



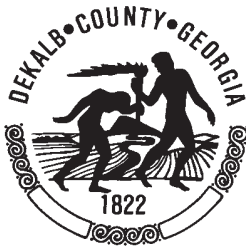
THE TOOLBOX



A Resource Guide for Businesses in DeKalb County, Georgia

Provided by The DeKalb County
Office of Economic Development
and
The Development Authority of
DeKalb County





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As the third largest county in Georgia, DeKalb County has a wealth of resources and services to support its 30,000+ businesses and 395,000 member workforce. These tools are readily available to guide citizens to better businesses and careers. This guide has been assembled by the DeKalb County Office of Economic Development to direct DeKalb business owners, employers, employees, and potential employees to these resources.

The DeKalb County Office of Economic Development offers the business community a variety of resources aimed at strengthening enterprise opportunities. Services include research, site selection, project management, workforce development, small business services, incentive design, demographic profiling, and problem solving.

DeKalb's economic development staff works with several of the organizations listed in the "Toolbox" to foster successful business growth and development.

This guide contains information about the following DeKalb Service "Tools":

- **General Business Assistance**
- **DeKalb County Government Services for Business Development**
- **Starting A Business In DeKalb County**
- **How To Do Business with DeKalb County**
- **Employment, Training and Education**
- **International Trade**
- **DeKalb Business Associations**

For further assistance, information or referrals, please contact:
DeKalb County Directory Assistance (404) 371-2000, or
DeKalb County Office of Economic Development at
(404) 687-2730.

The DeKalb County Office of Economic Development has made every effort to assemble accurate information for this publication. Any errors or omissions are unintended. Information has been gathered from other publications, organizations, agencies, and their representatives. This publication does not purport to include all related services, agencies, or organizations and their full range of programs. It is intended to introduce DeKalb businesses and the DeKalb workforce to as many resources as possible to enhance business, job, and career opportunities.



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General Business Assistance

Atlanta U.S. Minority Business Development Center is funded by the U.S. Department of Commerce - Minority Business Development Agency. Its mission is to increase the size, number, and capability of minority businesses and to achieve excellence in the delivery of services.

Contact: Atlanta U.S. Minority Business Development Agency
401 W. Peachtree St. NW #1715
Atlanta, Georgia 30308
Phone: (404) 730-3300
Fax: (404) 730-3313
www.mbda.gov

Atlanta Regional Commission (ARC) has developed an Economic Development Information System (EDIS) that blends desktop geographic information system (GIS) software with multi-media presentation technology in an easy-to-learn and low cost PC environment. Users can easily assemble detailed demographic data about the Atlanta region and specific market locations, which then can be analyzed and displayed as maps or charts to create multimedia electronic presentations. ARC demographics profile Atlanta area counties. The ARC also offers Project Start-Up, an entrepreneurial program, which has resulted in many business launchings.

Contact: Atlanta Regional Commission
40 Courtland Street N.E.
Atlanta, Georgia 30303
Phone: (404) 463-3100
Fax: (404) 463-3105
www.atlantaregional.com

DeKalb Chamber of Commerce fosters business growth and development. The Chamber works to market DeKalb and stimulate economic growth; encourage efficient, effective and responsive government at the local, state and federal levels; enrich DeKalb's quality of life and enhance opportunities for DeKalb's citizens, neighborhoods, and businesses; and involve business and civic leaders in Chamber programs.

Contact: DeKalb Chamber of Commerce
100 Crescent Centre Pkwy., Suite 680
Tucker, Georgia 30084
Phone: (404) 378-8000
Fax: (404) 378-3397
www.dekalbchamber.org

DeKalb Convention & Visitors Bureau (DCVB) is a nonprofit, destination marketing organization responsible for promoting tourism to corporations, organizations, families, and leisure travelers. In 1999, DCVB created the DeKalb Tourism Academy, a comprehensive and award-winning training program that introduces local professionals to DeKalb and its many tourism assets. Because DCVB wants every visitor to have a positive experience during their stay, the DeKalb Tourism Academy offers the local business community free customer service training.



Contact: DeKalb Convention & Visitors Bureau
1957 Lakeside Parkway, Suite 510
Tucker, Georgia 30084
Phone: (770) 492-5000
Fax: (770) 492-5033
www.dcvb.org

DeKalb County Office of Economic Development facilitates new business location and development, and helps existing businesses to grow and expand. Its purpose is to market DeKalb County and promote workforce development, revitalization, real estate development, and business health. Working with the agencies represented in this Toolbox, as well as state development agencies, utilities, development groups and DeKalb's many businesses and associations, the department preserves and expands DeKalb's business base.

Contact: DeKalb County Office of Economic Development
150 East Ponce De Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com

DeKalb Enterprise Business Corporation (DEBCO) is a 501 (c)(3) non-profit corporation formed to provide loans for small businesses within DeKalb County, assist in the creation of new job opportunities for citizens with low to moderate incomes, and increase DeKalb's tax base.

Contact: DeKalb Enterprise Business Corporation
250 East Ponce de Leon Avenue
Suite 415
Decatur, Georgia 30030
Phone: (404) 378-1899
Fax: (404) 377-8880
www.debco.org

Development Authority of DeKalb County has a seven-member board which was established in 1974 by the state of Georgia to promote economic development, and job creation and retention. It works with DeKalb County Economic Development, the DeKalb Chamber of Commerce, and other agencies to provide specialized financing methods via taxable and tax-exempt bonds. Based on job creation guidelines, the authority also provides financing for real estate and equipment for industry.

Contact: Development Authority of DeKalb County
150 East Ponce De Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com

Georgia Department of Economic Development (GDEcD) serves as an economic development agent for all cities and counties in the State of Georgia. Its purpose is to attract and assist potential businesses in locating to Georgia, and identify an optimal location for their operational needs. It also assists the film industry in locating movie sets and facilities throughout the state. In addition, the department identifies international markets for the export of Georgia goods and services.



Contact: Georgia Department of Economic Development
75 Fifth Street N.W., Suite 1200
Atlanta, Georgia 30308
Phone: (404) 962-4000
Fax: (404) 962-4009
www.georgia.org

Georgia Electric Membership Corporation (GEMC) has an economic development program which is responsible for new industry marketing and attraction. It also provides community training on the economic development process, as well as industrial site analysis for industrial parks in Georgia communities.

