(EN0) DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

MISSION

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 corridors.

BACKGROUND

DSLBD's capital program will replace 13 individual systems with one streamlined enterprise solution to cover the program areas of: certification, compliance, grants management, and small business technical assistance.

CAPITAL PROGRAM OBJECTIVES

1. Complete replacement of DSLBD's existing IT infrastructure.

2. Improve integration with District government IT systems.

3. Improve client experience services for the public.

4. Increase and improve staff efficiency.

5. Increase stakeholder engagement.

6. Leverage DC inter-agency connectivity, shared standards, and applications.

RECENT ACCOMPLISHMENTS

In Fiscal Year 2023, DSLBD significantly enhanced the monitoring and management capabilities for Agency Contract Small Business Enterprise (SBE) spend with subcontractors. This development effort led to the introduction of several key functionalities aimed at improving transparency and accountability within the subcontracting process. These functionalities include:

- Subcontract Submission and Modification
- Quarterly Reports Submission and Modification
- Payment Verification for SBE Subcontractors
- Stakeholder Review and Feedback
- Launch of Agency Contracts

In addition, DSLBD completed and released Spot Checks and Site Visit functionalities and rolled out critical features focused on Reporting and Monitoring. These features include the development of Business Profiles, the setup of Grant Programs and Records, and collecting and storing Pre-Award Documents and other vital grant records.

In Fiscal Year 2024, DSLBD is implementing the Procurement Policy Directive, including the completion of functionalities such as Quarterly Reports, Vendor Verification, Approval of Subcontractor Plans, and Phased Projects Budget Plans. These advancements are designed to strengthen compliance monitoring and oversight across program activities.

Elements on this page of the Agency Summary include:

● **Funding Tables:** Past budget allotments show the allotment balance, calculated as allotments received to date less all obligations (the sum of expenditures, encumbrances, intra-District advances and pre-encumbrances). Agencies are allowed to encumber and pre-encumber funds up to the limit of a capital project's budget authority, which might be higher than allotments received to date. For this reason, a negative balance on a project sheet does not necessarily indicate overspending or an anti-deficiency violation. A negative balance is permitted in this calculation of remaining allotment authority.

● **Additional Appropriations Data ($000):** Provides a summary of the budget authority over the life of the project. The table can be read as follows:

› **Original 6-Year Budget Authority:** Represents the authority from the fiscal year in which budget was first appropriated through the next 5 years.

› **Budget Authority Through FY 2030 :** Represents the lifetime budget authority, including the 6-year budget authority for FY 2025 through FY 2030.

› **FY 2025 Budget Authority Revisions:** Represents the changes to the budget authority as a result of reprogramming, redirections and rescissions (also reflected in Appendix F) for the current fiscal year.

› **6-Year Budget Authority Through FY 2030 :** This is the total 6-year authority for FY 2025 through FY 2030 including changes from the current fiscal year.

› **Budget Authority Request Through FY 2031 :** Represents the 6-year budget authority for FY 2026 through FY 2031.

› **Increase (Decrease) :** This is the change in 6-year budget requested for FY 2026 - FY 2031 (change in budget authority is shown in Appendix A).

● **Estimated Operating Impact:** If a project has operating impacts that the agency has quantified, the effects are summarized in the respective year of impact.

● **FTE Data (Total budget in FTE Table might differ from actual budget due to rounding):** Provides the number for Full-Time Equivalent (FTE) employees approved as eligible to be charged to capital projects by, or on behalf of, the agency. Additionally, it provides the total budget for these employees (Personal Services), the non personnel portion of the budget in the agency's capital plan, and the percentage of the agency CIP budget from either expense category.

● **Facility Location Map:** For those agencies with facilities projects, a map reflecting projects and their geographic location within the District of Columbia.

(Dollars in Thousands)

Funding By Task - Prior Funding						Approved Funding						
Task	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	6 Yr Total
(06) IT Requirements Development/Systems Design	5,454	4,884	554	0	16	500	300	0	0	0	0	800
TOTALS	**5,454**	**4,884**	**554**	**0**	**16**	**500**	**300**	**0**	**0**	**0**	**0**	**800**

Funding By Source - Prior Funding						Approved Funding						
Source	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	6 Yr Total
Long Term / G.O. / I.T. Bonds (3030300)	400	400	0	0	0	0	0	0	0	0	0	0
Pay As You Go (3030301)	624	623	1	0	0	0	0	0	0	0	0	0
Short - Term Bonds (3030304)	4,430	3,861	553	0	16	500	300	0	0	0	0	800
TOTALS	**5,454**	**4,884**	**554**	**0**	**16**	**500**	**300**	**0**	**0**	**0**	**0**	**800**

