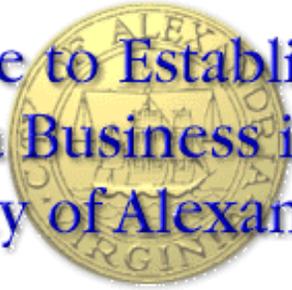


Guide to Establishing  
a Business in  
the City of Alexandria, Va.



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## **PREFACE**

The first edition of the *Alexandria Business Resource Directory - A Guide to Establishing a Business in the City of Alexandria, Virginia*, incorporates additional text and updates information provided in the *Guide to Establishing a Business in the City of Alexandria, VA*, which was first published in May 1997, under the joint sponsorship of the Alexandria Branch of the National Association for Advancement of Colored People (NAACP), the Alexandria Chamber of Commerce, the City of Alexandria, and the Alexandria Economic Development Partnership, Inc. (AEDP). This Directory remains a comprehensive guide to resources and services that are available to prospective business owners and existing businesses, which we hope will assist you in establishing and operating a successful business.

## **INTRODUCTION**

Welcome to the City of Alexandria, Virginia. We are pleased to have you as a part of our community and we are committed to helping your business prosper.

The *Alexandria Business Directory - A Guide to Establishing a Business in the City of Alexandria, VA* contains available information on establishing and operating a successful business. The Directory summarizes the major state and local tax, labor, occupational and legal requirements, and environmental regulations related to doing business in Virginia. It provides prospective business owners and operators with information on starting a small business, and includes step-by-step instructions on how to obtain a business license in the City of Alexandria. The Directory is also designed to identify local, regional, state and federal resources that can help you in various aspects of starting and operating your business. The enclosed information also contains sample copies of commonly required forms.

While every effort has been made to ensure that information in this Directory is current and accurate, those interested in starting a business should seek legal, accounting and other professional advice on matters pertaining to forming a business, and are urged to consult with the agencies listed in the Directory. Copies of the Directory are available from AEDP; Citizen Assistance, Alexandria City Hall, (703) 838-4800, or at <http://ci.alexandria.va.us/alexandria.html>.

The information contained in this Directory is the result of the individual and collaborative efforts of several City, State and Federal agencies and business organizations to provide advisory guidance to persons interested in operating a business. AEDP extends its thanks and appreciation to the agencies and organizations listed in this publication for their cooperation in developing the first edition of the *Alexandria Business Directory - A Guide to Establishing a Business in the City of Alexandria, Virginia*.

## KEY INFORMATION SOURCES

### City of Alexandria

	Telephone
Office of the Mayor	(703) 838-4500
Citizen Assistance	(703) 838-4800
City Council Office	(703) 838-4500
City Manager's Office	(703) 838-4300
General Information & Web Site	(703) 838-4000
TDD For Hearing Impaired	(703) 838-5056

### Getting Started

Business License	(703) 838-4680
Building and Code Inspection Services	(703) 838-4360
Certificate of Occupancy	(703) 838-4360
Child Care Approval/Licensure	(703) 838-0750
Incorporation	(804) 371-9733
Planning & Zoning	(703) 838-4666
Trade Name & Partnership	(703) 838-4044

### Services

Fire Marshall	(703) 838-4360
Police Non-Emergency	(703) 838-4444
Refuse Collection	(703) 751-5130
Street Lights	(703) 838-4721
Taxpayers Assistance	(703) 838-4570
Transit Services	(703) 838-3800
Water & Sewer Problems	(703) 838-4488

### Taxes

Business License Tax	(703) 838-4680
Business Personal Property	(703) 838-4680
IRS TeleTax	(800) 829-4477
Personal Property (Boat Vehicle)	(703) 838-4560
Real Estate Assessments	(703) 838-4646
Real Estate Tax Payments	(703) 838-4777
State Income Tax	(703) 838-4570
Virginia Department of Taxation	(703) 359-6715

### Business Assistance Resources

Alexandria Chamber of Commerce	(703) 549-1000
Alexandria Convention and Visitors Association	(703) 838-4200
Alexandria Economic Development Partnership	(703) 739-3820
Alexandria Small Business Development Center	(703) 299-9146
Business Assistance Loan Program - Office	

of Housing, City of Alexandria	(703) 838-4622
Child Care Assistance	(703) 838-0886
Consumer Affairs	(703) 838-4350
ECDC Enterprise Development Group	(703) 685-0510
Enterprise Zone	(703) 739-3820
Northern Virginia Urban League	(703) 836-2858
Police Crime Resistance Unit	(703) 838-4520
Procurement Technical Assistance Program	(703) 277-7755
Purchasing Agent, City of Alexandria	(703) 838-4944
SBA - Washington District Office	(202) 606-4000
Internal Revenue Service	(800) 829-1040
Virginia Employment Commission	(703) 813-1399
Virginia Small Business Financing Authority	(804) 371-8254
Virginia's Center for Innovative Technology	(703) 689-3000

**Local Business Support**

Alexandria Business and Professional Women	(703) 824-1378
The Eisenhower Partnership	(703) 684-5124
King Street Metro Enterprise Team	(703) 548-2878
Northern Virginia Community College	(703) 845-6212
Old Town Business Association	(703) 684-0580
Potomac West Business Association	(703) 299-9588

**Other Important Offices**

Alexandria Lawyer Referral Service	(703) 548-1105
Alexandria Library	(703) 838-4555
Legal Services of Northern Virginia - Alexandria Office	(703) 684-5566
Northern Virginia Cigarette Tax Board	(703) 591-9222
NAACP/ Alexandria Branch	(703) 370-9429
Virginia Dept. of Alcoholic Beverage Control	(703) 518-8090
Virginia Dept. of Minority Business Enterprise	(804) 223-0671

# ALEXANDRIA, VIRGINIA

## Points of Interest

	Distance in Miles
Washington, DC	7.0 miles
Tysons Corner, VA	19.5 miles
Baltimore, MD	46.0 miles
Richmond, VA	104.0 miles
Ronald Reagan Washington National Airport	3.5 miles
Washington Dulles International Airport	33.0 miles
Baltimore/Washington International Airport	38.5 miles

## History

Located across the Potomac River from Washington DC, the City of Alexandria, Virginia was established in 1749 as a seaport for the nearby plantations. The City was surveyed with the assistance of young George Washington. In the 18<sup>th</sup> century, Alexandria flourished as a port, and in the 19<sup>th</sup> century became an important railroad center. By the early 20<sup>th</sup> century, the City grew into a manufacturing and commercial center. During the 1930's and 40's, Alexandria became a bedroom community for commuters working in Washington. Following the Second World War, Alexandria continued to grow with a revival of the colonial portion of the City where offices and housing replaced industrial uses. Today, Alexandria continues to flourish as an international business and technology center within the region.

## The Land & Climate

Total Acreage	9,400 acres
Square Mile Land Area	15.7 miles
Topography	Rolling Hills
Elevations	280' max. height, 3' min. height
Drainage System (Major Rivers)	Potomac River
Annual Average Precipitation	38.63"
Annual Average Snowfall	18.2"
Annual Average Temperature	57.6 (degrees Fh)
January Average Temperature	35.7 (degrees Fh)
July Average Temperature	79.0 (degrees Fh)

## Population

1990	111,183
1998	119,500*
2000	120,000

\*estimated

## Census Survey Snapshot

Alexandria is.....

- C 9<sup>th</sup> in the nation in per capita income
- C 7<sup>th</sup> in the nation in percent of population 25 and older with a college degree
- C 2<sup>nd</sup> in the nation in the percent of citizens employed in Executive, Administrative & Managerial positions
- C Triple-A bond rated by Wall Street's major rating agencies

## Utilities

Electricity	Virginia Power
Natural Gas	Washington Gas
Water	Virginia American Water Company
Telephone	Verizon, Comcast
Fiber	Verizon, Cavalier, Comcast, MCI WorldComm
Sewer	Alexandria Sanitation Authority
Solid Waste Disposal	City of Alexandria (residential) and private contractors (commercial and industrial)

## Transportation

**Roads** - Alexandria is virtually minutes away to anywhere in the metropolitan Washington, DC area via the Capital Beltway (I-495), Interstates 95, 66 and 395. The City is also served by U.S. Route 1 and State Routes 7 and 236.

**Mass Transit** - DASH is Alexandria's bus service; METRO Bus, provides bus service to other local jurisdictions; METRO Rail subway system serves commuters to Washington, DC and other jurisdictions from 4 stations in Alexandria; Virginia Railway Express (VRE) provides service to Washington DC and other area jurisdictions.

**Railroads** - Passenger service is provided by AMTRAK and the Virginia Railway Express. Freight service is provided by CSX and Norfolk-Southern.

**Air** - Domestic and international service is provided by 3 major airports: Ronald Reagan Washington National Airport, just 5 minutes from downtown Alexandria; Washington Dulles International Airport, located 33 miles from the City of Alexandria also provides air freight service; and Baltimore Washington International Airport located 38.5 miles from downtown Alexandria.

## Hotels & Community Facilities

- 23 Hotels with 3,928 Rooms
- 4 Public Libraries
- 929 Acres of Local Park & Open Space
- 8 Fire Stations

**Medical Facilities**

Alexandria Hospital, Alexandria - 368 beds  
Arlington Hospital, Arlington - 350 beds  
Northern Virginia Community Hospital, Arlington - 200 beds  
Fairfax Hospital, Fairfax - 656 beds  
Mount Vernon Hospital, Fairfax - 235 beds

**Education**

**Public Schools (1998 - 1999)**

Level	Number	Enrollment	Pupil/Teacher Ratio
K-5, Elementary	12	5,300	20
6 -8, Middle School	2	2,276	21
9 -12, High School	2	2,500	23

**Colleges & Universities in and near Alexandria**

Alexandria Research Institute of Virginia Polytechnic Institute & State University . . . . Alexandria  
George Washington University Graduate Education Center . . . . . Alexandria  
Northern Virginia Community College - Alexandria . . . . . Alexandria  
Regent University . . . . . Alexandria  
Strayer University . . . . . Alexandria  
Virginia Theological Seminary . . . . . Alexandria  
Virginia Tech Washington- Alexandria Architecture Consortium . . . . . Alexandria  
Virginia Commonwealth University, School of Social Work . . . . . Arlington, 8.5 miles  
George Mason University . . . . . Fairfax, 17.5 miles  
Marymount University . . . . . Arlington, 11 miles  
Virginia Polytechnic Institute & State University/Northern VA Center . . . . Falls Church, 10 miles  
University of Virginia, Northern Virginia Center . . . . . Falls Church, 10.0 miles  
American University . . . . . Washington, DC 11.5 miles  
Catholic University of America . . . . . Washington, DC 11.5 miles  
Georgetown University . . . . . Washington, DC 9 miles  
Howard University . . . . . Washington, DC 9 miles  
University of the District of Columbia . . . . . Washington, DC 11 miles  
University of Maryland . . . . . College Park, Maryland 16.0 miles

**Local Economy**

Alexandria’s economy is dominated by its service sector, employing more than 39,420 people. Engineering, management and business services are important parts of this sector. Additionally, Alexandria maintains an identity as an important business location. More than 400 technology-oriented companies and over 300 associations call Alexandria home. As an incentive to attract technology companies, Alexandria offers an exemption from gross receipts tax to companies involved in research and development. Alexandria ranks 4<sup>th</sup> in the nation, behind Washington, DC, New York, and Chicago, in the number of associations headquartered in the City. More than 9,000 people are employed by associations located in Alexandria.

**Financial Institutions**

There are 13 banks with 39 branches in Alexandria. Deposits range from \$100,000 to \$1 billion.

**Government Services**

The City of Alexandria operates under a Mayor/Council/City Manager form of government.

**Local Police** 406      **Local Fireman** 267

**ZIP CODES**

**The following zip codes are located in the City of Alexandria:**

22206, 22301, 22302, 22304, 22305, 22314, 22313 and 22320 (post office boxes only)

**Only the following addresses in zip code 22206 are in Alexandria, the remaining addresses are located in Arlington:**

Street Name	Range	Numbers	Street Name	Range	Numbers
S. 28 <sup>th</sup> Street	4900-4916	Odd/Even	S. Columbus Street	2800-2998	Even
S. 29 <sup>th</sup> Street	4900-4999	Odd/Even	S Dinwiddie Street	2900-2999	Odd/Even
S. 30 <sup>th</sup> Street	4901-4911	Odd			

**Enterprise Zone Zip Codes:** 22301 and 22302

**All addresses in zip code 22302 are in Alexandria EXCEPT the following, which are located in Fairfax County:**

Street Name	Range	Numbers	Street Name	Range	Numbers
Condit Court	4900-4908	Odd/Even	Leesburg Pike	5151-5150	Even
Forest Drive	3527-3612	Odd/Even	Skyline Village Court	5101-5119	Odd/Even
Lee Court	3530-3538	Odd/Even	S. 14 <sup>th</sup> Street	3601-3619	Odd/Even
Leesburg Court	3501-3537	Odd/Even	S. George Mason Drive	3532-3619	Odd/Even

**All addresses in zip code 22304 are in Alexandria EXCEPT the following, which are located in Fairfax County:**

Street Name	Range	Numbers	Street Name	Range	Numbers
Bedlington Terrace	5190-5708	Odd/Even	Cottingham Place	5191-5209	Odd/Even
Brampton Court	6351-6378	Odd/Even	Farrington Avenue	5916-6100	Odd/Even
Chaucer Lane	6260-6317	Odd/Even	Manchester Way	6300-6336	Odd/Even
Chaucer View Circle	6269-6335	Odd/Even	Stultz Road	5124-5216	Even

**Zip Codes 22311 and 22312 are not easily split between Alexandria and Fairfax County.**

**The following zip codes use the Alexandria name in their mailing addresses, but are completely located in Fairfax County:** 22303, 22306, 22307, 22308, 22309, 22310 and 22315

**The following Alexandria Streets continue into Fairfax County:**

Armistead St.	Beckinridge Pl	Conduit Ct.	Leesburg Ct.	Rosser St.	Stevenson Ave.
Atkinson Pl.	Chamblis St.	Cottingham	Leesburg Pke.	Seminary Rd.	Stultz Rd.
Beauregard St.	Chaucer La.	Farrington Ave.	Lincolnia Rd.	Skyline Village Ct.	Tracy St.
Bedlington Ter.	Chaucer View Cir.	Forest Dr.	Manchester Way	S. 14 <sup>th</sup> St.	
Brampton Court	Colfax Dr.	Lee Ct.	Quantrell Ave.	S. George Mason Dr.	