Contact: Georgia Electric Membership Corporation
2100 East Exchange Place
Suite 510
Tucker, Georgia 30084
Front desk: (770) 270-6950 or (800)-544-4362
Fax: (770) 270-7335 or (770) 270-6995
www.georgiaemc.com

Georgia Minority Supplier Development Council (GMSDC) is a corporate member-based organization established in 1976 as part of the National Minority Supplier Development Council. As one of the largest of 39 Councils nationwide, GMSDC is comprised of a network of more than 500 corporate members and minority business enterprises (MBEs). Its purpose is to act as a resource for corporate entities and MBEs that recognize diversity as a strategic business tool. The mission of the GMSDC is to be a recognized leader that fosters and expands economic opportunities between MBEs, corporations, and government entities within the state of Georgia. The core activities that define GMSDC are: MBE Certification, Minority Business Development, and Corporate and MBE Matching.

Contact: Georgia Minority Supplier Development Council
SunTrust Annex Building
58 Edgewood Avenue
5th floor
Atlanta, Georgia 30303
Phone: (404) 589-4929
Fax: (404) 589-4925
www.gmsdc.org

Georgia Power Economic Development has both domestic and international sections which are responsible for marketing Georgia as a preferred business location. In addition to a strong emphasis on marketing and company relocations, Georgia Power works with local governments, chambers of commerce, and other groups to expand existing businesses. Georgia Power maintains a site inventory database and other business related information.

Contact: Georgia Power Company
Economic Development Division
75 Fifth Street NW
Suite 150
Atlanta, Georgia 30308
Phone: (404) 506-2216
Fax: (404) 506-1474
www.georgiapower.com/grc

Metropolitan Atlanta Rapid Transit Authority (MARTA)

provides an economic development function designed to encourage business activity near MARTA facilities. Services include discounted fares to corporate partners, an inventory of sites having transit-oriented development potential, and direct assistance to companies seeking a location near transit.

Contact: MARTA
Transit Development and Real Estate
2424 Piedmont Road
Atlanta, Georgia 30324
Phone: (404) 848-5397
Fax: (404) 848-5132
www.itsmarta.com

University of Georgia Business Outreach Services, Small Business Development Center

provides small business assistance in start-up, management, loans, marketing, and expansion. The Center is managed by the University of Georgia and is sponsored jointly by the U.S. Small Business Administration and the State of Georgia.

Contact: University of Georgia Business Outreach Services
Small Business Development Center
DeKalb Office:
2296 Henderson Mill Road
Suite 404B
Atlanta, Georgia 30345
Phone: (770) 414-3110
Fax: (770) 414-3109
www.sbdc.uga.edu

U.S. Small Business Administration (SBA) is an independent agency of the Executive Branch of the Federal Government charged with the responsibility of providing four primary areas of assistance to American small businesses: advocacy, management, procurement, and financial assistance. Financial assistance is delivered primarily through SBA's investment programs, business loan programs, disaster loan programs, and bonding for contractors.

SBA Loan Program offers numerous loan programs to assist small businesses. It is important to note that the SBA is primarily a guarantor of loans made by private and other institutions:

- **Basic 7(a) Loan Guaranty** serves as the SBA's primary business loan program to help qualified small businesses obtain financing when they might not be eligible for business loans through normal lending channels. It is also the agency's most flexible business loan program, since financing under this program can be guaranteed for a variety of general business purposes. Loan maturity is up to 10 years for working capital and generally up to 25 years for fixed assets. The SBA offers multiple variations of the basic 7(a) loan program to accommodate targeted needs.

Website: www.sba.gov/financing/sbaloan/7a.htm

- **Certified Development Company (CDC)**, a 504 Loan Program, provides long-term fixed-rate financing to small businesses for the acquisition of real estate, or machinery or equipment for expansion or modernization. Typically, a 504 project includes a loan secured from a private-sector lender with a senior lien, a loan secured from a CDC



(funded by a 100 percent SBA guaranteed debenture) with a junior lien covering up to 40 percent of the total cost, and a contribution of at least 10 percent equity from the borrower. The maximum SBA debenture generally is \$1 million (and up to \$1.3 million in some cases).

Website: www.sba.gov/financing/sbaloan/cdc504.htm

- **MicroLoan Program** provides very small loans to start-up, newly established, or growing small businesses. Under this program, SBA makes funds available to non-profit community based lenders (intermediaries), which in turn makes loans to eligible borrowers in amounts up to a maximum of \$35,000. The average loan size is about \$10,500. Applications are submitted to the local intermediary and all credit decisions are made on the local level. Website: www.sba.gov/financing/sbaloan/microloans.htm
- **Loan Prequalification** allows business applicants to have their loan applications for \$250,000 or less analyzed and potentially sanctioned by the SBA before they are taken to lenders for consideration. The program focuses on the applicant's character, credit, experience, and reliability rather than assets. An SBA designated intermediary works with the business owner to review and strengthen the loan application. The review is based on key financial ratios, credit and business history, and the loan-request terms. The program is administered by the SBA Office of Field Operations and SBA district offices. Website: www.sba.gov/financing/sbaloan/prequalification.htm

SBA Programs/Services

- **SBA Loan Guaranty Programs** are made by private lenders, usually banks, and are guaranteed up to 80 percent, not to exceed \$750,000. Loans may be used for start-up operations, expansions, purchasing fixed assets, working capital, and debt refinancing.
- **Small Business Investment Companies** are SBA-licensed private venture capital firms that make venture or risk investments by supplying equity capital and unsecured loans to small business enterprises.
- **Service Corps of Retired Executives (SCORE)** offers free and affordable counseling, workshops, and low-cost training for prospective and existing business owners.
- **Small Business Development Center (SBDC)** represents a cooperative effort between SBA and the State of Georgia to provide counseling, in-depth management training, and technical assistance on a variety of business matters. Call (770) 414-3110.
- **The Business Information Center** assists entrepreneurs with research and planning by providing computers and special software to assist in preparing business plans, conducting cash flow analyses and designing marketing materials. Other resource materials and how-to manuals on more than 200 specific businesses are also available.
- **The Georgia Statewide Minority Business Enterprise Center** focuses on the special needs of minority-owned businesses by providing management, technical assistance, and support in accessing the federal 8A program. Call (404) 894-2096.



- **The Surety Bonding Program** allows the SBA to guarantee a qualified surety up to 90 percent of losses incurred under bid payment or performance bonds issued to contractors on contracts valued up to \$1.25 million. Call (404) 331-0100.

