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# Department of Small and Local Business Development

[www.dslbd.dc.gov](http://www.dslbd.dc.gov)  
Telephone: 202-727-3900

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Table EN0-1

Description	FY 2021 Actual	FY 2022 Actual	FY 2023 Approved	FY 2024 Approved	% Change from FY 2023
OPERATING BUDGET	\$18,214,631	\$25,083,766	\$23,083,613	\$23,999,062	4.0
FTEs	50.0	52.9	59.3	57.8	-2.5
CAPITAL BUDGET	\$0	\$707,177	\$500,000	\$1,460,000	192.0
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 2024 approved budget is presented in the following tables:

## FY 2024 Approved Gross Funds Operating Budget and FTEs, by Revenue Type

Table EN0-2 contains the approved FY 2024 budget by revenue type compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual data.

**Table EN0-2**

(dollars in thousands)

	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	% Change*	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	% Change
<b>Appropriated Fund</b>												
<b>GENERAL FUND</b>												
Local Funds	15,886	20,896	22,531	23,339	809	3.6	45.5	48.6	55.2	53.0	-2.2	-4.0
Special Purpose Revenue Funds	1,179	3,035	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR GENERAL FUND</b>	<b>17,065</b>	<b>23,931</b>	<b>22,531</b>	<b>23,339</b>	<b>809</b>	<b>3.6</b>	<b>45.5</b>	<b>48.6</b>	<b>55.2</b>	<b>53.0</b>	<b>-2.2</b>	<b>-4.0</b>
<b>FEDERAL RESOURCES</b>												
Federal Grant Funds	509	479	553	660	107	19.3	4.5	4.2	4.1	4.8	0.7	17.6
<b>TOTAL FOR FEDERAL RESOURCES</b>	<b>509</b>	<b>479</b>	<b>553</b>	<b>660</b>	<b>107</b>	<b>19.3</b>	<b>4.5</b>	<b>4.2</b>	<b>4.1</b>	<b>4.8</b>	<b>0.7</b>	<b>17.6</b>
<b>PRIVATE FUNDS</b>												
Private Donations	0	15	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR PRIVATE FUNDS</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>INTRA-DISTRICT FUNDS</b>												
Intra-District Funds	641	659	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR INTRA-DISTRICT FUNDS</b>	<b>641</b>	<b>659</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>N/A</b>
<b>GROSS FUNDS</b>	<b>18,215</b>	<b>25,084</b>	<b>23,084</b>	<b>23,999</b>	<b>915</b>	<b>4.0</b>	<b>50.0</b>	<b>52.9</b>	<b>59.3</b>	<b>57.8</b>	<b>-1.5</b>	<b>-2.5</b>

\*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 2024 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2024 Approved Operating Budget, by Comptroller Source Group

Table EN0-3 contains the approved FY 2024 budget at the Comptroller Source Group (object class) level compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 actual expenditures.

**Table EN0-3**

(dollars in thousands)

	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Percentage Change*
<b>Comptroller Source Group</b>						
11 - Regular Pay - Continuing Full Time	4,751	4,513	5,329	5,263	-66	-1.2
12 - Regular Pay - Other	364	604	552	634	83	15.0
13 - Additional Gross Pay	91	235	0	0	0	N/A

**Table EN0-3**

(dollars in thousands)

<b>Comptroller Source Group</b>	<b>Actual FY 2021</b>	<b>Actual FY 2022</b>	<b>Approved FY 2023</b>	<b>Approved FY 2024</b>	<b>Change from FY 2023</b>	<b>Percentage Change*</b>
14 - Fringe Benefits - Current Personnel	1,075	1,049	1,269	1,263	-5	-0.4
15 - Overtime Pay	2	0	0	0	0	N/A
<b>SUBTOTAL PERSONAL SERVICES (PS)</b>	<b>6,283</b>	<b>6,401</b>	<b>7,149</b>	<b>7,161</b>	<b>12</b>	<b>0.2</b>
20 - Supplies and Materials	5	6	25	19	-6	-23.5
31 - Telecommunications	54	71	74	73	-1	-1.9
40 - Other Services and Charges	121	155	240	151	-89	-37.2
41 - Contractual Services - Other	394	384	527	566	40	7.5
50 - Subsidies and Transfers	11,352	18,058	15,060	16,021	961	6.4
70 - Equipment and Equipment Rental	7	8	8	8	0	0.0
<b>SUBTOTAL NONPERSONAL SERVICES (NPS)</b>	<b>11,932</b>	<b>18,683</b>	<b>15,935</b>	<b>16,838</b>	<b>904</b>	<b>5.7</b>
<b>GROSS FUNDS</b>	<b>18,215</b>	<b>25,084</b>	<b>23,084</b>	<b>23,999</b>	<b>915</b>	<b>4.0</b>

\*Percent change is based on whole dollars.

