

# Department of Small and Local Business Development

www.dslbd.dc.gov

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Table EN0-1

Description	FY 2022	FY 2023	FY 2024	FY 2025	% Change
	Actual	Actual	Approved	Proposed	from FY 2024
OPERATING BUDGET	\$25,083,766	\$23,396,596	\$23,999,062	\$22,044,473	-8.1
FTEs	52.9	59.2	57.8	57.0	-1.4
CAPITAL BUDGET	\$707,177	\$760,939	\$1,460,000	\$850,000	-41.8
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 business 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 2025 proposed budget is presented in the following tables:

## FY 2025 Proposed Gross Funds Operating Budget and FTEs, by Revenue Type

Table EN0-2 contains the proposed FY 2025 budget by revenue type compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual data.

**Table EN0-2**

(dollars in thousands)

Appropriated Fund	Dollars in Thousands						Full-Time Equivalents					
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	% Change*	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	% Change
<b>GENERAL FUND</b>												
Local Funds	20,896	22,778	23,339	21,374	-1,965	-8.4	48.6	55.1	53.0	51.9	-1.1	-2.1
Special Purpose Revenue Funds	3,035	124	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR GENERAL FUND</b>	<b>23,931</b>	<b>22,902</b>	<b>23,339</b>	<b>21,374</b>	<b>-1,965</b>	<b>-8.4</b>	<b>48.6</b>	<b>55.1</b>	<b>53.0</b>	<b>51.9</b>	<b>-1.1</b>	<b>-2.1</b>
<b>FEDERAL RESOURCES</b>												
Federal Grant Fund - FPRS	479	494	660	670	10	1.6	4.2	4.1	4.8	5.1	0.3	6.2
<b>TOTAL FOR FEDERAL RESOURCES</b>	<b>479</b>	<b>494</b>	<b>660</b>	<b>670</b>	<b>10</b>	<b>1.6</b>	<b>4.2</b>	<b>4.1</b>	<b>4.8</b>	<b>5.1</b>	<b>0.3</b>	<b>6.2</b>
<b>PRIVATE FUNDS</b>												
Private Donations -FPR	15	0	0	0	0	N/A	0.0	0.0	0.0	0.0	0.0	N/A
<b>TOTAL FOR PRIVATE FUNDS</b>	<b>15</b>	<b>0</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	659	0	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>659</b>	<b>0</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>25,084</b>	<b>23,397</b>	<b>23,999</b>	<b>22,044</b>	<b>-1,955</b>	<b>-8.1</b>	<b>52.9</b>	<b>59.2</b>	<b>57.8</b>	<b>57.0</b>	<b>-0.8</b>	<b>-1.4</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 2025 Operating Appendices** located on the Office of the Chief Financial Officer's website.

## FY 2025 Proposed Operating Budget, by Account Group

Table EN0-3 contains the proposed FY 2025 budget at the Account Group level compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 actual expenditures.

**Table EN0-3**

(dollars in thousands)

Account Group	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Percentage Change*
701100C - Continuing Full Time	4,513	5,184	5,263	5,645	382	7.2
701200C - Continuing Full Time - Others	604	375	634	88	-547	-86.2
701300C - Additional Gross Pay	235	71	0	0	0	N/A
701400C - Fringe Benefits - Current Personnel	1,049	1,206	1,263	1,249	-14	-1.1
701500C - Overtime Pay	0	0	0	0	0	N/A
<b>SUBTOTAL PERSONNEL SERVICES (PS)</b>	<b>6,401</b>	<b>6,836</b>	<b>7,161</b>	<b>6,982</b>	<b>-179</b>	<b>-2.5</b>

**Table EN0-3**

(dollars in thousands)

Account Group					Change	
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	from FY 2024	Percentage Change*
711100C - Supplies and Materials	6	15	19	5	-15	-75.0
712100C - Energy, Communications and Building Rentals	71	55	73	48	-25	-34.6
713100C - Other Services and Charges	155	203	151	151	0	0.0
713200C - Contractual Services - Other	384	383	566	562	-5	-0.8
714100C - Government Subsidies and Grants	18,058	15,887	16,021	14,290	-1,731	-10.8
715100C - Other Expenses	0	8	0	0	0	N/A
715200C - P-Card Clearing Account Budget Tracking	0	3	0	0	0	N/A
717100C - Purchases Equipment and Machinery	8	8	8	8	0	0.0
<b>SUBTOTAL NONPERSONNEL SERVICES (NPS)</b>	<b>18,683</b>	<b>16,561</b>	<b>16,838</b>	<b>15,063</b>	<b>-1,776</b>	<b>-10.5</b>
<b>GROSS FUNDS</b>	<b>25,084</b>	<b>23,397</b>	<b>23,999</b>	<b>22,044</b>	<b>-1,955</b>	<b>-8.1</b>

\*Percent change is based on whole dollars.

