

(EN0) DEPT OF SMALL & LOCAL BUSINESS DEVELOPMT

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

For Compliance, during development, a stakeholder review was conducted, development was completed, released and is being pilot tested for Agency Contract SBE spend monitoring for subcontractors. Also, requirements were gathered and fine-tuned for the continued development of the Public Private Development (Government Assisted Projects) processes for SBE spend monitoring for subcontractors. The Site Visit/Spot Check functionality was refined, released and is being used as DSLBD staff annually monitor the CBE community.

For Certification, to ensure that DSLD is being inclusive, the gender and race options were updated. The 2 fields are now required. We also added 2 new fields which are required: Business Gender Classification and Business Ethnicity Classification. These 4 required fields have the option Prefer not to answer. We created a Minority Business Enterprise (MBE) field that helps us to more easily identify the Minority Businesses based on the ethnicity classification chosen. Due to new legislation for CBEs, the revenue feature was updated to collect 5 years instead of 3 years of revenue data. Also, a certification, NMSDC (National Minority Supplier Development Council), was updated to a required field to capture the information for all CBEs. This update will assist DSLBD with collaboration with the DC businesses outside of DES (non-CBEs) that could benefit by becoming a CBE.

For Grants, requirements gathering sessions were conducted to capture and fine-tune requirements for Grants Monitoring and Reporting functionality. We began developing the Grants Reporting and Monitoring functionality using Public Sector Foundation, a new Salesforce Product which we purchased.

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 2028 :** Represents the lifetime budget authority, including the 6-year budget authority for FY 2023 through FY 2028.
 - › **FY 2023 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 2028 :** This is the total 6-year authority for FY 2023 through FY 2028 including changes from the current fiscal year.
 - › **Budget Authority Request Through FY 2029 :** Represents the 6-year budget authority for FY 2024 through FY 2029.
 - › **Increase (Decrease) :** This is the change in 6-year budget requested for FY 2024 - FY 2029 (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)

Phase	Funding By Phase - Prior Funding					Approved Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 Yr Total
(06) IT Requirements Development/Systems Design	3,144	2,621	459	62	2	1,460	0	0	0	0	0	1,460
TOTALS	3,144	2,621	459	62	2	1,460	0	0	0	0	0	1,460

Source	Funding By Source - Prior Funding					Approved Funding						
	Allotments	Spent	Enc/ID-Adv	Pre-Enc	Balance	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 Yr Total
GO Bonds - New (0300)	400	365	34	0	0	0	0	0	0	0	0	0
Pay Go (0301)	624	294	254	62	14	0	0	0	0	0	0	0
Short-Term Bonds – (0304)	2,120	1,962	171	0	-13	1,460	0	0	0	0	0	1,460
TOTALS	3,144	2,621	459	62	2	1,460	0	0	0	0	0	1,460

Additional Appropriation Data		Estimated Operating Impact Summary						
First Appropriation FY	2016	Expenditure (+) or Cost Reduction (-)						
Original 6-Year Budget Authority	1,200	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	6 Yr Total
Budget Authority Through FY 2028	3,144	No estimated operating impact						
FY 2023 Budget Authority Changes	500							
6-Year Budget Authority Through FY 2028	3,144							
Budget Authority Request Through FY 2029	4,604							
Increase (Decrease)	1,460							

Full Time Equivalent Data			
Object	FTE	FY 2024 Budget	% of Project
Personal Services	0.0	0	0.0
Non Personal Services	0.0	1,460	100.0

TO0-ENS16-SMALL BUSINESS IT SYSTEM

Agency: DEPT OF SMALL & LOCAL BUSINESS DEVELOPMT (EN0)
Implementing Agency: OFFICE OF THE CHIEF TECHNOLOGY OFFICER (TO0)
Project No: ENS16
Ward:
Location: DISTRICT-WIDE
Facility Name or Identifier: INFORMATION TECHNOLOGY
Status: Ongoing Subprojects
Useful Life of the Project: 7
Estimated Full Funding Cost: \$4,604,000



Description:

The District Enterprise System (DES) is a customized enterprise system that streamlines business processes and workflows within DSLBD’s business areas (i.e., Certifications, Compliance, Grants Management, and Small Business Technical Assistance). This enterprise system promotes efficiency within the Department and allows for better service and response to DSLBD’s external stakeholders, which include District residents, Certified Business Enterprises (CBEs), the DC government, prime contractors, developers, and grantees). The DES integrates services related to Customer Resource Management (CRM), Enterprise Resource Planning (ERP), and aspects of Supply Change Management in a single system. This unification increases transparency, data integration, and reliability, and reduces government waste by allowing for more streamlined and dynamic processes.

Justification:

DSLBD has historically relied on separate applications and systems to manage multiple processes within the Department. These legacy applications/systems did not have the capability to share data with one another. Consequently, this has inhibited efficient data analysis in response to inquiries.

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 agencies 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:

N/A

Related Projects:

N/A

(Dollars in Thousands)

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Estimated Operating Impact Summary

Expenditure (+) or Cost Reduction (-)	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	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

Object	FTE	FY 2024 Budget	% of Project
Personal Services	0.0	0	0.0
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