Contact: U. S. Small Business Administration
Atlanta Location
233 Peachtree Street NE
Suite 1900
Atlanta, Georgia 30303
Phone: (404) 331-0100
www.sba.gov



DeKalb County Government Services for Business Development

DeKalb County Board of Tax Assessors is responsible for the appraisal and assessment of all residential, commercial, and personal property in DeKalb County. Property is appraised at 100 percent of its fair market value and assessed at 40 percent of that value.

Contact: DeKalb County Board of Tax Assessors
120 West Trinity Place, Room 208
Decatur, Georgia 30030
Phone: (404) 371-0841
Fax: (404) 371-2791
www.co.dekalb.ga.us/propappr/index.htm

DeKalb County Development is responsible for plans review (site development and building), permitting, inspections, and environmental issues associated with land development and building construction.

Contact: DeKalb County Development
330 West Ponce de Leon Avenue
Decatur, Georgia 30030
Phone: (404) 371-2518
Fax: (404) 371-2778
www.co.dekalb.ga.us/development/index.htm

DeKalb County Extension Office provides information on horticulture, the environment, and other family and youth programs.

Contact: DeKalb County Extension Office
Main Office
4380 Memorial Drive
Decatur, Georgia 30032
Phone: (404) 298-4080
Fax: (404) 298-4081
www.dekalbextension.com

DeKalb County Fire and Rescue Services serves approximately 700,000 citizens and protects 264 square miles.



Contact: DeKalb County Fire and Rescue Services
1950 West Exchange Place
Tucker, Georgia 30084
Phone: (678) 406-7750
Fax: (678) 406-7805
www.dekalbfirerescue.org

DeKalb County Finance Department - Division of Internal Audit & Licensing

(previously known as a business license) All business owners with one or more business locations in unincorporated DeKalb County must register their business with the Internal Audit and Licensing Division of DeKalb County. The initial steps to register a business begin in the business registration office. The Zoning Department reviews all new applications and address changes to ensure compliance with zoning regulations for that business location. Prior to issuance of a Business and Occupational Tax Certificate, the department must approve the business activity to be conducted at that location.

Contact: DeKalb County Finance Department
Division of Internal Audit & Licensing
330 West Ponce de Leon Avenue
Decatur, Georgia 30030
Phone: (404) 371-2461
Fax: (404) 371-2946
www.co.dekalb.ga.us/buslic/index.htm

Mailing Address:
P.O. Box 100020
Decatur, Georgia 30031

DeKalb County Human and Community Development

operates by the mission of strengthen families and individuals to achieve self-sufficiency and attain the highest feasible quality of life. Through partnerships with non-profit agencies, governmental entities, the business and faith communities, schools, and citizens, DeKalb Human and Community Development works to develop viable urban communities. Their primary focus areas are: senior affairs, human services planning (focuses on seniors and youth), and facilities management and grant administration. DeKalb County primarily funds Human and Community Services grants, which are distributed to nonprofit agencies that provide prevention and early intervention programs.

Contact: DeKalb County Community Development
150 East Ponce de Leon Avenue, Suite 330
Decatur, Georgia 30030
Phone: (404) 286-3308
Fax: (404) 286-3337
www.co.dekalb.ga.us/commdev/index.htm

DeKalb County Planning and Zoning provides information about zoning, local demographics and proposed projects. When evaluating property, contact the Zoning Analysis Division to find out (1) the zoning of the property; (2) types of businesses or uses that are permitted by that zoning and required development standards; and (3) any specific restrictions.

Contact: DeKalb County Planning and Zoning
330 West Ponce de Leon Avenue
Decatur, Georgia 30030
Phone: (404) 371-2155
Fax: (404) 371-2813
www.co.dekalb.ga.us/planning/index.html



DeKalb County Public Library System provides responsive services and dynamic programs designed to meet the changing informational needs of DeKalb's diverse population. Through a trained and service-oriented staff, partnerships, and ready access to both print and electronic resources, the library is committed to superior service that promotes a strong, literate DeKalb community.

Contact: DeKalb County Public Library
215 Sycamore Street
Decatur, Georgia 30030
Phone: (404) 370-8450
Fax: (404) 370-8469
www.dekalblibrary.org

DeKalb County Public Safety is one of only 331 law enforcement agencies in the nation to be accredited by the Commission on Accreditation for Law Enforcement. The DeKalb Public Safety Department also works closely with citizen volunteer groups, neighborhood watches, and business watches which sends a clear message that DeKalb County cares about the safety of its citizens.

Contact: DeKalb County Public Safety Department
1960 West Exchange Place
Tucker, Georgia 30084
Phone: (404) 724-7600
Fax: (404) 724-7605
www.dekalbpolice.com

DeKalb County Public Works consists of five divisions - Fleet Maintenance, Roads and Drainage, Sanitation, Transportation, and Water and Sewer. These divisions provide basic county services such as garbage collections, a good water supply, and road maintenance. DeKalb County is proud to maintain the highest quality and lowest cost services in metropolitan Atlanta.

Contact: DeKalb County Public Works
330 West Ponce de Leon Avenue
Decatur, Georgia 30030
Phone: (404) 371-4778
Fax: (404) 371-4761
www.co.dekalb.ga.us/publicwrks/default.html

DeKalb County Purchasing & Contracting is the primary agency for the procurement of goods and services for DeKalb County Government. The department procures a variety of materials, supplies, equipment, and services which are necessary for other county departments to provide services to DeKalb citizens.

Contact: DeKalb County Purchasing & Contracting
The Maloof Center
1300 Commerce Drive, Suite 202
Decatur, Georgia 30030
Phone: (404) 371-7051
Fax: (404) 371-7006
www.co.dekalb.ga.us/purchasing

DeKalb County Office of Economic Development was created in 2001 by the Chief Executive Officer and the DeKalb County Board of Commissioners to leverage DeKalb's resources on behalf of its citizens and businesses. DeKalb County Economic Development plays a vital role in the well being of DeKalb's economy. Operating in a realm that is always evolving and changing, Economic Development is constantly working to



foster the growth and retention of its local businesses, as well as attract national and international business opportunities.

Contact: DeKalb County Office of Economic Development
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com



Starting a Business in DeKalb County

Portions of the information in this section was obtained from the Midnet website: STARTING UP YOUR OWN BUSINESS. Produced by the U. S. Small Business Administration and compiled by Dr. G. Howard Poteet.

