CERTIFIED BUSINESS ENTERPRISE PROGRAM ORIENTATION

Department of Small and Local Business Development

DSLBD
DEPT. OF SMALL & LOCAL BUSINESS DEVELOPMENT

Agency 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 districts.

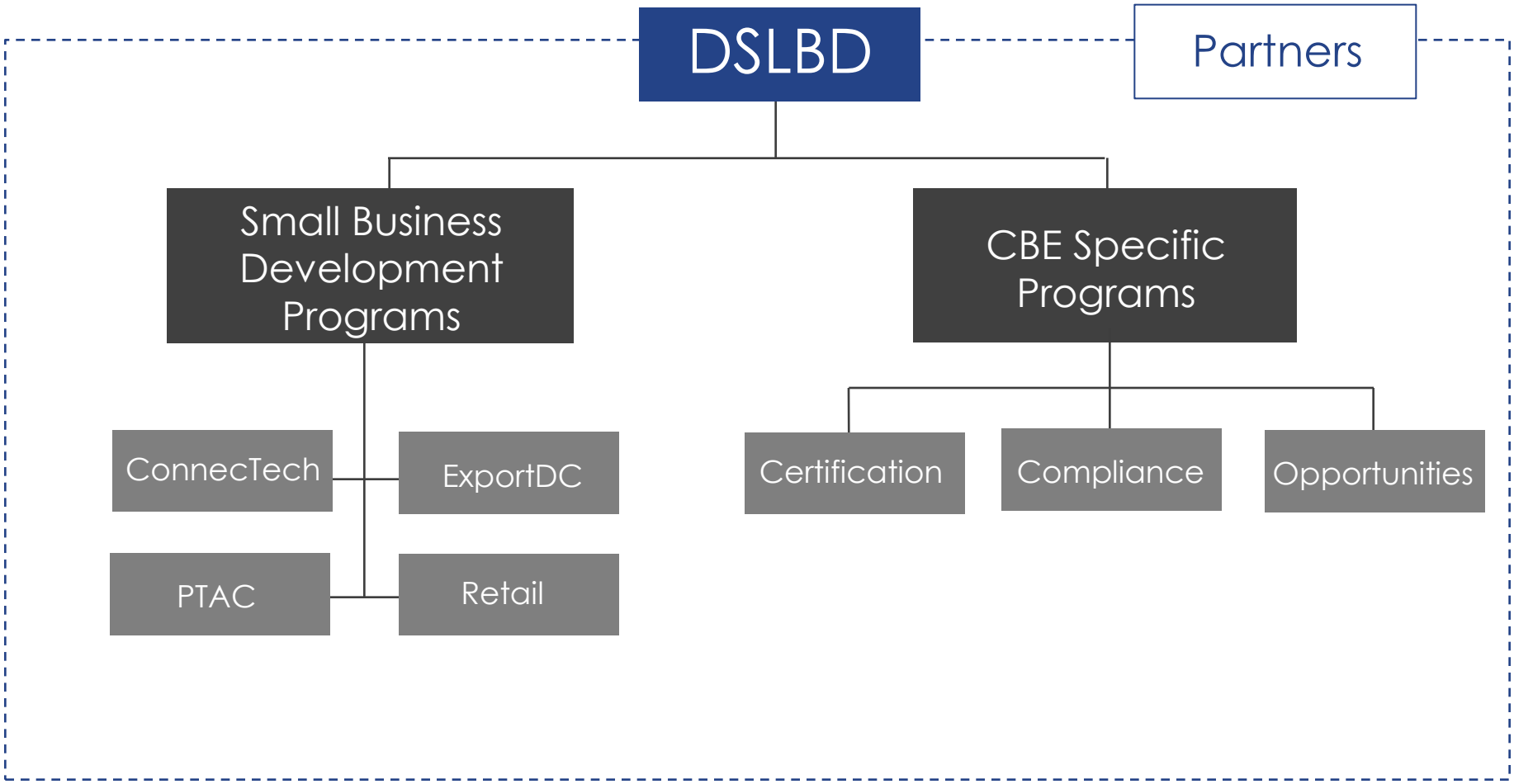
Agency Vision

DSLBD envisions a business environment which:

1. DC businesses are connected in real-time with local, federal and global business opportunities;
2. Small businesses can navigate government quickly, confidently, and effectively; and,
3. Every entrepreneur and small business with a great idea and a great plan has the capital to make it happen.

DSLBD
DEPT. OF SMALL & LOCAL BUSINESS DEVELOPMENT

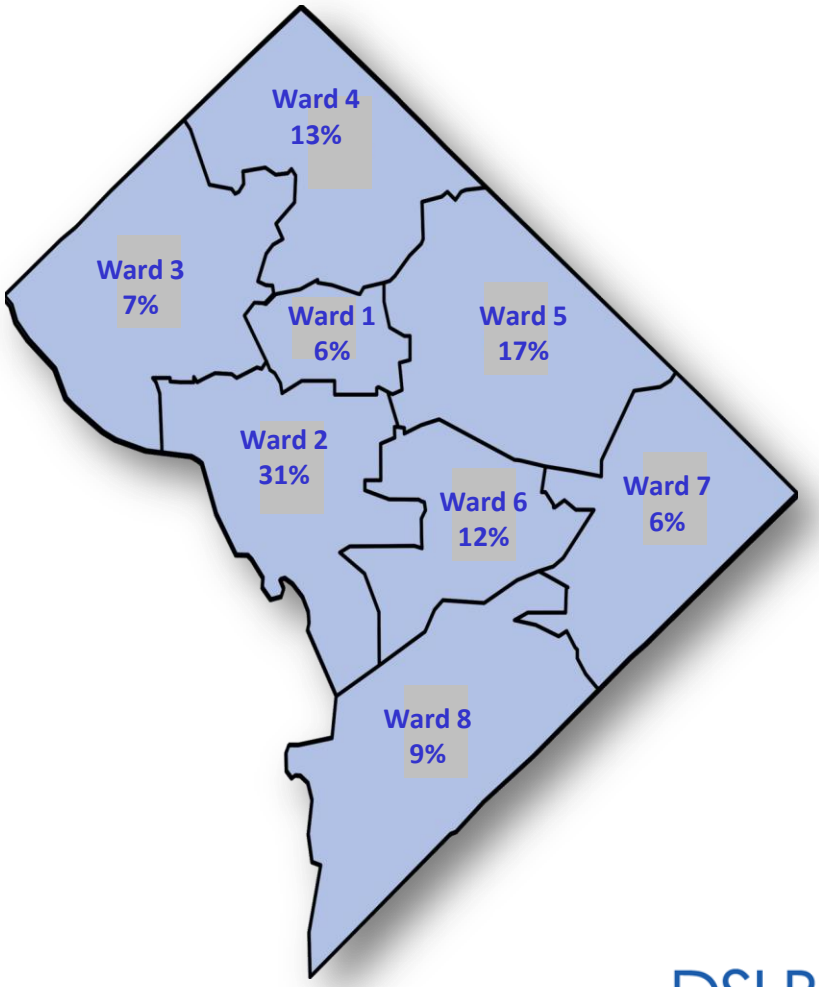
Agency STRUCTURE



CBE Program at a Glance

- The Business Certification Division evaluates businesses **headquartered** in the District to determine their eligibility to become a Certified Business Enterprise (CBE).
- The DC Government directs spending to CBEs, and they in turn support and contribute to job creation and the strengthening of the local economy.
- The CBE Program provides contracting preference for local businesses so they can better compete for DC Government contracts and procurement opportunities.

PERCENT OF CERTIFIED BUSINESS ENTERPRISES BY WARD*



CBE Certification Categories

Businesses may be certified in any of the following categories; however, only a **maximum of 12 points** that can be applied toward any contract award. In evaluating requests for bids (RFB), contracting personnel apply a **percentage reduction in price** according to CBE designation. In evaluating requests for proposals (RFP), contracting personnel apply **points to proposal evaluations** according to CBE designation. DSLBD also certifies joint ventures, which are project specific, and vendors in the CBE Certification Program.

Certification Categories	Authority	Preference
Local Business Enterprise (LBE)	**§2-218.31 27 DCMR 802**	**2 or 2%**
Small Business Enterprise (SBE)	§2-218.32	3 or 3%
Disadvantaged Business Enterprise (DBE)	§2-218.33 27 DCMR 803	2 or 2%
Resident Owned Business (ROB)	§2-218.35 27 DCMR 804	5 or 5%
Development Zone Enterprise (DZE)	§2-218.37	2 or 2%
Longtime Resident Business (LRB)	§2-218.36 27 DCMR 805	5 or 10%
Veteran Owned Business (VOB)	§2-218.38	2 or 2%
Local Manufacturing Business Enterprise (LME)	§2-218.39	2 or 2%
Joint Venture Certifications (JV)	**§2-218.39a 27 DCMR 811**	**Varies**

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CBE Program: Local Business Enterprise (LBE) Definition

- Principal office physically located in the District
- Chief executive officer and highest level managerial employees *of the business enterprise perform their managerial functions in their principal office located in the District.*
- Meets **one of the three** following standards:
  - More than 50% of the employees are residents of the District;
  - The owners of more than 50% of the business enterprise are residents of the District; or
  - More than 50% of the assets, excluding bank accounts, are located in the District; and More than 50% of the business enterprise's gross receipts are District gross receipts.
- Is properly licensed under DC law
- Is subject to tax under DC law (Chapter 18 of Title 47)

Note: Virginia Small, Women-owned, and Minority-owned Business (SWaM) certified businesses are not eligible for CBE certification. Site visits are conducted within the Washington Metropolitan area to verify that the firm meets the local business enterprise definition.

- Primary office based upon the **totality** of the business activities in which routine and essential business functions occur, such as:
  - Bookkeeping and recordkeeping
  - Payroll maintenance
  - Receipt of business telephone calls
  - Receipt of correspondence
  - Storage of books and records
  - Directing, controlling, and coordinating activities and policies by officers, principals, and managers

- In order to be considered a principal office, the applicant must:
  - Own or lease office for a **minimum of 12 months (no month to month leases are accepted).**
  - If the applicant owns or leases other locations, the applicant shall have **no more employees** reporting to or working from any single location outside of the District than the employees working from principal office.
  - In addition, all signage and/or printed material for the business must display the principal office location.

CBE Program: Small Business Enterprise (SBE) Definition

- **Is a local business enterprise**
- Is independently owned, operated, and controlled
- Is Certified by the U.S. Small Business Administration as a small business concern or meets the definition of a small business concern under the Small Business Act (http://www.sba.gov/content/am-i-small-business-concern)
- Has average annualized gross receipts for prior 3 years not exceeding the following limits:

– Construction, Heavy (Street and Highways, Bridges, etc.)	$23M
– Construction, Building (General Construction, etc.)	$21M
– Construction, Specialty Trades	$13M
– Goods & Equipment	$20M
– General Services	$19M
– Professional Services, Personal Services (Hotel, Beauty, Laundry, etc.)	$5M
– Professional Services, Business Services	$10M
– Professional Services, Health & Legal Services	$10M
– Professional Services, Health Facilities Management	$19M
– Manufacturing Services	$10M
– Transportation & Hauling Services	$13M
– Financial Institutions	$300M

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CBE Program: Disadvantaged Business Enterprise (DBE) Definition

- **Is a local business enterprise** and
- Is more than 50% owned, operated, and controlled by socially and economically disadvantaged individuals

  – An individual is socially disadvantaged if the individual has reason to believe that the individual has been subjected to prejudice or bias because of his or her identity as a member of a group without regards to his or her qualities as an individual.

  – An individual whose ability to compete in the free market system is impaired because of diminished opportunities to obtain capital and credit as compared to others in the same line of business where such impairment is related to the individual's status as economically disadvantaged.

Note: The personal net worth of the applicant seeking DBE certification must be less than $1,000,000, excluding the value of his/her primary residence and value of his/her ownership interest in the CBE.

CBE Program: ROB DZE and LRB Definitions

Resident Owned Business (ROB) Enterprise Definition

- **Is a local business enterprise** and
- Owned by individual who is, or majority of individuals who are, subject to personal income tax ***solely*** in the District.

Local Business with Principle Office Located in an Enterprise Zone (DZE) Definition

- **Is a local business enterprise**
- Principal offices are located in designated enterprise zones in the District
  - Enterprise Zones are areas of the city that are targeted by law for increased economic development activity

Longtime Resident Business (LRB) Enterprise Definition

- **Is a local business enterprise**
- Has been continuously eligible for certification as a local business enterprise for 20 consecutive years
- Or is a small business enterprise that has been continuously eligible for certification as a local business enterprise for 15 consecutive years.