**FY 2024 Approved Operating Budget and FTEs, by Division/Program and Activity**

Table EN0-4 contains the approved FY 2024 budget by division/program and activity compared to the FY 2023 approved budget. It also provides FY 2021 and FY 2022 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)

<b>Division/Program and Activity</b>	<b>Dollars in Thousands</b>					<b>Full-Time Equivalents</b>				
	<b>Actual FY 2021</b>	<b>Actual FY 2022</b>	<b>Approved FY 2023</b>	<b>Approved FY 2024</b>	<b>Change from FY 2023</b>	<b>Actual FY 2021</b>	<b>Actual FY 2022</b>	<b>Approved FY 2023</b>	<b>Approved FY 2024</b>	<b>Change from FY 2023</b>
<b>(1000) AGENCY MANAGEMENT</b>										
(1010) Personnel	119	130	133	139	6	0.9	0.9	1.0	1.0	0.0
(1020) Contracting and Procurement	12	22	69	69	0	0.0	0.0	0.0	0.0	0.0
(1030) Property Management	4	5	0	0	0	0.0	0.0	0.0	0.0	0.0
(1040) Information Technology	475	523	575	645	69	1.8	1.9	2.0	2.0	0.0
(1050) Financial Management	115	113	123	123	0	0.0	0.0	1.3	1.0	-0.3
(1060) Legal	305	359	356	490	134	1.8	1.9	2.0	3.0	1.0
(1070) Fleet Management	0	0	2	3	0	0.0	0.0	0.0	0.0	0.0
(1080) Communications	106	222	278	227	-51	0.9	1.9	2.0	2.0	0.0
(1085) Customer Service	136	84	81	66	-16	1.8	1.9	1.0	1.0	0.0
(1090) Performance Management	1,016	1,099	1,104	1,085	-19	3.6	5.7	7.0	7.0	0.0
<b>SUBTOTAL (1000) AGENCY MANAGEMENT</b>	<b>2,288</b>	<b>2,556</b>	<b>2,722</b>	<b>2,847</b>	<b>125</b>	<b>10.9</b>	<b>14.2</b>	<b>16.3</b>	<b>17.0</b>	<b>0.7</b>
<b>(2000) CERTIFICATION</b>										
(2010) Certification	767	720	820	861	41	5.4	6.6	7.0	7.0	0.0
(2020) Compliance	1,414	1,202	1,680	1,379	-300	14.5	12.3	14.0	12.0	-2.0
<b>SUBTOTAL (2000) CERTIFICATION</b>	<b>2,181</b>	<b>1,922</b>	<b>2,500</b>	<b>2,240</b>	<b>-260</b>	<b>19.9</b>	<b>18.9</b>	<b>21.0</b>	<b>19.0</b>	<b>-2.0</b>

**Table EN0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023	Actual FY 2021	Actual FY 2022	Approved FY 2023	Approved FY 2024	Change from FY 2023
<b>(3000) BUSINESS OPP AND ACCESS TO CAPITAL</b>										
(3040) Procurement Technical Assistance Program	709	713	803	783	-20	5.6	5.7	6.0	5.8	-0.2
(3050) Access to Capital	1,383	3,203	169	169	0	0.0	0.0	0.0	0.0	0.0
(3060) Business Development	1,471	3,172	1,538	1,655	117	8.2	7.6	5.0	5.0	0.0
(3065) Innovation and Equitable Development	0	0	2,186	2,221	35	0.0	0.0	5.0	5.0	0.0
<b>SUBTOTAL (3000) BUSINESS OPP AND ACCESS TO CAPITAL</b>	<b>3,563</b>	<b>7,089</b>	<b>4,697</b>	<b>4,828</b>	<b>132</b>	<b>13.8</b>	<b>13.2</b>	<b>16.0</b>	<b>15.8</b>	<b>-0.2</b>
<b>(4000) COMMERCIAL REVITALIZATION</b>										
(4020) Capacity Building	1,161	1,641	1,227	1,084	-143	5.4	6.6	6.0	6.0	0.0
(4030) Main Streets	4,087	5,035	4,982	6,256	1,275	0.0	0.0	0.0	0.0	0.0
(4040) Commercial Clean Teams	4,935	6,842	6,956	6,744	-213	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (4000) COMMERCIAL REVITALIZATION</b>	<b>10,183</b>	<b>13,518</b>	<b>13,165</b>	<b>14,084</b>	<b>919</b>	<b>5.4</b>	<b>6.6</b>	<b>6.0</b>	<b>6.0</b>	<b>0.0</b>
<b>TOTAL APPROVED OPERATING BUDGET</b>	<b>18,215</b>	<b>25,084</b>	<b>23,084</b>	<b>23,999</b>	<b>915</b>	<b>50.0</b>	<b>52.9</b>	<b>59.3</b>	<b>57.8</b>	<b>-1.5</b>