Business Ownership There are three principal kinds of business structures: 1) proprietorship, 2) partnership, and 3) corporation. Each has general advantages and disadvantages that must be weighted to reflect the business owner's specific goals. The sole **Proprietorship** is usually defined as a business that is owned and operated by one person. In order to establish a sole proprietorship, you only need to obtain whatever licenses you need to begin operations. The **Partnership** is an association of two or more persons to work as co-owners of a business. Legal informalities and expenses are lower compared with the requirements for establishing a corporation. The **Corporation** is the most complex of the three and is usually formed by the authority of the Secretary of State. Subscriptions for capital stock must be taken.

Contact: Small Business Administration
Atlanta Location
233 Peachtree St. NE
Suite 1900
Atlanta, Georgia 30303
Phone: (404) 331-0100
www.sba.gov

University of Georgia Business Outreach Services
Small Business Development Center
DeKalb Office:
2296 Henderson Mill Road
Suite 404B
Atlanta, Georgia 30345
Phone: (770) 414-3110
Fax: (770) 414-3109
www.sbdc.uga.edu

Or visit Mindnet: www.midnet.sc.edu/smbiz/sbown.htm

Naming Your Business serves two functions: It helps customers identify your business and also carries a reputation of the business. It is wise to select a distinctive name that tells the potential customer what goods or services you will provide.



Contact: Secretary of State
Atlanta Location
214 State Capitol
Atlanta, Georgia 30334
Phone: (404) 656-2881
Fax: (404) 656-0513
www.sos.georgia.gov

The Business Plan begins with a list of objectives for the creation of a successful enterprise. If an objective is to acquire capital, the plan must explain how the money will be used and repaid. The plan plays the role of a cheerleader for your business and helps the lender/reviewer learn the ins and outs of your business. The typical business plan includes sections on organization, products or services, marketing, and financials. Basic components include a pro forma balance sheet, an income statement, and a cash flow analysis. The plan guides you on how to properly handle unforeseen complications and how to make good business decisions. It also explains who your competitors are and where they are located. Because it provides specific and organized information about your company and tells others how you will reach your goals and repay borrowed money, a good business plan is crucial to any business. For more information, visit the SBA website, www.sba.gov/smallbusinessplanner.

Obtaining a Business License In DeKalb County, the business license is known as a **Business and Occupational Tax Certificate**. All businesses with one or more location(s) in unincorporated DeKalb County must register their business with the Internal Audit and Licensing division of DeKalb County. Business and occupational taxes consist of the following:

1. A non-refundable administrative fee of \$60.
2. An employee fee for each worker, including the owner-operator.
3. Gross receipts tax - Minimum tax of \$50 applies to all accounts.

DeKalb County uses six business tax classes with tax rate ranges from .00018 to .00078, which is equal to \$0.18 to \$0.78 cents per thousand dollars of gross receipts. New business applicants provide an estimate of their gross receipts for the calendar year. The estimated gross receipts will be changed to actual figures when the renewals are processed during the following year. Business and occupational tax certificates expire on December 31 of each year.

Contact: DeKalb County Finance Department
Division of Internal Audit & Licensing
330 West Ponce de Leon
Decatur, Georgia 30030
Phone: (404) 371-2461
Fax: (404) 371-2946
www.co.dekalb.ga.us/buslic/index.htm

Financing Your Business: There are various financing options available to new businesses, such as DeKalb Enterprise Business Corporation (DEBCO), Small Business Administration programs, and banking institution programs. Refer to Toolbox 1 of this guide.

Planning and Zoning provides information about zoning, local demographics, and proposed projects. When evaluating property, contact the Zoning Analysis Division to find out (1) the zoning of the property, (2) types of businesses or uses that are

permitted by that zoning along with the required development standards, and (3) specific restrictions.

The Zoning Analysis Division reviews all new applications and changes of addresses to ensure compliance with zoning regulations for business locations. Prior to issuance of a Business and Occupational Tax Certificate, the division must approve the business activity to be conducted at a location.

Contact: DeKalb County Planning and Zoning
330 West Ponce de Leon
Decatur, Georgia 30030
Phone: (404) 371-2155
Fax: (404) 371-2813
www.co.dekalb.ga.us/planning/index.html

Certificate of Occupancy states that a building and its use complies with all of the provisions of the ordinance applicable to the building or premises. A business cannot build, reconstruct, or occupy a space without a Certificate of Occupancy.

Contact: DeKalb County Planning and Zoning
330 West Ponce de Leon
Decatur, Georgia 30030
Phone: (404) 371-2155
Fax: (404) 371-2813
www.co.dekalb.ga.us/planning/index.html

Tax Assessors is responsible for the appraisal and assessment of all residential, commercial, and personal property in DeKalb County. Property is appraised at 100 percent of its fair market value and assessed at 40 percent of that value.

Contact: DeKalb County Board of Tax Assessors
120 West Trinity Place, Room 208
Decatur, Georgia 30030
Phone: (404) 371-0841
Fax: (404) 371-2791
www.co.dekalb.ga.us/propappr/index.htm

Record Keeping The Internal Revenue Service offers a publication entitled "Starting a Business and Keeping Records". This guide is an excellent resource for people starting a business. In addition to basic federal tax information for starting a business, it contains record keeping tips and a sample record keeping system including sample forms. This guide is very helpful for all new business owners.

Contact: Internal Revenue Service
401 W. Peachtree Street, NW
Atlanta, Georgia 30308
Phone: (404) 338-7962
www.irs.gov/formspubs/index.html

DeKalb County Human and Community Development (for non-profit businesses) helps to promote and support County and nonprofit agencies in the planning and delivery of services to ensure coordination and the maximization of resources while eliminating duplication. This department also administers the County's Human/Community Services grants which are funded primarily by the County and awarded to non-profit agencies that provide prevention and early intervention programs and services.



Contact: DeKalb County Community Development
150 East Ponce de Leon Avenue, Suite 330
Phone: (404) 286-3308
Fax: (404) 286-3337
www.co.dekalb.ga.us/commdev/index.htm



How To Do Business With DeKalb County

Purchasing & Contracting is the primary agency for the procurement of goods and services for DeKalb County Government. The department procures a variety of materials, supplies, equipment, and services which are necessary for other County departments to provide service to DeKalb citizens.

The **first step** in doing business with DeKalb County is to complete a **Supplier Registration Package (Form No. 16)** so that your firm may be placed on the applicable list for the products/services your firm supplies. Purchasing & Contracting utilizes a competitive bidding process, with awards made to the lowest bidder that meets specifications. This process is called an **Invitation to Bid (ITB)**.