**FY 2025 Proposed Operating Budget and FTEs, by Division/Program and Activity**

Table EN0-4 contains the proposed FY 2025 budget by division/program and activity compared to the FY 2024 approved budget. It also provides FY 2022 and FY 2023 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 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
<b>(AFO000) AGENCY</b>										
<b>FINANCIAL OPERATIONS</b>										
(AFO003) Agency Budgeting and Financial Management Services	113	120	123	123	0	0.0	1.3	1.0	1.0	0.0
(AFO009) Audit Adjustments	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
(AFO011) P-Card Clearing	0	3	0	0	0	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (AFO000) AGENCY</b>	<b>113</b>	<b>123</b>	<b>123</b>	<b>123</b>	<b>0</b>	<b>0.0</b>	<b>1.3</b>	<b>1.0</b>	<b>1.0</b>	<b>0.0</b>
<b>(AMP000) AGENCY</b>										
<b>MANAGEMENT PROGRAM</b>										
(AMP003) Communications	222	259	227	238	11	1.9	2.0	2.0	2.0	0.0
(AMP005) Contracting and Procurement	26	69	69	64	-5	0.0	0.0	0.0	0.0	0.0
(AMP009) Fleet Management	0	4	3	4	2	0.0	0.0	0.0	0.0	0.0
(AMP011) Human Resource Services	130	54	139	120	-19	0.9	1.0	1.0	1.0	0.0
(AMP012) Information Technology Services	523	498	645	633	-12	1.9	2.0	2.0	2.0	0.0
(AMP014) Legal Services	359	462	490	492	2	1.9	2.0	3.0	3.0	0.0
(AMP029) Operations Management	1,183	1,325	1,151	1,041	-109	7.6	8.0	8.0	7.0	-1.0
<b>SUBTOTAL (AMP000) AGENCY</b>	<b>2,443</b>	<b>2,672</b>	<b>2,724</b>	<b>2,594</b>	<b>-130</b>	<b>14.2</b>	<b>15.0</b>	<b>16.0</b>	<b>15.0</b>	<b>-1.0</b>

**Table EN0-4**

(dollars in thousands)

Division/Program and Activity	Dollars in Thousands					Full-Time Equivalents				
	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024	Actual FY 2022	Actual FY 2023	Approved FY 2024	Proposed FY 2025	Change from FY 2024
<b>(EC0030) BUSINESS OPPORTUNITY &amp; ACCESS TO CAPITAL</b>										
(R03001) Business Opportunity & Access to Capital Services	8,016	3,912	2,908	2,661	-246	14.2	11.0	11.0	12.0	1.0
<b>SUBTOTAL (EC0030) BUSINESS OPPORTUNITY &amp; ACCESS TO CAPITAL</b>	<b>8,016</b>	<b>3,912</b>	<b>2,908</b>	<b>2,661</b>	<b>-246</b>	<b>14.2</b>	<b>11.0</b>	<b>11.0</b>	<b>12.0</b>	<b>1.0</b>
<b>(EC0031) CBE COMPLIANCE AND ENFORCEMENT</b>										
(R03101) Agency Compliance	1,202	1,375	1,379	1,360	-20	12.3	14.0	12.0	12.0	0.0
<b>SUBTOTAL (EC0031) CBE COMPLIANCE AND ENFORCEMENT</b>	<b>1,202</b>	<b>1,375</b>	<b>1,379</b>	<b>1,360</b>	<b>-20</b>	<b>12.3</b>	<b>14.0</b>	<b>12.0</b>	<b>12.0</b>	<b>0.0</b>
<b>(EC0032) CERTIFICATION</b>										
(R03201) Certified Business Enterprise Certification	720	819	861	855	-6	6.6	7.0	7.0	7.0	0.0
<b>SUBTOTAL (EC0032) CERTIFICATION</b>	<b>720</b>	<b>819</b>	<b>861</b>	<b>855</b>	<b>-6</b>	<b>6.6</b>	<b>7.0</b>	<b>7.0</b>	<b>7.0</b>	<b>0.0</b>
<b>(EC0033) COMMERCIAL REVITALIZATION</b>										
(R03301) Clean Teams	6,842	6,932	6,744	6,744	0	0.0	0.0	0.0	0.0	0.0
(R03302) Main Streets	5,035	4,923	6,256	4,862	-1,395	0.0	0.0	0.0	0.0	0.0
<b>SUBTOTAL (EC0033) COMMERCIAL REVITALIZATION</b>	<b>11,877</b>	<b>11,855</b>	<b>13,000</b>	<b>11,605</b>	<b>-1,395</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>
<b>(EC0034) INNOVATION &amp; EQUITABLE DEVELOPMENT</b>										
(R03401) Program Grant Services	0	2,000	2,221	2,066	-155	0.0	5.0	5.0	4.0	-1.0
<b>SUBTOTAL (EC0034) INNOVATION &amp; EQUITABLE DEVELOPMENT</b>	<b>0</b>	<b>2,000</b>	<b>2,221</b>	<b>2,066</b>	<b>-155</b>	<b>0.0</b>	<b>5.0</b>	<b>5.0</b>	<b>4.0</b>	<b>-1.0</b>
<b>(EC0035) PROCUREMENT TECHNICAL ASSISTANCE PROGRAMS</b>										
(R03501) Procurement Technical Assistance Services	713	641	783	780	-3	5.7	6.0	5.8	6.0	0.2
<b>SUBTOTAL (EC0035) PROCUREMENT TECHNICAL ASSISTANCE PROGRAMS</b>	<b>713</b>	<b>641</b>	<b>783</b>	<b>780</b>	<b>-3</b>	<b>5.7</b>	<b>6.0</b>	<b>5.8</b>	<b>6.0</b>	<b>0.2</b>
<b>TOTAL PROPOSED OPERATING BUDGET</b>	<b>25,084</b>	<b>23,397</b>	<b>23,999</b>	<b>22,044</b>	<b>-1,955</b>	<b>52.9</b>	<b>59.2</b>	<b>57.8</b>	<b>57.0</b>	<b>-0.8</b>

