

service provider resource guide



2004
Third Edition

This document was prepared by Arlington Economic Development in collaboration with other Arlington agencies and small business providers.

The Service Provider Directory is considered accurate as of the date of publication, but changes to provider resources may occur from time to time. This guide was written for a wide variety of users, so readers should determine if new or different provisions apply to their particular case. A current version of this document is also available on the Arlington homepage at www.arlingtonvirginiausa.com/bizlaunch.

For additional copies, or to offer comments or corrections, please contact:

BizLaunch
Arlington Economic Development
1100 North Glebe Road, Suite 1500
Arlington, VA 22201
(703) 228-0808
Fax: (703) 228-0804
www.arlingtonvirginiausa.com/bizlaunch
Email: bizlaunch@arlingtonvirginiausa.com
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www.arlingtonvirginiausa.com/bizlaunch

Arlington's Best Resource for Small Business

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Arlington Chamber of Commerce

Address: 2009 14th Street, North, Suite 111, Arlington, VA 22201
 Telephone: (703) 525-2400
 Fax: (703) 522-5273
 Email: chamber@arlingtonchamber.org
 URL: www.arlingtonchamber.org

Membership in the Arlington Chamber of Commerce is beneficial in a number of different ways. Primary benefits include: ChamberCare; Advertising; monthly newsletter The Arlington; Small Business Council meetings; monthly small-business networking events; monthly brown-bag business seminars; long-distance telephone discounts; workers compensation insurance; merchant credit card discount fees; Internet presence through the Chamber Web site; promotional opportunities in publications and television programs; and legislative representation at federal, state and county levels.

Costs: Chamber membership dues vary by the number of employees. Costs of other programs and/or specific events vary from free to \$50.

Clients: The Chamber provides resources and services to any business, organization or individual that does or wishes to do business in Arlington, regardless of their business location.

Sponsors/Parent Organizations: The Chamber is a private, not-for-profit membership association, financed entirely through member dues and receipts from projects and events.

The Ballston-Virginia Square Partnership

Address: 1000 North Glebe Road, Suite 515, Arlington, VA 22201
 Telephone: (703) 528-3527
 Fax: (703) 528-0311
 E-mail: ballstonvasquare@aol.com
 URL: www.ballstonvasquare.org

The Ballston Partnership promotes the Ballston sub-market of Arlington as a desirable business and residential location. The partnership encourages a spirit of community pride and works to ensure the quality of urban design and living. Programs include active retail, real estate, and urban environment committees, business directory and map.

Costs: Business membership begins at \$250 and varies according to company size and number of employees. Individual and civic group memberships are also available.

Clients: Businesses, organizations and individuals.

Sponsors/Parent Organizations: Ballston Partnership is a private, non-profit membership organization and receives partial funding from Arlington County.

Clarendon Alliance

Address: 3195 Wilson Blvd., Arlington, VA 22201
 Telephone: (703) 276-0228
 Fax: (703) 276-8949
 E-mail: clarendon@aol.com
 URL: www.clarendon.org

The Clarendon Alliance works with member businesses and residents to promote a vibrant urban village in the heart of Arlington County. The Alliance markets Clarendon through business guides, joint advertising and special events. Members work for solutions to common issues such as signage and customer parking, and provide guidance in dealings with government agencies. Members become involved by election to the Board of Directors or by joining one of five standing committees which are Retail, Marketing, Urban Design, Arts, and Transitional Properties.

Costs: Business membership begins at \$60 and varies according to company size and number of employees. Individual and civic group memberships are also available.

Clients: Businesses, organizations and individuals in the Clarendon area.

Sponsors/Parent Organizations: The Alliance is a private, non-profit membership organization that is partially funded by Arlington County.

Columbia Pike Revitalization Organization (CPRO)

Address: 2611 Columbia Pike, Arlington, VA 22204
 Telephone: (703) 892-2776
 Fax: (703) 892-0358
 E-mail: cpro1@comcast.net
 URL: www.columbiapikepartnership.com

CPRO works with local businesses and residents to create a positive community and business environment. Services include marketing assistance, information collection and distribution, policy review, available commercial space list maintenance, low-cost advertising opportunities, infrastructure enhancement advocacy and general business management assistance.

Costs: CPRO is a membership organization, and fees vary by class of membership. Many services are available to non-members.

Clients: Works with and for Arlington County government, citizens, businesses, and civic groups.

Sponsors/Parent Organizations: CPRO is a public/private partnership partially funded by Arlington County.

eCouncil

Address: 2009 North 14th Street, Suite 111, Arlington, VA 22201
 Telephone: (703) 525-2400
 Fax: (703) 525- 5273
 Email: info@ArlingtonE-Council.com
 URL: www.arlington-council.org

The e-Council of the Arlington Chamber of Commerce identifies and meets evolving needs of Arlington's Technology sector by promoting an entrepreneurial business environment and supporting an interconnected community. The e-Council provides a forum that brings together businesses, academic institutions, the nonprofit sector and government, and pursues goals including technology-related networking, business development, recruitment and workforce development, and community service.

Costs: Nominal fees for business/networking events.

Clients: Technology businesses in Arlington and the surrounding region.

Sponsors/Parent Organizations: Arlington Chamber of Commerce.

Greater Washington Ibero American Chamber of Commerce

Address: 1701 K St., Ste 301, NW, Washington, DC 20006
 Telephone: (202) 728-0352
 Fax: (202) 728-0355
 Email: info@iberochamber.org
 URL: www.iberochamber.org

The mission of the Ibero American Chamber is to promote and develop its members through the avenues of access, networking and advocacy. The Chamber works to improve business conditions of Hispanic-owned businesses as well as to promote the successful growth of its members locally.

Members of the Ibero American Chamber of Commerce benefit by receiving access to economic, social and political power in the Greater Washington metropolitan area. The organization also offers its members networking, procurement, and employment opportunities. Other benefits may include subscriptions to Hispanic publications, notices of upcoming events in the tri-state area, discounts and more.

