



Small Business Resources, updated on 3/5/2008

CAAB requires all clients who are saving for business-related assets to complete **at least 4 hours of training on how to operate a successful business, and to write a business plan** for the business they want to spend their match money on. The organizations listed below provide training that meets CAAB’s savings program requirements. For more information about each organization’s course offerings, contact the organization directly.

This resource list is constantly 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
Howard University Center for Urban Progress Business Development Division www.howard.edu/hucup 2000 14 th St NW Suite 330 Washington, DC 20009 Aisha Brown Business Development Coordinator 202-671-2828 aisha_hucup@yahoo.com	Technical assistance and one-on-one counseling in: <ul style="list-style-type: none"> • Business plan assistance • Market research • Business registration (COO, FEIN, Basic Business License, 8a) • Trademark registration • Loan packaging • Business development workshops • Product development • Cash flow management • Growth management • Strategic planning • Government procurement for pre-venture, start-up, and existing businesses in DC.	Call to schedule an appointment. Office hours are 8:30 am – 5:00 pm Monday – Friday.	Free

Organization	Training Offered	Frequency of Classes	Fees
<p>DC Small Business Development Center www.dcsbdc.org</p> <p>Main location: Howard University 2600 6th St NW, Room 128 202-806-1550</p> <p>Additional locations include:</p> <ul style="list-style-type: none"> • Anacostia Economic Development Corporation at 2021 MLK Jr Ave SE • Frank D. Reeves Municipal Center at 2000 14th St NW Suite 330 North • University of DC Building 39 Room 106 4200 Connecticut Avenue NW • Reeves Municipal Center Second Floor Conference Room 2000 14th St NW 	<p>Business Development Workshops in the following:</p> <ul style="list-style-type: none"> • What to Take with you to Lenders • Marketing to the Federal Government • Winning Contract Awards • Completing your 8(a) Application • Tax Strategies for Small Business • Meet the Money People <p>Startup Business workshops in the following:</p> <ul style="list-style-type: none"> • 10 Keys to Getting Started in Business in DC • Top 13 Steps to Writing a Business Plan 	<ul style="list-style-type: none"> • One session per week • First Tuesday of each month. • First Thursday of each month. 	<ul style="list-style-type: none"> • Free • Free
<p>Dept. of Employment Services/Business Resource Center http://brc.dc.gov/ 64 New York Avenue, NE Washington, DC 20002 DC Govt Citywide Call Center: 202-727-1000</p>	<ul style="list-style-type: none"> • Easy to read online calendar compiles information from a variety of events. • Offers workshop entitled “Learn how you can Write your own Business Plan” 	<ul style="list-style-type: none"> • Varies • Several times a week 	<ul style="list-style-type: none"> • Varies • Free

Organization	Training Offered	Frequency of Classes	Fees
<p>eBIC http://www.dclibrary.org/ebic/ Martin L. King Jr., Memorial Library 901 G Street NW Washington, DC 202-727-2241</p>	<p>Best used as a resource to see different classes being offered in area. Also can use the following resources at their site</p> <ul style="list-style-type: none"> • Plans available on Business Plan Pro software • Business Planning software from Jian, Business Plan Pro and EasiMedia • Entrepreneur business videos • Office space for business client negotiations • Entrepreneur’s “Business Start-up Guides” 	<p>N/A</p>	<p>N/A</p>
<p>ECDC Enterprise Development Group (EDG) 901 S. Highland Street Arlington, VA 22204 703-685-0510 www.entdevgroup.org 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 and also for consumers • 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>LEDC www.ledcdc.org 2316 18th Street NW Washington, DC 20009 202-588-5102</p>	<p>Business Fundamentals (in Spanish) Business Intermediate Business Technology Personal Finance Basic Computing</p>	<p>3 cycles a year. All classes are 5 weeks long except for Business Fundamentals (10 weeks).</p>	<p>Free</p>

Organization	Training Offered	Frequency of Classes	Fees
<p>Score DC www.scoredc.org 740 15th Street, NW 3rd Floor Washington, DC 20005 T: 202-272-0390 F: 202-638-7670</p>	<p>Workshops in the following:</p> <ul style="list-style-type: none"> • How to Start a Business • Writing a Winning Business Plan • Recordkeeping – Accounting for a Small Business 	<p>Workshop for each topic is given once a month.</p>	<p>\$40</p>
<p>Southeastern University Center for Entrepreneurship http://www.seu.edu/gen/cfe/ 501 I Street SW Washington, DC 20024 202-478-8231</p>	<p>Small business classes updated on website and sent through email</p>	<p>Numerous classes offered monthly</p>	<p>Fees range from \$0 to \$125.</p>
<p>Wheeler Creek CDC www.wheelerce.org 1130 Varney Street SE Washington, DC 20032 202-574-1508 x15 Contact: Michael Clarke clarke_m@wheelerce.org</p>	<p>NxLevel Training for Business Startups participants will learn:</p> <ul style="list-style-type: none"> • how to write a business plan • how to get funding for your business • how to determine feasibility of your business • how and when to start business planning • how to identify opportunities and markets for your business 	<ul style="list-style-type: none"> • This 12-session, 30-hour course is offered twice a year. Call to find out when the next training cycle begins. 	<p>\$270</p>
<p>Women’s Business Center www.womensbusinesscenter.org 1001 Connecticut Avenue, NW, # 919 Washington, DC 20016 202-785-4922</p>	<ul style="list-style-type: none"> • “Up and Running” course – includes business planning, strategic planning, financial planning, marketing (\$750) • Introduction to Business Ownership - 3 hour workshop (\$35) • Business Planning 101 (\$145) 	<ul style="list-style-type: none"> • 13 weeks • Twice a month 	<ul style="list-style-type: none"> • See prices on each class

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.

- 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
 - If you're a credit-worthy veteran, you can get a guaranteed loan. Our Veterans Affairs Officer is available to assist you.

For more information, see www.sba.gov/dc, or visit 740 15th Street NW, 3rd Floor, Washington, D.C. 20005-3544, or call 202-272-0345.