CBE Program: VOB and LME Definitions

Veteran-Owned Business (VOB) Definition

- **Is a local business enterprise**;
- Is not less than 51% owned and operated by one or more veterans (as defined in 38 U.S.C.S. 101 (2)); Veteran means a person who served in the active military, naval, or air service, and who was discharged or released therefore under conditions other than dishonorable;
- In the case of any publicly owned business, not less than 51% of the stock which is owned by one or more veterans; and
- One or more veterans control the management and daily operations

Local Manufacturing Business (LMB) Definition

- **Is a local business enterprise**;
- Makes a product through a process involving raw materials, components, or assemblies, usually on a large scale with different operations divided among different workers;
- Manufactures only in the District of Columbia.

CBE Program: Checklists of Required Documents

Sole Proprietor:

- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Certificate of occupancy or home occupation permit
- Certificate of Clean Hands (formerly Good Standing) or Notice of Tax Registration issued by Office of Tax and Revenue (no older than 6 months)
- Company capability statement, including a brief description of products or services
- Personal or Business District or state and federal tax returns, last three years, and all schedules (signed)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Lease or deed for business site (signed)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel

CBE Program: Checklists of Required Documents

Partnership:

- Company capability statement, including a brief description of product or service
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Certificate of Clean Hands (formerly Good Standing) or Notice of Tax (no older than 6 months)
- Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs (no older than 6 months)
- Certificate of occupancy or home occupation permit
- District or state and federal tax returns for each partner, or Business Partnership Tax Returns, last three years, and all schedules (signed)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Lease or deed for business site (signed)
- Partnership agreement, buy-out rights and profit sharing agreement
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resume for each partner

CBE Program: Checklists of Required Documents

Corporation:

- Articles of incorporation
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- By-laws of corporation and any amendment(s)
- Certificate of incorporation
- Certificate of occupancy or home occupation permit
- Company capability statement, including a brief description of products or services
- Business District or state and federal tax returns, last three years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Minutes of first and most recent organizational meeting
- Certificate of Clean Hands (formerly Good Standing) or Notice of Tax (no older than 6 months)
- Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs (no older than 6 months)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel

CBE Program: Checklists of Required Documents

Limited Liability Company (LLC):

- Articles of organization
- Operating agreement
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Certificate of organization
- Certificate of occupancy or home occupation permit
- Company capability statement, including a brief description of products or services
- Business District or state and federal tax returns, last three years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-day period prior to the application date)
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Certificate of Clean Hands (formerly Good Standing) or Notice of Tax Registration issued by Office of Tax and Revenue (no older than 6 months)
- Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs (no older than 6 months)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel

CBE Program: Checklists of Required Documents

Disadvantaged Business Enterprise (DBE):

- DBE Form (Notarized)
- DBE Narrative Letter (on business letterhead, signed and dated)
- Submit personal District or state and federal tax returns for the last year (signed)
- Personal Financial Statement

Resident Owned Business (ROB):

- Residential lease (minimum 12 months) or deed
- Submit personal income tax returns for solely the District for the last year (signed)—**required for eligibility**
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID **AND** copy of current residential utility bill or voter registration card)

Local Business with a Principal Offices Located within an Enterprise Zone (DZE):

- Verification from the Enterprise Zone Finder Map (please verify at http://lsdbe.dslbd.dc.gov/public/ezl/)

Longtime Resident Business (LRB):

- Submit proof that **business** has filed twenty (20) or fifteen (15) years (for SBE) of District tax returns as proof of continuous eligibility. The submission of certification approval letters issued by DSLBD can also be used as proof of continuous eligibility.

Veteran Owned Business (VOB):

- Submit proof of DD Form 214 Certificate of Release or Discharge from Active Duty

All Businesses Less Than One Year Old:

- Business Plan
- Proof of capital injection (e.g. current bank statement)

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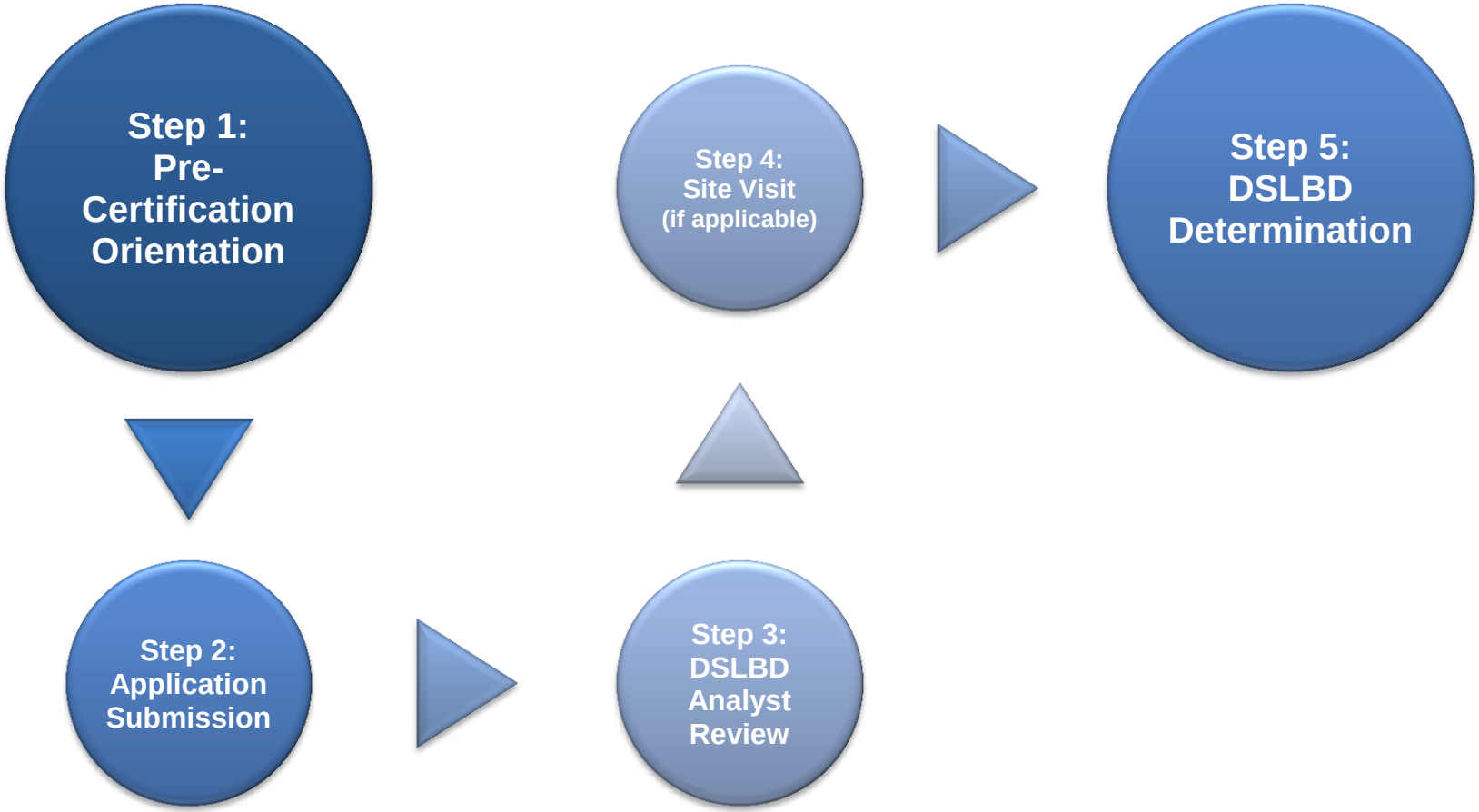
CBE Program: Business Certification Process



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CBE Update

CBE applicants:
DSLBD is simplifying the application process!

DSLBD is going paperless. Now you can upload all of your documents online.

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Get Certified

- New Applicants
- Returning Applicants
- CBE Certification FAQs
- Joint Venture Certification
- CBE Orientation Slideshow
- Developer Compliance
- District Agency Compliance
- Contracting Opportunities for CBE and Non CBEs
- Find Certified Companies
- CBE Program History

Department of Small and Local Business Development

DSLBD
DC Department of Small & Local Business Development

Office Hours
Monday to Friday, 8:30 am to 5 pm

Connect With Us
441 4th Street, NW, Suite 850 North
Washington, DC 20001
Phone: (202) 727-3900
Fax: (202) 724-3786
TTY: (202) 727-3900
Email:dslbd@dc.gov

Ask the Director

Listen

Get Certified

Connecting small & loc… opportunities.
By becoming a Certified Business Enterprise (CBE), you will receive preference in procurement opportunities offered by the District of Columbia. The CBE program helps position your business to better compete in DC government contracting opportunities.

CBE certification criteria.
In order to be eligible for CBE certification, in addition to other requirements, your business must meet the following criteria:

- The principal office of the business enterprise **must be located in DC**
- The Chief Executive Officer and highest level managerial employees of the business must maintain their offices and perform their managerial functions in the District.
- The business must also meet 1 of the 4 following standards below:

1. More than 50% of the assets of the business enterprise, excluding
2. More than 50% of the employees of the business are residents of the District;
3. The owners of more than 50% of the business enterprise are residents of the District; or
4. More than 50% of the total sales or other revenues are derived from transactions of the business enterprise in the District.

For new applicants the steps to becoming a CBE are:

1. Attend the mandatory CBE pre-certification orientation (not applicable for recertification, upgrade, and joint venture certification);
2. Submit the online CBE application (online application must include the uploaded checklist items)
3. DSLBD review and determination.

For returning applicants, select here:
http://lsdbe.dslbd.dc.gov/logon.aspx?returnURL=%2fDefault.aspx

…ng our …rhoods.
Strengthening our small business corridors.
Our revitalization programs provide services and funding to help retail corridors remain vital.

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ConnecTech
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We connect innovative tech founders with the resources needed for R&D as well as grant opportunities.

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http://lsdbe.dslbd.dc.gov/logon.aspx?returnURL=%2fDefault.aspx
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CBE Business Online

Online Business Processing

CBE Online Users Manual (PDF)*

The Department of Small and Local Business Development's (DSLBD's) Certified Business Enterprise (CBE) Program provides contracting preference for local businesses applying for contract and procurement opportunities with DC Government. In order to be considered for certification as a CBE, please note that DC Law 16-33 Section 2331 states that your **principal office must be physically located within the District of Columbia and your highest level managerial staff must be operating from this location.** In addition, one of the following must be true: greater than 50% of the assets or revenues of the business are derived from within the District, or greater than 50% of employees or owners are residents of the District.

To begin the application process, all applicants must attend a **mandatory CBE Pre-Certification Orientation. Applicants can sign up for this orientation using the following link:** http://bizdc.ecenterdirect.com/Conferences.action?CenterID=71.

After attending the required orientation, you can begin the online application process by selecting the **Register** button below to create a username and password.

Register

If you are a returning applicant enter your username and password below and select **Submit**.

Username:

Password:

Submit

Forgot Your Password or Username / Change Your Password

Return to DSLBD Homepage

* This document is presented in Portable Document Format (PDF) and a PDF reader is required for viewing.
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Company Registration - Windows Internet Explorer
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CBE Business Online

Registration

Help

Complete the information below and select **Submit** to create your username and password. Your information is protected by our secure site and will only be used for application purposes. Only one registration is allowed per company. You should **frequently monitor the email address you provide** for important correspondences from the Department of Small and Local Business Development.

Company Information

Company Name:*
FEIN/SSN Number:*
Business Phone:* - - *For internal DSLBD use only*
Website:

Public Contact Information

Note: Information below will be displayed on the public website. Please keep the email you register with on file,it will be needed for all future communication and to reset your password.

First Name:*
Last Name:*
Phone: - - Ext.:
Email:*
Username:*
Password:*
(Enter 5 to 25 characters, case-sensitive)
Confirm Password:*

Business Location Address

Address 1:*
Address 2:
City:*
State:* District of Columbia
Zip Code:* -

Mailing Address *Check, if same as Business Location Address*

Address 1:*
Address 2:
City:*
State:* District of Columbia
Zip Code:* -

*Indicates required fields

Submit
<< Go Back

Done
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Default - Windows Internet Explorer

http://cbe.dslbd.qc.dc.gov/company/Default.aspx

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CBE Business Online

Company Menu

Help

Log Out CBE Orientation

You will see a variety of menu options based on the business classification of your company. Select a button below to start your process.

Start Certification	Start an application for a new business certification.
Update Company Profile	Update your company and contact information.
Change Password	Change your password.
Log Out	Log out of application.