Costs: Business membership begins at \$150 and varies according to the annual income of a company. Individual and student memberships are also available.

Clients: Members include Hispanic businesses, Fortune 500 companies, Mid-to-small size businesses, multinationals, as well as U.S. and foreign government entities.

Sponsors/Parent Organizations: The Ibero American Chamber is a private, not-for-profit membership association.

National Association of Women Business Owners Northern Virginia Chapter (NAWBO NOVA)

Address: 2642 N. Powhatan Street, Arlington, VA 22207
 Telephone: (703) 524-5594
 Fax: (703) 524-3035
 E-mail: info@nawbonova.org
 URL: www.nawbonova.org

The National Association of Women Business Owners (NAWBO) works to propel women entrepreneurs into economic, social, and political spheres of power worldwide. For more than 25 years, member benefits include access to NAWBO's growing network, public policy advocacy, and business resources.

The vision of NAWBO NOVA is to foster interdependence among the 30,000 women business owners of Northern Virginia to:

- Build a community of relationships and provide resources that will facilitate the growth of women business owners and women-owned businesses.
- Strengthen the wealth-creating capacity of our members.
- Influence public policy on issues that impact business owners.
- Encourage and support business ownership by women

Costs: When you join NAWBO NOVA, you are joining at a National-level and a Chapter-level. Most new members fall into the category of "Established" or "Emerging" business categories. Established businesses start at a fee of \$175 annually while emerging businesses start at \$125. See website for details.

Clients: Membership is open to sole proprietors, partners and corporate owners with day-to-day management responsibility. Active members who live in a chapter area automatically join both chapter and national. Those who do not live in a chapter area join as at-large members.

Sponsors/Parent Organizations: National Association of Women Business Owners.

Northern Virginia Technology Council (NVTC)

Address: 2214 Rock Hill Road, Suite 300, Herndon, VA 20170
 Telephone: (703) 904-7878
 Fax: (703) 904-8008
 E-mail: nvtc@nvtc.org
 URL: www.nvtc.org

NVTC is a non-profit membership association dedicated to serving the needs of Northern Virginia's burgeoning technology businesses. NVTC represents over 1700 member companies. It conducts seminars and networking events, publishes a newsletter, and supports public policy initiatives to benefit technology businesses in Virginia.

Costs: Membership fees vary.

Clients: The technology industries in the Greater Washington area, and businesses that provide services to these industries.

Sponsors/Parent Organizations: NVTC is a private, non-profit corporation.

Rosslyn Renaissance

Address: 1911 North Fort Myer Drive, Suite RA-15, Arlington, VA 22209
 Telephone: (703) 522-6628
 Fax: (703) 522-5869
 E-mail: info@rossren.com
 URL: www.rossren.com

Rosslyn Renaissance is a public/private partnership of residents, developers and businesses working together to promote and market Rosslyn, the "Gateway to Virginia." Rosslyn Renaissance serves as an information clearinghouse on development and helps implement the vision of the Rosslyn Sector Plan. The organization also hosts the "Rooms with a View" lecture series and an annual jazz festival.

Costs: Membership fees start at \$75 and increase according to the number of employees. Individual and civic group memberships are also available.

Clients: Private citizens, businesses and organizations.

Sponsors/Parent Organizations: Rosslyn Renaissance is a private, non-profit membership organization that receives partial funding from the Arlington County.

Arlington Adult Education

Address: 2801 Clarendon Blvd., Suite 306, Arlington, VA 22201
 Telephone: (703) 228-7200
 Fax: (703) 228-7205
 Email: mmorton@arlington.k12.va.us
 URL: www.arlington.k12.va.us/Departments/Adulted

Courses/seminars are available throughout the year including programs on Small Business Start-Up, Developing & Writing a Business/Marketing Plan, Contracting, and Consulting, Entrepreneurship, Small-business management, importing/exporting for small business, HTML, Information Technology, and writing workshops.

Costs: Varies by course.

Sponsors/Parent Organizations: Arlington Public Schools.

DeVry Metro DC

Address: 2450 Crystal Drive
 Telephone: 866-338-7932
 URL: <http://www.devry.edu/arlington/index.html>

As part of one of the largest private higher-education systems in North America, DeVry Metro D.C. provides career-oriented undergraduate programs in business and technology to high school graduates and working adults. Master's degree programs in some of today's hottest fields are also offered. DeVry's technology-based degree programs integrate general education with industry-specific coursework to enhance graduates' personal development and career potential. DeVry also assists students in attaining their career goals outside of the classroom by providing assistance with part-time and post-graduate career opportunities.

Sponsors/Parent Organizations: DeVry University

George Mason University (GMU)

Address: 3401 N. Fairfax Drive, Arlington, VA 22201
 Telephone: (703) 993-8999
 Fax: (703) 993-8995
 E-mail: arlinfo@gmu.edu
 URL: www.gmu.edu/arlington/

The George Mason University Arlington Campus is a key component of GMU's plan for the "distributed university." The concept of the distributed university is one where the university itself acts as an umbrella for three separate campuses, each of which has a specific focus reflected in its course offerings.

Course offerings in Arlington focus on law, economics, and public policy. The Arlington campus is home to the School of Law and master's programs in the School of Public Policy including Public Policy, International Commerce and Policy, Transportation Policy, Operations, and Logistics, and Peace Operations. It also houses the Initiatives in Educational Transformation program; the Fast Track M.B.A. program; the Actuarial Mathematics concentration in the M.S. in Mathematics program; the Nonprofit Management concentration and certificate in the M.P.A. program.

Costs: Tuition and fees vary by program.

Sponsors/Parent Organizations: GMU is part of the state university system of the Commonwealth of Virginia.

The George Washington University

Address: 3601 Wilson Blvd., Suite 400, Arlington, VA 22201
 Telephone: (703) 248-6200
 Fax: (703) 248-6212
 URL: www.gwu.edu/~mastergw

GW's Division of University Programs provides graduate-level education at six sites throughout the Greater Washington area, including a graduate education center in Arlington at Virginia Square. The Arlington Graduate Education Center offers graduate-level programs in Organizational Management, Management Information Systems, Telecommunication, Secondary Education, Crisis & Emergency Management, Engineering Management, Security Management and Computer Fraud Investigations.