All Invitations to bid and request for proposals are advertised in the county's legal organ:

The Champion Newspaper
P. O. Box 1347
Decatur, Georgia 30031
or
114 New Street, Suite E
Decatur, Georgia 30030
Phone: (404) 373-7779
Fax: (404) 370-3903
www.championnewspaper.com

Advertisements are also posted on DeKalb Cable Channels 6 or 23, the DeKalb County Purchasing & Contracting web page (www.co.dekalb.ga.us/purchasing), and on the bulletin board in the Purchasing & Contracting office.

In addition, it is helpful to provide the County department that is managing the purchasing requirements with brochures, pamphlets, literature/catalogs, etc., explaining the product/service your firm supplies.

Contact: DeKalb County Purchasing & Contracting
1300 Commerce Drive, Suite 202
Decatur, Georgia 30030
Phone: (404) 371-2707
Fax: (404) 371-7006
www.co.dekalb.ga.us/purchasing

Submitting Bids

Informal bids (under \$50,000.00) may be submitted by telephone, fax, email, mail, or in person to the Purchasing & Contracting Department. Formal sealed bids, normally for purchases greater



than \$50,000.00, are to be submitted to Purchasing & Contracting no later than the date and time set for opening. Bids submitted after the deadline will not be considered.

Bid Openings

Bid openings are public and held daily at 3:00 p.m. in the Purchasing & Contracting Department conference room. Information regarding sealed bid prices is given over the telephone or in writing, as requested, after they have been opened, abstracted and checked.

Awarding of Contracts

Contracts are awarded based on a combination of factors. The County reserves the right to make no award, one award of all items or multiple awards of items. The method utilized to solicit bids and proposals is determined by the estimated dollar value of the individual purchase or the type of commodity or service needed.

Legal Requirements

The only legal requirement of the County regarding bidding is that the invitations be advertised in the legal organ of the County, The Champion Newspaper. The County is not required to mail bids to potential bidders. However, as a courtesy to bidders and to ensure competitive bids, in most cases, bids and notices are mailed.



Employment, Training and Education

AARP Senior Employment Program provides training, motivation and guidance to seniors as they prepare to re-enter the workforce. Enrollees of the program train in community non-profit "host agencies" while building new skills to prepare for unsubsidized employment. If a program enrollee is hired, AARP will pay up to three weeks of on-the-job training. To qualify for the AARP employment training program, enrollees must be 55 years of age or older and meet certain residency and income requirements. The program is funded by a grant under Title V of the Older American Act, which helps provide new skills to eligible individuals. The Department of Labor is responsible for managing and providing the grant funds. For information on program enrollment or to be a "host agency," see the contact information below.

Contact: AARP Senior Employment
2754 North Decatur Road, Suite 115
Decatur, Georgia 30033
Phone: (404) 292-1330
Fax: (404) 292-1331
www.aarp.org

Atlanta Regional Commission (ARC) Dislocated Worker Program offers training in 10 counties, including DeKalb, through its Dislocated Worker Program. ARC staff, in conjunction with Georgia Department of Labor, participates in on-site assistance (rapid response teams) for employers and dislocated (laid-off) employees.



Contact: Atlanta Regional Commission
40 Courtland Street N.E.
Atlanta, Georgia 30303
Phone: (404) 463- 3100
Fax: (404) 463-3205
www.atlantaregional.com

DeKalb County School System, Career Technology

Education offers students a school-to-work program which provides instruction in business education, marketing education, family and consumer services, technology education, and trade for industrial education. It also offers cooperative education and apprenticeships, which provide students supervision and training in the above disciplines.

Contact: DeKalb County School System
Career Technology Education
3770 North Decatur Road
Decatur, Georgia 30032
Phone: (678) 676-1200
Fax: (678) 676-0785
www.dekalb.k12.ga.us/instruction/careertech/techeducation.html

DeKalb Department of Family & Children Services

(DFCS) operates by the mission of building partnerships with the business community and preparing people for success in the job market. Its services include daycare for low-income employed persons, medical care assistance, work supplementation (a payment to help offset the cost of training for the employer), job readiness training, case management, and tax incentives for employers.

Contact: DeKalb County Department of
Family and Children Services
178 Sams Street
Decatur, Georgia 30030-4134
Phone: (404) 370-5000
Fax: (404) 370-5499
www.dfcs.dhr.georgia.gov

DeKalb County DFCS (Satellite office)
30 Warren Street, SE
Atlanta, Georgia 30317
Phone: (404) 687-3121

DeKalb Microenterprise Institute (DMI) is a comprehensive entrepreneurial training program that is designed to assist new and existing microenterprise business owners in expanding their businesses. The curriculum consists of practical, hands-on business development training designed to help entrepreneurs enhance the skills needed to define, assess, and grow their respective businesses. Training targets include business assessment, business finance, and business expansion.

Contact: DeKalb Microenterprise Institute
250 East Ponce de Leon Avenue, Suite 415
Decatur, Georgia 30030
Phone: (678) 904-3465
Fax: (404) 378-3397

DeKalb Technical College offers programs in 55 different occupations and is the largest technical college in Georgia. The school, which has two main campuses and three other centers,

offers associate degrees in applied technology and applied science degrees in conjunction with Georgia Perimeter College. It also offers a variety of special courses, seminars, and certifications that address specific business training and career needs.

In addition, DeKalb Tech offers a comprehensive system of adult literacy and English literacy instruction. Classes for basic academic skills, General Education Diplomas (GED), and English literacy are offered at various campus and community locations.

Contact: DeKalb Technical College
495 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (404) 297-9522
Fax: (404) 298-3617
www.dekalbtech.edu

Adult Literacy Program
(404) 297-9522, ext. 2522

English Literacy Program
(404) 297-9522, ext. 4005

DeKalb Works! One-Stop Center serves as a one-stop shop for most of the workforce-related resources described in this Toolbox. The center is designed to integrate training, education and job recruitment services into one system. The center's goal is to foster self-sufficiency through employment and provide employer access to a prepared workforce. There are three training options: classroom, customized, and on-the-job training. Businesses that use DeKalb Works! One-Stop Center have greater access to skilled workers, technical assistance, and the wealth of services described in this Toolbox.

Contact: DeKalb Works! One-Stop Center
320 Church Street
Decatur, Georgia 30032
Phone: (404) 687-3400
Fax: (404) 687-3443
www.dekalbworkforce.org

Ellenwood Academy offers adult continuing education programs, including online high school courses and career training programs.