(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 2024 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 2024 approved budget.

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**FY 2023 Approved Budget to FY 2024 Approved Budget, by Revenue Type**

Table EN0-5 itemizes the changes by revenue type between the FY 2023 approved budget and the FY 2024 approved budget. For a more comprehensive explanation of changes, please see the FY 2024 Approved Budget Changes section, which follows the table.

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**Table EN0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2023 Approved Budget and FTE</b>		<b>22,531</b>	<b>55.2</b>
Removal of One-Time Costs	Multiple Programs	-2,045	0.0

## Table EN0-5

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2024 Recurring Budget</b>		<b>20,486</b>	<b>55.2</b>
Increase: To align resources with operational spending goals	Multiple Programs	543	0.0
Increase: To align personal services and Fringe Benefits with projected costs	Multiple Programs	110	-1.0
Enhance: To support DES operating cost payment for basic maintenance and platform upgrades	Multiple Programs	60	0.0
Enhance: To support increased wages for Clean Teams crew to earn the July 1, 2023 Living Wage of \$17/hour	Multiple Programs	23	0.0
Reduce: To realize savings in nonpersonal services	Multiple Programs	-81	0.0
Reduce: To recognize savings from a reduction in FTE(s)	Multiple Programs	-205	-1.2
<b>LOCAL FUNDS: FY 2024 Mayor's Proposed Budget</b>		<b>20,935</b>	<b>53.0</b>
Enhance: To support Main St Corridors (\$1.314m), trash compactors (\$300k), and a grant to Shaw Main St (\$70k) (one-time)	Commercial Revitalization	1,684	0.0
Enhance: To support Ward 8 Community Investment fund	Business Opportunities and Access to Capital	529	0.0
Enhance: To support Ward 2 Clean Teams	Commercial Revitalization	252	0.0
Enhance: To support grant for Takoma Park Main St	Commercial Revitalization	10	0.0
Enhance: To support service area expansion of the Shaw Clean Team	Commercial Revitalization	8	0.0
Reduce: To align resources with operational spending goals	Multiple Programs	-79	0.0
<b>LOCAL FUNDS: FY 2024 District's Approved Budget</b>		<b>23,339</b>	<b>53.0</b>
<b>FEDERAL GRANT FUNDS: FY 2023 Approved Budget and FTE</b>		<b>553</b>	<b>4.1</b>
Increase: To align budget with projected grant awards	Multiple Programs	107	0.7
<b>FEDERAL GRANT FUNDS: FY 2024 Mayor's Proposed Budget</b>		<b>660</b>	<b>4.8</b>
No Change		0	0.0
<b>FEDERAL GRANT FUNDS: FY 2024 District's Approved Budget</b>		<b>660</b>	<b>4.8</b>

### GROSS FOR EN0 - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

**23,999 57.8**

(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 2024 Interagency Budgets, in the Executive Summary budget volume.

## FY 2024 Approved Operating Budget Changes

Table EN0-6 contains the approved FY 2024 budget by fund compared to the FY 2023 approved budget.

