



Certified Business Enterprise (CBE) Program Requirements

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Agency Mission

The **Department of Small and Local Business Development (DSLBD)** supports the development, economic growth, and retention of District-based businesses, and promote economic development throughout the District's commercial corridors.

DSLBD envisions a business environment which:

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



Certified Business Enterprise (**CBE**) Program, is a small business inclusion program that helps your business compete for DC government contracts.



CBE Spend

The District Government directs spending to CBEs, which in turn, supports and contributes to job creation and the city tax base, strengthening the local economy.

Agency Spend

Agencies are required to spend **50%** of their expendable budget with CBEs that maintain the Small Business Enterprise (**SBE**) category.

DC Supply Schedule

Schedule is only available to CBEs that maintain the SBE category.

Contracts Under \$250,000

Contracts under \$250,000 are set-aside for CBEs that maintain the SBE category.

Subcontracting Requirements

Government-assisted projects over \$250,000 are required to subcontract 35% of the total value of the contract with CBEs that maintain the SBE category.



CBE Certification Categories

The CBE Program provides contracting preference for local businesses so they can better compete in contract and procurement opportunities with DC Government.

Businesses may be certified in any of the following categories; however, only a **maximum of 12 points or 12 percent** can be applied toward any contract award.

| <u>Certification Categories</u> | <u>Preference</u> |
|---|-------------------|
| Local Business Enterprise (LBE) | 2 or 2% |
| Small Business Enterprise (SBE) | 3 or 3% |
| Disadvantaged Business Enterprise (DBE) | 2 or 2% |
| Resident Owned Business (ROB) | 5 or 5% |
| Development Zone Enterprise (DZE) | 2 or 2% |
| Longtime Resident Business (LRB) | 5 or 10% |
| Veteran Owned Business (VOB) | 2 or 2% |
| Local Manufacturing Business Enterprise (LME) | 2 or 2% |
| Equity Impact Enterprise (EIE) | 5 or 10% |



CBE Local Business Enterprise Definition

- Principal office physically located in the District;
- **Meets one of the following standards:**
 - ❑ Independently owned, operated, and controlled; or
 - ❑ Owned, operated, and controlled by a District-based enterprise; or
 - ❑ Owned by a non-District-based business enterprise that is more than 50% owned by District residents;
- Chief Executive Officer (**CEO**) and highest-level managerial employees perform their managerial functions in the principal office;
- Meets **one of the four** following standards:
 - ❑ More than 50% of the employees of the business are residents of the District; or
 - ❑ The owners of more than 50% of the business enterprise are residents of the District; or
 - ❑ More than 50% of the assets of the business, excluding bank accounts, are in the District; or
 - ❑ More than 50% of the business gross receipts are District gross receipts.

