
Department of Small and Local Business Development

www.dslbd.dc.gov
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Table EN0-1

Description	FY 2020 Actual	FY 2021 Actual	FY 2022 Approved	FY 2023 Approved	% Change from FY 2022
OPERATING BUDGET	\$17,071,617	\$18,214,631	\$21,720,998	\$23,083,613	6.3
FTEs	53.0	50.0	56.0	59.3	5.9
CAPITAL BUDGET	\$365,459	\$0	\$720,000	\$500,000	-30.6
FTEs	0.0	0.0	0.0	0.0	N/A

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.

Summary of Services

The Department of Small and Local Business Development provides assistance and services to District-based businesses by positioning them to compete successfully for local, federal, and global business opportunities; advocating and promoting small business; providing one-on-one technical assistance, workshops, and training; certifying companies to do business in the city; and fostering small business development in commercial corridors.

The agency's FY 2023 approved budget is presented in the following tables:

FY 2023 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table EN0-2 contains the approved FY 2023 budget by revenue type compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual data.

Table EN0-2

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	% Change*	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	% Change
GENERAL FUND												
Local Funds	15,660	15,886	21,150	22,531	1,380	6.5	49.2	45.5	51.5	55.2	3.7	7.2
Special Purpose Revenue Funds	608	1,179	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR GENERAL FUND	16,268	17,065	21,150	22,531	1,380	6.5	49.2	45.5	51.5	55.2	3.7	7.2
FEDERAL RESOURCES												
Federal Grant Funds	453	509	571	553	-18	-3.1	3.8	4.5	4.5	4.1	-0.4	-9.3
TOTAL FOR FEDERAL RESOURCES	453	509	571	553	-18	-3.1	3.8	4.5	4.5	4.1	-0.4	-9.3
INTRA-DISTRICT FUNDS												
Intra-District Funds	351	641	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
TOTAL FOR INTRA-DISTRICT FUNDS	351	641	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
GROSS FUNDS	17,072	18,215	21,721	23,084	1,363	6.3	53.0	50.0	56.0	59.3	3.3	5.9

*Percent change is based on whole dollars.

Note: If applicable, for a breakdown of each Grant (Federal and Private) and Special Purpose Revenue type, please refer to **Schedule 80 Agency Summary by Revenue Source** in the **FY 2023 Operating Appendices** located on the Office of the Chief Financial Officer's website.

FY 2023 Approved Operating Budget, by Comptroller Source Group

Table EN0-3 contains the approved FY 2023 budget at the Comptroller Source Group (object class) level compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual expenditures.

Table EN0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Percentage Change*
11 - Regular Pay - Continuing Full Time	4,658	4,751	5,495	5,329	-166	-3.0
12 - Regular Pay - Other	264	364	246	552	306	124.2
13 - Additional Gross Pay	39	91	0	0	0	N/A
14 - Fringe Benefits - Current Personnel	992	1,075	1,169	1,269	100	8.5
15 - Overtime Pay	1	2	0	0	0	N/A
SUBTOTAL PERSONAL SERVICES (PS)	5,955	6,283	6,910	7,149	240	3.5

Table EN0-3

(dollars in thousands)

Comptroller Source Group	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Percentage Change*
20 - Supplies and Materials	25	5	25	25	0	0.0
31 - Telecommunications	51	54	74	74	0	0.0
40 - Other Services and Charges	104	121	195	240	45	22.8
41 - Contractual Services - Other	498	394	888	527	-362	-40.7
50 - Subsidies and Transfers	10,409	11,352	13,620	15,060	1,440	10.6
70 - Equipment and Equipment Rental	29	7	8	8	0	0.0
SUBTOTAL NONPERSONAL SERVICES (NPS)	11,117	11,932	14,811	15,935	1,123	7.6
GROSS FUNDS	17,072	18,215	21,721	23,084	1,363	6.3

*Percent change is based on whole dollars.

FY 2023 Approved Operating Budget and FTEs, by Division/Program and Activity

Table EN0-4 contains the approved FY 2023 budget by division/program and activity compared to the FY 2022 approved budget. It also provides FY 2020 and FY 2021 actual data. For a more comprehensive explanation of divisions/programs and activities, please see the Division/Program Description section, which follows the table.