Additional Appropriation Data

First Appropriation FY	2016
Original 6-Year Budget Authority	1,200
Budget Authority Through FY 2030	5,454
FY 2025 Budget Authority Changes	0
6-Year Budget Authority Through FY 2030	5,454
Budget Authority Request Through FY 2031	6,254
Increase (Decrease)	800

Estimated Operating Impact Summary

Expenditure (+) or Cost Reduction (-)	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	6 Yr Total
No estimated operating impact							

Full Time Equivalent Data

Account Category	FTE	FY 2026 Budget	% of Project
Personnel Services	0.0	0	0.0
Non Personnel Services	0.0	500	100.0

TO0-100993-TO0.ENS16C.SMALL BUSINESS IT SYSTEM

Agency:	DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT (EN0)
Implementing Agency:	OFFICE OF THE CHIEF TECHNOLOGY OFFICER (TO0)
Project No:	100993
Ward:	District Wide
Location:	DISTRICT WIDE
Facility Name or Identifier:	INFORMATION TECHNOLOGY
Status:	Ongoing Subprojects
Useful Life of the Project:	7
Estimated Full Funding Cost:	$6,254,000

Description:

This project supports the continued development and expansion of functionality of DSLBD District Enterprise System (DES). DES is an IT system that streamlines the business processes and workflows within DSLBD business areas (Certification, Compliance, Grants Management, and Business Opportunities) and supports collaboration between our internal and external users. This system replaces DSLBD separate legacy systems, and provides improved communication, coordination, and functionality so we can collectively close the gap between supply and demand for CBE contracting opportunities and administer compliance for SBE agency spending goals. The DES development includes but is not limited to certification fixes, compliance module enhancements, SBTA design and development, grants module releases, Green Book dashboard enhancements, and universal business record.

Justification:

DES will help DLSBD respond to questions about supply (who are our SBEs and CBEs) and demand (where they are needed to perform work). By answering these types of questions, DSLBD Staff will be able to assist CBEs with their searches for contracting opportunities as well as develop programs targeted to the needs of the government which will prepare more businesses for DC Government contracting.

DES will centralize the Department's knowledge base and improve performance in the following business areas:

Compliance & Enforcement. The DES will automate over 70% of the current manual processes for the Compliance and Enforcement Division as it monitors compliance for 90 District agencies (including over 1,000 government procurements), 115 public/private developments, and five sports wagering licensees. In addition, DES will allow the Compliance Division access to review documentation within the Certification's Division as it conducts over 1,000 spot checks per fiscal year to ensure that each CBE continues to meet the eligibility criteria to be certified. Further, this will allow real-time updates to the Mayor's Greenbook and will show how close an agency is to meeting the SBE goal based on each agency's procurements throughout the fiscal year.

Certifications. The DES will increase accessibility for District residents and business owners to apply for certification. Specifically, DES allows for various type of web browsers and the usage of cell phones and tablets to complete the application process; reduced the application process from 16 to 8 steps; allows for online, self-recertification online every three years; and creates a single business profile that allows all internal divisions to see any action being taken on a CBE. Furthermore, the DES will allow for greater reporting functionality so that developers/prime contractors can identify appropriate vendors for government-assisted projects.

Grants/Small Business Technical Assistance. Grants are currently issued across multiple divisions within DSLBD. The DES will serve as a single system for monitoring grants. Grant management is currently housed across six separate databases. By centralizing this information in a single, comprehensive system, DES will give management personnel the ability to gather and evaluate relevant information without having to manually compile data from separate sources. DES will also increase efficiency in this area by reducing the staff hours required to start a new grant competition (currently requiring approximately 90 staff hours) to approximately 10 hours, depending on the grant program.

Progress Assessment:

The baseline versions of the Compliance and Grants Management modules was completed in FY2024.

Related Projects:

N/A

(Dollars in Thousands)

Funding By Task - Prior Funding						Approved Funding						
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TOTALS	**5,454**	**4,884**	**554**	**0**	**16**	**500**	**300**	**0**	**0**	**0**	**0**	**800**

Additional Appropriation Data	
First Appropriation FY	2016
Original 6-Year Budget Authority	2,400
Budget Authority Through FY 2030	5,454
FY 2025 Budget Authority Changes	0
6-Year Budget Authority Through FY 2030	5,454
Budget Authority Request Through FY 2031	6,254
Increase (Decrease)	800

Estimated Operating Impact Summary							
Expenditure (+) or Cost Reduction (-)	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	6 Yr Total
No estimated operating impact							

Milestone Data	Projected	Actual
Environmental Approvals		
Design Start (FY)		10/16/2017
Design Complete (FY)		10/30/2027
Construction Start (FY)		10/30/2017
Construction Complete (FY)		10/30/2027
Closeout (FY)		10/30/2027

Full Time Equivalent Data			
Account Category	FTE	FY 2026 Budget	% of Project
Personnel Services	0.0	0	0.0
Non Personnel Services	0.0	500	100.0