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

**Note:** For more detailed information regarding the proposed funding for the activities within this agency’s programs, please see **Schedule 30-PBB Program Summary by Activity**. For detailed information on this agency’s Cost Center structure as reflected in the District’s Chart of Accounts, please see **Schedule 30-CC FY 2025 Proposed Operating Budget and FTEs, by Division/Office**. Additional information on this agency’s interagency agreements can be found in **Appendix H**. All schedules can be found in the FY 2025 Operating Appendices, Volume 6 located on the Office of the Chief Financial Officer’s website.

## Division Description

The Department of Small and Local Business Development operates through the following 8 divisions:

**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. 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 Certified Business Enterprise (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; Access to Capital expands business opportunities for small business by increasing the availability of start-up, working equity, and development capital and bonding partners with leading institutions to provide financial tools; and provides targeted technical assistance that will allow for greater preparedness for the lending process.

**CBE Compliance and Enforcement** – monitors District agencies' goals concerning contracting and procuring goods and services with Small Business Enterprises (SBEs). The division also monitors public and private projects to ensure that prime contractors meet their SBE spending goals, as required by District Law 16-33.

**Certification** – registers eligible businesses as part of the CBE program, pursuant to District Law 16-33, where participating businesses receive preference points in procurement opportunities offered by the District.

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

This division contains the following 2 activities:

- **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; and
- **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.

**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.

**Procurement Technical Assistance Programs** – provides District-based small businesses with support to prepare for and gain access to federal government procurement opportunities through the Procurement Technical Assistance Program.

**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.

**Agency Financial Operations** – provides comprehensive and efficient financial management services to, and on behalf of, District agencies so that the financial integrity of the District of Columbia is maintained. 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 2025 proposed budget.

## FY 2024 Approved Budget to FY 2025 Proposed Budget, by Revenue Type

Table EN0-5 itemizes the changes by revenue type between the FY 2024 approved budget and the FY 2025 proposed budget. For a more comprehensive explanation of changes, please see the FY 2025 Proposed Budget Changes section, which follows the table.