Costs: Tuition and fees vary.

Sponsors/Parent Organizations: George Washington University.

Marymount University (MU)

Address: 2807 N. Glebe Road, Arlington, VA 22207
 Telephone: (703) 522-5600 or (800) 548-7638
 Fax: (703) 284-1500
 URL: www.marymount.edu

Marymount University is an independent, comprehensive Catholic university, combining the liberal arts tradition with career preparation. Marymount was founded in 1950, and serves approximately 3,800 men and women through its Main Campus, Ballston Campus, Loudoun Academic Center, and outreach activities in northern Virginia. Marymount offers graduate degrees and certifications in: Business Technologies, Information Resources Management, Instructional Design,

International Business, Leading and Managing Change, Management Studies, Organization Development, Fashion Design & Merchandising, Forensic Psychology.

Cost: Tuition and fees vary. Small business studies and marketing plans conducted free of charge.

Sponsors/Parent Organizations: Marymount University.

Northern Virginia Community College (NVCC)

Address: 3001 North Beauregard St., Alexandria, VA 22311
 Telephone: (703) 845-6200
 URL: www.nv.cc.va.us

NVCC is a fully accredited, two-year college providing two-year degrees and credit transfer to four-year colleges. It also offers certificates and non-credit courses/training programs for business, government or industry. Courses are taught on the NVCC campus or at the workplace and other locations tailored to business needs.

The college provides more than 130 specializations through five campuses and through the Extended Learning Institute (ELI). Programs offered at NVCC campuses are related to business, science, social science, humanities and the visual and performing arts. Workforce development is a key focus of the college.

Associate degrees include Accounting, Acquisition and Procurement, Administrative Support Technology, Business Administration, Business Management, Information Systems Technology, Marketing, and Real Estate. The Northern Virginia Community College is one of 23 two-year colleges that make up the Virginia Community College System (VCCS).

Costs: Tuition and fees vary.

Sponsors/Parent Organizations: Commonwealth of Virginia.

Strayer University

Address: 2121 N. 15th Street, Arlington, VA 22201
 Telephone: (703) 892-5100
 Fax: (703) 769-2677
 URL: www.strayer.edu

Strayer University is a private university specializing in business education with programs for undergraduate and graduate students. Strayer Distance Learning, also known as Strayer Online, is a division of Strayer University for those students who cannot attend traditional classrooms because of demanding work schedules. Courses are offered seven days and nights a week.

Graduate degrees offered include a Master of Business Administration, a Master of Science in the fields of Communications Technology, Information Systems, Management Information Systems, and Professional Accounting. Executive Graduate Certificate programs are available in Professional Accounting, Business Administration, and Computer Information Systems.

Costs: Tuition and fees vary and are charged by the credit hour.

Sponsors/Parent Organizations: Strayer Education, Inc.

U.S. Small Business Administration Disaster Loan Program (SBA)

Address: Disaster Area 1 Office, 360 Rainbow Blvd. South, Third Floor,
Niagara Falls, NY 14303-1192
Telephone: (800) 659-2955
Fax: (716) 282-4672
Email: disaster.assistance@sba.gov
URL: www.sba.gov/DISASTER/

In the wake of hurricanes, floods, earthquakes, wildfires, tornados and other physical disasters, the U.S. Small Business Administration (SBA) plays a major role. Disaster loans help homeowners, renters, businesses of all sizes and nonprofit organizations fund rebuilding. SBA's disaster loans are a critical source of economic stimulation in disaster ravaged communities, helping to spur employment and stabilize tax bases.

The SBA is authorized by the Small Business Act to make two types of disaster loans:

Physical disaster loans are a primary source of funding for permanent rebuilding and replacement of uninsured disaster damages to privately-owned real and/or personal property. SBA's physical disaster loans are available to homeowners, renters, non-farm businesses of all sizes and nonprofit organizations.

Economic injury disaster loans provide necessary working capital until normal operations resume after a physical disaster. The law restricts economic injury disaster loans to small businesses only.

Costs: Federal law gives SBA several powerful tools to make disaster loans affordable: low interest rates (around 4 percent), long terms (up to 30 years), and refinancing of prior debts (in some cases).

Clients: SBA's disaster loans are the primary form of Federal assistance for non-farm, private sector disaster losses. For this reason, the disaster loan program is the only form of SBA assistance not limited to small businesses.

Sponsors/Parent Organizations: U.S. Small Business Administration

U.S. Small Business Administration (SBA) Washington Metropolitan Area District Office

Address: Washington District Office, 1110 Vermont Ave., NW,
Washington, DC 20005
Telephone: (202) 606-4000
Fax: (202) 606-4225
E-mail: jhmears@sba.gov or linda.petty@sba.gov
Agency URL: www.sba.gov
District URL: www.sba.gov/dc

7(a) Loan Guaranty Program

The 7(a) Loan Guaranty Program is one of SBA's primary lending programs. It provides loans to small businesses unable to secure financing on reasonable terms through normal lending channels. The program operates through private-sector lenders that provide loans which are, in turn, guaranteed by the SBA. The SBA does not issue direct loans or grants.

Most lenders are familiar with SBA loan programs, so interested applicants should contact their local lender for further information and assistance in the SBA loan application process. Contact the Washington District Office for information on SBA loan programs, as well as SBA management counseling and training services.

Effective December 22, 2000, the maximum 7(a) loan is \$2 million. However, the maximum amount the SBA can guarantee is generally \$1 million. Small loans carry a maximum guaranty of 85 percent. Loans are considered small if the gross loan amount is \$150,000 or less. For loans greater than \$150,000, the maximum guaranty is 75 percent.