**The following Alexandria streets continue into Arlington County:**

S. 28 <sup>th</sup> St.	S. 29 <sup>th</sup> St.	S. 30 <sup>th</sup> St.	S. Columbus St.	S. Dinwiddie St.
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## **ALEXANDRIA ECONOMIC DEVELOPMENT PARTNERSHIP, INC.**

The Alexandria Economic Development Partnership, Inc. (AEDP) is a public/private partnership between the City of Alexandria and the business community and serves as a focal point for economic development and commercial real estate information in Alexandria. Over the last several years, AEDP's efforts have been successful in establishing Alexandria as a headquarters for national trade associations and as a location for innovative and exciting technology firms - an important part of the Northern Virginia economy.

Alexandria's commercial market offers products suitable to many different needs. The variety of office and retail product is unmatched in the region. The affordable costs of space and Alexandria's corporate tax rates make the City extremely competitive.

Alexandria offers several incentives for firms. The only state-designated Enterprise Zone in Northern Virginia, located in the Potomac West area of the City, offers tax credits for job creation and capital investment. R&D firms located anywhere in Alexandria can have a portion of their gross receipts tax exempted. The Alexandria Micro Loan Program provides loans to small businesses in the City of Alexandria that do not yet qualify for conventional loans. Non-profit organizations can access low cost industrial development bonds for new construction, refinancing or equipment purchases. Additionally, Alexandria offers rapid review processing for tenant build-out and provides the most accelerated development review process in the region.

AEDP is committed to working with those in the commercial real estate field and the business community in general to continue to grow and improve Alexandria's economy.

For assistance regarding existing and proposed real estate, economic and demographic statistics, and for general business assistance, please contact:

Alexandria Economic Development Partnership, Inc.  
1055 North Fairfax Street  
Suite 204  
Alexandria, Virginia 22314  
Telephone: (703) 739-3820  
Fax: (703) 739-1384  
Email: [alexecon@erols.com](mailto:alexecon@erols.com)  
[www.alexecon.org](http://www.alexecon.org)

## **STEPS TO STARTING A BUSINESS IN ALEXANDRIA**

Starting your own business can be a very demanding project. This Guide is designed to provide prospective business owners and operators with information on starting a small business, including step-by-step instructions on how to obtain a business license in the City of Alexandria. It also contains sample copies of commonly required forms.

### **Checklist**

If at this point you only want to know what to do to get started, the five-step process check list below provides instructions on how to obtain a business license to begin operating a business.

#### **Step 1: Determine Your Business Entity Type**

Business registration requirements in Virginia will depend on the business entity type. In order to complete the necessary registration forms, you must determine which form of business entity applies to your business (See page 10 for information on Business Entity Type.)

#### **Step 2: Register Your Business**

All foreign and domestic corporations and limited partnerships conducting business in Virginia must register with the Virginia State Corporation Commission. (See page 11 for information on Registering Your Business.)

#### **Step 3: Apply for a Business License**

All persons interested in starting a business must apply to the City's Business Tax Branch in City Hall for a business license. (See page 12 for Business License information.)

#### **Step 4: Obtain Zoning Approval**

All businesses in Alexandria must comply with zoning requirements before conducting business. (See page 13 for more information on Zoning Requirements.)

#### **Step 5: Ensure Compliance with Building Code Regulations**

The new business should request a Certificate of Occupancy from the Code Enforcement Bureau of the Fire Department in City Hall. Code Enforcement inspects the building or dwelling from which the business is to be conducted. (See page 14 for information on obtaining a Certificate of Occupancy.)

## **ESTABLISHING A BUSINESS IN VIRGINIA**

### **Incorporating in Virginia**

A new business incorporating in Virginia must file its Articles of Incorporation with the State Corporation Commission. To complete the organization of the corporation, the incorporators or initial directors must hold an organizational meeting of the corporation after filing the articles. Corporations incorporating in Virginia must pay a filing fee and a charter fee to the State Corporation Commission. The Filing Fee for Articles of Incorporation is \$25.

The Charter Fee for a stock corporation is based on the number of shares authorized by the Articles of Incorporation. The rates are \$50 for every 25,000 shares of stock or fraction thereof. For over one million shares, the fee is \$2,500. The charter fee for corporations organizing under the Virginia Non-stock Corporation Act (not-for-profit organizations) is \$50.

A foreign corporation (incorporated outside Virginia) doing business in Virginia must complete a Certificate of Authority to transact business in Virginia, file it with the State Corporation Commission and pay a fee of \$25. The corporation must also file a recently certified copy of its certificate or articles of incorporation and pay an Entrance Fee. This fee is based on the number of shares of stock authorized by its charter. Entrance fees are the same as the domestic corporation's charter fees.

### **Annual Registration**

Corporations doing business in Virginia must register annually with the State Corporation Commission. Stock corporations pay a \$50 fee for 5,000 or fewer shares plus \$15 for each additional 5,000 or fewer shares to a maximum of \$850. Non-stock corporations pay an annual fee of \$25.

**Contact:** For additional information, please contact the *State Corporation Commission Clerk's Office at (804) 371-9733*, or at website *www.state.va.us/scc*. (Forms available on line.) See the appendix for the address of the State Corporation Commission.

### **Non-Corporate Registration**

If you plan to establish a Limited Partnership or a Limited Liability Company, you should also contact the State Corporation Commission. The annual registration fee is \$50 for either a limited partnership or a limited liability company.

### **Security Registration**

Securities and persons offering or selling securities are required to be registered with the State Corporation Commission, or the securities transaction must be exempted under the Virginia Securities Act before they may be sold or offered. Investment Advisors and Investment Advisor Representatives must also be registered with the State Corporation Commission.

**Contact:** *State Corporation Commission, Division of Securities and Retail Franchising, call (804) 371-9051*. See the appendix for the address.

## **Franchise & Trademark Registration**

Franchises must be registered with the State Corporation Commission before they may be offered or sold in Virginia. Trademarks owned or used in Virginia may be registered by filing an application and a filing fee of \$30. To register either a trademark or a franchise, contact:

**Contact:** *State Corporation Commission Division of Securities & Retail Franchising, call (804) 371-9051. See the appendix for the State Corporation Commission's address.*

# COMMONWEALTH OF VIRGINIA TAXES

## Registration

Every business operating in the Commonwealth of Virginia must register with the agency that administers the taxes which may apply to the operation of the business. All corporations and partnerships must obtain an Employee Identification Number (EIN) from the Internal Revenue Service (IRS) for use as a taxpayer identification number. Sole proprietors are also required to obtain an EIN if they pay wages to one or more employees or if they file an excise tax return.

## Virginia Department of Taxation

The major state income and general business taxes administered by the Virginia Department of Taxation include the following:

- C Corporate Income Tax
- C Individual Income Tax
- C Employer Income Tax Withholding
- C Retail Sales and Use Tax
- C Litter Tax
- C Motor Vehicle Fuel Tax

## Corporate Income Tax

All domestic and foreign corporations registered with the State Corporation Commission must file corporate income tax with the Virginia Department of Taxation, if required to file a federal income tax return. Exceptions include non-profit corporations, public service corporations and insurance companies. If the corporation is involved in business activities in several states and its income is subject to tax by both Virginia and other states, Virginia levies a tax on only the portion of its income generated in Virginia. Every corporation subject to the state income tax must make a declaration of its estimated income for the year, and submit installment payments if its tax can be expected to exceed \$1,000.

## Individual Income Tax

The Virginia individual income tax applies to all taxable income received by Virginia residents and to taxable income from Virginia sources received by non-resident individuals.

## Employer Income Tax Withholding

An employer who pays wages to one or more employees must deduct and withhold state income tax from such wages. A return must be filed regardless of whether any tax is due.

## Retail Sales and Use Tax

Retail sales are defined as sales to a consumer or any person for purposes, other than for resale. The use tax applies to tangible personal property used consumed or stored in Virginia but purchased out of state that would have otherwise been subject to sales tax. A return must be filed even if no tax is due.

**Litter Tax**

A litter tax is imposed on every business operating as a manufacturer, wholesaler, distributor, or retailer of certain enumerated products.

**Motor Vehicle Fuel Tax**

This tax is imposed in each city or county which is a member of a transportation district in which a rapid rail or bus commuter transport system exists.

**Contact:** For more detailed information about state income tax and state general business tax, contact the *Virginia Department of Taxation, Regional Office at (703) 359-6715*. See the appendix for the address of the Virginia Department of Taxation.

**Virginia Employment Commission**

The Virginia Employment Commission (VEC) administers the Employer Unemployment Tax. Virginia levies an unemployment tax based on wages of employees who work in Virginia. Taxes are paid on the first \$8,000 of annual wages paid to each employee. The tax rate can vary depending on the employer's experience rating.

**Contact:** For more information about employer unemployment tax, please contact the *Virginia Employment Commission (VEC) at (703) 813-1300*. See the appendix for VEC's address.

## **STATE BUSINESS PROFESSIONAL AND OCCUPATIONAL LICENSE (BPOL)**

Entry into certain businesses, occupations, and professions is regulated by respective Virginia regulatory agencies. Before beginning operations in the state, businesses must be licensed. Minimum standards for education and training are established by the regulatory bodies which may also require applicants to take an oral or written examination.

Occupations and business operations which require state licensing, and the responsible Virginia agency are listed below.

### **Alcoholic Beverage**

For licenses involving the following alcoholic beverage activities:

- Production
- Distribution
- Storage
- Transportation/Sales

**Contact:** *Virginia Alcoholic Beverage Control Board, (703) 518-8090 or (804) 213-4400. See the appendix for the address of the Virginia Alcoholic Beverage Control Board.*

### **Education Professions**

For licenses involving the following professions:

- Guidance Counselor
- Public School Administrator
- Teacher

**Contact:** *Office of Teacher Licensure, Virginia Department of Education (804) 225-2022. See appendix for the address of the Virginia Department of Education.*

### **Health Professions**

For licenses involving the following professions:

- Audiology
- Dentistry
- Funeral Directors/Embalmers
- Medicine
- Nursing
- Nursing Home Administrators
- Optometry
- Pharmacy
- Professional Counselors
- Psychology
- Social Work
- Speech Pathology

- Veterinary Medicine

**Contact:** *Virginia Department of Health Professions, (804) 662-9900.* See the appendix for the address of the Virginia Department of Health Professions.

**Department of Professional & Occupational Regulation**

For licenses involving the following professions:

- Architects
- Asbestos Occupations
- Auctioneers
- Boxing/Wrestling
- Barber
- Branch Pilot
- Certified Interior Designer
- Certified Public Accountant
- Contractor
- Cosmetologist
- Engineer, Professional
- Geologist
- Hearing Aid Specialist
- Landscape Architect
- Land Surveyor
- Optician
- Polygraph Examiner
- Real Estate Agent
- Real Estate Appraiser
- Soil Scientist
- Water/Wastewater Works Operators
- Works Management Facility Operators

**Contact:** *Virginia Department of Professional & Occupational Regulation, (804) 367-8500.* See the appendix for the address of the Virginia Department of Professional & Occupational Regulation.

## CITY OF ALEXANDRIA TAXES

### Finance Administration

The Department of Finance, City of Alexandria, consists of four divisions (Revenue, Treasury, Accounting and Purchasing), and administers the following taxes:

### Local Taxes

- C Bank Franchise License Tax
- C Business Professional And Occupational License Tax
- C Business Tangible Personal Property Tax
- C Cigarette Tax
- C Daily Rental Tax
- C Motor Vehicle License Tax
- C Public Utilities Tax
- C Real Estate Tax
- C Recordation Tax
- C Restaurant Meal Sales Tax
- C Transient Lodging Tax
- C Utility Tax
- C E-911 Tax

### Bank Franchise License Tax

Every bank or trust company with its main office or branch office(s) in the City must pay an annual franchise tax.

**Contact:** For additional information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703)838-5083*. See the appendix for the address of the *Tax Services & Enforcement Branch*.