**Table EN0-5**

(dollars in thousands)

DESCRIPTION	DIVISION/PROGRAM	BUDGET	FTE
<b>LOCAL FUNDS: FY 2024 Approved Budget and FTE</b>		<b>23,339</b>	<b>53.0</b>
Removal of One-Time Funding	Multiple Programs	-1,684	0.0
<b>LOCAL FUNDS: FY 2025 Recurring Budget</b>		<b>21,655</b>	<b>53.0</b>
Decrease: To realize programmatic cost savings in nonpersonnel services	Multiple Programs	-347	-0.1
Enhance: To continue Cannabusiness funding (one-time)	Innovation and Equitable Development	300	0.0
Reduce: To align Fixed Costs with proposed estimates	Multiple Programs	-1	0.0
Reduce: To realize programmatic cost savings in nonpersonnel services	Multiple Programs	-43	0.0
Reduce: To recognize savings from a reduction in FTE(s)	Multiple Programs	-189	-1.0
<b>LOCAL FUNDS: FY 2025 Mayor's Proposed Budget</b>		<b>21,374</b>	<b>51.9</b>
<b>FEDERAL GRANT FUND - FPRS: FY 2024 Approved Budget and FTE</b>		<b>660</b>	<b>4.8</b>
Increase: To align budget with projected grant awards	Procurement Technical Assistance Programs	10	0.3
<b>FEDERAL GRANT FUND - FPRS: FY 2025 Mayor's Proposed Budget</b>		<b>670</b>	<b>5.1</b>
<b>GROSS FOR EN0 - DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT</b>		<b>22,044</b>	<b>57.0</b>

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

**Note:** For more detailed information regarding the proposed funding for interagency projects funded within this agency, please see Appendix J, FY 2025 Interagency Budgets, in the Executive Summary budget volume.

## FY 2025 Proposed Operating Budget Changes

Table EN0-6 contains the proposed FY 2025 budget by fund compared to the FY 2024 approved budget.

**Table EN0-6**

Appropriated Fund	FY 2024 Approved	FY 2025 Proposed	% Change from FY 2024
Local Funds	\$23,339,190	\$21,374,153	-8.4
Federal Grant Fund - FPRS	\$659,872	\$670,321	1.6
<b>GROSS FUNDS</b>	<b>\$23,999,062</b>	<b>\$22,044,473</b>	<b>-8.1</b>

## Mayor's Proposed Budget

**Increase:** In Federal Grant funds, DSLBD's budget proposes an increase of \$10,449 and 0.3 Full-time Equivalent (FTE) to align the budget with projected grant awards in the Procurement Technical Assistance Programs.

**Decrease:** In the Local funds, DSLBD's budget proposal reallocates resources in personnel services, which results in a net reduction of 0.1 FTE. The budget proposes a net decrease of \$347,192 to realize programmatic cost savings in Government Subsidies and Grants across multiple divisions, of which \$300,000 is in Cannabusiness funds, \$47,000 is in the Takoma Main Street funds, and \$192 is to reflect savings in Telecommunications.

**Enhance:** In Local funds, DSLBD's proposed budget includes a one-time increase of \$300,000 to support Cannabusiness funding in FY 2025, which will provide helpful knowledge to DC residents and entrepreneurs interested in learning, sharing knowledge, and networking as they build or explore the regulated, medical cannabis marketplace.

**Reduce:** In Local funds, DSLBD's proposed budget includes a decrease of \$1,145 to realize cost savings in Telecommunications based on fixed costs projections. In addition, the budget proposal includes a decrease of \$43,053 across multiple divisions, primarily to align the budget with operational spending, primarily in Contractual Services and supplies costs. Lastly, the proposed Local budget includes a reduction of \$189,472 and 1.0 FTE across multiple divisions to recognize savings from the reduction of an FTE.

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## FY 2025 Proposed Full-Time Equivalents (FTEs)

Table EN0-7 contains the summary of FY 2025 Proposed Budgeted Full-Time Equivalents (FTEs).

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### Table EN0-7

<b>Total FY 2025 Proposed Budgeted FTEs</b>	<b>57.0</b>
<b>Less: Interagency FTEs budgeted in this agency but employed by other agencies:</b>	
AT0-Office of the Chief Financial Officer	(1.0)
<b>Total Interagency FTEs budgeted in this agency, employed by other agencies</b>	<b>(1.0)</b>
<b>Total FTEs employed by this agency</b>	<b>56.0</b>

**Note:** Table EN0-7 displays the impact of the buyer agencies budgets funding the seller agencies FTEs in the FY 2025 budget, compared to how FTEs were budgeted in FY 2024.

- It starts with the FY 2025 budgeted FTE figure, 57.0 FTEs.
- It subtracts 1.0 FTEs budgeted in EN0 in FY 2025 who are employed by another agency.
- It adds 0.0 FTEs budgeted in other agencies in FY 2025 who are employed by EN0.
- It ends with 56.0 FTEs, the number of FTEs employed by EN0, which is the FTE figure comparable to the FY 2024 budget.