Repayment ability from the cash flow of the business is a primary consideration in the SBA loan-decision process but good character, management capability, collateral, and the owner's equity contribution are also important considerations. All owners of 20 percent or more of the business are required to personally guarantee SBA loans.

Costs: Fees are associated with loan processing.

Clients: Although most small businesses are eligible for SBA loans, some types of businesses are ineligible. On a case-by-case basis, the SBA determines eligibility, and generally does so by weighing four factors:

- Type of Business
- Size of Business
- Use of Loan Funds
- Special Circumstances

See the SBA's website for further details.

Sponsors/Parent Organizations: U.S. Small Business Administration

SBA Certified and Preferred Lender Programs

Address: 1110 Vermont Ave., NW, Washington, DC 20005
 Telephone: (202) 606-4000
 Fax: (202) 606-4225
 URL: <http://www.sba.gov/dc/plpdc.html>

Since many of the loan programs of the SBA operate through local banks or other financial institutions, it is always appropriate for a company to begin with the bank where current relationships exist. Most banks serving Arlington can provide access to SBA programs. The most active and expert lenders qualify for the SBA's streamlined lending programs. Under these programs, lenders are delegated partial or full authority to approve loans, which results in faster service from SBA.

Certified lenders are those who have been heavily involved in regular SBA loan-guaranty processing and have met certain other criteria. They receive a partial delegation and are given a three-day turnaround by the SBA on their applications. They may also use regular SBA loan processing.

Preferred lenders are chosen from among the SBA's best lenders and enjoy full delegation of lending authority in exchange for a lower rate of guaranty. This lending authority must be renewed at least every two years and the SBA examines the lender's portfolio periodically.

Check the SBA's Web site for the current list of top 25 lenders in the Arlington area.

Costs: Costs are borne through interest and fees on loans.

Clients: Small businesses.

Sponsors/Parent Organizations: U.S. Small Business Administration.

Small Business Investment Companies (SBIC)

Address: 1110 Vermont Ave., NW, Washington, DC 20005
 Telephone: (202) 205-6510
 To order a licensing kit or publication call (202) 205-7589
 E-mail: sbic@sba.gov
 URL: www.sba.gov/dc/wdosbic.html

Until the late 1950s, an entrepreneur looking for the capital to launch a small business had relatively few sources to turn to. There was no institutional resource to back up promising but untried ideas. Again and again, businesses with great potential for innovation failed — or never got off the ground.

To help solve this problem, Congress in 1958 created the Small Business Investment Companies (SBIC) program. Through the program, the Small Business Administration issues licenses to investment firms that are privately owned and managed. When licensed, the firms become known as SBICs. With their own capital and with funds borrowed at favorable rates through the backing of the

federal government, SBICs provide venture capital to small independent businesses, both new and already established.

All SBICs are motivated by profit, and hope for the chance to share in the success of the small businesses they invest in.

Today there are two types of SBICs. In addition to the original or "regular" SBICs, there are now SSBICs — Specialized Small Business Investment Companies. SSBICs are targeted to entrepreneurs who, because of social or economic disadvantage, have been denied the opportunity to own and operate a business. The Small Business Program Improvement Act of 1996 barred the issuing of new SSBIC licenses. Existing SSBIC licensees were "grandfathered in" and are still valid.

Costs: None.

Clients: Small businesses that qualify for assistance from the SBIC program are able to receive equity capital, long-term loans, and expert management assistance. Venture capitalists participating in the SBIC program can supplement their own private investment capital with funds borrowed at favorable rates through the federal government.

Sponsors/Parent Organizations: U.S. Small Business Administration.

Virginia Asset Financing Corporation (VAFC)

Address: 4165 Chain Bridge Road, Fairfax, VA 22030
 Telephone: (703) 352-0504
 Fax: (703) 352-9100
 Email: info@virginiaasset.org
 URL: www.virginiaasset.org/

VAFC is a private, non-profit Certified Development Company (CDC) that specializes in the SBA's Section 504 economic development loan program. The company helps finance long-term, fixed assets with a minimum useful life of 10 years, including land, buildings, new construction and equipment. In a typical transaction, the business contributes 10 percent of the cost of the project, a bank contributes 50 percent, and the VAFC contributes 40 percent, with the SBA guaranteeing the VAFC loan.

The bank will place a first trust on the assets and the VAFC component will have a second trust (20 years for real estate or 10 years for equipment). For the business, the loans are advantageous due to the low down payment, typically 10 percent, the long term and the fixed rate on the VAFC-SBA 504 portion of the transaction.

Costs: Costs are borne by fees for the primary lender as well as the VAFC.

Clients: The typical client is an established business seeking to expand or to stabilize an existing business to preserve jobs. Under certain circumstances,

start-up businesses can also be assisted. Businesses must create or retain jobs in Virginia or meet other policy goals of the SBA.

Sponsors/Parent Organizations: The VAFC is a private non-profit corporation organized under the laws of the Commonwealth of Virginia.

Virginia Small Business Financing Authority (VSBFA)

Address: 707 E. Main St., Suite 300, Richmond, VA 23219
 Telephone: (804) 371-8254
 Fax: (804) 225-3384
 URL: www.dba.state.va.us/financing/

The VSBFA has direct loan programs (the VSBFA is the lender); loan guaranty programs (a commercial bank is the lender and applies to the VSBFA for a guaranty); and portfolio insurance (the commercial bank elects to enroll the loan into a portfolio of loans that are insured with cash reserves).

The VSBFA administers and is the contact for the Revolving Loan Fund, the Child Day Care, and the Environmental Compliance Assistance funds. Through these programs, VSBFA lends varying amounts of money to encourage certain types of businesses. The Revolving Loan Program, for example, targets jobs the state is especially concerned about losing.

The Virginia Capital Access Program provides portfolio insurance for loans up to \$250,000. The applicant applies directly to the bank and the bank decides whether to approve the loan for enrollment in this program. If enrolled, the lender notifies the VSBFA.

See the above Web site link for more programs offered by VSBFA.

Costs: Financing fees vary.