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Create New CBE Application

Print — Log Out CBE Orientation

CBE Program Terms and Conditions

This Certification application is being submitted pursuant to the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, as amended, (D.C. Law 16-33; D.C. Official Code § 2-218.01 et seq), and applicable regulations;

1. Is the business headquartered in the District of Columbia?
   ○ Yes ○ No
2. Does the CEO and the highest level managerial employees maintain offices and perform their managerial functions in the District?
   ○ Yes ○ No
3. Is the business certified with Virginia's Small, Women-owned, and Minority-owned Business (SWaM) certification program?
   ○ Yes ○ No
4. Is the business enterprise in Good Standing with the Office of Tax and Revenue?
   ○ Yes ○ No
5. Is the business enterprise in Good Standing with the Department of Consumer and Regulatory Affairs?
   ○ Yes ○ No
6. Has the business enterprise or any of its directors, officers, or principals violated the Small, Local, Disadvantaged Business Enterprise Development and Assistance Act of 2005. (DC Law 16-33, 52 DCR 7503) or other DC Laws that are applicable to the applicant's business?
   ○ Yes ○ No
7. Has the business enterprise, or any of its directors, officers, or principals, been convicted of a crime that bears directly on the fitness of the applicant holder, or participant to ethically participate in the programs established pursuant to the Act?
   ○ Yes ○ No
8. Did you attend the mandatory Certified Business Enterprise (CBE) Pre-Certification Orientation?
   ○ Yes ○ No

On behalf of the business identified below, the undersigned understands and/or agrees to the following:

A. The business will cooperate with the DSLBD during the Certification process and, if required by the DSLBD, will allow site inspections, access to records, and/or discussions with representatives of the business in order to assist the applicant in fulfilling the application requirements;

B. Any change in information submitted with this application that could affect the eligibility if the business for Certification will be timely reported to the DSLBD; and

C. The District of Columbia's Office of the Attorney General may bring civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers, or principals thereof that is reasonably believed to have obtained Certification by fraud or deceit or to have willfully furnished substantially inaccurate or incomplete information to the DSLBD. A business enterprise or individual found guilty in such a proceeding shall be subject to a civil penalty of not more than $100,000.

○ I Agree to the terms above

○ I Disagree with the terms above

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CBE Application Checklist - Windows Internet Explorer
http://cbe.dslbd.qc.dc.gov/Application/TermConditions.aspx
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CBE Application Checklist

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Create New CBE Application

Application Checklist

Print | Log Out CBE Orientation

Business Structure*	○ Corporation ○ Limited Liability Company ○ Partnership ○ Sole Proprietorship
Indicate the CBE status for which you are applying* (Choose all that apply. At least one must be selected)	☑ Local Business Enterprise (LBE) ☐ Disadvantaged Business Enterprise (DBE) ☐ Longtime Resident Business (LRB) ☐ Veteran-Owned Business (VOB) ☐ Small Business Enterprise (SBE) ☐ Development Enterprise Zone (DZE) ☐ Resident Owned Business (ROB) ☐ Local-Manufacturing Business Enterprise (LME)
○ Yes ○ No	Does the business enterprise have any other affiliated entities (e.g. parent company, subsidiary, etc.)? *
Business Established*	Date Business Established:* mm / dd / yyyy

Show Checklist

Select "Show Checklist" to move forward with the application.

○ I Agree to submit the documents above

○ I Disagree to submit the documents above

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CBE Application Checklist - Windows Internet Explorer
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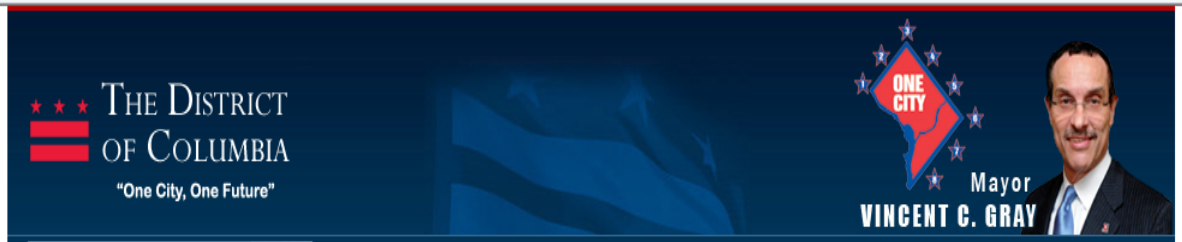

Create New CBE Application

Application Checklist

Print

Log Out CBE Orientation

Modify Criteria

- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (Must be current up to the ninety-day period prior to application submission)
- Business District or state and federal tax returns, last three years, and all schedules (signed)
- Copy of three years of Federal and State income taxes, and the most recent UC-30 of the affiliate(s).
- Articles of incorporation
- By-laws of corporation and any amendments
- Certificate of incorporation
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Notice of Tax Registration issued by Office of Tax and Revenue (for new businesses)
- Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- Lease or deed for business site (signed)
- Company capability statement, including a brief description of products or services
- Copy of each stock certificate issued (front and back) and stock ledger
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Submit proof of capabilities to perform selected NIGP code(s) (e.g. invoices, proof of payment for the service, references, certifications and licenses that support each requested code. If submitting resumes as proof, your firm's latest UC-30 Unemployment Wage and Compensation Report is also required).

I Agree to submit the documents above

I Disagree to submit the documents above

Back < Next >

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the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Select "Upload Checklist Items" to view or begin to upload required documents.

Step: 1 2 3 4 5 6 7 8 9 10 11 1

Upload Checklist Items | Reset | Save & Continue >>

Fields marked with an asterisk (*) are required.

Indicate the CBE status for which you are applying* (Choose all that apply. At least one must be selected)	☑ Local Business Enterprise (LBE) ☐ Small Business Enterprise (SBE) ☐ Disadvantaged Business Enterprise (DBE) ☐ Development Enterprise Zone (DZE) ☐ Longtime Resident Business (LRB) ☐ Resident Owned Business (ROB) ☐ Veteran-Owned Business (VOB) ☑ Local-Manufacturing Business Enterprise (LME)
◉ Yes ○ No	Does the business enterprise have any other affiliated entities (e.g. parent company, subsidiary, etc.)?
Business Structure*	◉ Corporation ○ Limited Liability Company ○ Partnership ○ Sole Proprietorship
Business Identifier*	Federal Employer ID (FEIN) 234675890 Business Name:* CBE Orientation
Business Location Address*	Street Address 1:* 441 4TH STREET NW Street Address 2: Suite 850N City:* WASHINGTON State:* District of Columbia Zip Code:* 20001 -
Business Contact Information	Business Phone:* 202 - 727 - 3900 Business Fax: - - Business Email Address: Business Website Address:
Principal Contact*	First Name:* Last Name:* Title:* Phone:* - - Email Address:*
Secondary Contact	First Name: Last Name: Title: Phone: - - Email Address:

Back To Application List

Upload Checklist Items | Reset | Save & Continue >>

CBE Application Details - Windows Internet Explorer
http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx
File Edit View Favorites Tools Help
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Application Details Screen - Lemons For Life - Certification, Data Entry

Print Help Log Out Yolanda Roy

Enter the application data by completing the steps below. To move between screens, use the **Previous** and **Save & Continue** buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Business Established*	Date Business Established:* 01 / 23 / 1974 (mm dd yyyy)
Primary Business Activity* (if diversified, percent of each adding up to a total of 100%)	% Consultant/Professional Service Provider; % Construction/Contracting; % Manufacturer; % Distributor; % Wholesaler; % Retail Service Provider; % Service Provider; % Financial Institution; % Real Estate Developer/Construction Manager; % Other (Please describe)
Other Business Identifiers	Dun & Bradstreet No:* Contact (800) 333-0505 for assistance; Local Unemployment Compensation No: Contact (202) 698-7550 for assistance

Back To Application List

Review checklist items << Previous Reset Save & Continue >>

Done Internet 100%

CBE Application Details - Windows Internet Explorer
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Review checklist items

Fields marked with an asterisk (*) are required.

What is the value of the total fixed (excluding cash or liquid) assets of the business enterprise, and the value and percentage of fixed assets located in the District of Columbia? (Amounts should coincide with Fixed Asset Inventory submitted).	Total Assets: Total Fixed Assets: Fixed Assets in DC: Percentage of Fixed Assets in DC:

Enter gross revenues for the last three years (if applicable)	Year	Revenue	Average:$0.00
		$	
		$	
		$	

Sources of Business Revenue (if applicable)	Source of Revenue	Revenue	% of Total Revenues	Last Fiscal Year:
	DC Government Contracts Prime	$		
	DC Government Contracts Sub	$		
	Federal Government Contracts Prime	$		
	Federal Government Contracts Sub	$		
	Private Sector	$		
	Other State or Local Contracts	$		
		$0.00	100 %	

Description of Other Sources:

Enter the last three contracts awarded and performed (if applicable)	Name of Contract	Prime/Sub Contractor	Services Provided	Amount	Date Completed
				$	
				$	
				$	

Internet 100%

CBE Application Details - Windows Internet Explorer
http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx
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THE DISTRICT OF COLUMBIA
"One City, One Government, One Voice"
ONE CITY
Mayor
VINCENT C. GRAY
Search
Search
Contact Us | Subscribe to Emails | Agency Directory | 311 Online | Closures
311 Online
District Residents
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DSLBD HOME | CBE Business Online | CBE Applications
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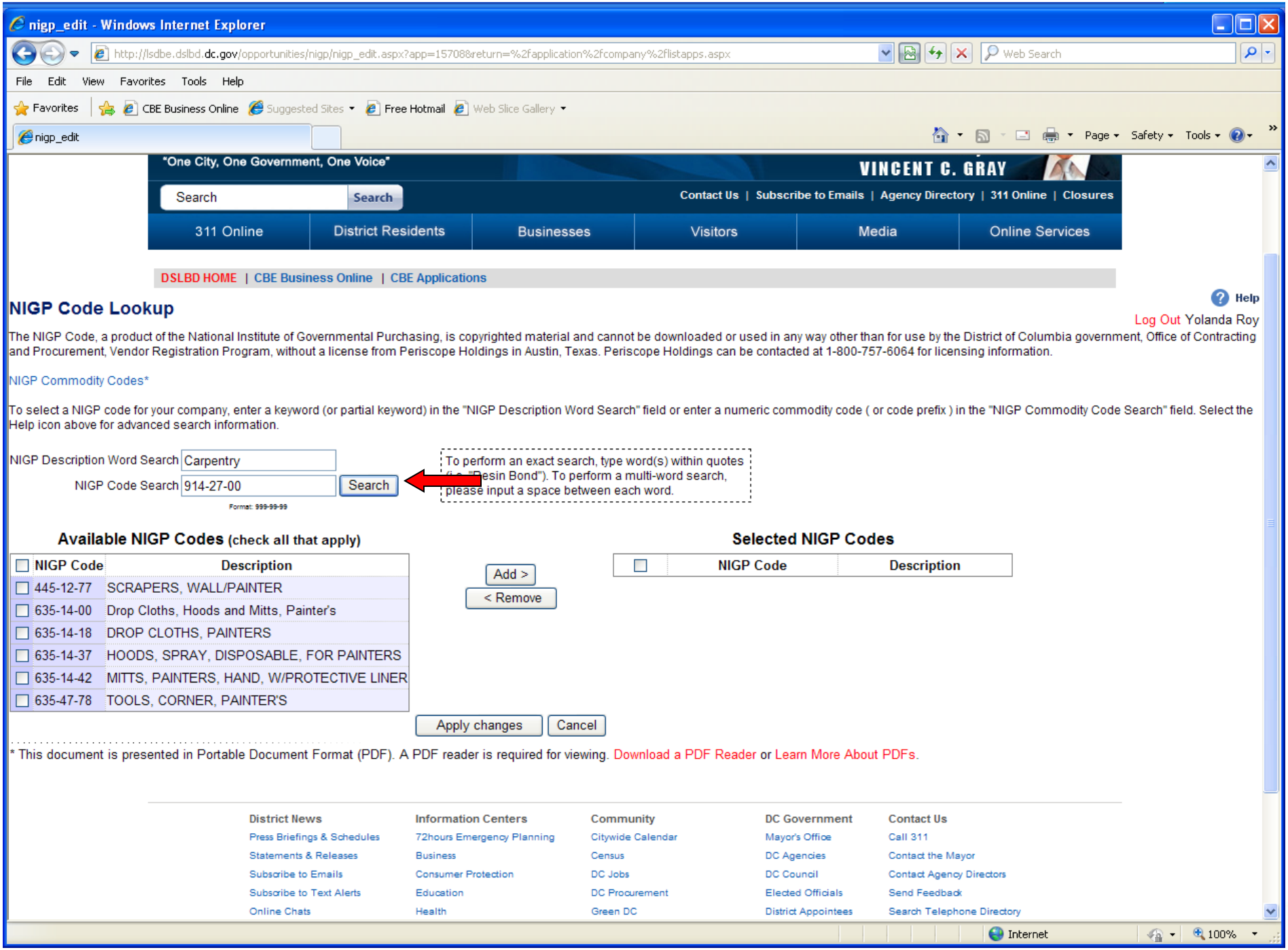
Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Review checklist items
<< Previous
Save & Continue >>
Fields marked with an asterisk (*) are required.
Describe the business' primary line, trade, or service:*
(2000 characters maximum)
Briefly describe any specialties:*
(250 characters maximum)
Select applicable National Institute of Government Purchasing (NIGP) Commodity Codes for t
business:*
No selected NIGP codes
Edit NIGP Code(s)
Select applicable Trade Divisions for this business:
No selected Trade Divisions
Edit Trade Division(s)
Back To Application List
Review checklist items
<< Previous
Reset
Save & Continue >>
Done
Internet
100%