### Table EN0-6

Appropriated Fund	FY 2023 Approved	FY 2024 Approved	% Change from FY 2023
Local Funds	\$22,530,553	\$23,339,190	3.6
Federal Grant Funds	\$553,060	\$659,872	19.3
<b>GROSS FUNDS</b>	<b>\$23,083,613</b>	<b>\$23,999,062</b>	<b>4.0</b>

## **Recurring Budget**

The FY 2024 budget for DSLBD includes a reduction of \$2,045,000 in multiple divisions to account for the removal of one-time funding appropriated in FY 2023. This funding was comprised of \$500,000 for the District's commercial waste compactor program; \$500,000 for the Robust Retail Grant initiative; \$495,000 to assist businesses and coordinate community-driven revitalization efforts in the District; \$430,000 for the Small and Local Business Development Grant Act of 2022; and \$120,000 to enable the District to extend the Tenleytown Main Street's service area boundaries to Rodman Street, NW, and to support a study on neighborhood redevelopment.

## **Mayor's Proposed Budget**

**Increase:** DSLBD's Local funds budget proposal includes an increase of \$542,751 in nonpersonal services across multiple divisions to restore funding for the Dream Grants program and Cannabusiness, increase funding to support the Business Development District Connect Program and support initiatives and reduce the Restroom Pilot program. The budget proposal also includes an increase of \$109,785 and a reduction of 1.0 Full Time Equivalent (FTE) to align personal services and Fringe Benefits with projected costs across multiple divisions.

In Federal Grant funds, DSLBD proposes an increase of \$106,812 and 0.7 FTE across multiple divisions to align the budget with projected grant awards.

**Enhance:** In Local funds, DSLBD's budget proposes an increase of \$60,000 across multiple divisions to increase DSLBD's Enterprise System (DES) operating cost payments for basic maintenance and platform upgrades. Additionally, a proposed Local funds increase of \$22,620 across multiple divisions will support living wages for the Clean Teams crew at a rate of \$17 per hour.

**Reduce:** In Local funds, DSLBD's budget proposes a decrease of \$80,854 in nonpersonal services across multiple divisions. The adjustment includes reductions of \$29,500 for a DSLBD Restroom pilot program, \$28,604 for employee training, \$12,010 for employee travel, \$6,000 for Supplies, and \$4,740 in Telecommunications costs. An additional decrease of \$204,995 and a reduction of 1.2 FTEs is proposed to recognize savings in personal services across multiple divisions.

## **District's Approved Budget**

**Enhance:** DSLBD's approved Local funds budget includes a one-time increase of \$1,684,176 in the Commercial Revitalization division to support various initiatives. Of this amount, \$1,314,176 will provide additional, equitable support to Main Streets program grantees; \$300,000 will support trash compactors; and \$70,000 will support a grant for the purchase of an electric vehicle by the Shaw Main Street initiative.

In addition, the approved Local funds budget for DSLBD includes an increase of \$528,904 in the Business Opportunities and Access to Capital division to provide funds to the Ward 8 Community Investment Fund to assist Ward 8-based small businesses. Additionally, a Local funds increase of \$251,750 in the Commercial Revitalization division is to support Ward 2 Clean Teams, including \$106,750 for a Shaw Clean Team, 45,000 for the Dupont Circle Clean Team, \$37,000 to continue the extension of the Glover Park Clean Team into Georgetown, and \$27,000 for a Mid-City Clean Team. Furthermore, the Local funds budget includes an increase in the Commercial Revitalization division of \$10,500 to support a grant for Takoma Park Main Street, and an increase of \$8,000 to support the expansion of the Shaw Clean Team service area.

**Reduce:** DSLBD's approved Local funds budget reflects a decrease of \$79,000 which compromise of \$59,000 in the Agency Management division and \$20,000 in the Business Opportunity and Access to Capital division to align operational spending goals with the agency's nonpersonal services budget.

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## **FY 2024 Approved Full-Time Equivalent (FTEs)**

Table EN0-7 contains the summary of FY 2024 Approved Budgeted Full-Time Equivalent (FTEs).

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### **Table EN0-7**

<b>Total FY 2024 Approved Budgeted FTEs</b>	<b>57.8</b>
<b>Total FTEs employed by this agency</b>	<b>57.8</b>

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**Note:** Table EN0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2024 budget, compared to how FTEs were budgeted in FY 2023.

- It starts with the FY 2024 budgeted FTE figure, 57.8 FTEs.
- It subtracts 0.0 FTEs budgeted in EN0 in FY 2024 who are employed by another agency.
- It adds 0.0 FTEs budgeted in other agencies in FY 2024 who are employed by EN0.
- It ends with 57.8 FTEs, the number of FTEs employed by EN0, which is the FTE figure comparable to the FY 2023 budget.