Contact: Ellenwood Academy
4798 Flat Shoals Parkway
Decatur, Georgia 30034
Phone: (866) 553-3942
Fax: (678) 336-7520
www.ellenwoodacademy.com

Everest Institute offers diploma programs in the allied health fields such as medical assistant, respiratory care, massage therapy and insurance billing and coding. In addition, Everest provides training programs in electrical systems, and heating and air conditioning

Contact: Everest Institute
2640 Wesley Chapel Road, Suite #100
Decatur, Georgia. 30035
Phone: (404) 327-8787
Fax: (404) 327-8980
www.everest.edu



Georgia Department of Labor, DeKalb Offices has two offices in DeKalb and their objective is to match people with jobs. By tailoring recruitment services to an employer's needs, the Georgia Department of Labor makes finding qualified applicants manageable and affordable. The department will assist with preparing advertisements, recruiting, receiving applications, screening, and making referrals. It also can provide current labor market information and analyses.

Contact: Georgia Department of Labor
3879 Covington Highway
Decatur, Georgia 30032
Phone: (404) 298-3970
Fax: (404) 298-3995
www.dol.state.ga.us

Georgia Department of Labor
2943 North Druid Hills
Decatur, Georgia 30329
Phone: (404) 679-5200
Fax: (404) 679-1713

Georgia Department of Technical & Adult Education

serves as the parent agency for Georgia's statewide network of 34 technical colleges, the Quick Start program, adult literacy, and GED programs, and State Public Library Services. The technical institutes offer associate degrees and technical education certification programs to prepare people for employment in hundreds of occupational areas. Quick Start is the state's economic development incentive program, which provides no-cost training programs for new and expanding business. Adult literacy and GED programs provide basic education skills and high school equivalency diplomas to citizens throughout Georgia.

Contact: Technical College System of Georgia
1800 Century Place, Suite 400
Atlanta, Georgia 30345
Phone: (404) 679-1600
Fax: (404) 327-6932
www.tcsg.edu

Georgia Perimeter College offers courses for several business-related associate degrees. The college's Center for Economic Development and Corporate Training (CEDCT) provides customized programs, seminars, and training to address employee skill development, management/business skill development, and computer training.

Contact: Georgia Perimeter College
652 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (678) 891-3200
www.gpc.edu

Georgia Quick Start provides high quality training services for businesses in the manufacturing and service industries. Depending on eligibility, training is offered at no-cost to new or expanding Georgia businesses. A service of the Georgia Department of Technical and Adult Education, Quick Start also offers employee assessments, employee orientations, technical training, and quality and productivity enhancement. Other services include management training, team skills, instructor training, computer skills, office automation and administrative training,



and customer service training. Each training program is custom designed to be specific to the company it serves.

Contact: Georgia Quick Start
Georgia Department of Technical and Adult
Education
75 Fifth Street NW, Suite 400
Atlanta, Georgia 30308
Phone: (404) 253-2800
www.georgiaquickstart.org

Goodwill Industries of North Georgia provides employment training and job placement for metro-Atlanta. Goodwill works with employers to meet general recruitment needs. Specialty training areas include hospitality, construction, office skills, customer service, and small business development. Goodwill is one of the largest non-profit training organizations in the world.

Contact: Goodwill Industries of North Georgia
Employment and Training Department
235 Peachtree St., North Tower, Suite 2300
Atlanta, Georgia 30303
Phone: (404) 420-9900
www.ging.org

Colleges and Universities

Agnes Scott College is an independent, national liberal arts college for women that offers bachelor of arts degrees in 30 majors and 24 minors. It offers pre-law and pre-medicine programs, as well as dual-degree programs in architecture and engineering. In addition, Agnes Scott offers several programs of study at the post-baccalaureate and master's levels. It also offers study abroad opportunities with more than 123 institutions in 33 countries through the International Student Exchange Program (ISEP).

Contact: Agnes Scott College
141 East College Avenue
Decatur, Georgia 30030
Phone: (404) 471-6000
Fax: (404) 471-6414
www.agnesscott.edu

DeKalb Technical College See Employment, Training and Education Tools.

DeVry University DeVry University offers associate, bachelor's, and master's degree programs in business, technology and management. The university enrolls more than 52,000 students in 18 states and two Canadian provinces. DeVry offers undergraduate programs at 55 sites and through its Keller Graduate School of Management, as well as graduate programs at 59 sites. There are two Atlanta-area campuses, located in Alpharetta and Decatur, and DeVry University Centers in the Cobb/Galleria, Buckhead, Gwinnett and Perimeter areas.



Contact: DeVry University
One West Court Square
Suite 100
Decatur, Georgia 30030
Phone: (404) 270-2700
Fax: (404) 270-2874
www.devry.edu

Emory University, The Goizueta Business School offers a variety of executive business education programs, which range from management development to reengineering logistics.

Contact: Emory University, Executive Education
1300 Clifton Road
Atlanta, Georgia 30322
Phone: (404) 727-2200
Fax: (404) 727-3072
www.emory.edu

Georgia Institute of Technology, Enterprise Innovation Institute (EII) delivers technical assistance in the following areas: industrial energy conservation, cost benefit analysis, quality assurance, government procurement, industrial market research, business planning/management, corporate communications, financing, and industrial engineering.

Contact: Georgia Institute of Technology
Enterprise Innovation Institute (EII)
75 Fifth Street, NW, Suite 100
Atlanta, Georgia 30308
Phone: (404) 894-6986
Fax: (404) 894-1447
www.innovate.gatech.edu

Georgia Perimeter College See Employment, Training and Education Tools.

Keller Graduate School of Management offers a variety of corporate services designed specifically for the employer that emphasizes practitioner-based master's degree programs in project management, telecommunications management, human resource management, business administration, accounting and financial management, and information systems management.

Contact: Keller Graduate School of Management
One West Square, Suite 100
Decatur, GA 30030
Phone: (404) 270-2840
www.devry.edu/keller

Mercer University as part of the Mercer University's Stetson School of Business and Economics, the Center for International Business Relations (CIBR) provides a variety of services ranging from export assistance, intercultural training, and feasibility studies. CIBR also provides research and development of strategic marketing plans for international and domestic markets.

Contact: Mercer University
Center for International Business Relations
3001 Mercer University Drive
Atlanta, Georgia 30341
Phone: (678) 547-6320
Fax: (678) 547-6196
www.mercer.edu

Oglethorpe University offers two master's level business programs, as well as a variety of continuing education programs in investment strategies, including a Certified Financial Planner program; entrepreneurial preparation; and the Internet for Real Estate Professionals.