Table EN0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022
(1000) AGENCY MANAGEMENT										
(1010) Personnel	116	119	118	133	15	0.8	0.9	1.0	1.0	0.0
(1020) Contracting and Procurement	25	12	69	69	0	0.1	0.0	0.0	0.0	0.0
(1030) Property Management	2	4	0	0	0	0.1	0.0	0.0	0.0	0.0
(1040) Information Technology	477	475	511	575	65	0.1	1.8	2.0	2.0	0.0
(1050) Financial Management	118	115	120	123	3	0.1	0.0	0.0	1.3	1.3
(1060) Legal	267	305	373	356	-16	2.1	1.8	2.0	2.0	0.0
(1070) Fleet Management	5	0	15	2	-13	0.0	0.0	0.0	0.0	0.0
(1080) Communications	147	106	251	278	28	1.1	0.9	2.0	2.0	0.0
(1085) Customer Service	174	136	209	81	-128	1.1	1.8	2.0	1.0	-1.0
(1090) Performance Management	689	1,016	1,001	1,104	103	3.2	3.6	6.0	7.0	1.0
SUBTOTAL (1000) AGENCY MANAGEMENT	2,020	2,288	2,665	2,722	57	8.9	10.9	15.0	16.3	1.3
(2000) CERTIFICATION										
(2010) Certification	836	767	794	820	26	8.3	5.4	7.0	7.0	0.0
(2020) Compliance	1,557	1,414	1,596	1,680	83	14.4	14.5	13.0	14.0	1.0
SUBTOTAL (2000) CERTIFICATION	2,393	2,181	2,391	2,500	109	22.7	19.9	20.0	21.0	1.0
(3000) BUSINESS OPPORTUNITIES AND ACCESS TO CAPITAL										
(3030) Capital Acquisition	0	0	0	0	0	1.7	0.0	0.0	0.0	0.0
(3040) Procurement Technical Assistance Program	655	709	763	803	40	5.0	5.6	6.0	6.0	0.0
(3050) Access to Capital	1,158	1,383	169	169	0	0.0	0.0	0.0	0.0	0.0

Table EN0-4

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalent				
	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022	Actual FY 2020	Actual FY 2021	Approved FY 2022	Approved FY 2023	Change from FY 2022
(3060) Business Development	1,459	1,471	2,706	1,538	-1,168	8.8	8.2	8.0	5.0	-3.0
(3065) Innovation and Equitable Development	0	0	0	2,186	2,186	0.0	0.0	0.0	5.0	5.0
SUBTOTAL (3000) BUSINESS OPPORTUNITIES AND ACCESS TO CAPITAL	3,271	3,563	3,639	4,697	1,058	15.5	13.8	14.0	16.0	2.0
(4000) COMMERCIAL REVITALIZATION										
(4020) Capacity Building	903	1,161	1,249	1,227	-22	2.4	5.4	7.0	6.0	-1.0
(4030) Main Streets	3,092	4,087	5,062	4,982	-80	1.5	0.0	0.0	0.0	0.0
(4040) Commercial Clean Teams	5,137	4,935	6,716	6,956	240	1.5	0.0	0.0	0.0	0.0
(4050) Healthy Food Programs	257	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (4000) COMMERCIAL REVITALIZATION	9,389	10,183	13,027	13,165	139	5.4	5.4	7.0	6.0	-1.0
(9960) YR END CLOSE										
(9961) Yr End Close	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
SUBTOTAL (9960) YR END CLOSE	-1	0	0	0	0	0.0	0.0	0.0	0.0	0.0
TOTAL APPROVED OPERATING BUDGET	17,072	18,215	21,721	23,084	1,363	52.4	50.0	56.0	59.3	3.3

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the approved funding for the activities within this agency's programs, please see **Schedule 30-PBB Program Summary by Activity** in the **FY 2023 Operating Appendices** located on the Office of the Chief Financial Officer's website. "No Activity Assigned" indicates budget or actuals that are recorded at the division/program level.

Division Description

The Department of Small and Local Business Development operates through the following 4 divisions:

Certification – processes applicants into the Certified Business Enterprise (CBE) program and monitors, tracks, and reports the activities of District agencies and non-government project partners to ensure compliance with purchasing, participation, and utilization goals with CBEs pursuant to District Law 16-33, the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended.

This division contains the following 2 activities:

- **Certification** - processes and issues certifications designating a District-based business as a CBE, conducts inspections to ensure businesses are compliant with certification regulations, and responds to complaints regarding non-compliant certified companies; and
- **Compliance** - provides oversight of District government agencies and non-government projects to ensure compliance with District regulations regarding CBE utilization and participation pursuant to District Law 16-33.

Business Opportunities and Access to Capital – provides District-based businesses with the knowledge and capacity-building tools necessary to form, develop, grow, and expand by offering classes, training, technical assistance, and advocacy to promote greater participation in local, federal, and private-sector opportunities.