### Business Professional and Occupational License Tax (BPOL)

Businesses, professionals, and occupations that meet all qualifications and legal requirements must obtain a business license upon application and payment of the license tax. All persons (including corporations, partnerships and individuals) doing business in the City of Alexandria, or self employed professionals, on a part-time or full-time basis, and persons with home-occupation businesses, are required to pay an annual tax on gross receipts earned in the City. Every person or entity beginning a business is required to estimate the gross receipts the business will receive between the date the business operations began and the end of the current license year. All businesses must file whether or not a tax is due.

**Contact:** For more information, please contact the *Business Tax Branch, Department of Finance at (703) 838-4680*. See the appendix for the address of the Business Tax Branch.

**Business Tangible Personal Property Tax**

Alexandria levies a tax on tangible personal property employed in a trade or business (furniture, fixtures, machinery, etc.) located in the City of Alexandria. Adjusted annually, the current rate is \$4.75 per \$100.00 of assessed value of furniture, fixtures, computers, and other business equipment. The current tax rate for machinery and tools is \$4.50.

**Contact:** For additional information, please contact the *Business Tax Branch, Department of Finance at (703) 838-4680*. See the appendix for addresses of the Business Tax Branch.

**Cigarette Tax**

The City of Alexandria and Commonwealth of Virginia levy separate taxes on every person who sells, distributes, or uses cigarettes. All cigarettes purchased within the City must be purchased using the proper name and address where they are to be sold or distributed.

**Contact:** *Northern Virginia Cigarette Tax Board, (703) 591-9222*, or the *Revenue Division, Department of Finance at (703) 838-4570*. See the appendix for the Northern Virginia Cigarette Tax Board's address.

**Daily Rental Tax**

Businesses that generate a minimum of 80% of their annual gross receipts from transactions involving rental periods of 92 consecutive days or less may qualify as a short-term rental business and remit a daily rental tax in lieu of business property tax on those rental properties.

**Contact:** For more information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570*. See the appendix for the address of the Tax Services & Enforcement Branch.

**Motor Vehicle License Tax**

The City of Alexandria levies an annual vehicle license tax on all motor vehicles, trailers, and semi-trailers owned and held by City residents. The current tax rate is \$4.75 per \$100 of assessed value, prorated on the portion of the year that the vehicle is located in Alexandria. The rate is adjusted annually.

**Contact:** *Personal Property Tax Branch, (703) 838-4560*. See the appendix for the Personal Property Tax Branch's address.

**Real Estate Tax**

The City of Alexandria levies tax each calendar year on all real estate located in the City that is subject to taxation. The tax is paid in two installments. The first half is due June 15<sup>th</sup> and the second half is due November 15<sup>th</sup>. The current rate is \$1.11 per \$100.00 of assessed value.

**Contact:** For information on the assessed value, contact *Department of Real Estate Assessments, (703) 838-4646*. For real estate billing questions, contact the *Treasury Division, Department of Finance at (703) 838-4777*. See the appendix for the address of the Department of Real Estate

Assessments and the Treasury Division.

### **Recordation Tax**

Virginia imposes a state tax on the admission of record of deeds, deeds of trust, mortgages, leases and contracts. The amount of the tax is determined and collected by the Clerk of the Court in the local jurisdiction where the document is first recorded. The City of Alexandria also levies a recordation tax.

**Contact:** *Clerk of the Circuit Court, Land and Records Division, (703) 838-4066.* See the appendix for the address of the Clerk of the Circuit Court.

### **Restaurant Meal Sales Tax**

Any person, group of persons, corporation, company, association, firm or partnership that sells food and drink to be consumed by the purchaser at one time must collect this tax. The current rate is 3% of the purchase cost. The state also levies a sales tax on every person who sells, distributes or consumes food and drink .

**Contact:** For additional information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570.* See the appendix for the address of the *Tax Services & Enforcement Branch.*

### **Transient Lodging Tax**

Hotels that rent rooms or spaces to any person for periods of 90 consecutive days or less, must collect a City tax. The current rate is 5.5 percent plus \$1.00 per room per day.

**Contact:** For more information, please contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570.* See the appendix for the address of the *Tax Services & Enforcement Branch.*

### **Utility Tax**

Every public service corporation that sells or furnishes a utility service must collect a City tax from the purchaser of the service. Alexandria City Code exempts from taxation federal, state and local agencies, political subdivisions, boards, commissions, and the purchase of bottled water and service from the Alexandria Sanitation Authority.

**Contact:** For additional information about the taxes listed above, contact the *Tax Services & Enforcement Branch, Department of Finance at (703) 838-4570.* See the appendix for the address of the *Tax Services & Enforcement Branch.*

## **EMPLOYER REQUIREMENTS**

### **Employer Identification Number**

The Federal Employer Identification Number (EIN) is often used by state and local agencies as a means of cross-referencing businesses. The Commonwealth of Virginia strongly encourages all business entities to acquire and use a federal EIN. For more detailed information on obtaining a federal EIN, call the IRS at (800) 829-1040.

### **Employer Withholding Tax**

The law requires employers to withhold federal and state income taxes and Social Security, FICA, and Medicare taxes from earnings of each of your employees (IRS publication 15). In addition, the business is required to make payments from its own funds to Social Security for each employee. For more detailed information, contact the IRS at (800) 829-1040.

### **Independent Contractors**

A business is not required to withhold or pay employer taxes for monies it pays an independent contractor. The independent contractor is responsible for reporting his/her income and paying taxes. Independent contractors will need to obtain IRS Publication 15A which gives criteria and guidelines for independent contractors. Contact the IRS at (800) 829-1040.

### **Unemployment Tax**

Industrial and commercial employers must register with the Virginia Employment Commission and pay the Unemployment Insurance tax if they had one or more persons employed for some portion of a day for 20 or more weeks during the current or preceding calendar year, or if they paid wages of \$1,500 or more in any calendar quarter in either the current or preceding calendar year. Under Virginia law, the entire cost is paid by the employer.

Tax rates are based on the employer's past unemployment experience (known as the employer's experience rating) and on the State's unemployment compensation experience as reflected by the condition of the State Unemployment Compensation Trust Fund.

**Contact:** For additional information about Unemployment Insurance, call the *Virginia Employment Commission*, at (703) 813-1399. For Virginia Employment Commission, address see the appendix.

### **Worker Compensation Insurance**

Employers must carry workers' compensation insurance with a private insurance carrier or have a certificate of self insurance by the Virginia Workers' Compensation Commission if they have three or more employees regularly in service in the same business in Virginia. Workers' Compensation Insurance provides compensation and medical benefits to workers or their dependents if the workers become disabled or die from accidental injury or occupational disease due to their employment. Employers cannot deduct any part of the cost of workers' compensation insurance from the wages of any employee.

**Contact:** For more information about the Virginia Workers' Compensation Act, contact the *Virginia*

*Workers' Compensation Commission at (804) 367-2069, or at their website: [www.vwc.state.va.us](http://www.vwc.state.va.us). See the appendix for the address of the Virginia Workers' Compensation Commission.*

### **Workers' Compensation Rates**

The cost of workers' compensation insurance varies by industry, by occupation, and by state. Effective January 1, 1994, Virginia partially deregulated its rate making system for workers' compensation insurance, going to a "competitive rate" or "loss costs" estimate. With this change, it is no longer possible to quote the full voluntary market rate as a cost estimate.

**Contact:** For answers to questions concerning workers' compensation, including rates, please contact *National Council on Compensation Insurance at (561) 997-4633*. See the appendix for the address of the National Council on Compensation Insurance.

### **Employment Eligibility**

The federal Immigration and Reform Control Act of 1986 states that all new employees must verify with their employer their eligibility to work. New employees must be U.S. citizens or aliens who are authorized to work in this country. Employees must verify employment eligibility of anyone hired after November 6, 1986, and complete and retain an "Employment Eligibility (Form I-9)," or obtain an "Employment Certificate" from the Virginia Employment Commission.

**Contact:** For more information on employment eligibility, please contact the *Immigration & Naturalization Service (INS) Department of Justice at (202) 307-1501*. See the appendix for the address of the INS.

### **Unlawful Discrimination**

The City of Alexandria Human Rights Ordinance covers employers within the City who have four or more employees. Under the Ordinance, employers are prohibited from discriminating against employees on the basis of race, color, religion, disability, ancestry, sex, age, national origin, sexual orientation, marital status or familial status. The Ordinance prohibits discrimination in employment, housing, education, credit, health and social services and public accommodations.

The Alexandria Human Rights Office is responsible for investigating complaints of discrimination under both the local Human Rights Ordinance and the Federal Civil Rights Acts (e.g., Title VII of the Civil Rights Act, the Americans with Disabilities Act, and the Age Discrimination in Employment Act) that contain many of the same prohibitions at the federal level for employers with more than 15 employees. The Virginia Human Rights Act also covers many of these prohibitions. Employees may file a complaint of discrimination with either the Alexandria Human Rights Office, U.S. Equal Employment Opportunity Office, or the Virginia Council on Human Rights.

**Contact:** *Alexandria Department of Human Relations, Human Rights Office, (703) 838-6390*. See the appendix for the address of the Alexandria Department of Human Relations.

### **Rights of Persons with Disabilities**

The Virginians with Disabilities Act protects the civil rights of persons with disabilities. The

provisions prohibit employers from discriminating against persons with disabilities in employment or promotion practices. It also requires that employers make reasonable accommodations to known physical and mental impairments of persons with disabilities.

**Contact:** *Virginia Department of Rights of Virginians with Disabilities, (804) 225-2042, or (800) 552-3962 (in Virginia, voice or TDD). See the appendix for the address of the Virginia Department of Rights of Virginians with Disabilities.*

### **Child Labor**

Minors under 14 and 15 years of age may be required to obtain employment certificates before they may work and are subject to hour restrictions. No employment certificate is needed for adolescents 16 years of age and older. There are no hour restrictions once the minor turns 16 years of age. However, there are hazardous occupations in which a teenager may not work until age 18.

### **The Right-to-Work Law**

Virginia is one of twenty states with a right-to-work law. The law prohibits a closed shop, where employers may hire only members of the contracting labor union, and a union shop, where the employee who is not a member of a union must join after a certain period of employment and must remain a member as a condition of employment.

### **Minimum Wage, Overtime and Medical Leave**

All employees in Virginia not covered by the Federal Fair Labor Standards Act (FLSA) are covered by the Virginia Minimum Wage Law if the employer has four or more employees. The federal minimum wage rate is \$5.15 per hour. The Virginia Minimum Wage Law, which covers many employees not falling under the FLSA provides for a minimum wage identical to the FLSA rate. A firm that engages in interstate commerce and/or has gross sales of \$500,000 annually must abide by the federal requirements. A firm not engaged in interstate commerce and with gross sales less than \$500,000 annually is subject to Virginia law. Certain employees, including those who receive tips, are subject to different pay standards.

Under federal guidelines, overtime pay must be at least one and one-half times an employee's regular rate of pay for all hours worked over 40 in a work-week.

The Family Medical Leave Act (FMLA) entitles employees to be off from work, due to family medical reasons, up to twelve weeks in a year beginning from the initial date of enrollment. This law applies to firms with at least 50 employees working within a 75-mile radius.

### **Payroll and Wages**

Employers may establish regular pay periods and rates of pay for all employees except executive personnel. Salaried employees must be paid at least once a month and employees paid on an hourly rate must be paid at least once every two weeks or twice a month. Students enrolled in a work-study program or its equivalent administered by any secondary school, institution of higher education, or trade school may be paid once each month if the institution so chooses. At termination of employment, Virginia regulations allow employers to pay employees all money due for work performed by the next

regularly scheduled pay period. Any forms of payroll deductions must be with an employee's approval.

### **Equal Pay**

Under the Equal Pay Act of 1963, employers may not discriminate in pay on the basis of gender for equal work requiring equal skill, effort, and responsibility, and which is performed under similar working conditions. If this law is violated and the violation is found to be willful, the employee whose wages were wrongfully withheld has a right to recover damages to the extent of two times the amount of wages withheld.

### **Bulletin Board Poster Requirements**

Employers operating in Virginia are required to display certain posters as prescribed by state and federal law. The required state and federal posters should be ordered directly from the issuing agency.

**Contact:** For more information and guidelines about **Child Labor and Right-to-Work Law, Minimum Wage, Payroll and Wages, Equal Pay,** and **Bulletin Board Poster Requirements,** contact the *Virginia Department of Labor & Industry Division of State Labor Law Administration, at (703) 392-0900.* See the appendix for the address of the Virginia Department of Labor & Industry.

For additional information about **Minimum Wage, Overtime,** and **Medical Leave,** please contact *U.S. Department of Labor, Wage & Hour Division at (703) 285-2575.* See the appendix for the address of the U.S. Department of Labor.

## OCCUPATIONAL SAFETY AND HEALTH REGULATIONS

The Virginia Occupational Safety and Health (VOSH) Program of the Department of Labor & Industry has full authority from the U.S. Department of Labor to administer occupational safety and health plan enforcement through the VOSH program for general industry, construction, agriculture, and public sector employers.

Federal Occupational Safety and Health Administration (OSHA) retains jurisdiction and exercises direct enforcement for private sector employers in maritime, shipyard, marine terminal, longshoring, and gear certification. It also retains jurisdiction for employment at work sites on certain federal military facilities or federal enclaves.