Contact: Oglethorpe University
4484 Peachtree Road
Atlanta, Georgia 30319
Phone: (404) 261-1441
Fax: (404) 364-8500
www.oglethorpe.edu

English as a Second Language (ESL)

Approximately 250 international companies representing 26 nations operate in DeKalb County. DeKalb has the state's highest concentration of Asian and Hispanic businesses. In the DeKalb County School System, some 138 countries and 66 language groups are represented.

In order to adjust to life in the U.S., immigrants and refugees often require language and social skills training. Therefore, it is important that business owners and employers have access to resources that improve and develop English language skills.

Bilingual America offers Spanish courses to native English-speaking clients at a location of the client's choice. Through its Expresate (Express) tutoring program, English-speaking clients are guaranteed to be conversant in Spanish within 72 hours.

Contact: Bilingual America
4325 South Lee Street, Suite 200
Buford, Georgia 30518
Phone: (770) 945-3380
Fax: (770) 945-2993
www.bilingualamerica.com

DeKalb County School System, DeKalb International Center is housed at the Warren Technical Center and is under the jurisdiction of the DeKalb County School System. Its services range from registration of K-12 international students residing in DeKalb and vision, hearing, and immunization screenings. When English language skills are not sufficient, students are placed in appropriate instructional ESL programs provided by the DeKalb County School System. The ESL program is funded by the Title III, (LC).

Contact: DeKalb County School System
DeKalb International Center
2383 N. Druid Hills Road
Atlanta, Georgia 30329
Phone: (678) 676-6600
Fax: (678) 676-6608
www.dekalb.k12.ga.us/schools/centers/international

DeKalb Technical College, Adult and English Literacy Programs offer Adult Literacy and English Literacy services to thousands of students each year. Day and evening classes are available Monday through Saturday at various locations



throughout DeKalb. In addition, companies may contract with DeKalb Tech's English Literacy Program to set up ESL classes on-site for their employees.

Contact: DeKalb Technical College
495 North Indian Creek Drive
Clarkston, Georgia 30021
Phone: (404) 297-9522
Fax: (404) 298-3617
www.dekalbtech.edu

Adult Literacy Program
(404) 297-9522, ext. 2501

English Literacy Program
(404) 297-9522, ext. 4000

Indian Creek Baptist Church offers ESL courses from September through May during the normal school year. Classes are held Wednesday nights from 6:30 - 8:00 P.M. and are free to the public. American citizenship classes and testing also are offered. The church congregation provides instructors.

Contact: Indian Creek Baptist Church
3901 Rockbridge Road
Stone Mountain, Georgia 30083
Phone: (404) 292-6500
Fax: (404) 292-7579

Latin American Association provides an ESL/Literacy Program. Its mission is to help Spanish-speaking adults reach their fullest potential and goals, whether personal, professional or academic. This is achieved through the Bilingual Adult Basic Education Program, which has four levels of instruction, from beginner to intermediate, and represents a low cost and accessible language resource for the Latin community.

Contact: Latin American Association
2750 Buford Highway
Atlanta, Georgia 30324
Phone: (404) 638-1800
Fax: (404) 638-1806
Email: www.Latinamericanassoc.org

Mercer University provides the English Language Institute which offers six sessions of ESL each year. Students are tested and placed in one of six levels, each of which covers grammar, writing, reading, and listening/speaking, with scheduled time for a computer lab program. Students are tested on the first day of class and placed accordingly. They also are tested at the end of each level to determine proficiency to pass to the next level. Individually designed courses in intensive English for special professional or corporate needs are available either on-site or on the Mercer University campus.

Contact: Mercer University
English Language Institute
3001 Mercer University Drive
Atlanta, Georgia 30341
Phone: (678) 547-6151
Fax: (678) 547- 6196
www.mercer.edu/eli

World Relief offers a basic six-week (15 hours/week) ESL course for refugees that have little or no English language skills.



The students learn, in English, how to complete employment applications, how to go through the interview process, and how to communicate on the job. Placement service is also provided. There is no charge for these services.

Contact: World Relief
655 Village Square Drive
Stone Mountain, Georgia 30083
Phone: (404) 294-4352
Fax: (404) 294-6011
<http://atlanta.wr.org>



International Trade

DeKalb County Office of Economic Development works with major federal, state, local, private and nonprofit international trade organizations and companies to provide cost-effective and expeditious trade services. Included in these services are market research, education, consulting, leads, matchmaking, international publications, Decatur Library's Global Research Center, seminars, workshops, and trade missions.

Contact: DeKalb County Office of Economic Development
Maria Mullins, Director
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com

Mercer University as part of the Stetson School of Business and Economics, the Center for International Business Relations (CIBR) provides a variety of services ranging from export assistance, intercultural training, and feasibility studies. The center also provides research and development of strategic marketing plans for international and domestic markets.

Contact: Mercer University Center for International Business Relations
3001 Mercer University Drive
Atlanta, Georgia 30341
Phone: (678) 547-6320
Fax: (678) 547-6270
www.mercer.edu

U.S. Export Assistance Center serves as a one-stop shop for export promotion and financial resources. Its role is to help businesses increase exports and compete in the global marketplace. The center combines the services of the following eight agencies: U.S. Department of Commerce, International Trade Administration; U.S. Small Business Administration; Georgia Department of Agriculture; Georgia Department Economic Development; Georgia Housing and Finance Authority; Georgia Institute of Technology's Center for International Standards and Quality; Service Corps of Retired Executives (SCORE); and University of Georgia's Small Business Development Center.

Contact: Atlanta Regional Export Assistance Center
U.S. Small Business Administration
75 Fifth Street, N.W., Suite 1055
Atlanta, Georgia 30308
Phone: (404) 897-6089
Fax: (404) 657-1970
www.sba.gov/aboutsba/sbaprograms/internationaltrade



DeKalb Business Associations

DeKalb County is fortunate to have many local business associations representing most areas of the county. These associations are member-driven coalitions that foster economic growth in DeKalb by forging partnerships and sharing information and services. These associations provide a forum for business people to network and exchange information, display products and services, hear topical speakers, discuss common problems, and assist in the development of a strong, vibrant business community.

Please contact DeKalb County Economic Development at (404) 687-2730 for specific contacts. Meeting times and locations change regularly.