nigp_edit - Windows Internet Explorer
http://lsdbe.dslbd.dc.gov/opportunities/nigp/nigp_edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx
Web Search
File Edit View Favorites Tools Help
Favorites
CBE Business Online
Suggested Sites
Free Hotmail
Web Slice Gallery
nigp_edit
Page Safety Tools
"One City, One Government, One Voice"
VINCENT C. GRAY
Search
Search
Contact Us | Subscribe to Emails | Agency Directory | 311 Online | Closures
311 Online
District Residents
Businesses
Visitors
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NIGP Commodity Codes*
To select a NIGP code for your company, enter a keyword (or partial keyword) in the "NIGP Description Word Search" field or enter a numeric commodity code (or code prefix) in the "NIGP Commodity Code Search" field. Select the Help icon above for advanced search information.
NIGP Description Word Search Carpentry
NIGP Code Search 914-27-00
Search
Format: 999-99-99
To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.
Available NIGP Codes (check all that apply)
NIGP Code
Description
445-12-77 SCRAPERS, WALL/PAINTER
635-14-00 Drop Cloths, Hoods and Mitts, Painter's
635-14-18 DROP CLOTHS, PAINTERS
635-14-37 HOODS, SPRAY, DISPOSABLE, FOR PAINTERS
635-14-42 MITTS, PAINTERS, HAND, W/PROTECTIVE LINER
635-47-78 TOOLS, CORNER, PAINTER'S
Add >
< Remove
Selected NIGP Codes
NIGP Code
Description
Apply changes
Cancel
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Statements & Releases
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Information Centers
72hours Emergency Planning
Business
Consumer Protection
Education
Health
Community
Citywide Calendar
Census
DC Jobs
DC Procurement
Green DC
DC Government
Mayor's Office
DC Agencies
DC Council
Elected Officials
District Appointees
Contact Us
Call 311
Contact the Mayor
Contact Agency Directors
Send Feedback
Search Telephone Directory
Internet
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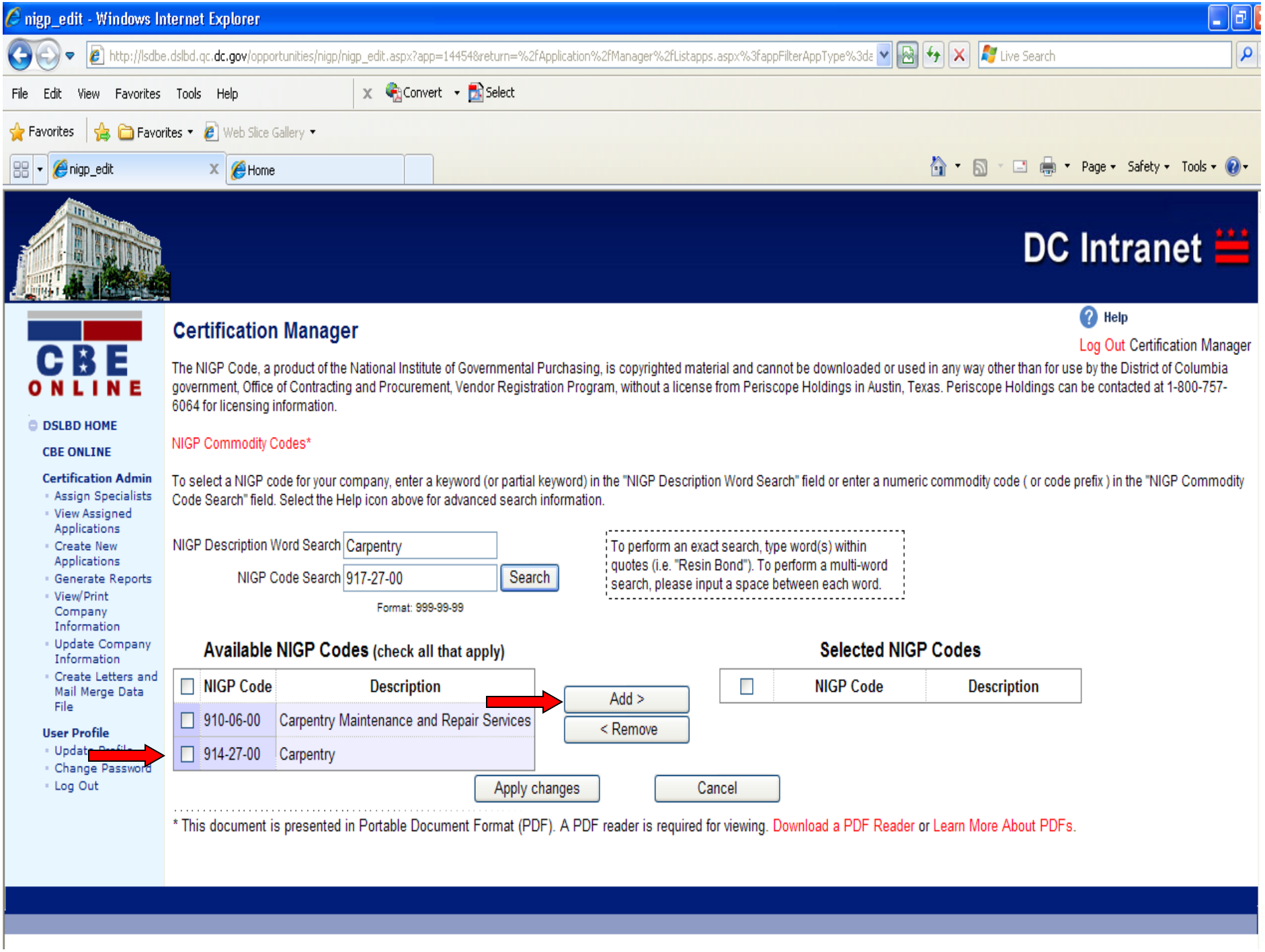
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http://lsdbe.dslbd.qc.dc.gov/opportunities/nigp/nigp_edit.aspx?app=14454&return=%2fApplication%2fManager%2fListapps.aspx%3fappFilterAppType%3da
Live Search
File Edit View Favorites Tools Help
Convert Select
Favorites Favorites Web Slice Gallery
nigp_edit
Home
Page Safety Tools
DC Intranet
CBE ONLINE
DSLBD HOME
CBE ONLINE
Certification Admin
Assign Specialists
View Assigned Applications
Create New Applications
Generate Reports
View/Print Company Information
Update Company Information
Create Letters and Mail Merge Data File
User Profile
Update Profile
Change Password
Log Out
Certification Manager
Help
Log Out Certification Manager
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To select a NIGP code for your company, enter a keyword (or partial keyword) in the "NIGP Description Word Search" field or enter a numeric commodity code (or code prefix) in the "NIGP Commodity Code Search" field. Select the Help icon above for advanced search information.
NIGP Description Word Search Carpentry
NIGP Code Search 917-27-00 Search
Format: 999-99-99
To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.
Available NIGP Codes (check all that apply)
NIGP Code Description
910-06-00 Carpentry Maintenance and Repair Services
914-27-00 Carpentry
Add >
< Remove
Selected NIGP Codes
NIGP Code Description
Apply changes
Cancel
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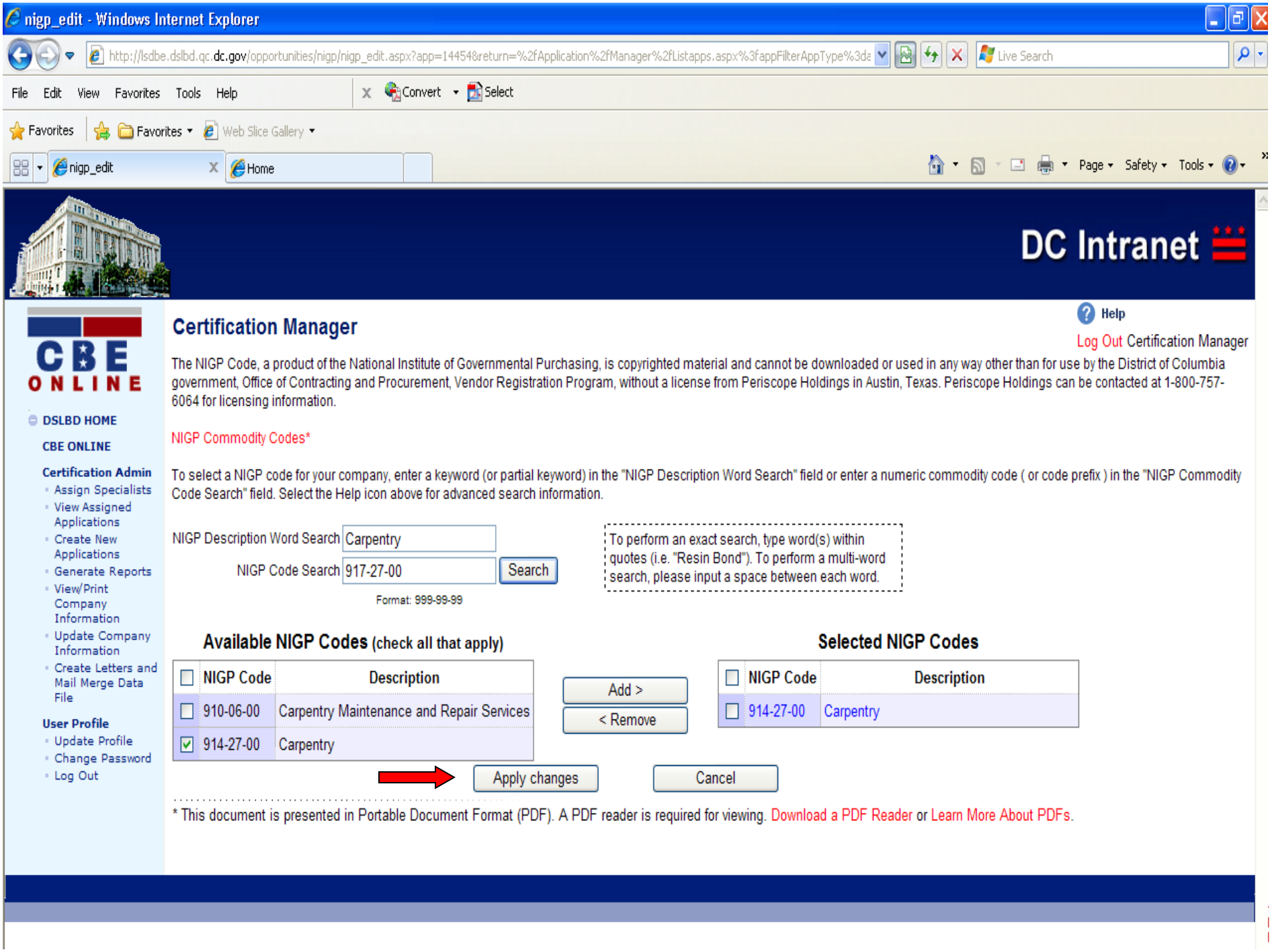
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http://lsdbe.dslbd.qc.dc.gov/opportunities/nigp/nigp_edit.aspx?app=14454&return=%2fApplication%2fManager%2fListapps.aspx%3fappFilterAppType%3da
Live Search
File Edit View Favorites Tools Help
Convert
Select
Favorites
Favorites
Web Slice Gallery
nigp_edit
Home
Page
Safety
Tools
DC Intranet
CBE ONLINE
DSLBD HOME
CBE ONLINE
Certification Admin
Assign Specialists
View Assigned Applications
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View/Print Company Information
Update Company Information
Create Letters and Mail Merge Data File
User Profile
Update Profile
Change Password
Log Out
Certification Manager
Help
Log Out Certification Manager
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NIGP Description Word Search
Carpentry
NIGP Code Search
917-27-00
Search
Format: 999-99-99
To perform an exact search, type word(s) within quotes (i.e. "Resin Bond"). To perform a multi-word search, please input a space between each word.
Available NIGP Codes (check all that apply)
NIGP Code
Description
910-06-00
Carpentry Maintenance and Repair Services
914-27-00
Carpentry
Add >
< Remove
Selected NIGP Codes
NIGP Code
Description
914-27-00
Carpentry
Apply changes
Cancel
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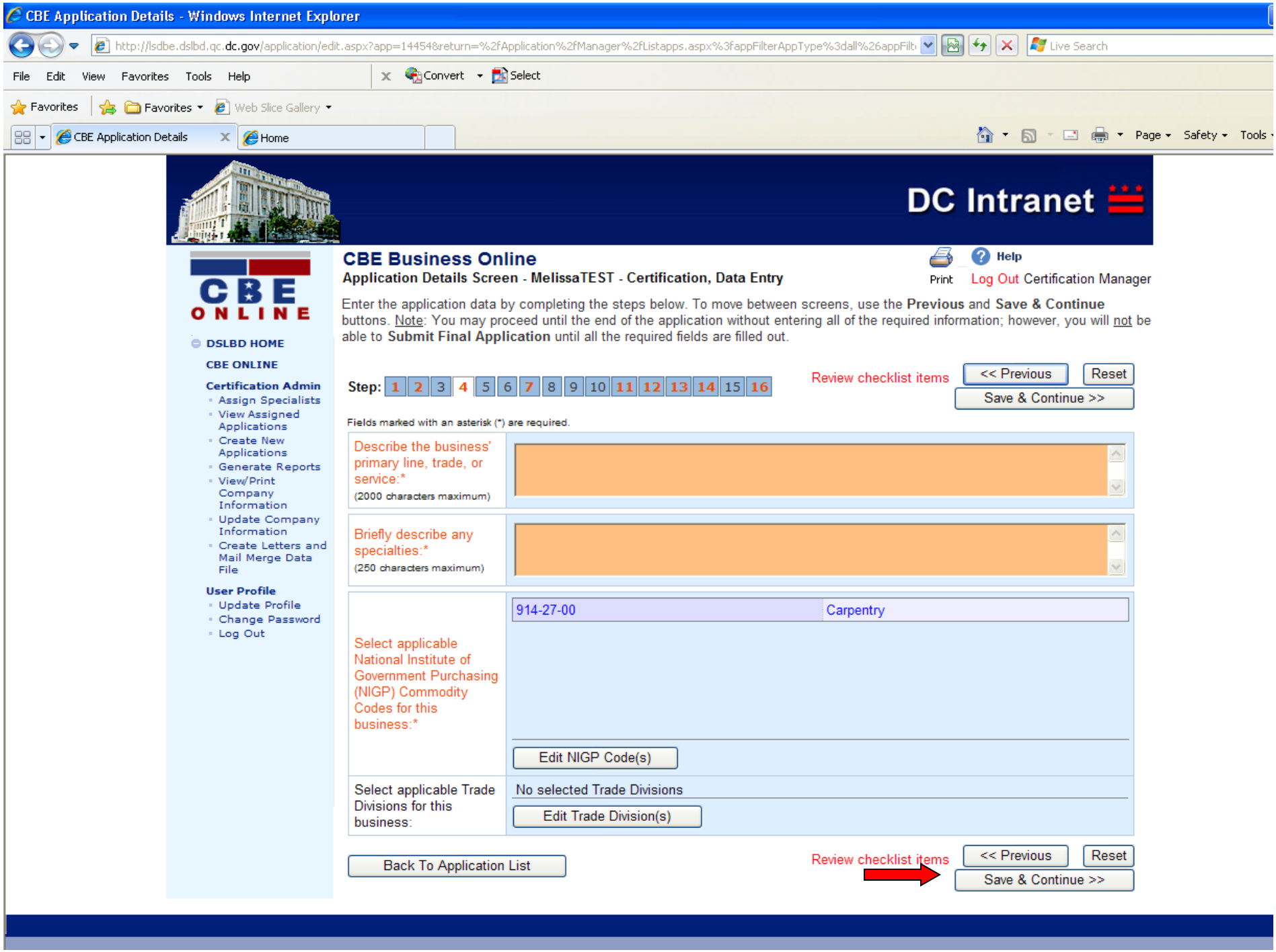
CBE Application Details - Windows Internet Explorer
http://lsdbe.dslbd.qc.dc.gov/application/edit.aspx?app=14454&return=%2fApplication%2fManager%2fListapps.aspx%3fappFilterAppType%3dall%26appFilt
Live Search
File Edit View Favorites Tools Help
Convert Select
Favorites Favorites Web Slice Gallery
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DC Intranet
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CBE ONLINE
Certification Admin
Assign Specialists
View Assigned Applications
Create New Applications
Generate Reports
View/Print Company Information
Update Company Information
Create Letters and Mail Merge Data File
User Profile
Update Profile
Change Password
Log Out
CBE Business Online
Application Details Screen - MelissaTEST - Certification, Data Entry
Print
Help
Log Out Certification Manager
Enter the application data by completing the steps below. To move between screens, use the Previous and Save & Continue buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to Submit Final Application until all the required fields are filled out.
Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Review checklist items
<< Previous
Reset
Save & Continue >>
Fields marked with an asterisk (*) are required.
Describe the business' primary line, trade, or service:*
(2000 characters maximum)
Briefly describe any specialties:*
(250 characters maximum)
Select applicable National Institute of Government Purchasing (NIGP) Commodity Codes for this business:*
914-27-00
Carpentry
Edit NIGP Code(s)
Select applicable Trade Divisions for this business:
No selected Trade Divisions
Edit Trade Division(s)
Back To Application List
Review checklist items
<< Previous
Reset
Save & Continue >>