Clients: The Virginia Small Business Financing Authority defines a "small" business as a business that meets one of the following criteria: 1) has fewer than 250 employees; 2) has had annual revenues of less than \$10,000,000 in each of the last three years; or 3) has a net worth of \$2,000,000 or less.

Sponsors/Parent Organizations: VSBFA is a unit of the Commonwealth of Virginia.

Arlington County Public Library (Central)

Address: 1015 North Quincy Street, Arlington, VA 22201
 Telephone: (703) 228-5984
 Fax: (703) 228-5962
 Email: ecline@arlingtonva.us
 URL: www.arlingtonva.us/departments/Libraries/biz/LibrariesBizPathfinder.aspx
 or www.arlingtonva.us/Departments/Libraries/database.asp

The library offers a wide variety of business and financial information, including periodicals, newspapers, business directories, and industrial surveys. A core collection of small business reference sources and other books on small business are also available. Several databases, available through the library's ACORN system, offer information on small business, career changes and job searches. Cybercenters, or learning laboratories offer Windows PC's with free Internet access, and software programs are located at Central and Columbia Pike Branches. Remote access to inline databases is available 24 hours, 7 days a week and requires a valid Arlington library card. Fee-based, computer-assisted information retrieval can provide even more refined searches.

Costs: Most services are free. A cost for fee-based, computer assisted searches depends on the database used and the amount of time online. In addition, there is a 15 percent searching surcharge.

Sponsors/Parent Organizations: Arlington County Government

Arlington Economic Development (AED)

Address: 1100 N. Glebe Road, Suite 1500, Arlington, VA 22201
 Telephone: (703) 228-0808
 Fax: (703) 228-0804
 E-mail: info@arlingtonvirginiausa.com
 URL: www.arlingtonvirginiausa.com

Arlington Economic Development is made up of four divisions: Arlington Convention and Visitors Service, Communications, the Business Investment Group and the Real Estate Development Group. Each division is committed to assisting businesses in the following areas: market overviews, employee orientation, business/county liaison, incentive assistance, business matching services, business financing and a speakers bureau.

Costs: None.

Clients: Clients are any business or organization locating or expanding in Arlington.

Sponsors/Parent Organization: Arlington County Government.

Arlington Employment Center (AEC)

Address: 3033 Wilson Blvd., Fourth Floor, Arlington, VA 22201
 Telephone: (703) 228-1400
 Fax: (703) 228-1044
 URL: www.arlingtonva.us/departments/HumanServices/employment/HumanServicesEmploymentEmploymentCenterIndex.aspx

AEC provides an array of employment services to residents and businesses. The Center responds to employers' recruitment needs by providing a central place to list job vacancies and find qualified employees. It runs job fairs and periodic employment seminars, and assists individuals with job referrals, career counseling, skills training, testing and evaluation.

Costs: None.

Clients: AEC serves Arlington residents, local businesses and businesses outside Arlington that want to employ Arlington residents.

Sponsors/Parent Organizations: Arlington County Government.

Arlington Purchasing Office

Address: 2100 Clarendon Blvd., Ste 500, Arlington, VA 22201
 Telephone: (703) 228-3410
 Fax: (703) 228-3409
 E-mail: purchasing@arlingtonva.us
 URL: www.arlingtonva.us/departments/ManagementandFinance/Purchasing/ManagementandFinancePurchasingMain.aspx

The County has a centralized procurement process under the Office of the Purchasing Agent. Through this process, the County purchases a vast array of goods and services to support its agencies and offices. To be bid this way, the value of the contract can be no higher than \$50,000. Awards are competitively bid, and go to the lowest responsible bidder, whenever possible. This process is done through either an Invitation to Bid (ITB), or Request for Quotations (RFQ). Where factors other than price must be considered in selecting a vendor, a Request for Proposal (RFP) process is used.

Registering as a bidder is not necessary to submit bids or proposals to the County. However, being registered means you will receive notices of bid opportunities.

You may obtain a bidder application by calling, writing or visiting the Purchasing Office, or you may register online by linking to the page entitled Bidder Registration.

The application's commodity checklist lets you select the goods or services for which you would like to receive notices of current bid opportunities.

To register as a bidder online, visit:
www.arlingtonva.us/scripts/dmf/register.asp

Current Bid Opportunities:
www.arlingtonva.us/scripts/dmf/solicitationList.asp

Arlington Public Schools maintains a separate registry for school purchases. That office can be reached at Arlington Public Schools, 1426 N. Quincy St., Arlington, VA 22207, (703) 228-6123.

Costs: None.

Clients: Firms that want to do business with Arlington County.

Sponsors/Parent Organizations: Arlington County Government.

BizLaunch, Arlington's Small Business Assistance Network

Address: 1100 N. Glebe Road, Suite 1500, Arlington, VA 22201
 Telephone: (703) 228-0853
 Fax: (703) 228-0805
 E-mail: bizlaunch@arlingtonvirginiausa.com
 URL: www.arlingtonvirginiausa.com/bizlaunch

BizLaunch is Arlington's Business Assistance Network, created to encourage Arlington's entrepreneurs to build jobs and wealth in the community through the creation of new small businesses. BizLaunch services are intended to increase both the survival rates of new businesses, and the continued growth and success of existing businesses.

BizLaunch provides information, counseling, research and education to members of the community who are starting or locating a business in Arlington. BizLaunch also brings together numerous other local, regional and national resources to create a "one-stop-shop" of information on starting, running and growing a business. For more information please call to set-up an appointment.

Costs: Range from free to a nominal charge.

Clients: Arlington's Businesses.

Sponsors/Parent Organizations: Arlington Economic Development, Arlington County Government.

Business Development Assistance Group (BDAG)

Address: 3401 N. Fairfax Drive, Room #225, Arlington, VA 22201
 Telephone: (703) 993-8127 (main)
 (703) 993-8127 (Spanish)
 (703) 993-4962 (Vietnamese)
 (703) 993-4874 (Korean)
 Fax: (703) 993-8130
 E-mail: tquangdo@aol.com
 URL: www.bdag.org

BDAG is a non-profit 501 (c)(3) organization whose mission is to help people start, stay in and expand a small business. BDAG's services include one-on-one business technical assistance, training workshops, business translation and information dissemination, and marketing to government agencies. BDAG's programs are offered in several languages.