This division contains the following 4 activities:

- **Procurement Technical Assistance Program** - provides District-based small businesses with support to prepare for and gain access to federal government procurement opportunities through the Procurement Technical Assistance Program;
- **Access to Capital** - expands business opportunities for small businesses by increasing the availability of start-up, working equity, and development capital and bonding; partners with lending institutions to provide financial tools; and provides targeted technical assistance that will allow for greater preparedness for the lending process;
- **Business Development** - provides training workshops, pre-bid conferences, matchmaking sessions, and one-on-one counseling to all participants in the District’s procurement process (District-based small business owners, prime contractors, and Agency staff) in the pursuit of raising CBE utilization by the District government, quasi-governmental corporations, and sports wagering licensees; and develops new strategies to increase CBE utilization by all these parties; and
- **Innovation and Equitable Development** - operates training, grant, and technical assistance programs aimed at removing barriers to entrepreneurship and business growth for District-based businesses or entrepreneurs.

Commercial Revitalization – provides technical and funding assistance that supports, promotes, and fosters economic development in commercial districts as well as the retention, recruitment, and enhancement of small businesses throughout the city.

This division contains the following 3 activities:

- **Capacity Building** - provides oversight, funding, and support for the growth and development of neighborhood businesses and manages grants to community-based organizations;
- **Main Streets** - fosters retail investment in the District by providing services and funding to help communities retain and recruit businesses, improve commercial properties and streetscapes, and attract consumers; and
- **Commercial Clean Teams** - maintains commercial corridors; enhances litter clean-up efforts through the removal of debris from streets, sidewalks and storefronts; and removes graffiti and illegal sign postings within designated clean team service-delivery areas.

Agency Management – provides administrative support and the required tools to achieve operational and programmatic results. This division is standard for all agencies using performance-based budgeting.

Division Structure Change

The Department of Small and Local Business Development has no division structure changes in the FY 2023 approved budget.

FY 2022 Approved Budget to FY 2023 Approved Budget, by Revenue Type

Table EN0-5 itemizes the changes by revenue type between the FY 2022 approved budget and the FY 2023 approved budget. For a more comprehensive explanation of changes, please see the FY 2023 Approved Budget Changes section, which follows the table.

Table EN0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2022 Approved Budget and FTE		21,150	51.5
Removal of One-Time Costs	Multiple Programs	-2,230	0.0
Removal of Non-Recurring ARPA Funding	Multiple Programs	-500	0.0

Table EN0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
LOCAL FUNDS: FY 2023 Recurring Budget		18,421	51.5
Increase: To align resources with operational spending goals	Multiple Programs	815	0.0
Increase: To adjust the Contractual Services budget	Multiple Programs	118	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	7	1.7
Enhance: To support the costs of pre-existing programmatic initiatives	Business Opportunities and Access to Capital	775	0.0
Enhance: To support the Robust Retail Grant (one-time)	Business Opportunities and Access to Capital	500	0.0
Enhance: To support additional FTE(s)	Certification	250	2.0
LOCAL FUNDS: FY 2023 Mayor's Proposed Budget		20,886	55.2
Enhance: To support Community Grants (430k), Main Streets Activities (370k), and Clean Teams (245k) (one-time)	Commercial Revitalization	1,045	0.0
Enhance: To support the District's Commercial Waste Compactor program (one-time)	Business Opportunities and Access to Capital	500	0.0
Enhance: To support Wards 7 and 8 Entrepreneurship "the Dream Grants" program	Business Opportunities and Access to Capital	100	0.0
LOCAL FUNDS: FY 2023 District's Approved Budget		22,531	55.2
FEDERAL GRANT FUNDS: FY 2022 Approved Budget and FTE		571	4.5
Decrease: To align budget with projected grant awards	Business Opportunities and Access to Capital	-18	-0.4
FEDERAL GRANT FUNDS: FY 2023 Mayor's Proposed Budget		553	4.1
No Change		0	0.0
FEDERAL GRANT FUNDS: FY 2023 District's Approved Budget		553	4.1
GROSS FOR EN0 - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT		23,084	59.3

(Change is calculated by whole numbers and numbers may not add up due to rounding)

Note: For more detailed information regarding the approved funding for interagency projects funded within this agency, please see Appendix J, FY 2023 Interagency Budgets, in the Executive Summary budget volume.

FY 2023 Approved Operating Budget Changes

Table EN0-6 contains the approved FY 2023 budget by fund compared to the FY 2022 approved budget.