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http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx
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Application Details Screen - Lemons For Life - Certification, Data Entry

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter business and office equipment, vehicles and storage locations

Equipment / Vehicle Name:* (Owned or Leased): Ford Escape

Storage Location of Equipment / Vehicle:*: 1808 9th Street, NW

Add

Equipment & Vehicles (Owned and/or Leased)	Storage Location of Equipment and Vehicles	Update	Delete
Ford Escape	1808 9th Street, NW		

Back To Application List

Review checklist items << Previous Reset Save & Continue >>

Done Internet 100%

CBE Application Details - Windows Internet Explorer
http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx
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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter all operating facilities or other office locations including storage/warehouse facilities

Facility:*

Street Address 1:* Street Address 2:

City:* State:* District of Columbia Zip Code:* -

Add

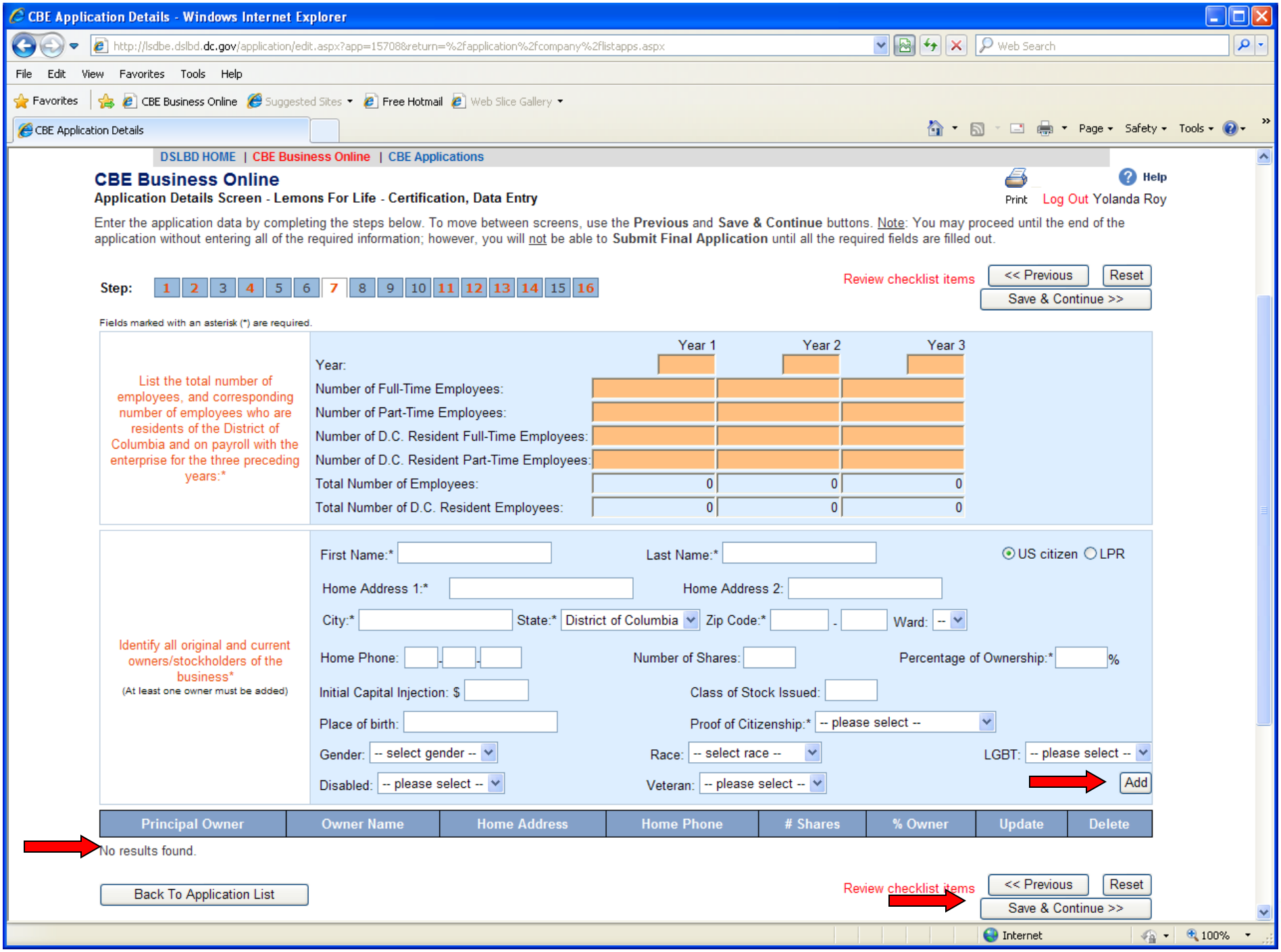
Facilities	Address	Update	Delete

No results found.

Back To Application List

Review checklist items << Previous Save & Continue >>

Done Internet 100%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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Review checklist items
<< Previous
Reset
Save & Continue >>
Fields marked with an asterisk (*) are required.
List the total number of employees, and corresponding number of employees who are residents of the District of Columbia and on payroll with the enterprise for the three preceding years:*
Year 1
Year 2
Year 3
Year:
Number of Full-Time Employees:
Number of Part-Time Employees:
Number of D.C. Resident Full-Time Employees:
Number of D.C. Resident Part-Time Employees:
Total Number of Employees: 0 0 0
Total Number of D.C. Resident Employees: 0 0 0
Identify all original and current owners/stockholders of the business*
(At least one owner must be added)
First Name:*
Last Name:*
US citizen
LPR
Home Address 1:*
Home Address 2:
City:*
State:* District of Columbia
Zip Code:*
Ward: --
Home Phone:
Number of Shares:
Percentage of Ownership:* %
Initial Capital Injection: $
Class of Stock Issued:
Place of birth:
Proof of Citizenship:* -- please select --
Gender: -- select gender --
Race: -- select race --
LGBT: -- please select --
Disabled: -- please select --
Veteran: -- please select --
Add
Principal Owner
Owner Name
Home Address
Home Phone
Shares
% Owner
Update
Delete
No results found.
Back To Application List
Review checklist items
<< Previous
Reset
Save & Continue >>
Internet
100%

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

List all members of the board of directors

Director First Name:* Director Last Name:*

Title:* Home Phone: - - Appointed: / / mm dd yyyy

Home Address 1:* Home Address 2:

City:* State:* District of Columbia Zip Code:* -

Add

Director Name	Home Address	Home Phone	Title	Date Appointed	Update	Delete

No results found.

Back To Application List

Review checklist items << Previous Save & Continue >>

Done Internet 100%

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http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=%2fapplication%2fcompany%2flistapps.aspx

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THE DISTRICT OF COLUMBIA

"One City, One Government, One Voice"

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311 Online | District Residents | Businesses | Visitors | Media | Online Services

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items | << Previous | Reset | Save & Continue >>

Fields marked with an asterisk (*) are required.

List all corporate officers and key personnel

First Name:* Last Name:*

Operational Function:* Home Phone: - - Appointed: / / (mm dd yyyy)

Home Address 1:* Home Address 2:

City:* State:* District of Columbia Zip Code:* -

Add

Corporate Officers/Key Personnel	Home Address	Home Phone	Operational Function	Date Appointed	Update	Delete

No results found.