### Office of Cooperative Programs

The Office of Cooperative Programs provides general guidance to help companies establish employee safety and health programs. Consultation Services Staff conduct free on-site consultation with employers to assist them achieve compliance with safety and health standards. Specific and comprehensive surveys of the workplace can also be carried out by the staff at the employer's request. The consultants provide reports identifying hazards and recommending corrective measures, as well as conduct employee training if needed.

**Contact:** For additional information, please contact the *Virginia Department of Labor & Industry* at (703) 392-0900. See the appendix for the address of the Virginia Department of Labor & Industry.

### Occupational Safety and Health Enforcement

Safety compliance officers and industrial hygienists from the divisions of Occupational Safety and Health Enforcement in the Department of Labor and Industry make routine scheduled inspections of industrial firms and construction sites throughout Virginia. In addition to investigating complaints from employees and their representatives, fatal accidents and catastrophes, the Safety and Health Enforcement divisions also conduct informal conferences between the agency and the affected employers and employees. Virginia law authorizes the Commissioner of the Department of Labor and Industry to assess civil penalties for cited violations.

**Contact:** *Virginia Department of Labor & Industry, (703) 392-0900.*

### Radiation Control

The Virginia Department of Health's Bureau of Radiological Health conducts inspections of work places containing potential radiation health hazards. The inspection schedule is based on requests, complaints, previous inspection reports, and facility size and type. Consultation services are also available from the Bureau.

All radiation machines, with certain exceptions, must be registered with the Bureau of Radiological Health. All X-ray machines used in the healing arts must also be certified for use. The Bureau also has responsibility for licensing all persons who acquire radioactive materials not otherwise subject to federal regulations. Radiation limits and personnel protection procedures are contained in *Radiation*

*Protection Regulations*, available from the Virginia Department of Health.

Persons who conduct radon screening, testing, or mitigation must be listed as proficient by the U.S. Environmental Agency. Copies of this list as well as other publications can be obtained from the Virginia Department of Health.

**Contact:** For additional information, please contact the *Virginia Department of Health, Bureau of Radiological Health* at (800) 468-0138 or (804) 786-5932. See the appendix for the Virginia Department of Health, Radiological Health's address.

### **Boilers and Pressure Vessels**

The Division of Boiler Safety and Enforcement of the Department of Labor and Industry is responsible for assuring the inspection and certification of the construction, installation, operation, maintenance, repair, and alteration of all boilers and pressure vessels in Virginia. Boiler and pressure vessel inspections may be conducted by insurance inspectors and private fee inspectors who are commissioned by Boiler Safety.

**Contact:** For additional information, please contact the *Virginia Department of Labor & Industry* at (703) 392-0900, or the *Division of Boiler Safety and Enforcement* at (804) 786-3169. See the appendix for the address.

## ENVIRONMENTAL REGULATIONS

### **Administration**

Virginia administers its environmental programs through independent state agencies, the Department of Environmental Quality and the Virginia Marine Resources Commission, and their voluntary citizen boards, appointed by the Governor.

The independent agencies administer the daily operations of Virginia's environmental programs and have considerable authority over the issuance of permits, interpretation of regulations, fee-setting, and initiation of enforcement actions. The agencies also serve as the primary point of contact for regulated industries.

The Department of Environmental Quality is responsible for both the environmental permitting process and communications with business, government, and the general public. The Virginia Marine Resources Commission remains the primary contact for joint local, state, and federal applications for all wetlands and navigable waterways permitting requirements.

The City of Alexandria has promulgated local erosion and sediment control ordinances which establish soil conservation requirements for land distributing activities associated with new construction. Information concerning these requirements may be obtained from the City of Alexandria Department of Transportation and Environmental Services, or from the Virginia Department of Conservation and Recreation's Division of Soil and Water Conservation, listed below.

Under the complex system of state and federal environmental programs and procedures, it is highly recommended that any business or industry which is new, modifying an existing facility, or modifying a process, seek early guidance from the appropriate regulatory agency before proceeding with the prospective activity.

**Contact:** *Virginia Department of Environmental Quality, (804) 762-4000, or Alexandria Department of Transportation and Environmental Services, (703) 838-4966* for more detailed information and to obtain information on regulations and fees contained in the *Business and Industry Guide to Environmental Permits in Virginia*. See the appendix for the addresses of the Virginia Department of Environmental Quality and Alexandria Department of Transportation and Environmental Services.

## **BUSINESS RESOURCES, SERVICES AND ASSISTANCE**

### **Alexandria Economic Development Partnership, Inc.**

The Alexandria Economic Development Partnership, Inc. (AEDP) provides services in recruiting new businesses to Alexandria and helping existing businesses to expand within the City. AEDP assists businesses and targeted industries with information regarding the availability of build-to-suit sites, office space and retail locations, and economic and demographic statistics. Working closely with local, state and regional organizations, the AEDP promotes economic development options and programs by

- C furnishing a listing of existing and proposed commercial real estate
- C assisting commercial real estate professionals by providing material and property tours to businesses locating or expanding in the City
- C organizing outreach activities with City officials and businesses to technology firms, headquarter operations, small and minority-owned business enterprises, international firms, and associations
- C serving as a liaison between City, businesses, and the community to address regulatory concerns
- C providing information about comparative market data on Alexandria and the Metropolitan Washington area
- C promoting industrial revenue bond financing, the enterprise zone program, and incentives for research and development firms
- C working closely with the Alexandria Small Business Development Center and other small business service providers to assist in new and expanding businesses
- C supporting state and regional business attraction programs
- C meeting with local building owners, developers, and alliance groups to shape the various submarkets within the City to enhance the quality of life

**Contact:** For more information, contact the *Alexandria Economic Development Partnership, Inc. (AEDP)* at (703) 739-3820 or [alexecon@erols.com](mailto:alexecon@erols.com), or [www.alexecon.org](http://www.alexecon.org). See the appendix for AEDP's address.

### **Alexandria Chamber of Commerce**

The Alexandria Chamber of Commerce is a non-profit coalition of more than 1,100 businesses interested in promoting a good economic climate and quality of life in the City of Alexandria. It serves as the voice of business in Alexandria through its lobbying efforts. The Chamber also represents

member interests on selected state and federal issues deemed vital to business interests in Alexandria.

The Chamber offers a variety of programs and services to assist member firms in promoting and expanding their business base. These include business referrals, networking and business promotional opportunities, educational programs, business information and discounts on a variety business services which directly improve your bottomline. Other special programs include small business management workshops, sponsorship of a business expo showcasing the products and services available from Chamber members, and several community award programs. The Chamber as of July 1999, hosts the Alexandria Small Business Development Center to further strengthen small business assistance in the City.

In addition to its lobbying and networking programs, the Alexandria Chamber of Commerce helps promote its members' businesses through its referral services to potential visitors who contact the Chamber each month seeking hotel, restaurant, shopping and consumer services. The Chamber also receives more than 400 calls each month regarding business services. Referrals are made only to Alexandria Chamber of Commerce members, a free membership service.

Referrals are also made via the Chamber's web site located at [www.alexchamber.com](http://www.alexchamber.com). The Chamber's home page highlights major business issues and activities impacting the Alexandria community, including small business information. Web visitors can also identify Chamber members in various categories of business. Chamber members can now link directly to the Chamber's home page to ease access to business services and products.

The Chamber's 29-member Board of Directors develops an annual Program of Action to help improve Alexandria's economic climate and quality of life. The Program of Action includes technological initiatives and special programs to assist small businesses in expanding their economic success.

**Contact:** For further information about the Chamber's services and programs, please contact *Alexandria Chamber of Commerce* at (703) 549-1000. See the appendix for the Chamber's address.

#### **Alexandria Small Business Development Center (SBDC)**

The Alexandria SBDC is part of Virginia's Small Business Development Centers, representing the most extensive business development program in the state. Hosted by the Alexandria Chamber of Commerce, the SBDC is a partnership between the City of Alexandria, the state, and the federal government working to strengthen Alexandria's economy. The SBDC assists small and medium-sized businesses in the City of Alexandria to improve management skills, productivity and their ability to generate profit. The SBDC provides one-on-one small business counseling, and information and referral services, at no cost. Nominal fees may be charged for training workshops and seminars.

**Contact:** For more information about the SBDC and its services, please contact *Alexandria Small Business Development Center* at (703) 299-9146 or their web page at [www.alexandriasbdc.com](http://www.alexandriasbdc.com). See the appendix for Alexandria SBDC's address.

### **Alexandria Convention and Visitors Association**

The Alexandria Convention and Visitors Association (ACVA) is a public/private partnership established in 1996 to promote the City of Alexandria and maximize business opportunities, increase tax revenues, and share the unique heritage of the City with visitors. ACVA markets events taking place in the City of Alexandria and is responsible for presenting Alexandria as a meeting and tour group site, as well as destination for leisure and business travel.

**Contact:** Information packages may be obtained by contacting the ACVA at (703) 838-4200 or their web page at [www.FunSide.com](http://www.FunSide.com). See the appendix for the ACVA's address.

### **Alexandria Enterprise Zone**

Alexandria's Enterprise Zone, the first and only State Enterprise Zone in Northern Virginia, was designated by the Governor of Virginia in 1994. The Enterprise Zone was established to stimulate private investment and job opportunities by offering businesses located within the selected area a package of state and local incentives.

The City of Alexandria administers Alexandria's Enterprise Zone. Working with the City, the Alexandria Economic Development Partnership, Inc., promotes a comprehensive program designed to market the Enterprise Zone as a business location, and supports small and minority business development in the Zone. Qualified businesses are eligible for state tax credits, grants and other benefits.

**Contact:** Alexandria Economic Development Partnership, Inc. (AEDP) at (703) 739-3820. See the appendix for AEDP's address.

### **Business Information Center (BIC)**

Supported by a local U.S. Small Business Administration (SBA) office, the BIC is designed to help your business research and plan. This "one-stop-center" offers free access to over 2,000 state-of-the-art computer and small business planning tools combined with free counseling by SCORE volunteer counselors.

**Contact:** For more information about BIC, please contact the SBA Washington District Office (202) 606-4000 Ext. 287. See the appendix for the SBA's address.

### **Tax Exempt Options for Technology Firms**

A company which registers with the City of Alexandria as a "research and development company" can exclude a portion of its receipts subject to the business and professional occupation and license tax. The portion of the company's revenue derived from research and development is excluded from the firm's receipts. Companies qualify for this exemption by obtaining recognition from the Department of Finance that they meet certain criteria developed by the Financial Accounting Standard Board. The Director of Finance makes the final determination as to whether a firm qualifies.

**Contact:** For more information about the City's policy on research and development companies, please contact the Director of Finance, Finance Department (703) 838-4755. See the appendix for

the Finance Department's address.

**Virginia's Center for Innovative Technology (CIT)**

Virginia's Center for Innovative Technology (CIT) provides a balanced portfolio of services to address the unique challenges that directly promote the creation and retention of technology-based jobs and businesses in Virginia. CIT draws upon higher education, federal laboratories and many other partners to deliver appropriate solutions to businesses. Programs and services include, technical assistance in acquiring or developing a technology, turning technologies into products, or getting new products into production and to market

**Contact:** For additional information, please contact *Regional Director, Northern Virginia, Virginia's Center for Innovative Technology at (703) 689-3045*. See the appendix for CIT's address.

**Virginia Department of Business Assistance**

The Virginia Department of Business Assistance (DBA) offers four main programs for business and industry. The Existing Industry Division identifies resources that allow existing businesses and industries to address needs by taking advantage of opportunities and avoiding problems. The Workforce Services Division helps new and existing businesses and industries to recruit and train workers for newly created jobs. The Financial Services Division identifies potential financial resources and administers lending programs. The Small Business Division provides counseling and guidance to small business and entrepreneurs.

**Contact:** For more information, please contact *Virginia Department of Business Assistance (DBA) at (804) 371-8200*. See the appendix for DBA's address.

## **BUSINESS SUPPORT ORGANIZATIONS AND PROGRAMS**

### **Alexandria Business and Professional Women (BP&W)**

A membership organization for business and professional women.

**Contact:** *Alexandria BP&W, (703) 824-1378.* See the appendix for BP&W's address.

### **American Association of Home-Based Businesses**

A nationwide membership association for home-based businesses.

**Contact:** *American Association of Home-Based Businesses, Northern Virginia Chapter (AAHBB/NVC), (703) 442-6295.* See the appendix for the address of AAHBB/NVC.

### **The Eisenhower Partnership**

The Eisenhower Partnership promotes the development and redevelopment of the four-mile Eisenhower Avenue corridor in Alexandria. This area includes three Capital Beltway Interchanges and three Metro Stations (Eisenhower Avenue, King Street and Van Dorn), and large parcels of prime office, retail, and residentially zoned land.

The Partnership's activities focus on improving the quality of amenities and the appearance of the Eisenhower corridor; working with businesses seeking a location on the corridor; and promoting corridor locations to prospective tenants and building owners. It encourages members to purchase goods and services from other member businesses and sponsors networking events among area businesses. The Eisenhower Partnership works closely with the Alexandria Economic Development Partnership, Inc. to assist businesses looking for an Eisenhower Avenue location, and with the Alexandria Chamber of Commerce on small business and retail promotion initiatives.