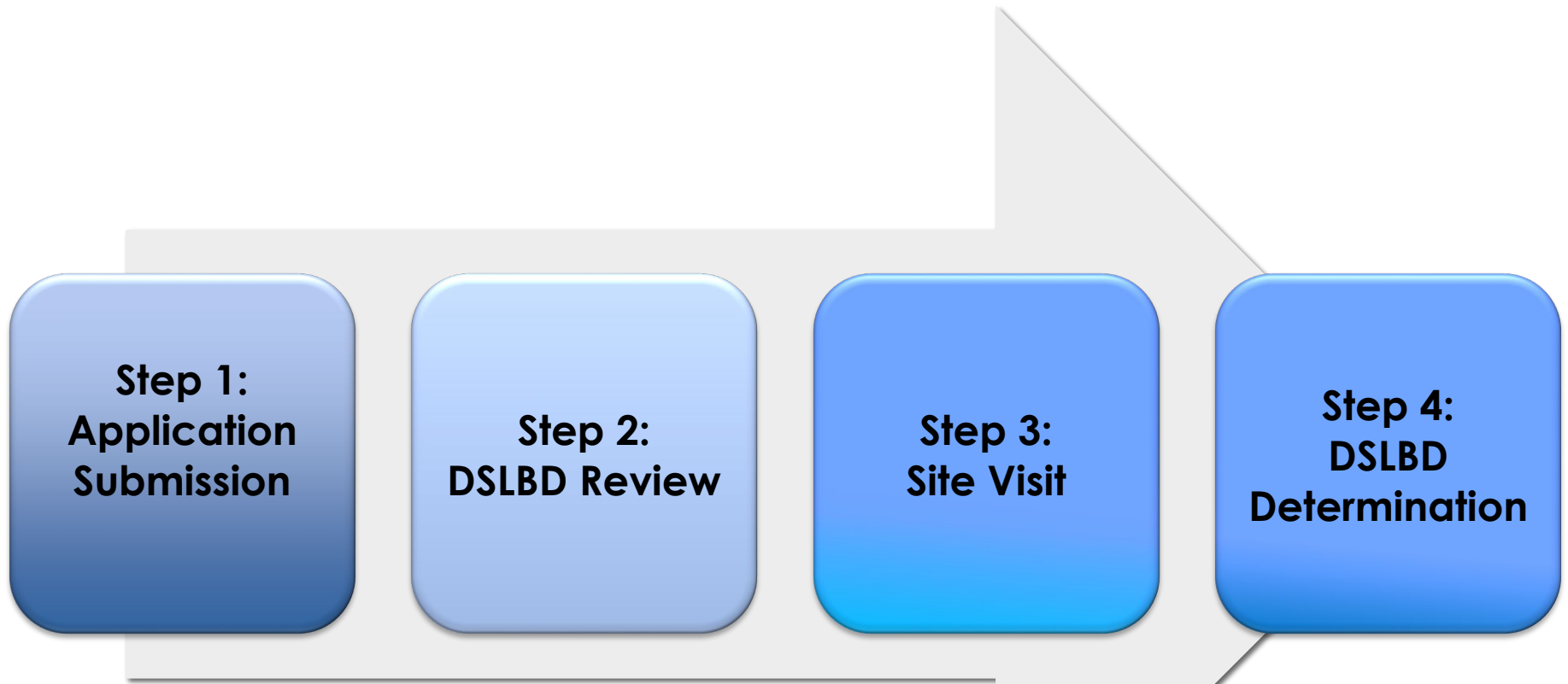


Principal Office

- In order to be considered a principal office, the applicant must:
 - Own or lease office space for a **minimum of 12 months (month to month leases are not accepted)**.
 - The office space must be a dedicated suite, office or desk.
 - Shared Office space must identify dedicated space in lease or business must submit a notarized letter executed by the landlord and business owner.
- The Department considers the location 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