Back To Application List

Review checklist items | << Previous | Save & Continue >>

District News: Press Briefings & Schedules

Information Centers: 72hours Emergency Planning

Community: Citywide Calendar

DC Government: Mayor's Office

Contact Us: Call 311

Done | Internet | 100%

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File Edit View Favorites Tools Help

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THE DISTRICT OF COLUMBIA

"One City, One Government, One Voice"

Mayor
VINCENT C. GRAY

Search | Search

Contact Us | Subscribe to Emails | Agency Directory | 311 Online | Closures

311 Online | District Residents | Businesses | Visitors | Media | Online Services

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items | << Previous | Reset | Save & Continue >>

Fields marked with an asterisk (*) are required.

Bonding Information (if applicable)

Bonding Company Name: | Bonding Limit $:

Street Address 1: | Street Address 2:

City: | State: District of Columbia | Zip Code: -

Business Phone: - - | Business Fax: - -

Contact Person:

Bonding Specialties (if any)

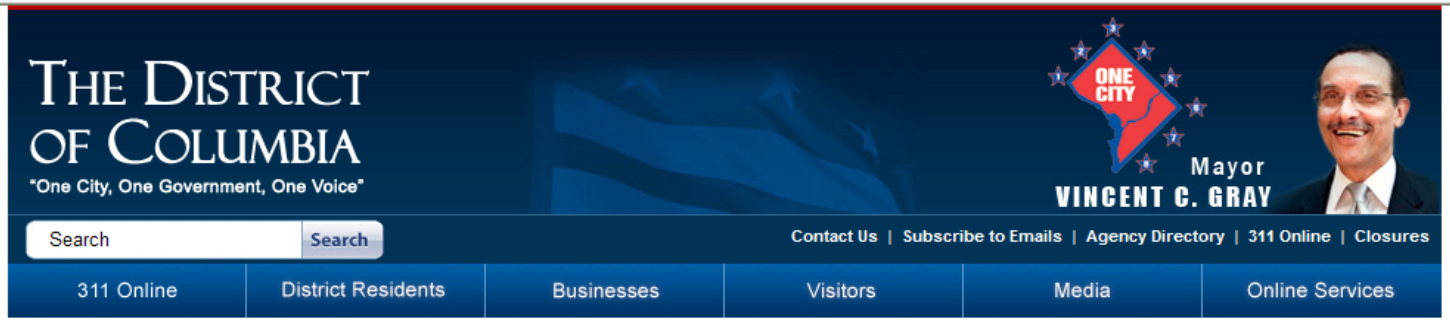
Back To Application List

Review checklist items | << Previous | Save & Continue >>

District News | Information Centers | Community | DC Government | Contact Us

Press Briefings & Schedules | 72hours Emergency Planning | Citywide Calendar | Mayor's Office | Call 311

Internet | 100%



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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 (Banking)

Review checklist items | << Previous | Reset | Save & Continue >>

Fields marked with an asterisk (*) are required.

Insurance Information:*

Insurance Company Name:* | Contact Person:*

Insurance Type:* | Property/Liability Limits $:*

Street Address 1:* | Street Address 2:

City:* | State:* District of Columbia | Zip Code:* -

Business Phone:* - - | Business Fax: - -

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Review checklist items | << Previous | Reset | Save & Continue >>

CBE Application Details - Windows Internet Explorer
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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Business Banking Information:*

Primary Bank:* Contact Person:*

Street Address 1:* Street Address 2:

City:* State:* District of Columbia Zip Code:* -

Business Phone:* - - Business Fax: - -

Back To Application List

Review checklist items << Previous Reset Save & Continue >>

Done Internet 100%

CBE Application Details - Windows Internet Explorer
http://lsdbe.dslbd.dc.gov/application/edit.aspx?app=15708&return=/application/company/listapps.aspx
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Favorites CBE Business Online Suggested Sites Free Hotmail Web Slice Gallery
CBE Application Details
Page Safety Tools

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Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Review checklist items | << Previous | Reset | Save & Continue >>

Fields marked with an asterisk (*) are required.

Taxes Paid

Enter total amount of taxes paid to DC government:*
(Specify type of taxes paid in the current and previous tax year - if applicable)

	Current Year-to-Date:	Last Fiscal Year:
Arena	$	$
Ballpark Sales	$	$
Corporate	$	$
Fuel	$	$
Other	$	$
Personal Property	$	$
Real Estate	$	$
Sales	$	$
Unemployment	$	$
Total Amount	$ 0.00	$ 0.00

Back To Application List

Review checklist items | << Previous | Reset | Save & Continue >>

http://lsdbe.dslbd.dc.gov/
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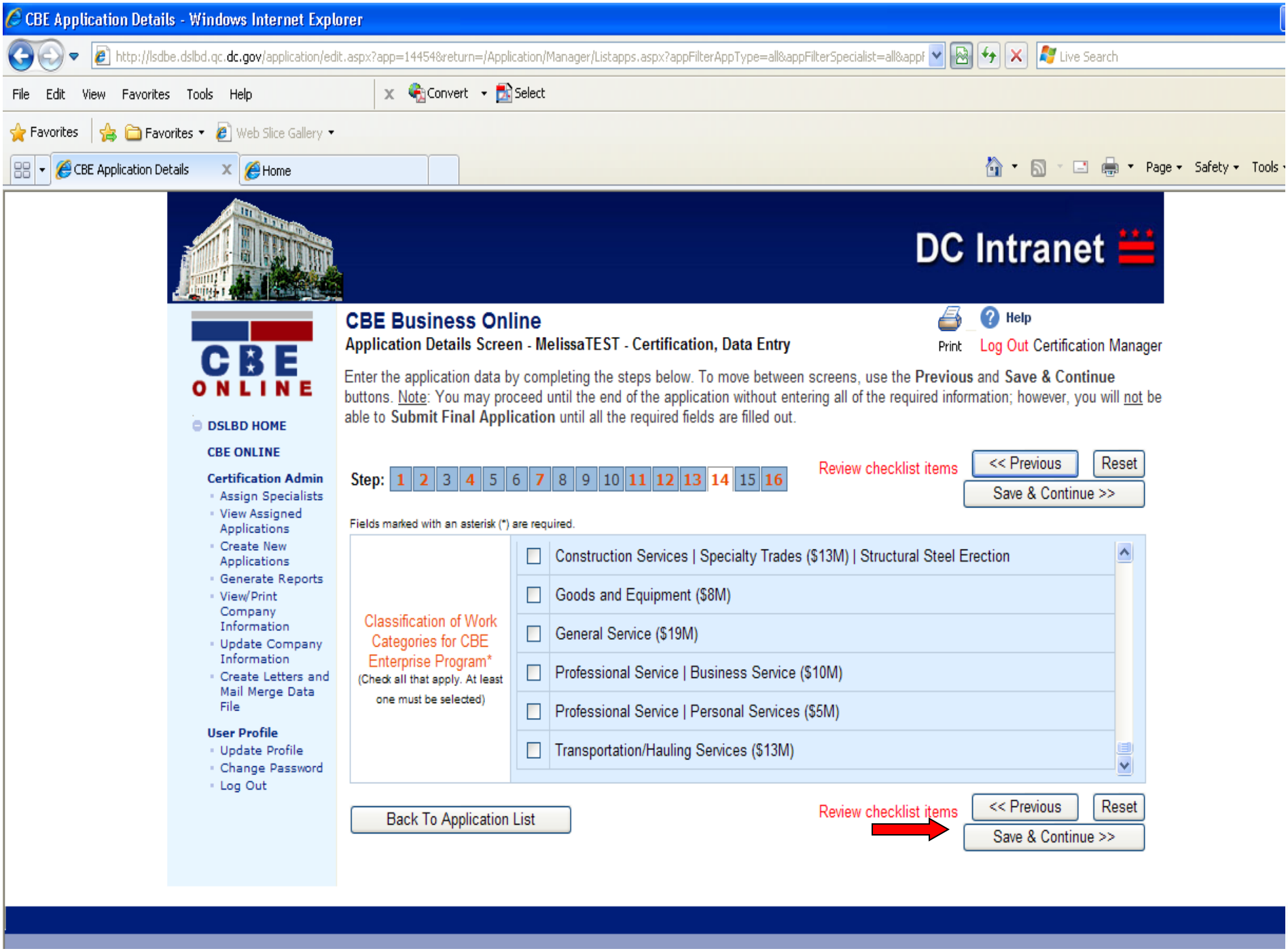
CBE Application Details - Windows Internet Explorer
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Home
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DC Intranet
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CBE ONLINE
Certification Admin
Assign Specialists
View Assigned Applications
Create New Applications
Generate Reports
View/Print Company Information
Update Company Information
Create Letters and Mail Merge Data File
User Profile
Update Profile
Change Password
Log Out
CBE Business Online
Application Details Screen - MelissaTEST - Certification, Data Entry
Help
Print
Log Out Certification Manager
Enter the application data by completing the steps below. To move between screens, use the Previous and Save & Continue buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to Submit Final Application until all the required fields are filled out.
Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
Review checklist items
<< Previous
Reset
Save & Continue >>
Fields marked with an asterisk (*) are required.
Classification of Work Categories for CBE Enterprise Program*
(Check all that apply. At least one must be selected)
Construction Services | Specialty Trades ($13M) | Structural Steel Erection
Goods and Equipment ($8M)
General Service ($19M)
Professional Service | Business Service ($10M)
Professional Service | Personal Services ($5M)
Transportation/Hauling Services ($13M)
Back To Application List
Review checklist items
<< Previous
Reset
Save & Continue >>

e.dslbd.qc.dc.gov/application/edit.aspx?app=19759&return=%2fapplication%2fcompany%2flistapps.aspx

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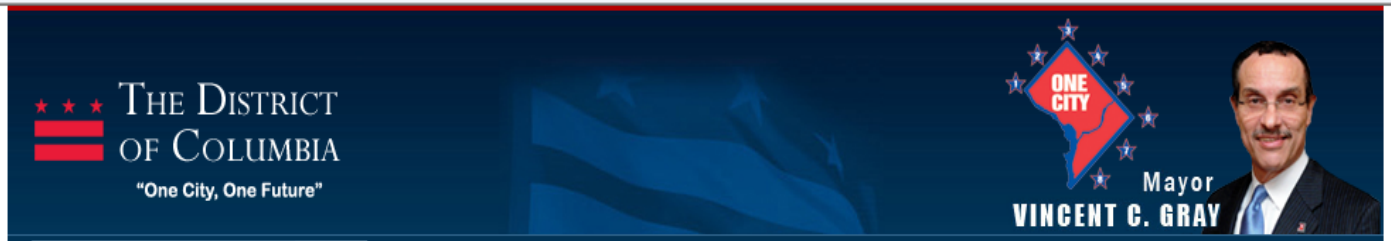
Page Safety



CBE Business Online

Application Details Screen - CBE Orientation - Certification, Data Entry

Print Help Log Out CBE Orientation

Enter the application data by completing the steps below. To move between screens, use the **Previous** and **Save & Continue** buttons. Note: You may proceed until the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Upload Checklist Items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

Enter DC Department of Consumer and Regulatory Affairs Basic Business License(s) number(s) and/or professional/occupational license(s):

License Type:* License Number:*

Authorizing Entity of Certification/Licensing:* License Expiration Date: / / mm dd yyyy

Add

License Type	License Number	Expiration Date	Authorizing Entity	Update	Delete

No results found.

Enter DC Department of Consumer and Regulatory Affairs Certificate of Occupancy or Home Occupation Permit Number.*

Back To Application List Upload Checklist Items << Previous Reset Save & Continue >>

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CBE Application Details - Windows Internet Explorer
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Web Slice Gallery
Suggested Sites
CBE Application Details
Page
Safety
Tools

the end of the application without entering all of the required information; however, you will not be able to **Submit Final Application** until all the required fields are filled out.

Step: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 Upload Checklist Items << Previous Reset Save & Continue >>

Fields marked with an asterisk (*) are required.

1. Has the business enterprise previously worked and/or is it currently working on any contracts with the District of Columbia? ○ Yes ◉ No

   If yes, please explain:

2. Does the business enterprise have any other locations related to this business (i.e., storage/warehouse)? ○ Yes ◉ No

   If yes, please explain:

3. Does the business enterprise currently hold any other certifications (e.g. SBA, MDOT, MWAA, WMATA, NMSDC, WBENC, VDOT, etc.)? If yes, please provide the certification number and expiration date. ○ Yes ◉ No

Certified By	Certification Number	Expiration Date
☐ SBA		
☐ MWAA		
☐ NMSDC		
☐ MD/DC/MSDC		
☐ WBENC		
☐ VDOT		
☐ MDOT		
☐ DDOT/WMATA		

☐ Other: Please Specify

4. Do you consider your business enterprise a green business? ○ Yes ◉ No

   If the "Yes" radio button is selected then at least one check box is required.