Table EN0-6

Appropriated Fund	FY 2022 Approved	FY 2023 Approved	% Change from FY 2022
Local Funds	\$21,150,234	\$22,530,553	6.5
Federal Grant Funds	\$570,764	\$553,060	-3.1
GROSS FUNDS	\$21,720,998	\$23,083,613	6.3

Recurring Budget

The FY 2023 budget for DSLBD includes a reduction of \$2,229,642 to account for the removal of one-time funding appropriated in FY 2022. These enhancements were comprised of \$770,000 to support Petworth Main Streets; \$725,000 to support the Community Development Consortium for Ward 8 (of this amount \$175,000 will support Columbia Heights Day Initiative DBA District Bridges, \$250,000 to the DC Community Development Consortium to develop Ward 8, \$300,000 to Friendship Heights neighborhood);

\$300,000 to support financial and technical assistance to Medical Cannabis Business Enterprises; \$254,642 to support the Clean Teams for Eckington, Ward 5, and Glover Park; and \$180,000 to support internal DSLBD Enterprise System licensing for agency staff and to support the costs of routine maintenance associated with the system.

The FY 2023 budget for DSLBD also includes a reduction of \$500,000 to account for the removal of ARPA Federal Funds for Local Revenue Replacement funding appropriated in FY 2022 for grants to small businesses to install trash compactors.

Mayor's Proposed Budget

Increase: DSLBD's Local funds proposed budget includes an increase of \$814,538 in nonpersonal services across multiple divisions, primarily to align resources with operational spending requirements and to reflect the cost of staff training and professional fees. In addition, the proposed Local funds budget reflects an increase of \$118,206 in contractual service obligations, primarily in the Agency Management division. Finally, an increase of \$7,218 and 1.7 Full-Time Equivalents (FTEs) across multiple division aligns the personal services budget with projected costs.

Decrease: The Federal Grant funds proposed budget reflects a reduction of \$17,703 and 0.4 FTE in personal services costs in the Business Opportunity and Access to Capital division to align the budget with projected grant awards.

Enhance: The Local funds budget proposal for DSLBD reflects an increase of \$775,000 in the Business Opportunity and Access to Capital division. This funding increase will enable the agency to continue to fully support the operation of wrap-around services associated with the Aspire to Entrepreneurship program, support equitable access to the legal cannabis market in the District with a focus on returning citizens and veterans, support Ward 7 and 8 Dream Grants to continue to enhance the ability of microbusinesses in areas of the District, with the lowest density of overall local businesses to stabilize and grow. A one-time funding increase of \$500,000 Business Opportunity and Access to Capital division will support the Robust Retail efforts to provide "working capital" grants to assist retail businesses impacted by the Federal shutdown and to provide financial assistance to distressed companies that experienced significant financial loss as a result of capital infrastructure and redevelopment projects.

An additional Local funds increase of \$250,000 and 2.0 FTEs within the Certification division would bring DSLBD closer to restoring the Compliance team to an optimum capacity and ensure that the division efficiently monitors and enforces Certified Business Enterprise regulations. These positions would facilitate the agency's ability to monitor District agencies, Certified Business Enterprises, and Prime Contractors to ensure compliance with District laws and regulations and enforce penalties for entities that do not meet compliance standards.

District's Approved Budget

Enhance: The approved Local funds budget for DSLBD includes a one-time increase of \$1,045,000 in the Commercial Revitalization division to support various initiatives. Of this amount, \$245,000 will support Clean Teams initiatives in Adams Morgan, Mid-City, Shaw, Glover Park, and Dupont Circle; \$370,000 will support Main Streets initiatives by expanding Tenleytown Main Street's service area south to Rodman Street and by studying possible Ward 2 Main Streets; and \$430,000 will support community organizations operating in Columbia Heights and Friendship Heights as well as the Viva School, a pre-professional dance school that works to eliminate the barriers of access to high-level dance training.

An additional Local funds one-time increase of \$500,000 in the Business Opportunity and Access to Capital division will enhance the District's Commercial Waste Compactor program. The final Local funds increase of \$100,000 in the Business Opportunity and Access to Capital program will support Wards 7 and 8 Entrepreneurship "the Dream Grants" program.

FY 2023 Approved Full-Time Equivalent (FTEs)

Table EN0-7 contains the summary of FY 2023 Approved Budgeted Full-Time Equivalent (FTEs).

Table EN0-7

Total FY 2023 Approved Budgeted FTEs	59.3
Less: Interagency FTEs budgeted in this agency but employed by other agencies:	
AT0-Office of the Chief Financial Officer	(1.3)
Total Interagency FTEs budgeted in this agency, employed by other agencies	(1.3)
Total FTEs employed by this agency	58.0

Note: Table EN0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2023 budget, compared to how FTEs were budgeted in FY 2022.

- It starts with the FY 2023 budgeted FTE figure, 59.3 FTEs.
- It subtracts 1.3 FTEs budgeted in EN0 in FY 2023 who are employed by another agency.
- It adds 0.0 FTEs budgeted in other agencies in FY 2023 who are employed by EN0.
- It ends with 58.0 FTEs, the number of FTEs employed by EN0, which is the FTE figure comparable to the FY 2022 budget.