 3/3/2012
Time: 12:00 am - 1:00 am
Event Location: [1100 4TH Street, SW, 2nd Floor, Washington, DC 20024-4451](#)
Description: At this session counselors from the D.C. Women's Business Center (DCWBC) will provide assistance with navigating through the regulatory environment. During this session, DCWBC will provide access to ongoing counseling from WBC Business Development...

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Video Web Tip: How to Use the Search Function on DCRA Home Page

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Register Your Corporation Online

BUSINESS LICENSING

Renew Your Business License Online

View A Directory of All Basic Business License Categories

Video Web Tip: How to Find Business Licensing Information

PROFESSIONAL LICENSING

Department of Small and Local Business Development (DSLBD)

Certify Your Business

IRS SMALL BUSINESS TAX SERVICES

Apply for an Employer Identification Number (EIN) Online with the IRS

DC Bar Pro Bono Program

DC Small Business Development Center (SBDC) Network

DC Chamber of Commerce Foundation

DC Women's Business Center (DCWBC)

Latino Economic Development Corporation (LEDC)

Small Business Administration (SBA)

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Sort by:

Center:

Keyword Search:

Topic:

Start Date Range: to

Event Status:

[One-on-One Certified Business Enterprise \(CBE\) Application Consultation](#)

Event Status: Open **Event Fee:** \$0.00
Event Date: 3/12/2012 **Register By:** 3/8/2012
Time: 8:30 am - 9:00 am
Event Location: [441 4TH St NW Ste. 970N, Washington, DC 20001-2714](#)

Description: To submit the supplemental documents for Certification, Recertification and Upgrade online CBE applications, all applicants must sign-up for a one-on-one consultation. At this consultation, the Business Certification Specialist will review the ap...

[One-on-One Certified Business Enterprise \(CBE\) Application Consultation](#)

Event Status: Full **Event Fee:** \$0.00
Event Date: 3/12/2012 **Register By:** 3/8/2012
Time: 9:30 am - 10:00 am
Event Location: [441 4TH St NW Ste. 970N, Washington, DC 20001-2714](#)

Description: To submit the supplemental documents for Certification, Recertification and Upgrade online CBE applications, all applicants must sign-up for a one-on-one consultation. At this consultation, the Business Certification Specialist will review the ap...

E-mail:

Password:

Login

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Training Event Signup: One-on-One Certified Business Enterprise (CBE) Application Consultation (3/12/2012)

Thank you for your interest in our program's services! To start your training event sign-up, please enter your e-mail address and name below. If you already have an eCenter login account, please enter your e-mail address and password above.

First Name:

Last Name:

E-mail Address:

Sign Up for SBRC Training Events

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DC Women's Business Center (DCWBC)

Latino Economic Development Corporation (LEDC)

Small Business Administration (SBA)

Washington Area Community Investment Fund (WACIF)

Washington DC Economic Partnership (WDCEP)

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Password:

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DC Chamber of Commerce Foundation

DC Women's Business Center (DCWBC)

Latino Economic Development Corporation (LEDC)

Small Business Administration (SBA)

Washington Area Community Investment Fund (WACIF)

Washington DC Economic Partnership (WDCEP)

Event Title: **One-on-One Certified Business Enterprise (CBE) Application Consultation**

Event Date: 3/12/2012

Event Time: 8:30 am - 9:00 am

Your Name: Melissa Resil

Your E-mail: melissa.resil@dc.gov

(If you wish to alter your name or e-mail address, please click your browser's "back" button to return to the prior page.)

Please complete the form to register. Fields in **bold** are required.

Salutation:

Middle Initial:

Mailing Address:

City:

State:

Zip Code:

[Validate Address](#)

Country:

Phone:

Mobile Phone:

Company Name:

Date Established:

Please include me in future mailings

(leave blank if not yet in business)

Please add any questions you have about the conference:

 Sign Up

Cancel



E-mail: Password:
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 - Latino Economic Development Corporation (LEDC)
 - Small Business Administration (SBA)
 - Washington Area Community Investment Fund (WACIF)
 - Washington DC Economic Partnership (WDCEP)

YOU DO NOT YET HAVE A CONFIRMED APPOINTMENT. Your REQUEST has been submitted for this training event. Please NOTE THIS IS NOT A REGISTRATION CONFIRMATION. Please contact the event organizer shown below IF YOU DO NOT receive confirmation of your request within a few days. A CONFIRMATION is REQUIRED for an appointment.