**Contact:** For additional information, please contact *The Eisenhower Partnership at (703) 684-5124.* See the appendix for the Partnership's address.

### **German American Business Association (GABA)**

GABA exists to help the German and American business person develop a better understanding of each other's business environment and to help them meet others with whom they want to develop a business relationship. GABA's focus is in three principal areas:

- Networking opportunities
- Providing services to facilitate German and American firms doing business with each other
- Fostering business leader development opportunities and exchange programs

**Contact:** For more information, please contact *GABA Washington Area Office at (703) 836-6120.* See the appendix for GABA's address.

### **Greater Washington Ibero-American Chamber of Commerce**

The Greater Washington Ibero-American Chamber of Commerce is a membership organization representing Hispanic businesses in the greater Washington area on important minority issues. It also provides information to members.

**Contact:** For information, contact the *Greater Washington Ibero-American Chamber of Commerce* at (202) 728-0352. See the appendix for the Chamber's address.

### **International Franchise Association**

Serves as a resource center for current and prospective franchisers and franchisees, the government and media.

**Contact:** *International Franchise Association*, (202) 628-8000. See the appendix for the address of the International Franchise Association.

### **JobLink**

*JobLink* is operated by the City of Alexandria, Department of Human Services in partnership with the Alexandria Chamber of Commerce, Alexandria Works! Coalition, Alexandria Commission on Employment, Alexandria/Arlington Private Industry Council, the Alexandria Economic Development Partnership, Inc., and Northern Virginia Community College. *JobLink* screens and prepares adults and youth throughout the City to enter and re-enter the job market. It works directly with employers to locate qualified applicants with pre-screened skills and aptitudes, tailors employee training to job requirements and computer matches prospects to job expectations. *JobLink* offers full service support for employees through a hiring plan that links the employer with reliable and job-prepared employees. All services are free.

**Contact:** *JobLink*, (703) 838-4316. See the appendix for the address of *JobLink*.

### **King Street Metro Enterprise Team (KSMET)**

The King Street Metro Enterprise Team (KSMET) a not-for-profit association of businesses which provides a forum for sharing common interests and concerns for business development and quality of life. Its primary area of interest lies between the King Street Metro Station and Washington Street environs.

**Contact:** For further information, please contact Barbara Brecher, President *KSMET* at (703) 548-2878. See the appendix for the address of KSMET.

### **Northern Virginia Urban League**

Along with a number of other prominent African-American organizations, the National Urban League has been enlisted by the U.S. Small Business Administration (SBA) to help link minority entrepreneurs with the SBA and its traditional lending partners to increase loan assistance to minority-owned businesses and entrepreneurs in underserved communities.

**Contact:** For detailed information on this and other programs of the National Urban League, please

contact *Northern Virginia Urban League* at (703) 836-2858.

### **Northern Virginia Community College**

Northern Virginia Community College (NVCC) is an active participant in the Virginia Community College System's *Virginia Works* program. *Virginia Works* aims to strengthen the quality and availability of workforce services to business and industry by providing training programs geared to the needs of the business community. NVCC's Continuing Education and Workforce Development Offices offer courses, seminars, and workshops, on campus and at employers' sites.

**Contact:** For additional information, please contact *Northern Virginia Community College, Alexandria Campus* at (703) 845-6240. See the appendix for the address of NVCC.

### **Office of Transit Services and Programs (OTS&P)**

The City of Alexandria's Office of Transit Services and Programs (OTS&P), Department of Transportation & Environmental Services, provides information and resources to businesses and employees on transportation alternatives. The OTS&P will help your company solve employee commuting and parking problems. Your business will benefit with lower parking expenses, higher morale, improved recruiting, and more productive less stressed employees. In addition both you and employees will save money with the "pre-tax" option of *Metrochek*. To help you get moving, OTS&P also provides a transit match subsidy to businesses starting new transit programs. OTS&P's services are free of charge to City of Alexandria businesses.

**Contact:** For more information, please contact the *Rideshare Coordinator* at (703) 838-3800 *Office of Transit Services and Programs, Alexandria Department of Transportation & Environmental Services*. See the appendix for OTS&P's address.

### **Old Town Business Association**

The Old Town Business Association (OTBA) is a membership association of businesses in the Old Town Alexandria area.

**Contact:** For more information about OTBA, please contact *Charlotte Hall, President, Potomac River Boat Company* at (703) 684-0580. See the appendix for OTBA's address.

### **Alexandria Hotel Association**

The Alexandria Hotel Association (AHA) is an association of hotel general managers and owners dedicated to servicing Alexandria and its development with an understanding of the economic impact behind the hospitality industry. AHA serves as a voice for member hotels to study trends in the hotel industry, to promote advancement of Alexandria's hospitality industry and work with City officials on issues directly affecting its members.

**Contact:** For more information about AHA, please contact *Wanda McKeon, President*, at (703) 838-2802. See the appendix for AHA's address.

### **Potomac West Business Association**

The Potomac West Business Association (PWBA) is a membership organization of business and property owners, professionals, and civic leaders who work together to improve the Potomac West area. PWBA undertakes special programs, neighborhood improvement projects and promotional events. Special networking opportunities and informational programs geared to various aspects of business operations and development are available from PWBA.

**Contact:** For more information, please contact *Potomac West Business Association at (703) 299-9588*. See the appendix for PWBA's address.

### **Crime Resistance Program**

The Alexandria Police Department's Crime Prevention Unit provides programs to help businesses protect personnel, clients and property from crime. The following services are offered free and confidentially:

- Review of building and site plans for builders, developers, and architects to improve security
- Security survey and cost-effective recommendations for business owners and operators on exterior lighting, cash-handling procedures, and personnel safety
- Employee training on personal safety, office security, and combating shoplifting and robbery
- Assistance forming a *Business Watch* group with other businesses.
- Provide home security surveys.

**Contact:** For more information on the Police Department's Crime Prevention Unit, please contact *Alexandria Police Department, Crime Prevention Unit at (703) 838-4520*. See the appendix for the Police Department's address.

### **Child Care**

The City of Alexandria Office for Early Childhood Development (OECD) provides information on all aspects of child care, including state and local regulations and licensing requirements. The OECD also provides financial assistance to eligible families to help pay the costs of child care. Free training programs, monthly workshops and post-secondary scholarships are also offered to family child care providers and child care center staff.

**Contact:** Businesses or individuals interested in more information about child care resources may contact *Office for Early Childhood Development, Department of Human Services at (703) 838-0750*. See the appendix for the address of the Department of Human Services.

### **United States Hispanic Chamber of Commerce**

The United States Hispanic Chamber of Commerce (USHCC) is a membership organization that promotes the growth and development of Hispanic businesses.

**Contact:** For more information, please contact the *USHCC at (202) 842-1212*, or at website *www.usbcc.com*. See the appendix for USHCC's address.

## STATE LENDING AND FINANCIAL ASSISTANCE PROGRAMS

### **Virginia Small Business Financing Authority**

To assist qualified Virginia businesses in obtaining short-term financing, the Virginia Small Business Financing Authority (VSBFA) will guarantee a portion of a loan or a line of credit extended by a bank. The maximum guaranty is \$300,000 or 75 percent of the loan amount, whichever is less. The guaranty benefits the business by securing financing it would otherwise have been unable to obtain, while the bank benefits by reducing its risk.

VSBFA charges a non-refundable fee of \$100 to \$250, depending on the loan amount requested, to process a Loan Guaranty Application. The annual guaranty fee is one percent of the guaranteed portion of the loan or line of credit. To be eligible for financing under the VSBFA Loan Guaranty Program, a Virginia business, must meet at least one of the following criteria: have \$10 million or less in annual revenues over each of the last three years; have a net worth of \$2 million or less; or have fewer than 250 employees.

**Contact:** For additional information, please contact the *Virginia Small Business Financing Authority at (804) 371-8254*. See the appendix for VSBFA's address.

### **Virginia Defense Conversion Revolving Loan Fund (VDCRLF)**

This program provides loans of up to \$700,000 to bridge the gap between private debt financing and private equity for projects that will result in job creation or retention. Funding is available for fixed asset financing to new and expanding manufacturing companies and other industries which derive 50% or more of their sales outside of Virginia.

**Contact:** *Virginia Small Business Financing Authority, (804) 371-8254*. See the appendix for VSBFA's address.

### **Industrial Development Bonds (IDBs) and the Umbrella IDB Program**

The Virginia Small Business Financing Authority issues both tax-exempt and taxable revenue bonds (IDBs) statewide to provide creditworthy businesses with access to long-term, fixed asset financing at favorable interest rates and terms. Tax-exempt IDBs may be used to finance new or expanding manufacturing facilities and exempt projects such as solid waste disposal facilities.

In addition, VSBFA offers an Umbrella IDB Program which provides a cost efficient means for businesses to sell their bonds in the public bond market, particularly for smaller projects with limited access to this market.

**Contact:** *Virginia Small Business Financing Authority, (804) 371-8254*. See the appendix for the VSBFA's address.

### **Virginia Economic Development Revolving Loan Fund**

This program provides loans of up to \$700,000 to bridge the gap between private debt financing and private equity for projects that will result in job creation or retention. Funding is available for fixed

asset financing to new and expanding manufacturing companies and other industries which derive 50% or more of their sales outside of Virginia.

**Contact:** *Virginia Small Business Financing Authority, (804) 371-8254.* See the appendix for VSBFA's address.

### **Child Day Care Financing Programs**

The Virginia Small Business Financing Authority (VSBFA) provides small direct loans to "regulated" child care providers in the Commonwealth for quality enhancement projects or to meet child care requirements, including health, safety and fire codes.

VSBFA provides loans up to \$25,000 for Child Day Centers and up to \$3,000 to Family Home Providers. Some examples of eligible loan uses include infant care equipment, equipment needed to care for children with special needs, playground improvements, vans, and upgrades or renovations to kitchens, bathrooms, plumbing or electrical systems.

**Contact:** For more information, please call *Child Day Care Financing Program at VSBFA, (804) 371-8184.* See the appendix for VSBFA's address.

### **Virginia Neighborhood Assistance Act**

The Virginia Neighborhood Assistance Act offers state income tax credit for businesses assisting economically disadvantaged individuals throughout the State. Investment by a business may take the form of financial assistance, material, labor, job training, counseling, emergency assistance medical care, and crime reduction activities.

**Contact:** For more information, please contact *Neighborhood Assistance Program, Department of Social Services, Office of Community Services at (804) 692-1895.* See the appendix for the address of the Department of Social Services.

## **CITY OF ALEXANDRIA FINANCIAL ASSISTANCE PROGRAMS**

### **Business Assistance Loan Program (BALP)**

The City of Alexandria administers the Business Assistance Loan Program (BALP) funded with federal Community Development Block Grant monies for existing and new businesses located within the Potomac West area of the City of Alexandria. The primary purpose of BALP is to assist businesses within the Potomac West area of the City to retain or create jobs for low and moderate income persons. The loan funds may also be used to correct code violations and make exterior improvements to a building.

BALP loan funds may be used to purchase equipment, pay for operating expenses and other working capital. The loan program is designed to provide gap financing and is not intended to be used as a source of primary financing. A business establishment must first apply and be approved for primary financing through a private lending institution. A business requiring additional funds may apply for gap financing up to \$50,000.

BALP loans must have adequate collateral and carry an interest 2 percent below the prime lending rate of the institution extending the primary loan. The loan term will be coterminous with the primary loans, but may not exceed 20 years (10 years for loans of \$25,000 or less).

**Contact:** Businesses interested in learning more about the BALP should contact the *Office of Housing, Division Chief, Program Implementation Division at (703) 838-4622*. See the appendix for the address of the Office of Housing.

### **Alexandria Micro Loan Program**

The Alexandria Micro Loan Program aims to stimulate development in underserved areas of the City of Alexandria and strengthen the City's small business community. The Program provides loans of up to \$25,000 to small businesses in Alexandria that do not yet qualify for conventional loans. The loans may be used for purposes such as inventory, equipment, supplies and working capital. To be eligible, the business must be for profit and located in Alexandria. The program targets businesses owned by low to moderate income, minority and women entrepreneurs and businesses located in underserved areas.

**Contact:** For more information about the Alexandria Micro Loan Program, contact the *ECDC Enterprise Development Group (ECDC) at (703) 685-0510*. See the appendix for ECDC's address.

### **Alexandria Industrial Development Authority (IDA)**

The City of Alexandria's Industrial Development Authority (IDA) principal task is to promote industry and develop trade by inducing manufacturing, industrial, governmental and commercial enterprises to locate or remain in Virginia. IDA's major tool for accomplishing these objectives is the issuance of industrial revenue bonds. The interest on these bonds enjoys a tax exempt status for federal and Virginia income tax purposes. IDA bonds may be used for any legitimate project, except for certain sporting and recreational facilities and single or multi-family facilities.

**Contact:** For further information about industrial revenue bond financing, please contact *Alexandria Industrial Development Authority (IDA)* at (703) 739-3820. See the appendix for IDA's address.

