



Small Business Resources, updated on 6/2/2010

CAAB requires all clients who are saving for business-related assets to:

1. **Complete at least 4 hours of training** on how to operate a successful business (including training on how to start a successful business and how to write a business plan), and;
2. **Write a business plan** for the business they want to spend their match money on.

The **business plan must be reviewed and approved by a qualified business counselor** as complete and feasible before it is submitted to CAAB. The organizations listed below provide training that CAAB considers qualified. For more information about each organization's course offerings, contact the organization directly. The business plan must include:

- executive summary
- description of products and services
- marketing plan
- operational plan
- description of management and organization
- personal financial statement
- description of startup expenses and capitalization
- financial plan consisting of a break-even analysis, projected cash flow, opening day balance sheet, and profit and loss projection

This resource list is updated to include relevant programs and trainings in the Washington, DC area; however, if you would like to get approval to attend training at another agency or need help choosing the training program(s) that best meet your needs, please call the CAAB office at 202-419-1440.



Organization	Training Offered	Frequency of Classes	Fees
<p>District of Columbia Small Business Development Center Network (DC SBDC) www.dcsbdc.org</p> <p>Multiple locations including:</p> <p>DC Chamber of Commerce 7059 Blair Road, NW Suite 203 202-545-0220</p> <p>Anacostia Economic Development Corporation 1800 Martin Luther King, Jr. Avenue, SE Suite 100 202-889-5090</p> <p>UDC 4340 Connecticut Ave, NW 202-274-7030</p> <p>Howard University GADGET Center 2800 Georgia Ave, NW 202- 806-1550</p>	<ul style="list-style-type: none"> • The Business Planning Process (free 2 hour workshop; register online; can be combined with individual counseling to complete training requirements) • Financial Overview for Small Businesses (free 2 hour workshop; register online) • NxLevel training (10-12 session program designed for people who want to start a business and who need skills to test the feasibility of their business concept. Participants will develop a business plan as a blueprint for their start-up venture. \$400) • Individual counseling sessions to develop a business plan. 	<p>Visit website for the most up-to-date information.</p>	<p>None, except for NxLevel training</p>

Organization	Training Offered	Frequency of Classes	Fees
<p>Enhanced Business Information Center (eBIC) http://dslbd.dc.gov (then click on the “Training and Education Opportunities” under the Service list)</p> <p>Martin L. King Jr., Memorial Library 901 G Street NW Washington, DC 202-727-2241</p>	<p>Workshops are listed on eBIC’s online training calendar. Topics include:</p> <ul style="list-style-type: none"> • Starting a Home-Based Business • How to Get an SBA 7(a) Loan • The Business Planning Process • Certified Business Enterprise (CBE, formerly LSDBE) <p>The center also has the following resources at their site:</p> <ul style="list-style-type: none"> • Plans available on Business Plan Pro software (new version & marketing) • Business Planning software from Jian, Business Plan Pro and EasiMedia • Office space for business client negotiations • Entrepreneur’s “Business Start-up Guides” 	<p>Visit online calendar for most up-to-date information.</p>	<p>None</p>
<p>Howard University Center for Urban Progress Business Development Division Workforce Development Training Program</p> <p>2000 14th Street NW, Ste 100C Contact: Saheed Akinkuolie abdulsaheed@yahoo.com 202-865-8573 240-354-1036</p>	<p>Technical assistance and one-one-one counseling in:</p> <ul style="list-style-type: none"> • Business plan assistance • Market research and product development • Business registration • Loan packaging • Business development workshops • Cash flow management • Growth management • Government procurement 	<p>Call or email to schedule an appointment</p>	<p>None</p>

Organization	Training Offered	Frequency of Classes	Fees
<p>Washington DC Women’s Business Center www.dcwbc.org</p> <p>64 New York Ave, NE 202-671-2183 Samira@dcwbc.org</p>	<p>The WBC assists in the start-up and growth of women-owned businesses, offering:</p> <ul style="list-style-type: none"> • Seminars and Workshop • Request One-on-one Consultation • Business Opportunities • Networking Events 	<p>Visit their website for the most up-to-date information. Call for more information about training and fees.</p>	<p>Call for more information about training and fees</p>
<p>SunTrust Small Business Resource Center</p> <p>1445 New York Ave, NW Contact: Deric Mims 202-879-6349 deric.mims@suntrust.com</p>	<p>SunTrust SBRC offers:</p> <ul style="list-style-type: none"> • Business and financial counseling • Business plan assistance • Resource materials, multi-media center • Financial Analysis • Industry research 	<p>Call for more information about training and fees.</p>	<p>Call for more information about training and fees</p>
<p>ECDC Enterprise Development Group (EDG) www.entdevgroup.org</p> <p>901 S. Highland Street Arlington, VA 22204 703-685-0510 edgloan@entdevgroup.org</p>	<p>EDG offers a wide range of small business assistance services:</p> <ul style="list-style-type: none"> • Loans are provided for qualifying businesses up to \$35,000 • Pre-loan business assistance is available free • Trainings provided on an ongoing basis • Affordable office space for small businesses 	<p>Visit their website for the most up-to-date information. Call for more information about training and fees.</p>	<p>Call for more information about training and fees.</p>



Organization	Training Offered	Frequency of Classes	Fees
<p>LEDC www.ledcmetro.org</p> <p>2316 18th Street NW Washington, DC 20009 202-588-5102 ; 1-866-977-LEDC</p> <p>* Please note: These services are for Spanish-speaking individuals <u>only</u>.</p>	<p>Training/Workshops in the following (only offered in Spanish):</p> <ul style="list-style-type: none"> • Business Fundamentals • Business Finance • Basic Computing • Quickbooks Training • How to Start a Business in DC and MD • Taxes and Recordkeeping • Marketing <p>LEDC provides micro-loans of up to \$50,000 for qualifying businesses</p>	<p>Visit online calendar for most up-to-date information</p>	<p>Fees range from \$0 to \$200</p>

OTHER RESOURCES FOR SMALL BUSINESSES

The resources below will not count toward the 4 hours of training required for participation in the IDA or MDA program, but can be good sources of information for operating your small business.

- Dept. of Employment Services/Business Resource Center
<http://brc.dc.gov/>
- Get a copy of the FREE publication “Doing Business in Washington, DC” from the **Washington, DC Economic Partnership** for basic information on resources, programs, and services available through public and private sector organizations. Pick up a copy at the Washington, DC Economic Partnership office at 1495 F Street NW, Washington, DC 20004, or call 202-661-8670, or download the publication (5 MB, PDF format) from <http://wdcep.com>.
- The **US Small Business Administration (SBA)** offers free and paid online training classes at <http://www.sba.gov/training/courses.html>. General topics include business management, financing & accounting, marketing & advertising, government contracting, e-commerce, international trade, federal tax training, and small business retirement. These courses are all online and self-directed.
- The **DC Small Business Administration (SBA)** offers the following services:
 - free counseling, advice and information on starting a business through the Service Corps of Retired Executives (SCORE)
 - financial assistance for new or existing businesses through guaranteed loans made by area bank and non-bank lenders



- free consulting services through the network of Small Business Development Centers. SBDCs also conduct training events throughout the district - some require a nominal registration fee
- assistance to businesses owned and controlled by socially and economically disadvantaged individuals through the Minority Enterprise Development Program
- Women's Business Ownership Representatives are available to advise women business owners
- special loan programs are available for businesses involved in international trade

For more information, see www.sba.gov/dc, or visit 740 15th Street NW, Suite 300, Washington, D.C. 20005-3544, or call 202-272-0345.