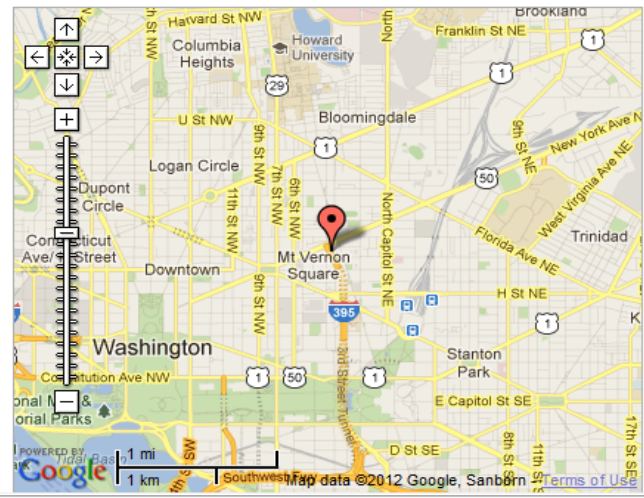
One-on-One Certified Business Enterprise (CBE) Application Consultation

Event Status: You have submitted a request for this event **Event Fee:** \$0.00
Event Date: 10/17/2012 **Register By:** 10/15/2012

Time: 9:30 am - 10:00 am
Contact: [Monica McCall-Matey](#), (202) 727-3900
Center: DSLBD Small Business Resource Center
Event Location: 441 4TH St. NW Ste. 970N, Washington, DC 20001-2714

Description: To submit the supplemental documents for Certification, Recertification and Upgrade online CBE applications, all applicants must sign-up for a one-on-one consultation. At this consultation, the Business Certification Specialist will review the application checklist and supplemental documents to verify the completeness of the application. CBE applicants have ten (10) business days, from the date the online application is submitted, to meet with a Specialist in a one-on-one consultation.

Topics: Other



Frequently Asked Questions:

- 1. Does the principal office of my business have to be in DC?** Yes.
- 2. Is a non-profit eligible for certification?** No.
- 3. Who needs to maintain an office in the principal office location?** The chief executive officer and highest level managerial employees of the business.
- 4. Is attendance to the CBE Pre-Certification Orientation mandatory?** Yes.
- 5. How long is attendance to the orientation valid?** Attendance to CBE Seminar is valid for twelve (12) months.
- 6. How long will the CBE certification process take?** The CBE Certification Process can take up to forty-five (45) business days (60 to 90 calendar days) once you submit the application.
- 7. How long is my certification valid?** CBE Certification is valid for two (2) years. Companies must re-apply for recertification 45 days prior to their expiration date (online system sends a notification 90 days prior).
- 8. Does DSLBD grant reciprocity from other jurisdictions?** No.

- 9. If my business is certified as a DBE or CBE by the DC Department of Small and Local Business Development (DSLBD), then are we already certified for DDOT's DBE program?** No. DSLBD certification will help when you bid on contracts with District Government agencies. It has no bearing on federally funded highway projects. Contact Ms. Glenda Payne by email at glenda.payne@dc.gov for more information.
- 10. Does the owner of my business have to live in DC?** No.
- 11. How do I reset my username and password?** Email Yolanda Roy (yolanda.roy@dc.gov) or Katina Bolden (katina.bolden@dc.gov), please include the name of your firm, notify us of any changes to the email address provided in the application, and ask for your login and password to be reset.

Tips: CBE Online is not compatible with Mozilla Firefox and iMac Products.



202-727-3900
dslbd@dc.gov

Melissa Resil (Business Certification Manager)

Yolanda Roy (Business Certification Specialist)

Monica McCall-Matey (Business Certification Specialist)

Makita Haynes (Business Certification Specialist)

Corey Beasley (Business Certification Specialist)