## SBA FINANCIAL ASSISTANCE PROGRAMS

The U.S. Small Business Administration (SBA) has five primary financial assistance programs: the 7(a) Loan Guaranty Program, the 504 Certified Development Company Program, the 7(m) Micro-loan Program, Surety Bond Guarantee Program, Small Business Investment Companies, and the Small Business Innovation Research/Technology Transfer Programs.

### **SBA 7(a) Loan Guaranty Program**

The SBA 7(a) Loan Guaranty program guarantees loans made by commercial lenders to small businesses. Loans can be used for business or property acquisition, expansion, equipment purchase, working capital and debt consolidation. The SBA will guarantee up to 80 percent of loans of \$1,000,000 or less and 75 percent on loans of more than \$100,000. The maximum loan amount guaranteed is \$750,000.

Guaranty fees are based on maturity and the SBA's share: on loans of more than one year where the SBA exposure is \$80,000 or less, the fee is 0.25 percent; on loans of more than one year where the SBA exposure \$80,000 or less, fees are calculated on an incremental scale.

Repayment periods vary according to the business' ability to repay, and the specific loan product selected below. Generally, loans for working capital will have a repayment period of up to 10 years, while loans for machinery/equipment, real estate, and construction will have a repayment period of up to 25 years.

The 7(a) program includes a number of products:

- C **LowDoc** - or Low Documentation Loan Program;
- C **FA\$TRAK** - where loan documentation and approval authority are delegated to lenders;
- C **Prequalification Loan Programs** - a pilot program which utilize intermediaries to assist women and minority-owned businesses and entrepreneurs to develop their loan application package for submission to the SBA and a lender. On approval by the SBA, the agency issues a letter of prequalification to the applicant stating its intent to guarantee a loan extended by a lender to the applicant;
- C **CAPLines** - an umbrella lending program that helps small businesses meet cyclical working capital needs;
- C The **International Trade Loan Program (ITL)** and the **Export Working Capital Program (EWCP)**, provide short and medium-term financing to small businesses involved in exporting; and
- C **DELTA** - the Defense Loan and Technical Assistance Program provides financial and technical assistance to help defense-dependent firms diversify.

**Contact:** For further information, please contact *U.S. Small Business Administration, Washington District Office at (202) 606-4000. Internet home page: <http://www.sbaonline.sba.gov>. See the appendix for the SBA's address.*

### **SBA 504 Certified Development Company Program**

The Virginia Asset Financing Corporation has been designated by the SBA to provide long-term, fixed rate financing to Virginia's small and medium sized businesses through the 504 Loan Program. Businesses receive favorable terms through the 504 Loan Program for financing the acquisition and/or renovation of an existing building, acquisition of land and construction of a new building, or the purchase of long-term machinery and equipment. The assets acquired must be for use by the business.

Typically the new businesses will be required to provide a 10% down payment, another lending institution will provide 50% of the project financing (1<sup>st</sup> lien), and the borrower will provide the remaining 40% (2<sup>nd</sup> lien). The 504 portion provides a competitive rate coupled with a full 20-year maturity. In exchange for the competitive package, the business is expected to create jobs, meet a public policy goal of the SBA, or demonstrate a significant impact on the local economy. The average project size is \$1,000,000. Although projects range in size from \$200,000 to \$5,000,000. Start-up businesses are eligible, although the typical borrower is an existing business. The 504 Program is administered in Northern Virginia, including the City of Alexandria, by the Virginia Asset Financing Corporation.

**Contact:** For more information about the 504 Loan Program, please contact the *Virginia Asset Financing Corporation* at (703) 352-0504, or on-line at [www.vacf.org](http://www.vacf.org). See the appendix for the addresses of Virginia Asset Financing Corporation.

### **SBA 7(m) Micro Loan Program**

The Micro Loan Program provides short-term loans ranging from \$500 to \$25,000 for small-scale financing purposes such as inventory, supplies, machinery/equipment, furniture and working capital. Loans are made to for profit new and existing businesses, through SBA-approved locally based nonprofit organizations. Generally, these funds may not be used to pay existing debts, purchase real estate, or provide a down payment on a project in excess of \$25,000 in value.

The City of Alexandria has established a Micro Loan Program, known as the **Alexandria Micro Loan Program**, administered by **ECDC Enterprise Development Group**, the only designated SBA micro loan intermediary lender in Northern Virginia. ECDC provides micro loans as well as management assistance, and training to small-scale enterprises.

**Contact:** For further information about the Alexandria Micro Loan Program, refer to City of Alexandria Financial Assistance Programs in the Table of Contents of this Resource Directory, and contact the *ECDC Enterprise Development Group (ECDC)* at (703) 685-0510. See the appendix for ECDC's address.

### **Surety Bond Guarantee Program**

The Surety Bond Guarantee (SBG) Program was developed to provide small and minority contractors with contracting opportunities for which they would not otherwise bid. The Office of Surety Guarantees administers the SBG program through a private-public partnership between the federal government and the surety industry. SBA guarantees bid, performance, payment and ancillary bonds issued by surety companies for construction, service and supply contracts and reimburses the sureties a percentage of the losses sustained if the contractor defaults. SBA's guarantee provides the incentive

necessary for sureties to issue bonds to contractors who could not otherwise compete in the contracting industry.

**Contact:** For further information, please visit the SBA website at *www.sba.gov.contact*. See the appendix for the SBA's address.

### **Small Business Investment Companies (SBIC) and Specialized Small Business Investment Companies (SSBIC)**

The Small Business Investment Company Program fills the gap between the availability of venture capital and the needs of small businesses that are either starting or growing. Licensed and regulated by the SBA, SBIC's are privately owned and managed investment firms that make capital available to small businesses through investments or loans. They use their own funds plus funds obtained at favorable rates with SBA guaranties and/or by selling their preferred stock to the SBA. SBIC's are for-profit firms whose incentive is to share in the success of a small business.

**Contact:** SBICs, *National Association of Small Business Investment Companies (202) 628-5055; SBA Washington District Office (202) 606-4000; SSBICs, National Association of Investment Companies, (202) 289-4336*. See the appendix for these addresses.

### **Small Business Innovation Research (SBIR)**

The mission of the Office of Technology is to strengthen and expand the competitiveness of U.S. small high-technology research and development businesses in the federal marketplace. The SBIR also provides assistance in achieving commercialization of the results of both the federal research and development programs mandated by the Small Business Innovation Development Act of 1982 and the Small Business Research and Development Enhancement Act of 1992.

**Contact:** For more information, please contact *U.S. Small Business Administration, (SBA) Office of Technology at (202) 205-6450*. See the appendix for the address of the SBA's Office of Technology.

### **Small Business Technology Transfer (STTR)**

The STTR Program is a pilot program for grant funding of small business cooperative research and development projects conducted with a research institution. This program is designed to inspire small companies, research institutions and universities to work together to move ideas from the laboratory to the marketplace, to foster high-tech economic development, and to address US technological needs.

**Contact:** *SBA Office of Technology, (202) 205-6450*, listed above, for more information. See the appendix for the address of SBA's Office of Technology.

## **MINORITY BUSINESS ENTERPRISE PROGRAMS**

There are a variety of programs and services available to Alexandria minority business owners and entrepreneurs. These programs are sponsored by the federal government, the Commonwealth of Virginia, or other non-profit organizations.

### **Virginia Department of Minority Business Enterprise (DMBE)**

The Virginia DMBE works with minority firms to increase contracting opportunities for minority businesses in both the public and private sector, with emphasis on doing business with the state government. Assistance is provided in registering minority firms as vendors with Virginia, federal and local agencies.

**Contact:** For more information, please contact Virginia DMBE at (804) 786-5560. See the appendix for the address of the Virginia Department of Minority Business Enterprise.

### **Virginia Department of Transportation (VDOT)**

The Virginia Department of Transportation (VDOT) is responsible for the nation's third largest state-maintained highway system. VDOT administers the building and maintenance of highways, bridges, ferries, and tunnel services throughout Virginia.

In 1982, Congress mandated that 10 percent of federal-aid highway money be spent with small businesses owned and controlled by socially and economically disadvantaged individuals, thus directing the establishment of a Disadvantaged Business Enterprise (DBE) Program. In 1999 the U.S. Department of Transportation (USDOT) revised the DBE program removing the 10 percent mandate. The revised program allows federal-aid recipients to establish their own goal on federal-aid contracts. VDOT established its DBE goal at 10.1 percent, which was approved by USDOT. VDOT assists disadvantaged business enterprises (DBE), through its Business Assistance and Support programs, by offering services and support to increase their participation in contracts financed with federal funds. It also provides opportunities for DBE firms in state-funded highway projects. In addition, technical, educational and managerial training, and construction loan assistance are also available from VDOT. To participate in VDOT's DBE program, a firm must meet certain qualifying criteria through a certification process.

**Contact:** For more DBE program information, or to apply for certification, please contact VDOT at (804) 786-2085, or VDOT's Northern Virginia Office at (703) 934-0825. See the appendix for VDOT's addresses.

### **Virginia Regional Minority Supplier Development Council (VRMSDC)**

The Virginia Regional Minority Supplier Development Council (VRMSDC) is a non-profit organization working to expand business opportunities for minority-owned businesses. In addition, the Council works to encourage mutually beneficial economic links between minority businesses and the public and private sectors.

Programs and services offered by VRMSDC include certification, referrals to corporate members of

qualified minority-owned suppliers, business assistance loan programs, networking events, and executive education scholarship programs.

**Contact:** For more information, please contact *VRMSDC* at (804) 780-2322, or *VRMSDC Northern Virginia Regional Office* at (703) 903-3431. See the appendix for *VRMSDC*'s address.

## **WOMEN-OWNED BUSINESS ENTERPRISE PROGRAMS**

Various programs sponsored by the federal government, Commonwealth of Virginia and non-profit organizations are available to train and educate women business owners who want to start or expand their businesses.

### **Assistance For Women**

In an effort to address the special needs and concerns of women who want to start or expand their business, the U.S. Small business Administration (SBA) has a partnership locally with the Women's Business Center (WBC) to provide low-cost and free training and counseling to women business owners. The Center's programs include comprehensive long-term training, hands-on workshops, and full-day seminars for women entrepreneurs at all levels of business development - from start-up through mature and growing companies, and introduces clients to business technology including the Internet and the World Wide Web.

**Contact:** For more information, please contact the *Women's Business Center, Inc.* at (202) 785-4922. See the appendix for the address of the Women's Business Center, Inc.

### **Women's Business Center Online**

The Women's Business Center Online provides women business owners with business training and technical assistance, help in accessing credit and capital, and business opportunities, including federal contracts. Women's Business Center Online is the only office in the Federal Government established to help women become full partners in economic development through small business ownership.

**Contact:** For more information, please contact *Office of Women's Business Ownership, US Small Business Administration* at (202) 205-6673, or access its interactive free *website* for training and assistance in starting or growing a business at [www.onlinewbc.org](http://www.onlinewbc.org). See the appendix for the Women's Business Center Online address.

## PROCUREMENT OPPORTUNITIES

### The City of Alexandria

The government of the City of Alexandria consists of 19 departments and these departments purchase a variety of goods and services ranging from pencils to multimillion dollar construction projects. All contracts for purchase or lease of goods and services, insurance or construction are awarded through competitive bidding or negotiation, or through other processes established by Virginia Law and City Code. It is the mission of the City's Purchasing Division to provide fair and equal treatment to all persons, both City departments and vendors, involved in the procurement process.

While the City of Alexandria cannot, by law, grant preferences or set-asides to small and disadvantaged businesses, the City's Purchasing Division cooperates with state and federal agencies, and organizations supporting small business development in Alexandria to facilitate the participation of small and disadvantaged businesses in the procurement transactions of the City. The City publishes a brochure, *How to do Business with the City of Alexandria, Virginia -- A Guide for Vendors*. Call or write the City's *Division of Purchasing* to obtain a free copy. The brochure is also available on the Internet at: <http://ci.alexandria.va.us/purchasing/purchasing.html>

**Contact:** To place your firm on the City's computerized list of goods and services, or to obtain more information on the procurement process, please contact *Purchasing Agent, City of Alexandria, Division of Purchasing* at (703) 838-4944. See the appendix for the Purchasing Agent's address. The following City of Alexandria agencies and authorities are legally independent of the City and are responsible for conducting their own purchasing transactions:

**Contact:** *Alexandria City Public Schools*, (703) 825-6643; *Alexandria Public Library*, (703) 838-4558; *Alexandria Redevelopment & Housing Authority*, (703) 549-7115; *Alexandria Sanitation Authority*, (703) 549-3381. See the appendix for the addresses of the City of Alexandria agencies and purchasing authorities listed above.

### Other Local Governments

The Metropolitan Washington Council of Governments (COG) publishes a *Directory of Local Government Purchasing Personnel* which lists information on nearly 50 different purchasing entities in the Metropolitan Washington region.

**Contact:** Copies of the Directory are available through COG at (202) 962-3200. See the appendix for COG's address.

### Commonwealth of Virginia

Businesses interested in procurement opportunities with the Commonwealth of Virginia must first register their firms with the State's Division of Purchase and Supply.

**Contact:** To obtain an application for registration, or for further information, please contact *Virginia Division of Purchases and Supply, Department of General Services* at (804) 786-3845. See the appendix for the address of the Department of General Services.