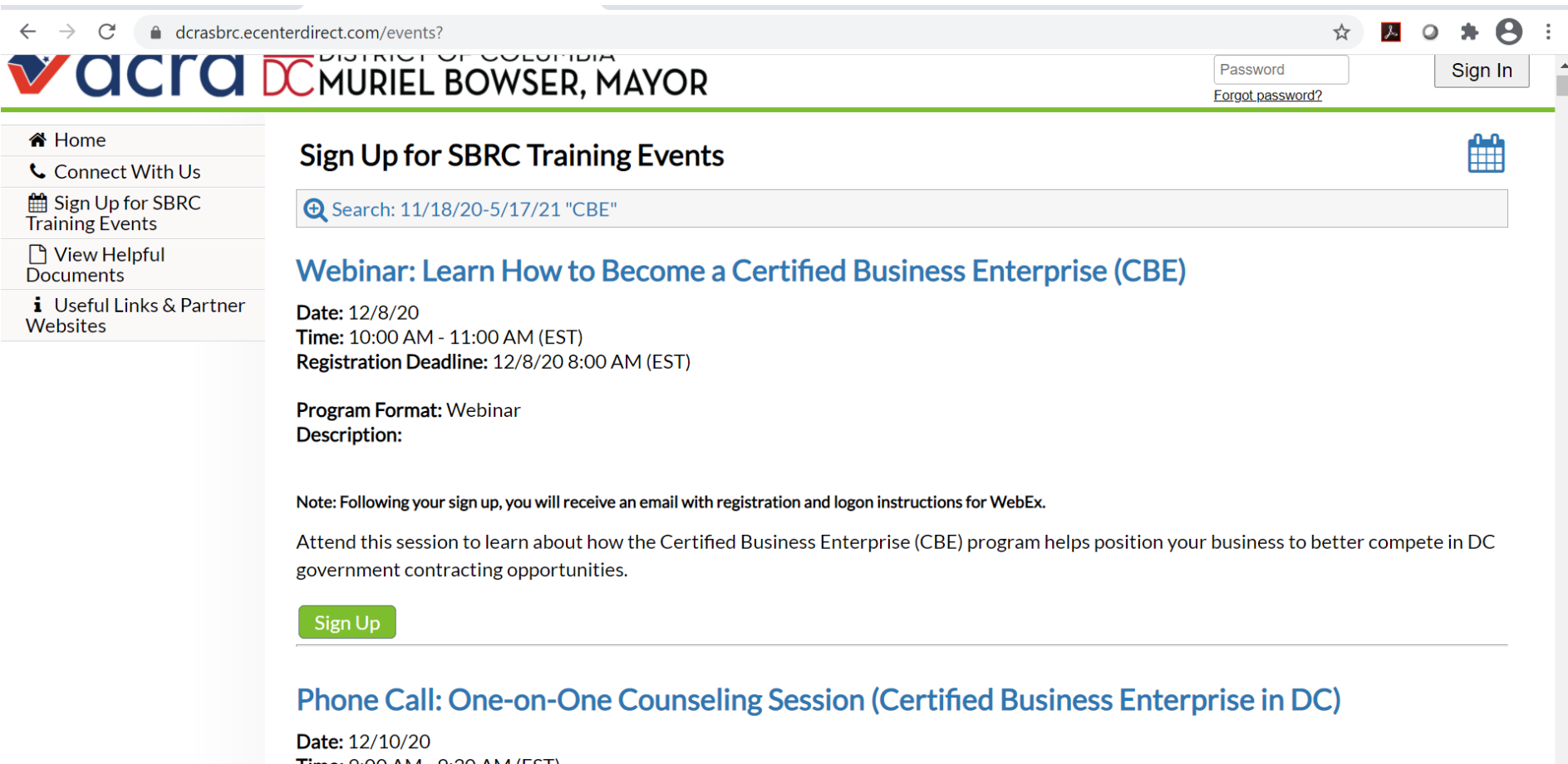


CBE Application Process



Need Assistance?

DSLBD's Certification Division conducts one-on-one counseling sessions on the **2nd and 4th Thursday** of every month from 9:00 am – 4:00 pm.



The screenshot shows a web browser window with the URL dcrasbrc.ecenterdirect.com/events?. The page header includes the DCRA logo and the text "DISTRICT OF COLUMBIA MURIEL BOWSER, MAYOR". A search bar contains the text "Search: 11/18/20-5/17/21 'CBE'". The main content area features a section titled "Sign Up for SBRC Training Events" with a calendar icon. Below this is a "Webinar: Learn How to Become a Certified Business Enterprise (CBE)" section. The webinar details are: Date: 12/8/20, Time: 10:00 AM - 11:00 AM (EST), and Registration Deadline: 12/8/20 8:00 AM (EST). The program format is "Webinar". A "Description:" label is present but the text is not visible. A "Note:" states: "Following your sign up, you will receive an email with registration and logon instructions for WebEx." Below the note, it says: "Attend this session to learn about how the Certified Business Enterprise (CBE) program helps position your business to better compete in DC government contracting opportunities." A green "Sign Up" button is located at the bottom of the webinar section. The left sidebar contains navigation links: Home, Connect With Us, Sign Up for SBRC Training Events, View Helpful Documents, and Useful Links & Partner Websites. The bottom of the page shows the start of another section titled "Phone Call: One-on-One Counseling Session (Certified Business Enterprise in DC)" with details for Date: 12/10/20 and Time: 9:00 AM - 9:30 AM (EST).

Home

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[Sign Up](#)

Phone Call: One-on-One Counseling Session (Certified Business Enterprise in DC)

Date: 12/10/20
Time: 9:00 AM - 9:30 AM (EST)

Contact Information

Agency Website: <http://dslbd.dc.gov>

Agency Phone Number: 202-727-3900

CBE Questions: cbe.info@dc.gov

Application Technical Support:

DES.Support@dc.gov

One-on-One Counseling:

<https://dcrasbrc.ecenterdirect.com/>





DSLBD Presentation