Costs: Services are provided free of charge to income eligible individuals and businesses that employ low-income people. A nominal fee may be charged for seminars and training workshops.

Clients: BDAG's target clients are new Americans and low and moderate income individuals, small businesses in local economic revitalization zones, and minority-owned small businesses in Northern Virginia.

Sponsors: The U.S. Small Business Administration (SBA), Mason Enterprise Center and Arlington Small business Development Center of the George Mason University, Arlington and Fairfax County, the City of Falls Church and private corporations.

ECDC Enterprise Development Group (ECDC EDG)

Address: 1038 S. Highland St., Arlington, VA 22204
 Telephone: (703) 685-0510
 Fax: (703) 685-0529
 E-mail: belay.embaye@ecdcinternational.org
 URL: www.ecdcinternational.org/whatwedo/entrepreneurship.asp

ECDC EDG provides micro-loans for new and existing businesses from up to \$35,000 to qualified entrepreneurs for working or fixed capital.

ECDC EDG also offers one-on-one business assistance, including business plan development, loan packaging assistance and business development training. Two types of courses are offered: three-hour, one-time classes on topics such as cash flow management and marketing and 12-hour, four-week start-up classes covering planning, marketing, financial management and legal issues of small business.

Costs: Visit the SBA's website for current micro-lending costs at www.sba.gov/.

Clients: ECDC EDG targets low-to-moderate-income individuals. To receive a micro-loan, the client must either fall within low- to moderate-income guidelines or provide jobs for low-to moderate-income individuals.

Sponsors/Parent Organizations: A subsidiary of the Ethiopian Community Development Council, Inc., EDG is a private, non-profit organization, partially funded by the U.S. Small Business Administration, Arlington Department of Community Planning, Housing and Development and the Virginia Department of Community Development.

Mason Enterprise Center

Address: 4031 University Drive, Suite 200, Fairfax, VA, 22030
 Telephone: (703) 277-7700
 Fax: (703) 277-7730
 E-mail: segerson@gmu.edu
 URL: www.masonenterprisecenter.org

The Mason Enterprise Center (MEC) is the embodiment of seven programs designed to meet the needs of growing businesses in the Greater Washington area. These programs consist of the: Small Business Development Centers (including the Arlington Small Business Development Center), Techventure Partnership, International Business Development programs, Mentor-Protégé Program, Business Enterprise Center, Procurement Technical Assistance Program (PTAP) and the Telework and Training Centers. Descriptions of each of these programs are provided under program names.

MEC focuses its energy, skills and intellectual expertise of George Mason University on the creation, expansion and restructuring of businesses. With a central location in the City of Fairfax and other locations in Arlington, Sterling, Herndon, South Fairfax and Loudoun County, the center strives to be accessible to the Northern Virginia business community.

MEC specializes in the area of business development, entrepreneurship, government contracting, international business, technology ventures and telework. In addition, the center conducts seminars and conferences related to its areas of expertise.

Costs: Many services are free; however, contact the MEC for specific information on upcoming workshops and seminars.

Clients: Students, business owners, entrepreneurs, and researchers.

Sponsors/Parent Organizations: A not-for-profit organization created by George Mason University in 1995.

Office of Women's Business Ownership (OWBO)

Address: Office of Women's Business Ownership, SBA
409 Third St. SW, Fourth Floor, Washington, DC 20416
Telephone: (202) 205-6673
Fax: (202) 466-0581
E-mail: owbo@sba.gov
URL: www.onlinewbc.gov/

OWBO provides business training and technical assistance to woman-owned businesses and access to credit and capital, federal contracts, and international trade opportunities. OWBO has a women's business ownership representative in every SBA District Office, a nationwide network of mentoring roundtables, women's business centers in nearly every state and territory, and woman-owned venture capital companies.

Costs: Varies. Some programs are free. Multi-day programs charge tuition. Scholarships are available for low-income business owners.

Clients: Current and prospective woman business owners.

Sponsors/Parent Organizations: Public-private partnership with the U.S. Small Business Administration.

Women's Business Center of Northern Virginia

Address: 7001 Loisdale Road, Ste C
Springfield, VA 22150
Telephone: (703) 778-9922 or (703) 778-9WBC
Fax: (703) 768-0547
E-mail: info@wbcnova.org
URL: www.wbcnova.org

The Women's Business Center of Northern Virginia (WBC NOVA) was established to help any woman in the Northern Virginia area who is interested in starting or expanding her small business.

They offer free and low-cost training programs, free one-on-one technical counseling, marketing assistance, access to those who can make loans, help in getting special certification to do business with local, state and federal government, a resource library, computers and Internet access, and more!

WBCNOVA is typically open from 9am to 6pm Monday through Friday; however, classes are held during evening hours as well. We encourage you to call the Center at (703) 778-9WBC to make an appointment for orientation, business counseling, or to use the resources library or computers.

The Center offers training in a variety of topics that are of interest to women-owned

businesses. Women hoping to start a business can attend the start-up series of programs that cover business planning, licensing, and tax tips. Established business owners should consider classes on business planning, sources of capital, marketing, management, procurement, and Internet solutions for businesses. A small fee is charged for most training courses. Tuition assistance is available for qualifying individuals.

Costs: Varies. Most services are free; however, certain programs have a low-cost registration fee.

Clients: Many different kinds of women have found the training, assistance and support of the Women's Business Center to be invaluable as they have started or sought to grow their business.

