



## MEMORANDUM

**TO:** Certified Business Enterprises (CBEs)

**FROM:** Kristi C. Whitfield, Director

**DATE:** January 17, 2019

**SUBJECT:** **Special Notice - New Recertification Process Guidance**

On April 30, 2018, the Department of Small and Local Business Development (DSLBD) replaced the CBE Business Online system and launched the DSLBD Enterprise System (DES). The DES is compatible with all commonly used browsers (including Chrome and Safari) and significantly decreased the number of steps to complete CBE certification and recertification applications with the Department. The DES allows businesses to make some updates to their business profile information on the DSLBD website without approval from DSLBD. Allowable updates include: changes to business and public contact email addresses, website address changes and business description changes.

The purpose of this notice is to provide the CBE community with guidance related to the new recertification procedures within the Department's business certification division.

### **How to Access the DES to Recertify**

CBEs can begin the recertification process ninety (90) days prior to the expiration date of a CBE number. CBEs can log into the DES system (<https://des.dslbd.dc.gov>) at that time to complete the recertification process. An application cannot be initiated before this ninety day period, and a business must recertify within one year of the expiration date. If a CBE certificate lapses for more than one year, the business will be unable to recertify and will have to complete a new CBE certification application.

To initiate the recertification process you will need new credentials for the DES. CBE Online credentials (i.e. username and password for CBE Online) will not work in the new system. Please contact the DES System Administrator at [DES.Support@dc.gov](mailto:DES.Support@dc.gov) to request access to the DES, if you have not logged into the new system or have trouble logging in to the system. Please provide your first and last name, business name and CBE number in the email.

### **Simplified Recertification Process**

The new DES has streamlined the recertification process to allow businesses to receive their CBE number instantly or only report the change in their CBE certificate, while in review. A follow-up review will occur six (6) weeks from the issuance of the new CBE number to determine continued eligibility in the certification categories the business maintains.

An employee from the business certification division within the Department will email the business, six weeks from the approval date, to request documentation supporting its certification as a Local Business Enterprise (LBE) as well as some of the previously approved categories listed below (if applicable).

<b>CBE Category</b>	<b>Required Documents to Verify Continued Eligibility</b>
<b>Local Business Enterprise (LBE)</b>	<ul style="list-style-type: none"><li>• A twelve (12) month executed lease or deed, if expired at time of the follow-up review.</li><li>• Business, occupational or professional license, if expired at time of follow-up review.</li></ul>
<b>Small Business Enterprise (SBE)</b>	<ul style="list-style-type: none"><li>• District or State &amp; Federal business taxes for last three years (preceding recertification).</li></ul>
<b>Disadvantaged Business Enterprise (DBE)</b>	<ul style="list-style-type: none"><li>• An updated DBE Form. (<a href="https://dslbd.dc.gov/page/returning-applicants">https://dslbd.dc.gov/page/returning-applicants</a>)</li></ul>
<b>Resident-Owned Business (ROB)</b>	<ul style="list-style-type: none"><li>• Last tax year of District or State and Federal personal income tax returns.</li><li>• District of Columbia Driver's license or photo identification card, if expired at time of follow-up review.</li></ul>

The business can submit the supporting documentation prior to the six (6) week review period to [cbe.info@dc.gov](mailto:cbe.info@dc.gov). However, once the business receives an email from the business certification division requesting the aforementioned information, the business will have up to twenty (20) business days to provide the required documents. If the documents are password protected an employee from the business certification division will contact the business to obtain this information. Failure to provide the requested documents by the deadline, will result in the removal of applicable certification categories from the CBE certificate or, pursuant to D.C. Code § 2-218.63, the CBE certificate for the business may be revoked. If revocation is recommended, additional instructions will be provided related to the appeal process and when the business can reapply for CBE certification.

Prior to this notice, the follow-up review occurred six (6) months from the approval date and was only applicable to businesses completing the self-recertification process. Businesses that have previously responded to a six month review request, prior to the date of this memorandum, require no further action.

### **Self-Recertification versus Full Recertification**

Pursuant to D.C. Code § 2-218.61, if a business has not had a material change, a change in ownership, address or size (if you maintain the Small Business Enterprise (SBE) category), since the last approved application, the self-recertification affidavit within the DES can be completed to receive a new certification number instantly. The affidavit also requires that the business is in good standing with the Department of Consumer and Regulatory Affairs (DCRA) and maintains clean hands with the Office of Tax and Revenue (OTR). Please note that change in address refers to the location of the principal office of the business.

CBEs that have had a material change since their last approved application or CBEs that would like to add certification categories or National Institute of Government Purchasing (NIGP) codes to their business profile, will be directed to complete a full recertification application that includes two forms, inclusive of an affidavit and a section to upload supporting documents. Businesses can update their ownership information, business address, NIGP codes, or business certification categories by selecting the requested changes. Once the desired checkbox(es) are selected, the business can update the information accordingly.

To complete the process, please scroll down to the Documents section and select the 'Save & Upload' button to enable the fields and upload documents supporting the request. To submit the Full Recertification application, please select the 'Submit' button. Once submitted the application is automatically assigned to a Business Certification Specialist. The business will receive an email notification from the assigned Specialist within ten (10) business days. The email will detail any deficiencies or required updates needed to process the application. A notable new feature of the DES is that the certification division does not close the deficient application and require a business to submit a new application to address deficiencies. The DES allows the certification division to reopen the same application for the business to complete the requested changes. In addition, the new system does not have a deadline to complete the requested changes to the application. However, the time the business takes to respond may affect the duration of the application process.

The forty-five (45) business day processing timeline and electronic approval notice remain the same in the DES. The Department has added an electronic email notification feature for the denial process in the DES. Please ensure email addresses related to the business are up to date and check junk mail or spam folders for notices sent by the Department.

If you have any questions related to this special notice, please contact the business certification division at [cbe.info@dc.gov](mailto:cbe.info@dc.gov).