### **Virginia Women’s Business Enterprise Program (VWBE)**

The Virginia Women’s Business Enterprise Program (VWBE) offers assistance to Virginia’s women-owned business enterprises by providing a process for certification of women-owned businesses to augment their efforts in securing “set-aside” contracts and participation in supplier diversity programs, and assists certified Virginia women-owned firms in marketing to buyers via a directory and on-line database.

**Contact:** For more information about the VWBE Certification program, please contact the *Virginia Women’s Business Enterprise Program at the VWBE Message Line at (800) 980-8923*. See the appendix for VWBE’s address.

### **Federal Government Procurement**

The following are the major federal programs which provide business development assistance to small, disadvantaged-owned firms to gain access to federal procurement opportunities:

- C     The *Prime Contracts Program (PCR)*, helps to increase the small business share of government contracts. PCR’s review contracting actions at major federal procurement centers, review the subcontracting plans, recommend contracting sources and provide counseling.
  
- C     The *Section 8(a) Business Development Program* is intended for business development purposes to help socially and economically disadvantaged business owners. SBA assists these firms in gaining equal access to the resources necessary to develop their business and, thereby, improve their ability to compete on an equal basis in the mainstream of the American economy.
  
- C     The *Small Disadvantaged Business (SDB) Program* processes SDB certification applications. To qualify as an SDB, a firm must be owned and controlled by one or more individuals who are socially and economically disadvantaged. Congress has directed that individuals who are members of certain ethnic groups are presumed to be disadvantaged. Other persons, including women and persons of any race, can also qualify by establishing their disadvantaged status.
  
- C     The *Women-Owned Business Procurement* is a multi-faceted program aimed at teaching women to market to the federal government. It also works to increase the pool of qualified business owners through procurement conferences held at major buying sites.
  
- C     The *Federal Procurement Opportunities* is a nationwide program to assist veteran-owned businesses. It provides veterans (especially those impacted by defense downsizing) opportunities to sell products and services to the federal government and to federal prime contractors.

**Contact:** For more information about federal government procurement opportunities and programs, please contact *SBA’s Washington District Office at (202) 606-4000*. See the appendix for the SBA’s address.

**Procurement Technical Assistance Program (PTAP)**

The Procurement Technical Assistance Program (PTAP) is a not-for-profit organization funded by the Defense Logistics Agency and George Mason University. PTAP exists to increase contracting opportunities between small businesses, prime government contractors and the federal government. It offers technical assistance, marketing, technical consulting and educational services to businesses in Northern Virginia and Washington, DC metropolitan area that are interested in federal, state, and local contracting. Most of the services are free of charge.

**Contact:** For additional information about the program and client services, please contact *PTAP* at (703) 277-7750 or web page at <http://www.gmu.edu/gmu/PTAP>. See the appendix for PTAP's address.

**Virginia Procurement Pipeline**

The Virginia Procurement Pipeline is a computerized database that assists Virginia buyers and sellers by marketing and identifying products and services that are available in the state. This program was established by the Virginia Economic Bridge which provides the database on the Internet at no charge to the companies.

**Contact:** For further information about obtaining a free listing with the Pipeline, please contact *Virginia Procurement Pipeline* at (540) 633-4532. See the appendix for the Virginia Procurement Pipeline's address.

## **WORKFORCE TRAINING AND RECRUITING**

### **City of Alexandria Office of Employment Training (OET)**

#### *Employment Resource Center*

The Resource Center responds to employers' recruitment needs by providing a central location to list job vacancies and find qualified employees. The Resource Center helps job seekers with job vacancy listings and resources such as typewriters, telephones, and computers to facilitate the job search.

#### *Job Training Partnership Act*

Assists those who are unemployed and economically disadvantaged with career counseling, training, and job development.

#### *Economic Displacement and Worker Adjustment Assistance (EDWAA)*

This program helps people who lose their jobs due to downsizing or closing. EDWAA staff conduct briefings at employer work sites to explain the program's services which include career counseling, retraining in marketable skills, and assistance with job search.

#### *Youth Employment Program*

Helps youth obtain work experience and basic educational skills in federally and privately funded summer jobs and year-round employment.

#### *Virginia Refugee Resettlement Program*

Assists employers with transition services and helps refugee clients with services such as counseling, training, and job development.

**Contact:** For more detailed information on the employment training and recruiting programs, and the services, please contact *OET* at (703) 838-0940. See the appendix for OET's address.

#### ***Alexandria Works!***

This program is dedicated to providing community leadership and support for welfare reform in the City of Alexandria. *Alexandria Works!* is a coalition of businesses, non-profit and religious organizations and government agencies working to assist persons on Aid to Families with Dependent Children (AFDC) to become employed in unsubsidized private sector jobs.

**Contact:** For more information about *Alexandria Works!* contact OET at (703) 838-0940. See the appendix for the address of OET.

#### ***JobLink***

*JobLink* is operated by the City of Alexandria, Department of Human Services in partnership with the Alexandria Chamber of Commerce, Alexandria Works! Coalition, Alexandria Commission on Employment, Alexandria/Arlington Private Industry Council, the Alexandria Economic Development Partnership, Inc., and Northern Virginia Community College. *JobLink* screens and prepares adults and youth throughout the City to enter and re-enter the job market. It works directly with employers to

locate qualified applicants with pre-screened skills and aptitudes, tailors employee training to job requirements and computer matches prospects to job expectations. *JobLink* offers full service support for employees through a hiring plan that links the employer with reliable and job-prepared employees. All services are free.

**Contact:** For more information about *JobLink*, contact (703) 838-4316. See the appendix for the address of *JobLink*.

### **Virginia Employment Commission (VEC)**

VEC helps businesses find suitable employees for specific job openings and assists job seekers with career counseling and job referrals, and sponsors workshops on interviewing and other job search skills. Employment Tax Workshops are provided to local businesses to assist in proper reporting and payment of Unemployment Compensation Tax. Other resources provided by VEC include Employer Resource and Recruitment rooms with publications on tax and employment laws and issues, human resources, job announcements, workforce development services, and labor market and demographic data.

**Contact:** For more information, contact *VEC* at (703) 813-1300. See the appendix for VEC's address.

## INTERNATIONAL TRADE ASSISTANCE AND FINANCE

International trade (importing and exporting) are regulated by the U.S. Government and generally not by state and local government. The Federal Government offers excellent sources of assistance. Several Virginia agencies and private sector companies also assist businesses in the basics of exporting and importing.

### **Trade Information Center**

The Trade Information Center (TIC) is the first stop for exporters seeking federal help. The TIC offers comprehensive counseling on all federal government export assistance programs and the export process in general, as well as country-specific expertise on Asia, Latin America, Africa, Western Europe and the Near East. The TIC is operated by the International Trade Administration of the U.S. Department of Commerce for the 20 federal agencies that manage the U.S. Government's export promotion programs and activities. TIC's trade specialists can help exporters access foreign tariff information market research, trade leads and regulations, and on-line government documents relating to export promotion and international markets. The staff can also direct callers to local trade offices and private organizations that provide export assistance.

**Contact:** For more information, please contact *TIC at 1-800-USA-TRADE (1-800-872-8723)* or visit their website at *<http://tradeinfo.doc.gov>*. For TIC's address, see the appendix.

### **USA Trade Center**

The USA Trade Center is located in the Ronald Reagan Building and International Trade Center in Washington, DC and brings together key components of the U.S. Department of Commerce to provide a range of export counseling and information to the public. The Center contains a high-tech international Trade and Business Information Bookstore offering reference and general interest publications, periodicals, electronic resources, foreign language materials and tapes, and other resources including export counseling and country expertise, assistance with export control or licensing inquiries, U.S. Foreign Commercial Service products, STAT-USA, an on-line trade leads and market information service, and assistance on overseas business opportunities financed by international development banks.

**Contact:** For more information, please contact the *USA Trade Center at 1-800-USA TRADE (1-800-872-8723)* or visit the Center's Internet home page at *<http://ustc.doc.gov>*. See the appendix for the address of the USA Trade Center .

### **Northern Virginia Export Assistance Center**

The Northern Virginia Export Assistance Center is part of the U.S. Department of Commerce. It offers export marketing and trade finance support for small and medium sized firms. The Center is a federal interagency effort that combines services and programs of the U.S. Department of Commerce, Export-Import Bank of the United States (EXIMBANK), and the U.S. Small Business Administration.

Trained export counselors work with clients to evaluate their needs and help them develop customized international business strategies to compete in the global marketplace. In addition, the Center assists

in obtaining export credit insurance, pre-export financing and medium and long-term loans.

**Contact:** For more information, please contact *the Northern Virginia Export Assistance Center at (703) 524-2885*. See the appendix for the address of the Northern Virginia Export Assistance Center.

### **Virginia Economic Development Partnership (VEDP)**

VEDP's Division of International Trade Development assists Virginia businesses in their efforts to introduce and sell products and services abroad. Export consulting, marketing assistance, international market information, market planning programs, export publications, and export financing assistance are provided to Virginia businesses interested in pursuing foreign sales opportunities. Marketing assistance is provided through trade and catalog shows, trade missions, and buying groups.

**Contact:** For more information, please contact VEDP's *Export InfoCenter, Division of International Trade Development at (804) 371-8123*. See the appendix for VEDP's address.

### **Foreign Trade Zone (FTZ)**

There are five *Foreign Trade Zones (FTZ)* located in Virginia, including one at Washington Dulles International Airport, where businesses may forward their goods for storage, for an unlimited period of time, while awaiting favorable market conditions in the U.S. or abroad. No duties are paid on goods that are re-exported.

**Contact:** For additional information, please contact the *Virginia Economic Development Partnership* at the number listed above.

### **U.S. Small Business Administration (SBA) Export Financing Programs**

The *International Trade Loan Program* provides financing for small businesses that are engaged or preparing to engage in international trade, or that have been adversely affected by competition from exports. The SBA can guarantee loans of up to \$1 million for fixed assets and up to \$250,000 for working capital.

The *Export Working Capital Program (EWCP)* provides loan guarantees for loans used to: finance labor and material for manufactured goods for export; purchase goods or services for export; or finance accounts receivable generated from export sales. SBA can guarantee 75 percent on loans up to \$750,000 or 80 percent on loans of \$100,000 or less.

**Contact:** For more information on the international trade loan and export working capital loans, contact *SBA at (202) 606-4000*. See the appendix for the SBA's address.

### **Export-Import Bank of The United States (EXIMBANK)**

EXIMBANK is an independent federal government agency that provides export financing to large and small businesses and to potential exporters who have difficulty obtaining working capital loans from commercial lenders. EXIMBANK financial assistance is provided in the form of direct loans, insurance and loan guarantees for lenders to foreign buyers of goods and services produced in the

United States.

**Contact:** For more information about specific EXIMBANK Programs, contact Export-Import Bank of the United States (EXIMBANK) at (800) 565-3946. See the appendix for EXIMBANK's address.

### **Virginia Small Business Financing Authority (VSBFA)**

#### **Export Financing Assistance**

The Virginia Small Business Financing Authority (VSBFA) works in partnership with the Export-Import Bank of the United States (EXIMBANK) and the U.S. Small Business Administration (SBA) to provide export financing assistance to qualified Virginia exporters. VSBFA helps Virginia exporters to access EXIMBANK and SBA guarantees by packaging and submitting applications according to federal guidelines. Once an approval is obtained, VSBFA can assist the business in finding a bank to finance the transaction.

**Contact:** To discuss financing needs with a VSBFA export financing specialist, contact *VSBFA* at (804) 371-8254. See the appendix for VSBFA's address.

#### **Importing Requirements**

The U.S. Government publishes *Importing into the United States*, a guide to documentation and regulations related to the import process. It is available through the U.S. Government Printing Office by calling (202) 512-1800. The *U.S. Customs Service* also provides tariff rates for tariff information for specific imported products by calling (202) 482-6900. Generally, federal and state governments do not provide assistance for businesses interested in importing. The Commercial or Trade Attache of the embassy of the country your business is interested in is a good source for information on importing. Import information may also be obtained from the various port authorities, customs brokers and forwarding/receiving agents.

#### **Certificate of Origin**

Many foreign nations require a signed statement, known as a Certificate of Origin, to accompany the goods entering their country. The certificate identifies the origin of the items. The Alexandria Chamber of Commerce provides this service for \$20 to its members, and for \$40 to non-members.

**Contact:** For more information, contact the *Alexandria Chamber of Commerce* at (703) 549-1000. See the appendix for the Chamber's address.