Northern Virginia Export Assistance Center

Address: 1911 N. Ft. Myer Drive, Suite 601 Arlington, VA 22209
Telephone: (703) 524-2885
Fax: (703) 524-2649
E-mail: nova.office.box@mail.doc.gov
URL: www.deq.state.va.us/innovtech/export.html

The Export Assistance Center provides clients with many services including: export counseling and international contact facilitation; trade finance information; guidance and support with Multilateral Development Banks; organization and management of trade missions and events; market research for best-prospect business sectors and current business trends; credit checks of potential overseas business partners; and trade leads.

Costs: Export counseling and market research are free. Customized service fees range from \$100 to \$5,100.

Clients: The Northern Virginia Export Assistance Center provides export counseling to all types and sizes of business in Northern Virginia. The majority of clients are small-to medium-sized enterprises. Specific industry concentrations include information technology, environmental technology, health care technology, and defense-related exports.

Sponsors/Parent Organizations: NVEAC is a program of the U.S. Department of Commerce. Sponsors include the U.S. Small Business Administration, the Export-Import Bank of the United States, the Virginia Economic Development Partnership, Small Business Development Councils, world trade organizations and universities.

Procurement Technical Assistance Program (PTAP)

Address: 4031 University Drive, Suite 200, Fairfax, VA 22030
 Telephone: (703) 277-7757
 Fax: (703) 352-8195
 E-mail: ptap@gmu.edu
 URL: www.gmu.edu/gmu/PTAP/

PTAP is a nonprofit organization funded by the Defense Logistics Agency and George Mason University. PTAP exists to increase contracting activity among small businesses, prime government contractors and the government.

PTAP's mission is to generate employment and improve the general economy of a locality by helping businesses to obtain and manage federal, state and local government contracts. PTAP offers marketing assistance, technical consulting and educational services to businesses in the Greater Washington area. Services include technical consulting, one-on-one counseling, marketing, bid matching, electronic commerce/electronic data interchange, small business tracking, market research, educational seminars and a small business promotion resource/reference library.

Costs: Varies.

Clients: Businesses that want to contract with the federal government.

Sponsors/Parent Organizations: Northern Virginia Small Business Development Center, George Mason University and the Defense Logistics Agency of the U.S. Department of Defense.

Service Corps of Retired Executives (SCORE)

Address: 1110 Vermont Ave., NW, 9th Floor, Washington, DC 20005
 Telephone: (202) 606-4000 ext. 287
 Fax: (202) 293-0930
 E-mail: dcscore@hotmail.com
 or info@scoredc.org
 URL: www.scoredc.org

SCORE, a resource partner with the SBA, aids in the formation, growth and success of small businesses nationwide. Confidential counseling is available in Arlington at the Arlington Chamber of Commerce and through the Small Business Development Center.

Costs: Varies. Counseling sessions are free. There is a minimum charge for workshops/seminars.

Clients: Individuals that want to start or improve their business.

Sponsors/Parent Organizations: U.S. Small Business Administration.

Enhanced Business Information Center (e-BIC)

Address: Martin L. King Jr., Memorial Library
 901 G Street, NW, Washington, DC
 Telephone: (202) 727-2241
 Fax: (202) 606-4225
 E-mail: larita.glenn@sba.gov
 URL: www.dclibrary.org/ebic

The e-BIC provides one-on-one counseling capability using on-site SBA staff, and seasoned veterans in business management from the Service Corps of Retired Executives (SCORE) who are also located on-site. Other counselors come from the Howard University Small Business Development Center (SBDC) and the Women's Business Center (WBC).

e-BIC's reference library has more than 1,000 reference materials on how to start and manage a business. There are more than 300 entrepreneur start-up guides for developing business plans. Library resources also cover business planning, marketing, operations, personnel and financial analysis.

Costs: None.

Clients: Anyone interested in opening a business.

Sponsors/Parent Organizations: U.S. Small Business Administration.

The Small & Home Based Business Library

Internet Only
 E-mail: library@bizoffice.com
 URL: www.bizoffice.com/library/library.html

Created by Small & Home Based Business Resources, the Small & Home Based Business Library strives to be a comprehensive business reference site for owners of small and home-based businesses. Each online "file drawer" in the library offers an extensive collection of informative guides, including the following topics: market research, choosing a business name, financial crisis management, and basic facts about trademarks. Although most articles are housed at the site, some sections link to other locations.

Arlington Small Business Development Center (Arlington SBDC)

Address: George Mason University
3401 N. Fairfax Drive, Room #224
Arlington, VA 22201
Telephone: 703-993-8128
Fax: 703-993-8130
E-mail: njain@gmu.edu
URL: <http://www.arlingtonsbdc.org>

The Arlington Small Business Development Center (Arlington SBDC), a program of Mason Enterprise Center, was established in 1988 at the Arlington Campus of George Mason University.

“Our mission is to contribute towards the economic growth of Arlington County and the nearby metro area by providing business assistance and promoting the spirit of entrepreneurship.

At our Center, experienced entrepreneurs and professional business counselors provide practical advice and assistance in various aspects of business including: pre-startup decisions, business planning and problem solving, cash flow & cost management, financing options, government procurement, marketing, and taxes and licenses. In an agreement with a partner located at our premises, we also provide business counseling in Spanish, Vietnamese, Korean and Hindi languages. For language assistance, please call 703-993-8127.

In conjunction with US Export Assistance Center, we assist small-and-medium size businesses to compete in the international markets.

Arlington SBDC has been providing Post 911-Business Recovery Assistance Services to the business community of Arlington County and greater Washington, DC metro area. Currently, we offer technical assistance services to affected businesses on obtaining the EIDL disaster loans available from Small Business Administration.

Costs: Business consulting services are free. Appointments must be made in advance to meet with our counselors. There is a nominal charge for the training workshops.

Clients: New entrepreneurs or persons interested in starting a business, and any existing small and medium-sized businesses interested in expanding may request assistance from the Arlington SBDC.

Sponsors/Parent Organizations: George Mason University, Virginia Department of Economic Development, Arlington County, and 3H technology.