   ☐ LEED Professional Accreditation ☐ Healthy Homes Specialist Credential

Done
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100%
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CBE Applications

Submission & Checklist

I declare, certify, verify, attest or state under penalty of perjury that this application and the supporting documents submitted are true and correct to the best of my knowledge and belief. Pursuant to D.C. Official Code § 22-2402, any person convicted of perjury shall be fined not more than $ 5,000 or imprisoned for not more than 10 years, or both.

○ I accept ○ I decline

I further declare, certify, verify, attest or state under penalty of perjury that I, _____ (name), _____ (title) of _____ (business name), as majority or 50% owner of the business enterprise, have the authority to represent the business enterprise and to submit this application and supporting documents on behalf of the business enterprise.

○ I accept ○ I decline

I understand that if such information and claims contained in this application and supporting documents are false, I and each director, officer and principal of the business enterprise may be subject to a civil penalty of not more than $100,000 pursuant to D.C. Official Code § 2-218.63(c). D.C. Official Code § 2-218.63(c) provides that the Attorney General for the District of Columbia may bring civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers, or principals of a business enterprise that is reasonably believed to have obtained certification by fraud or deceit or to have willfully furnished substantially inaccurate or incomplete ownership information to the Department.

○ I accept ○ I decline

I understand that any fraud or misrepresentation on an application shall be grounds for automatic rejection or denial of the application. I also understand that failure to provide full disclosure of any of the requested or required information may result in rejection of this application.

○ I accept ○ I decline

_____

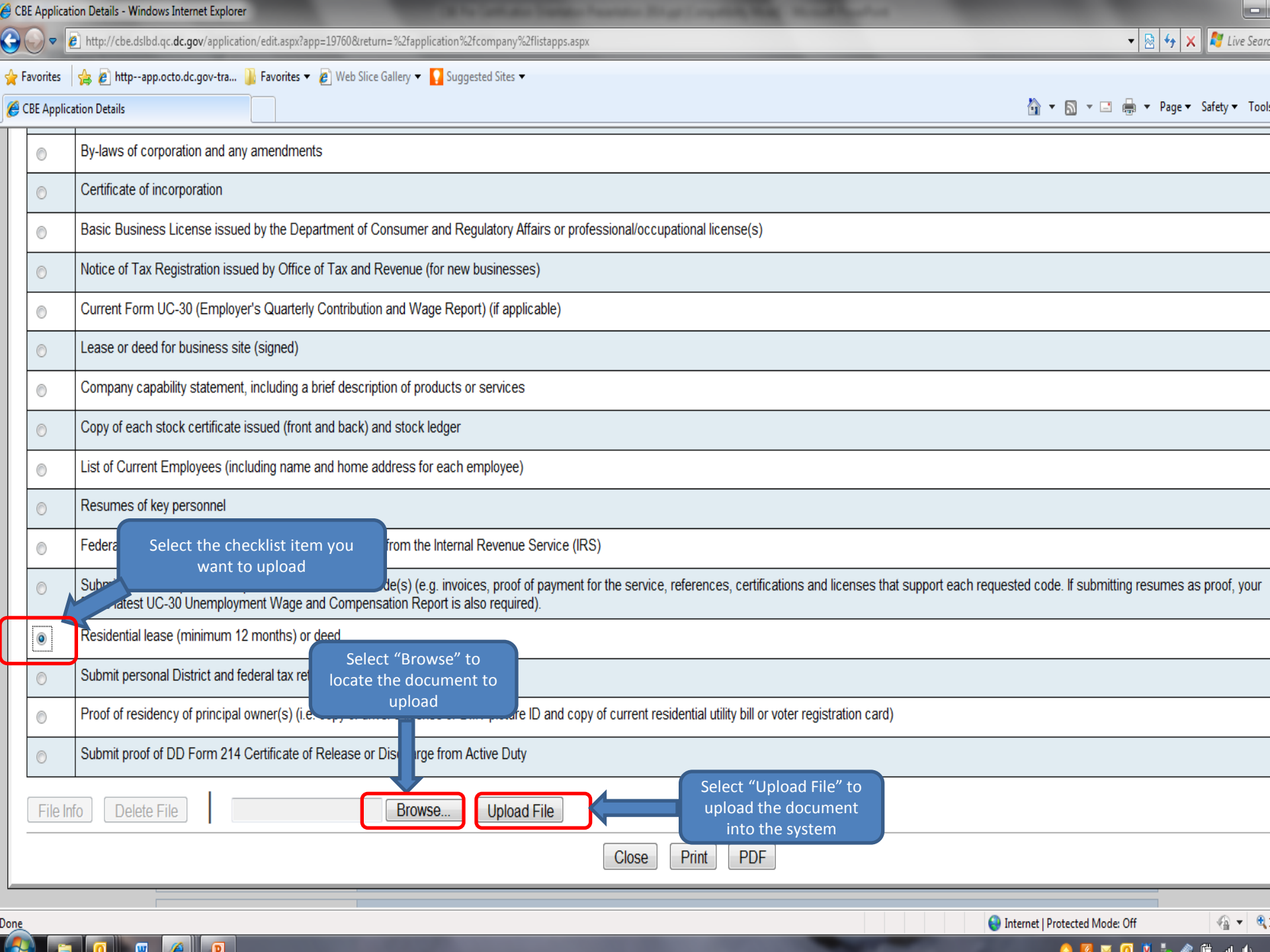
By selecting the "I Accept" button and typing your name in the Signature Box, you are signing this document electronically. You agree your electronic signature is the legal equivalent of your manual signature on this document. By selecting "I Accept" you consent to be legally bound by the statute and regulations governing the Certified Business Enterprise (CBE) program

Once you select the **Submit Final Application** button below, you will not be able to change any information that you entered. If you discover an error, contact a Certification Specialist at (202) 727-3900. You may return any time to print the contents of your application or to check on its status.

♦ View/Upload Checklist Items

* This document is presented in Portable Document Format (PDF) and a PDF reader is required for viewing.
Download a PDF reader or learn more about PDFs.

<< Go Back | Submit Final Application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Favorites
Web Slice Gallery
Suggested Sites
CBE Application Details
Page
Safety
By-laws of corporation and any amendments
Certificate of incorporation
Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
Notice of Tax Registration issued by Office of Tax and Revenue (for new businesses)
Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
Lease or deed for business site (signed)
Company capability statement, including a brief description of products or services
Copy of each stock certificate issued (front and back) and stock ledger
List of Current Employees (including name and home address for each employee)
Resumes of key personnel
Federa
from the Internal Revenue Service (IRS)
Subm
de(s) (e.g. invoices, proof of payment for the service, references, certifications and licenses that support each requested code. If submitting resumes as proof, your
latest UC-30 Unemployment Wage and Compensation Report is also required).
Residential lease (minimum 12 months) or deed
Submit personal District and federal tax re
Proof of residency of principal owner(s) (i.e.
re ID and copy of current residential utility bill or voter registration card)
Submit proof of DD Form 214 Certificate of Release or Dis
rge from Active Duty
Select the checklist item you want to upload
Select "Browse" to locate the document to upload
Select "Upload File" to upload the document into the system
File Info
Delete File
Browse...
Upload File
Close
Print
PDF
Done
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Submit CBE Application - Windows Internet Explorer
http://cbe.dslbd.qc.dc.gov/application/submit.aspx?app=19759
Live Search
Favorites
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Favorites
Web Slice Gallery
Suggested Sites
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Safety
Tools

○	Copy of three years of Federal and State income taxes, and the most recent UC-30 of the affiliate(s).
○	Articles of incorporation
○	By-laws of corporation and any amendments
○	Certificate of incorporation
○	Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
○	Notice of Tax Registration issued by Office of Tax and Revenue (for new businesses)
○	Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
○	Lease or deed for business site (signed)
○	Company capability statement, including a brief description of products or services
○	Copy of each stock certificate issued (front and back) and stock ledger
○	List of Current Employees (including name and home address for each employee)
○	Resumes of key personnel
○	Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
○	Submit proof of capabilities to perform selected NIGP code(s) (e.g. invoices, proof of payment for the service, references, certifications and licenses that support each requested code. If submitting resumes as proof, your firm's latest UC-30 Unemployment Wage and Compensation Report is also required).
◉	**Residential lease (minimum 12 months) or deed**
○	Submit personal District and federal tax returns for the last year (signed)
○	Proof of residency of principal owner(s) (i.e. copy of driver's license or DMV picture ID and copy of current residential utility bill or voter registration card)

File Info | Delete File | Browse... | Upload File

Close | Print | PDF

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Submit CBE Application - Windows Internet Explorer
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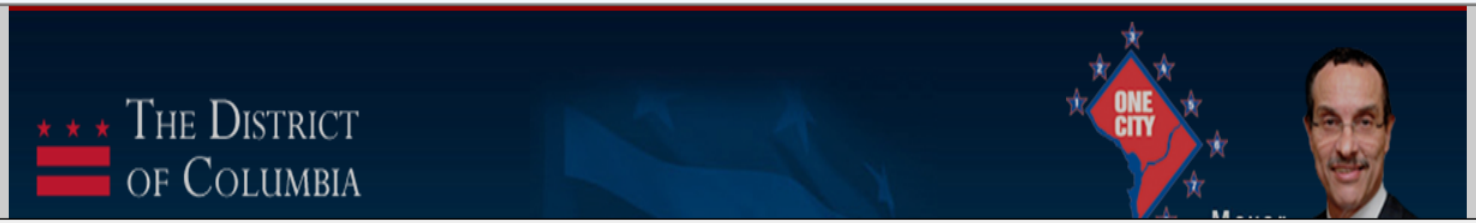

The list of documents supporting the application has changed, based on the application data entered, since the time when it was reviewed and agreed upon before entering the application. Do you agree to submit the following documents in addition to the application submission?

- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (Must be current up to the ninety-day period prior to application submission)
- Business District or state and federal tax returns, last three years, and all schedules (signed)
- Copy of three years of Federal and State income taxes, and the most recent UC-30 of the affiliate(s).
- Articles of incorporation
- By-laws of corporation and any amendments
- Certificate of incorporation
- Basic Business License issued by the Department of Consumer and Regulatory Affairs or professional/occupational license(s)
- Notice of Tax Registration issued by Office of Tax and Revenue (for new businesses)
- Current Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- Lease or deed for business site (signed)
- Company capability statement, including a brief description of products or services
- Copy of each stock certificate issued (front and back) and stock ledger
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)
- Submit proof of capabilities to perform selected NIGP code(s) (e.g. invoices, proof of payment for the service, references, certifications and licenses that support each requested code. If submitting resumes as proof, your firm's latest UC-30 Unemployment Wage and Compensation Report is also required).
- Residential lease (minimum 12 months) or deed
- Submit personal District and federal tax returns for the last year (signed)
- Proof of residency of principal owner(s) (i.e. copy of driver's license or DMV picture ID and copy of current residential utility bill or voter registration card)

I Agree | I Decline

◉ I accept ○ I decline

I understand that any fraud or misrepresentation on an application shall be grounds for automatic rejection or denial of the application. I also understand that failure to provide full disclosure of any of the requested or required information may result in rejection of this application.

◉ I accept ○ I decline

Certification Orientation

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My Company CBE Applications - Windows Internet Explorer

http://cbe.dslbd.qc.dc.gov/application/company/listapps.aspx

Favorites | http--app.octo.dc.gov-tra... | Favorites | Web Slice Gallery | Suggested Sites

My Company CBE Applications

Page | Safety | Tools

THE DISTRICT OF COLUMBIA

"One City, One Future"

Search | Search

Ask the Mayor | Subscribe to Emails | Agency Directory | 311 Online | Closures

311 Online | District Residents | Businesses | Visitors | Media | Online Services

DSLBD HOME | CBE Business Online | CBE Applications

CBE Business Online

CBE Applications

Help

Log Out CBE Orientation

Select the Start New Application button to certify or recertify your business, or to upgrade an existing certification. To view the status and details of any of the applications shown in the chart below, select **Details** in the View/Edit column.

Date Submitted	App Type	Status	Status Date	View/Edit	CBE#	Days Under Review
10/17/2013	Certification	*Application Submitted*	10/17/2013	Details...	Number not assigned	

You cannot start a new application because you currently have a pending one.
You cannot view your CBE information because your application has not been approved yet.