## APPENDIX A

### DIRECTORY OF AGENCIES AND ORGANIZATIONS

	Phone	Fax
<b>Alexandria Business &amp; Professional Women</b> P.O. Box 3601 Alexandria, VA 22302	(703) 824-1378	
<b>Alexandria Chamber of Commerce</b> information@alexchamber.com 801 N. Fairfax Street, Suite 402 Alexandria, VA 22314	(703) 549-1000	(703) 739-3805
<b>Alexandria Convention and Visitors Association</b> ACVA@FunSide.com 221 King Street Alexandria, VA 22314	(703) 838-4200 (800) 388-9119	(703) 838-4683
<b>Alexandria Department of Human Relations</b> Human Rights Office 110 N. Royal Street, Room 201 Alexandria, VA 22314	(703) 838-6390	(703) 838-4976
<b>Alexandria Department of Human Services</b> 2525 Mount Vernon Avenue Alexandria, VA 22301	(703) 838-0712 (703) 838-0750	(703) 838-0886
<b>Alexandria Department of Planning &amp; Zoning</b> 301 King Street, Room 2100 Alexandria, VA 22314	(703) 838-4666	(703) 838-6393
<b>Alexandria Department of Real Estate Assessments</b> 301 King Street, Room 2600 Alexandria, VA 22314 richard.sanderson@ci.alexandria.va.us	(703) 838-4646	(703) 706-3979
<b>Alexandria Department of Transportation &amp; Environmental Services</b> Construction & Inspection Division 301 King Street, Room 4100 Alexandria, VA 22314	(703) 838-4966 (703) 838-4324	(703) 838-6438

	<b>Phone</b>	<b>Fax</b>
<b>Alexandria Economic Development Partnership, Inc.</b> 1055 N. Fairfax Street, Suite 204 Alexandria, VA 22314 alexecon@erols.com	(703) 739-3820	(703) 739-1384
<b>Alexandria Hotel Association</b> 109 S. Alfred Street Alexandria, VA 22314	(703) 838-2802	(703) 548-2489
<b>Alexandria Industrial Development Authority</b> 1055 N. Fairfax Street, Suite 204 Alexandria, VA 22314 alexecon@erols.com	(703) 739-3820	(703) 739-1384
<b>Alexandria Police Department</b> Crime Prevention Unit 2003 Mill Road Alexandria, VA 22314	(703) 838-4520	(703) 838-6345
<b>Alexandria Public Library</b> 717 Queen Street Alexandria, VA 22314	(703) 838-4555	(703) 838-4524
<b>Alexandria City Public Schools</b> 2000 N. Beauregard Street Alexandria, VA 22311	(703) 824-6600	(703) 824-6699
<b>Alexandria Redevelopment &amp; Housing Authority</b> 600 N. Fairfax Street Alexandria, VA 22314	(703) 549-7115	(703) 549-8709
<b>Alexandria Sanitation Authority</b> 835 S. Payne Street Alexandria, VA 22314	(703) 549-3381	(703) 549-9671
<b>Alexandria Small Business Development Center</b> 1055 N. Fairfax Street, Suite 204 Alexandria, VA 22314 alexandriasbdc@home.com	(703) 299-9146	(703) 549-6578

	<b>Phone</b>	<b>Fax</b>
<b>Business Tax Office, Alexandria</b> 301 King Street, Room 1400 Alexandria, VA 22314	(703) 838-4680	(703) 519-3418
<b>Citizen Assistance, Alexandria</b> 301 King Street, Room 1900 Alexandria, VA 22314	(703) 838-4800 (703) 838-5056 (TDD)	(703) 838-6426
<b>Clerk of the Circuit Court</b> 520 King Street, Room 307 Alexandria, VA 22314	(703) 838-4044 (703) 838-4066 (Land Records Division)	
<b>Code Enforcement Bureau, Alexandria</b> 301 King Street, Room 4200 Alexandria, VA 22314	(703) 838-4360	(703) 838-3880
<b>ECDC Enterprise Development Group</b> Alexandria Micro Loan Program 1038 Highland Street Arlington, VA 22204 ecdcmicro@erols.com	(703) 685-0510	(703) 685-0529
<b>Eisenhower Partnership, The</b> 2121 Eisenhower Avenue, Suite 215 Alexandria, VA 22314 eisenhowerpartnership@erols.com	(703) 684-5124	(703) 684-7887
<b>Export-Import Bank of the United States</b> 811 Vermont Avenue, N.W. Washington, DC 20571	(800) 565-3946	(202) 565-3380
<b>Finance Department, Alexandria</b> 301 King Street, Room 1600 Alexandria, VA 22314	(703) 838-4755	(703) 838-4987

	<b>Phone</b>	<b>Fax</b>
<b>German American Business Association</b> 700 Princess Street, Suite 3 Alexandria, VA 22314 info@gaba.org	(703) 836-6120	(703) 836-6160
<b>Greater Washington Ibero American Chamber of Commerce</b> 1420 16 <sup>th</sup> Street, Suite 102 Washington, DC 20036 gwiacc@aol.com	(202) 728-0352	(202) 728-0355
<b>Immigration &amp; Naturalization Service (INS)</b> U.S. Department of Justice 4420 N. Fairfax Drive, Room 210 Arlington, VA 22203	(202) 307-1501	
<b>International Franchise Association</b> 1350 New York Avenue, N.W., Ste. 900 Washington, DC 20005	(202) 628-8000	(202) 628-0800
<b>JobLink</b> City of Alexandria 2026 Eisenhower Avenue, Suite 140 Alexandria, VA 22314 drm510@localagency.dss.state.va.us	(703) 838-4316	(703) 548-0483
<b>KSMET, Inc.</b> 109 North Henry Street Alexandria, VA 22314 barb@btuinc.com	(703) 548-2878	(703) 548-1547
<b>National Association of Investment Companies</b> 733 15 <sup>th</sup> Street, N.W., Suite 700 Washington, DC 20005 naichqtrs@aol.com	(202) 289-4336	(202) 289-4329
<b>National Association of Small Business Investment Companies</b> 666 11 <sup>th</sup> Street, N.W., Suite 750 Washington, DC 20001 nasbic@nasbic.org	(202) 628-5055	(202) 628-5080

	<b>Phone</b>	<b>Fax</b>
<b>National Council on Compensation Insurance</b> 750 Park of Commerce Drive Boca Raton, FL 3348	(561) 997-4633	(561) 997-4233
<b>Neighborhood Assistance Program</b> Department of Social Services Office of Community Services 730 E. Broad Street Richmond, VA 23219 mrw2@email1.dss.state.va.us	(804) 692-1895	(804) 692-1869
<b>Northern Virginia Cigarette Tax Board</b> 11166 Main Street, # 502 Fairfax, VA 22030 NVCTB@AOL.COM	(703) 591-9222	(703) 591-8306
<b>Northern Virginia Community College</b> Alexandria Campus 3001 N. Beauregard Street Alexandria, VA 22314	(703) 845-6240	(703) 845-6010
<b>Northern Virginia Export Assistance Center</b> 1616 N. Fort Meyer Drive, Ste. 1300 Arlington, VA 22209 sburns@mail.doc.gov	(703) 524-2885	(703) 524-2649
<b>Northern Virginia Urban League</b> 1315 Duke Street Alexandria, VA 22314	(703) 836-2858	(703) 836-8948
<b>Office of Employment Training, City of Alexandria</b> 2034 Eisenhower Avenue, Suite 140 Alexandria, VA 22314	(703) 838-4316	(703) 548-0483
<b>Office of Housing, City of Alexandria</b> Business Assistance Loan Program (BALP) 2 Herbert Street Alexandria, VA 22305	(703) 838-4622	(703) 838-4309

	<b>Phone</b>	<b>Fax</b>
<b>Office of Transit Services and Programs (OTS&amp;P)</b> 301 King Street, Room 5100 Alexandria, VA 22314 paul.demaio@ci.alexandria.va.us	(703) 838-3800	(703) 838-6438
<b>Office of Women’s Business Ownership</b> U.S. Small Business Administration 409 Third Street, S.W., 4 <sup>th</sup> Floor Washington, DC 20416 owbo@sba.gov	(202) 205-6673	(202) 205-7287
<b>Old Town Business Association</b> 205 The Strand Alexandria, VA 22314	(703) 684-0580	
<b>Personal Property Tax Branch, Alexandria</b> 301 King Street, Room 410 Alexandria, VA 22314	(703) 838-4560	(703) 706-3996
<b>Potomac West Business Association (PWBA)</b> P.O. Box 2125 Alexandria, VA 22301	(703) 299-9588	(703) 567-9686
<b>Procurement Technical Assistance Program</b> 4301 University Drive Enterprise Center Fairfax, VA 22030 jregan@gmu.edu	(703) 277-7750	(703) 352-8159
<b>Purchasing Agent, Alexandria</b> Division of Purchasing 100 N. Pitt Street, Suite 301 Alexandria, VA 22314 jack.pitzer@ci.alexandria.va.us	(703) 838-4944	(703) 838-6493
<b>State Board for Contractors</b> Virginia Department of Professional and Occupational Regulation 3600 W. Broad Street Richmond, VA 23230	(804) 367-8511	(804) 367-2474

	<b>Phone</b>	<b>Fax</b>
<b>State Corporation Commission</b> Securities & Retailing Division P.O. Box 1197 Richmond, VA 23218	(804) 371-9733 (804) 371-9051 (800) 552-7945 Calls placed from VA only.	
<b>Tax Services &amp; Enforcement Branch, Alexandria</b> 301 King Street, Room 1700 Alexandria, VA 22314	(703) 838-4570	(703) 548-6065
<b>USA Trade Center</b> Ronald Reagan Building and International Trade Center 1300 Pennsylvania Avenue, N.W. Washington, DC 20230	(800)-USA-TRADE [(800-872-8723) (800)-TDD-TRADE (Hearing Impaired) (800-833-8723)	
<b>U.S. Department of Labor</b> Wage & Hour Division 5203 Leesburg Pike, Suite 1603 Falls Church, VA 22041	(703) 285-2575	
<b>U.S. Small Business Administration</b> Office of Technology 409 3 <sup>rd</sup> Street, S.W. Washington, DC 20416	(202) 205-6450	(202) 205-7754
<b>U.S. Small Business Administration</b> Washington District Office 1110 Vermont Avenue, N.W., 9 <sup>th</sup> Floor Washington, DC 20005	(202) 606-4000	(202) 606-4225
<b>United States Hispanic Chamber of Commerce</b> 1019 19 <sup>th</sup> Street, N.W., Suite 200 Washington, DC 20036	(202) 842-1212	(202) 842-3221
<b>Virginia Asset Financing Corporation</b> 4165 Chain Bridge Road Fairfax, VA 22030 srobertson@virginiaasset.org	(703) 352-0504	(703) 352-9100



	<b>Phone</b>	<b>Fax</b>
<b>Virginia Department of Professional &amp; Occupational Regulation</b> 3600 W. Broad Street, 5 <sup>th</sup> Floor Richmond, VA 23230 dpor@dpor.state.va.us	(804) 367-8500	(804) 367-2475
<b>Virginia Department for Rights of Virginians with Disabilities</b> 200-202 N. 9 <sup>th</sup> Street, 9 <sup>th</sup> Floor Richmond, VA 23219	(804) 225-2042 (800) 552-3962	(804) 225-3221
<b>Virginia Department of Taxation</b> Fairfax Regional Office 11166 Main Street, Suite 300 Fairfax, VA 22030	(703) 359-6710	
<b>Virginia Department of Transportation (VDOT)</b> Equal Opportunity Division 1401 E. Broad Street Richmond, VA 23219	(804) 786-2085	(804) 371-8040
<b>Virginia Department of Transportation (VDOT)</b> Northern Virginia District 3975 Fair Ridge Drive Fairfax, VA 22033	(703) 934-0825	(703) 934-0828
<b>Virginia Division of Purchases and Supply</b> Department of General Services 805 E. Broad Street Richmond, VA 23219	(804) 786-3842	
<b>Virginia Economic Development Partnership</b> Export InfoCenter Division of International Trade Development 901 E. Byrd Street Richmond, VA 20036 Export VA@Vedp.state.va.us	(804) 371-8123	(804) 371-8860
<b>Virginia Employment Commission</b> Alexandria Field Office 5520 Cherokee Avenue Alexandria, VA 22312	(703) 813-1300	(703) 813-1380
	<b>Phone</b>	<b>Fax</b>
<b>Virginia Procurement Pipeline</b>	(540) 831-4532	(540) 633-4531

Virginia Economic Bridge  
Radford University  
P.O. Box 7035  
Radford, VA 24142  
pipeline@runet.edu

<b>Virginia Regional Minority Supplier Development Council</b> 1111 E. Main Street Richmond, VA 23219	(804) 780-2322	(804) 780-3171
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<b>Virginia Regional Minority Supplier Development Council</b> 8200 Jones Branch Drive VRMSDC McLean, VA 22102	(703) 903-3431	(703) 903-2244
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<b>Virginia Small Business Financing Authority</b> 707 E. Main Street P.O. Box 446 Richmond, VA 23218 csurface@dba.state.va.us	(804) 371-8254	(804) 225-3384
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<b>Virginia Women's Business Enterprise Program</b> Small Business Development Division Virginia Department of Business Assistance P.O. Box 446 Richmond, VA 23218 wbe@dba.state.va.us	(800) 980-8923	(804) 225-3384
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<b>Virginia Workers' Compensation Commission</b> 1000 DMV Drive Richmond, VA 23220	(804) 367-2069	(804) 369-9740
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<b>Women's Business Center, Inc.</b> 1001 Connecticut Avenue N.W., Suite 312 Washington, DC 20036 info@womensbusinesscenter.org	(202) 785-4922	(202) 785-4110
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## City of Alexandria 2001 Tax Rates and Forms

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Alexandria Tax Rates

Association/Non-profit Tax Rates

Technology Company Tax Rates

Transient Lodging Tax

Interdepartmental Approval/Referrals

Business License Application

Tax on Meals and Beverages Sold

Code of Occupancy