Small Business Innovation Research Program (SBIR)

Address: Office of Technology — Mail Code 6470
409 3rd St. SW, Washington, DC 20416
Telephone: (202) 205-6450
Fax: (202) 205-7754
E-mail: robert.connolly@sba.gov
URL: www.sba.gov/sbir/

The SBIR program provides grants for research and development to stimulate technological innovation. Under the program, qualified small businesses propose innovative concepts that will meet the research and development needs of the federal government.

Awards are granted through a three-phase evaluation, development and commercialization process. Eleven federal agencies participate in this program. The SBA publishes a quarterly pre-solicitation announcement PSA to inform businesses of the SBIR solicitations of the various federal agencies.

Costs: None.

Clients: Small businesses.

Sponsors/Parent Organizations: U.S. Small Business Administration.

Virginia's Center for Innovative Technology (CIT)

Address: 2214 Rock Hill Road, CIT Tower, Suite 600,
Herndon, VA 20170-4200
Telephone: (703) 689-3000
Fax: (703) 689-3041
E-mail: info@cit.org
URL: www.cit.org

CIT exists to stimulate economic growth in the Commonwealth of Virginia by helping Virginia's technology businesses gain access to the state's technology resources. CIT also assists in the creation and retention of technology-based jobs and businesses.

CIT offers access to 11 technology development centers around the state, including one in Northern Virginia. The organization helps companies transfer technology from federal laboratories under agreements negotiated for Virginia companies, and assists companies in pursuing joint product development. In collaboration with a Virginia university, CIT also provides co-funding through its Technology Awards program.

To help early-stage companies bring new products to market, CIT manages entrepreneurship programs that find financing and solve manufacturing problems.

Costs: None.

Clients: Virginia technology companies.

Sponsors/Parent Organizations: Commonwealth of Virginia

Virginia Department of Business Assistance (DBA)

Address: 707 E. Main Street, Suite 300, Richmond, VA 23219
 Telephone: (804) 371-8200
 Fax: (804) 371-8111
 E-mail: webmaster@dba.state.va.us
 URL: <http://www.dba.state.va.us/>

DBA offers four major program areas for business and industry. The Existing Business Services division discovers needs and identifies resources that allow existing businesses and industries to take advantage of opportunities and avoid problems. The Workforce Services division works with new and existing businesses and industries to recruit and train qualified workers at all skill levels for newly created jobs. The Financial Services division identifies potential financial resources and administers loan and guarantee programs. The Small Business/Financing division provides counseling and guidance to small businesses and entrepreneurs, under a cooperative relationship with the U.S. Small Business Administration.

Costs: None.

Clients: Existing Virginia businesses or those considering relocation into Virginia.

Sponsors/Parent Organizations: Commonwealth of Virginia and the U.S. Small Business Administration.

Virginia Department of Minority Business Enterprise (DMBE)

Address: 200-202 N. 9th St., 11th Floor, Richmond, VA 23219
 Telephone: (800) 223-0671 (Virginia Only) or (804) 786-6585
 Fax: (804) 371-7359
 E-mail: dmbe@dmbe.state.va.us
 URL: www.dmbe.state.va.us

The Virginia Department of Minority Business Enterprise (VDMBE) works with minority firms to increase contracting opportunities for minority, disadvantaged and woman-owned businesses in both the public and the private sector, with emphasis on state government. DMBE maintains a statewide databank of such firms, and helps them register as a vendor with Virginia, federal and local agencies, including

certification and pre-qualification with the Virginia Department of Transportation. DMBE publishes a monthly listing of Commonwealth of Virginia procurement opportunities.

The VDMBE also offers management and technical assistance on an individual or group basis, as well as a variety of educational, training, marketing and outreach programs. In addition, its Providing Access to Capital for Entrepreneurs Program provides Virginia businesses with access to capital to make loans to minority, disadvantaged and woman-owned businesses.

While programs sponsored by VDMBE are open to all firms, those that the VDMBE certifies receive priority status.

Costs: Most services are free.

Clients: Minority, disadvantaged and woman-owned businesses in Virginia and those seeking to do business with them.

Sponsors/Parent Organizations: Commonwealth of Virginia.

Virginia Economic Development Partnership (VEDP)

Address: 901 East Byrd St., Richmond, VA 22318-0798
 Telephone: (804) 371-8100
 Fax: (804) 371-8112
 URL: www.yesvirginia.org

VEDP promotes Virginia as a location for domestic and international business, new facility locations and existing facilities expansions within Virginia. It provides comprehensive information on available sites and buildings, labor and wages, industrial training programs, state and local taxes, utilities, transportation services, financial services, laws and regulations, general business conditions and quality of life throughout Virginia.

Costs: None.

Clients: Any business seeking to locate or expand in Virginia.

Sponsors/Parent Organizations: Commonwealth of Virginia.

Virginia Employment Commission (VEC)

Address: 13135 Lee Jackson Highway, Suite 340, Fairfax, VA 22033
Telephone: (703) 803-0000
Fax: (703) 803-0042
E-mail: fairfax@vec.state.va.us
URL: www.vec.state.va.us

A state agency, the VEC helps businesses find suitable employees for specific job openings. Through its statewide network of offices, the VEC recruits prospects and provides testing services for specialized occupations.

Costs: None.

Clients: Virginia residents and businesses.

Sponsors/Parent Organizations: Commonwealth of Virginia.

Virginia Regional Minority Supplier Development Council (VRMSDC)

Address: 1111 E. Main St., 3rd Floor Pavilion, Richmond, VA 23219
Telephone: (804) 780-2322
Fax: (804) 780-3171
URL: www.vrmsdc.org

The Virginia Regional Minority Supplier Development Council works to increase marketing opportunities for corporate representatives and minority entrepreneurs, in formal and informal settings.

Programs and services include screening and certifying minority business enterprises; making referrals to corporate members of minority-owned businesses; helping, expand or promote corporate programs that benefit minorities; and offering expansion capital loans up to \$750,000 through the Council's business consortium fund.

Costs: None.

Clients: Minority individuals and businesses.

Sponsors/Parent Organizations: National Minority Supplier Development Council.