Start New Application | View/Print Company Information

District News	Information Centers	Community	DC Government	Contact Us
Press Briefings & Schedules	72hours Emergency Planning	Citywide Calendar	Mayor's Office	Call 311
Statements & Releases	Business	Census	DC Agencies	Contact the Mayor
Subscribe to Emails	Consumer Protection	DC Jobs	DC Council	Contact Agency Directors

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10:41 AM

CBE Business Online

Application Details Screen - CBE Orientation - Certification, Application Submitted

View the current status of your company's certification. To return to the list of all applications, select **Back to Application List.**

Application Data | Checklist | Status **# of days Under Review:**

Current Information	Current Status: Application Submitted
Company Name:	CBE Orientation
Approval Date:	Not assigned
Expiration Date:	Not assigned
CBE#:	Not assigned
Application Type:	Certification
Certification Specialist:	No specialist assigned

Back to Application List

DC Business Incentives Map - Windows Internet Explorer

http://geospatial.dcgis.dc.gov/incentive/

Favorites | http--app.octo.dc.gov-tra... | Favorites | Web Slice Gallery | Suggested Sites

DC Business Incentives Map

DC Business Incentives Map

Welcome to the DC Business Incentives Map. This online tool can help you determine the geographic boundaries of incentives available to DC businesses. You can also enter a specific address to identify incentives that your property or company may be eligible to receive. For additional information regarding these and other available services, visit Business in DC.

Zoom to Location

address, intersection, etc.

Go

Prequalifying Incentives

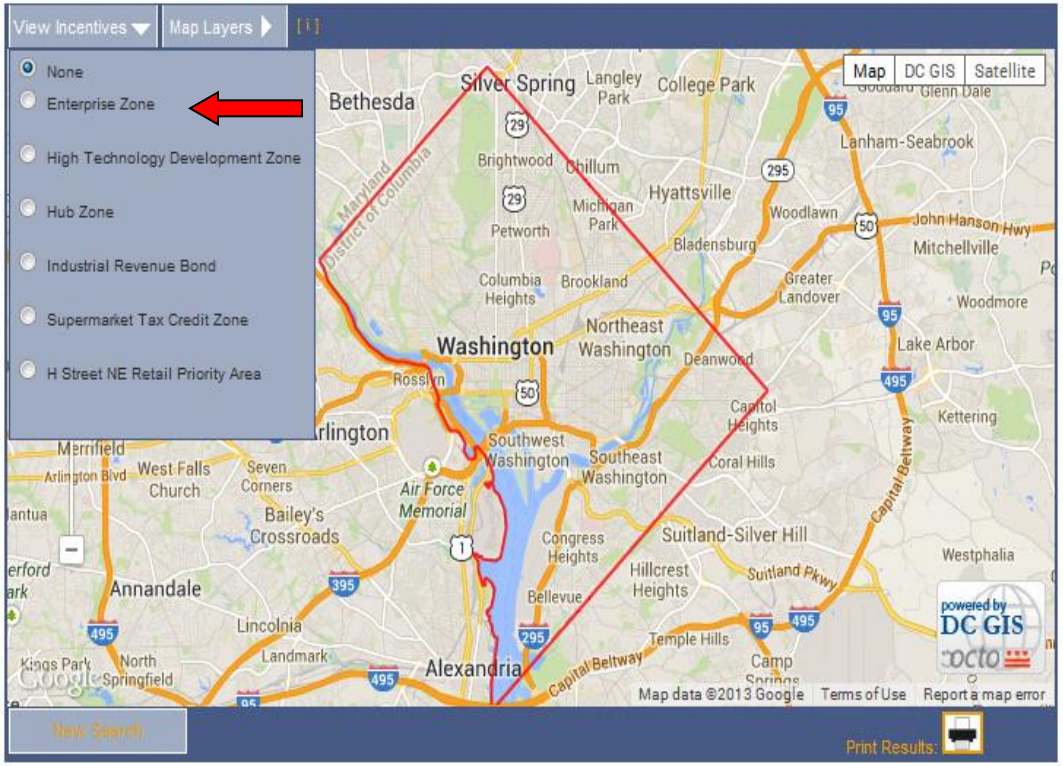
- Enterprise Zone
- High Technology Development Zone
- HUB Zone
- Industrial Revenue Bond
- Supermarket Tax Credit Zone
- H Street NE Retail Priority Area

Incentive Profiles

Select Incentive

Download Profile

Please note that businesses must fulfill certain additional requirements to qualify for incentives. It is possible that an address point may be located in an ineligible area even though the relevant tax lot may be eligible for certain incentives. Contact the Office of Business Development at (202) 727-6365 to



Search Result Information

Total Population (1/2 Mile)	Employee Population (1/2 Mile)	Median Individual Income (1/2 Mile)	Total Housing Units (1/2 Mile)

DC Business Incentives Map

Welcome to the DC Business Incentives Map. This online tool can help you determine the geographic boundaries of incentives available to DC businesses. You can also enter a specific address to identify incentives that your property or company may be eligible to receive. For additional information regarding these and other available services, visit Business in DC.

Zoom to Location [i]

address, intersection, etc.

1818 New York Avenue NE | Go

Prequalifying Incentives [i]

Location: 1818 NEW YORK AVENUE NE

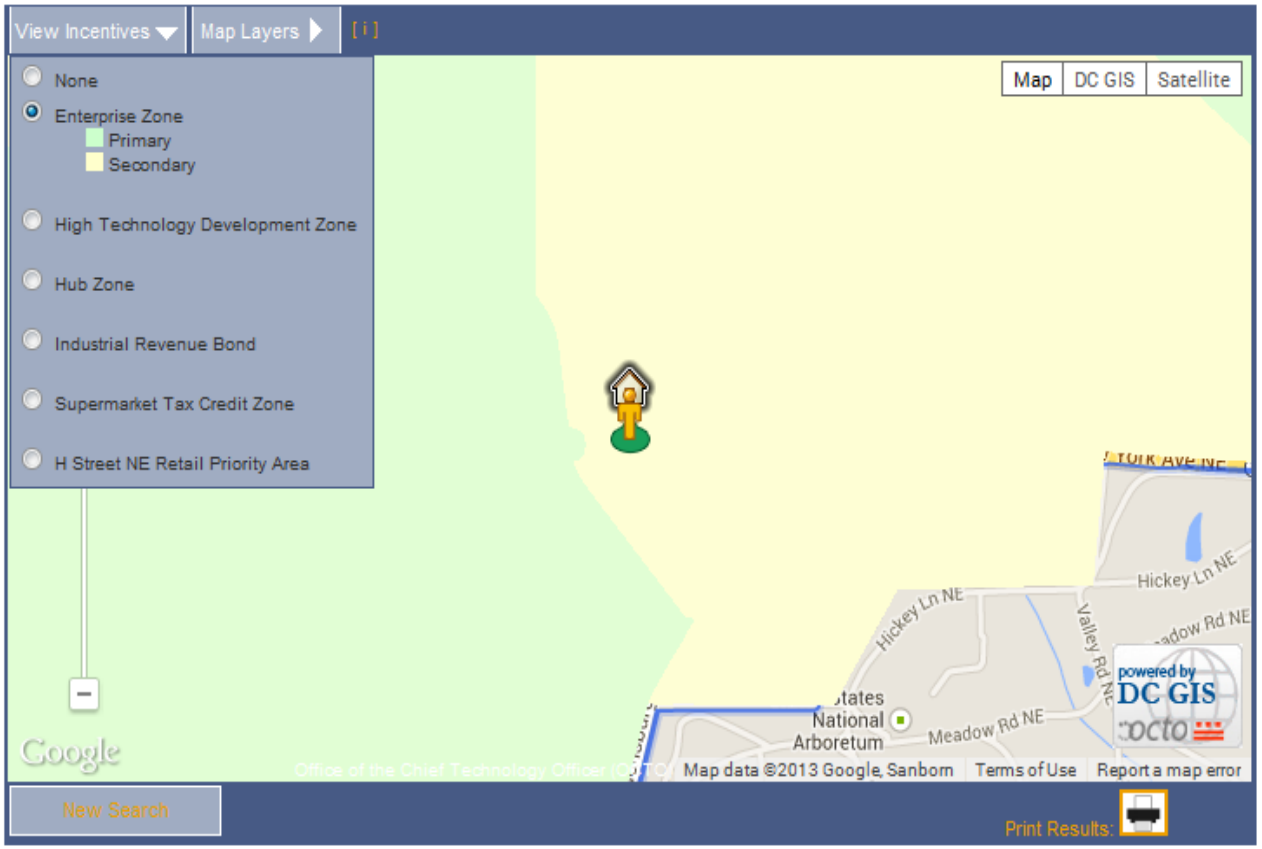
- [x] Enterprise Zone
- [x] High Technology Development Zone
- [x] HUB Zone
- [x] Industrial Revenue Bond
- [x] Supermarket Tax Credit Zone
- [x] H Street NE Retail Priority Area

Incentive Profiles [i]

Select Incentive

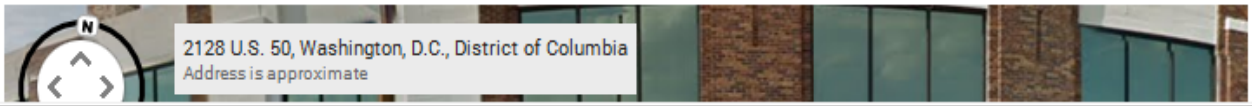
Download Profile

Please note that businesses must fulfill certain additional requirements to qualify for incentives. It is possible that an address point may be located in an ineligible area even though the relevant tax lot may be eligible for certain incentives. Contact the Office of Business Development at (202) 727-6365 to



Search Result Information

Total Population (1/2 Mile) [i]	Employee Population (1/2 Mile) [i]	Median Individual Income (1/2 Mile) [i]	Total Housing Units (1/2 Mile) [i]
13,435	15,861	$22,014	5,730



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CBE Program: Business Assistance

The District of Columbia Small Business Resource Center (SBRC) is your gateway to information and services that can help you start and strengthen your business in the District. The SBRC is a partnership between the Department of Small and Local Business Development (DSLBD) and the Department of Consumer and Regulatory Affairs (DCRA). Through the SBRC, you can access trainings, workshops, seminars, one-on-one technical and educational.

DCRA
Jacqueline Noisette
1100 4th Street, SW
Jacqueline.noisette@dc.gov
(202) 442-8170 (Direct)

DSLBD
Shara Gibson
441 4th Street, NW
Shara.gibson@dc.gov
(202) 741-0836 (Direct)

http://bizdc.ecenterdirect.com

Frequently Asked Questions

- **Is a non-profit eligible for certification?** No.
- **How long is attendance to the orientation valid?** Attendance to CBE Seminar is valid for twelve (12) months.
- **How long will the CBE certification process take?** The CBE Certification Process can take up to forty-five (45) business days once you submit the application.
- **How long is my certification valid?** CBE Certification is valid for two (2) years. Companies must re-apply for recertification **45 days prior** to their expiration date (online system sends a notification **90**, **60** and 30 days prior). The Department has added a 24-hour notice in FY14).
- **Does DSLBD grant reciprocity from other jurisdictions?** No.
- **Does the owner of my business have to live in DC?** No.
- **If my business is certified as a DBE or CBE by the DC Department of Small and Local Business Development (DSLBD), then are we already certified for DDOT's DBE program?** No. DSLBD certification will help when you bid on contracts with District Government agencies. It has no bearing on federally funded highway projects.
- **Once I am certified can I add additional categories or NIGP codes to my business profile?** Business profiles can be updated during an active certification period by submitting an Upgrade application with the Department.

DSLBD
DEPT. OF SMALL & LOCAL BUSINESS DEVELOPMENT

Frequently Asked Questions

- **How do I notify the Department of a change in my certification?** Notification, on business letterhead, should be sent to the Department to the attention of the Certification Manager or Director of the Department.

*During the term of a certificate, a CBE shall report to the Department any change of address, change of ownership, or other change that may affect the continued eligibility of the CBE **within thirty (30) days** of the date of the change. Upon learning of any changes, the Department may request documentation regarding continued eligibility and conduct onsite inspections (CDCR 27-814 (2013)).*

- **How do I reset my username and password?** Email the certification division at cbe.feedback@dc.gov or any member of the certification team. Please include the name of your firm, notify us of any changes to the email address provided in the application and ask for your login and password to be reset.

Certification Team:

Melissa Resil (Business Certification Manager)

Yolanda Roy (Business Certification Specialist)

Makita Haynes-Burks (Business Certification Specialist)

Corey Beasley (Business Certification Specialist)

Cameron Briggs (Business Certification Specialist)

202-727-3900
http://dslbd.dc.gov (Get Certified)
cbe.feedback@dc.gov

DSLBD
DEPT. OF SMALL & LOCAL BUSINESS DEVELOPMENT

Questions & Answers