Atlanta Business League

Represents: Metropolitan Area Businesses
Meetings: Third Tuesday of each month at 5:30 p.m.
Phone: (404) 584-8126
Fax: (404) 584-0445
Website: www.atlantabusinessleague.org

Bouldercrest Business Group

Represents: Area Businesses and Residents near the Atlanta International Industrial Park
Meetings: Quarterly
Phone: (770) 393-8800

Chamblee Business Association

Represents: Chamblee Business Community
Meetings: Third Thursday of each month at 7:45 a.m.
Website: www.ChambleeBusinessAssociation.com

Conley Area Business Association

Represents: Conley Area Businesses
Meetings: Third Tuesday of each month at 9:30 a.m.
Website: www.cababiz.com

Decatur Business Association

Represents: Decatur Business Community
Meetings: Fourth Tuesday of each month at 5:15 p.m.
Phone: (404) 371-8386
Fax: (404) 371-1593
Website: <http://www.decaturdba.com>



Greater Lithonia Chamber of Commerce/ Snapfinger Woods

Represents: Lithonia and the southeast DeKalb Business
Community

Meetings: Third Wednesday of each month at 11:30 a.m.

Phone: (770) 482-1808

Main Street Stone Mountain

Represents: City of Stone Mountain Merchants

Meetings: Third Wednesday of each month at 8:30 a.m.

Website: www.stonemountainvillage.com

Northlake Community Alliance

Represents: Northlake Business and Residential Community

Meetings: Third Thursday of each month at 7:30 p.m.

Website: www.nlake.org

PRISM Merchants Association

Represents: Memorial Drive Business Corridor from I-285 to
Stone Mountain

Meetings: Second Thursday of each month at 7:00 p.m.

Website: www.prismdekalb.org/

Email: info@prismdekalb.org

South DeKalb Business Association

Represents: South DeKalb Business Community

Meetings: First Tuesday of each month at 11:30 a.m.

Website: www.sdba-inc.org

Stone Mountain Industrial Park Association

Represents: Stone Mountain Industrial District

Meetings: Second Thursday of each month at 12:00 noon

Website: <http://sites.google.com/a/smipa.org/web/Home>

Tucker Business Association

Represents: Tucker business community

Meetings: Third Thursday of each month at 7:15 a.m.

Website: www.tuckerbiz.org



Directory

AARP Senior Employment

(404) 292-1330 phone (404) 292-1331 fax
www.aarp.org

Agnes Scott College

(404) 471-6000 phone (404) 471-6414 fax
www.agnesscott.edu

Atlanta Regional Commission

(404) 463-3100 phone (404) 463-3105 fax
www.atlantaregional.com

Atlanta Regional Export Assistance Center

(404) 897-6089 phone (404) 657-1970 fax
www.sba.gov/aboutsba/sbaprograms/internationaltrade

Bilingual America

(770) 945-3380 phone (770) 945-2993 fax
www.bilingualamerica.com

DeKalb Chamber of Commerce

(404) 378-8000 phone (404) 378-3397 fax
www.dekalbchamber.org

DeKalb Convention & Visitors Bureau

(770) 492-5000 phone (770) 492-5033 fax
www.dcvb.org

DeKalb County Board of Tax Assessors

(404) 371-0841 phone (404) 371-2791 fax
www.co.dekalb.ga.us/propappr/index.htm

DeKalb County Department of Family and Children Services

(404) 370-5000 phone (404) 370-5499 fax
www.dfcs.dhr.georgia.gov

DeKalb County Development

(404) 371-2518 phone (404) 371-2778 fax
www.co.dekalb.ga.us/development/index.htm

DeKalb County Extension Office

(404) 298-4080 phone (404) 298-4081 fax
www.dekalbextension.com

DeKalb County Finance - Business & Occupational Tax Certificate

(404) 371-2461 phone (404) 371-2946 fax
www.co.dekalb.ga.us/buslic/index.htm

DeKalb County Fire and Rescue

(678) 406-7750 phone (678) 406-7805 fax
www.dekalbfirerescue.org

DeKalb County Human & Community Development

(404) 286-3308 phone (404) 286-3337 fax
www.co.dekalb.ga.us/commdev/index.htm

DeKalb County Office of Economic Development

(404) 687-2730 phone (404) 687-2733 fax
www.decidedekalb.com

**DeKalb County School System
Career Technology Education**

(678) 676-1200 phone (678) 676-0785 fax
www.dekalb.k12.ga.us/instruction/careertech/techeducation.html

**DeKalb County School System
DeKalb International Center**

(678) 676-6600 phone (678) 676-6608 fax
www.dekalb.k12.ga.us/schools/centers/international

DeKalb County Planning and Zoning

(404) 371-2155 phone (404) 371-2813 fax
www.co.dekalb.ga.us/planning/index.html

DeKalb County Public Library

(404) 370-8450 phone (404) 370-8469 fax
www.dekalblibrary.org

DeKalb County Public Safety

(770) 724-7600 phone (404) 724-7605 fax
www.dekalbpolice.com

DeKalb County Public Works

(404) 371-4778 phone (404) 371-4761 fax
www.co.dekalb.ga.us/publicwrks/default.html

DeKalb County Purchasing & Contracting

(404) 371-7051 phone (404) 371-7006 fax
www.co.dekalb.ga.us/purchasing

DeKalb Enterprise Business Corporation

(404) 378-1899 phone (404) 378-8880 fax
www.debco.org

DeKalb Microenterprise Institute

(678) 904-3465 phone (404) 378-8880 fax

DeKalb Technical College

(404) 297-9522 phone (404) 294-3617 fax
www.dekalbtech.edu

DeKalb Works! One-Stop Center

(404) 687-3400 phone (404) 687-3443 fax
www.dekalbworkforce.org

Development Authority of DeKalb County

(404) 687-2730 phone (404) 687-2733 fax
www.decidedekalb.com

DeVry University

(404) 270-2700 phone (404) 270-2874 fax
www.devry.edu

Emory University

(404) 727-2200 phone (404) 727-3072 fax
www.emory.edu



Ellenwood Academy

(866) 553-3942 phone (678) 336-7520 fax
www.ellenwoodacademy.com

Everest Institute

(404) 327-8787 phone (404) 327-8980 fax
www.everest.edu

Georgia Department of Economic Development

(404) 962-4000 phone (404) 962-4009 fax
www.georgia.org

Georgia Department of Labor

(404) 298-3970 phone (404) 298-3995 fax
www.dol.state.ga.us

Georgia Department of Technical & Adult Education

(404) 679-1600 phone (404) 327-6932 fax
www.tcsgeorgia.org

Georgia Electric Membership Corporation

(770) 270-6950 phone (770) 270-7335 fax
www.georgiaemc.com

Georgia Institute of Technology Enterprise Innovation Institute

(404) 894-6986 phone (404) 894-1447 fax
www.innovate.gatech.edu

Georgia Minority Supplier Development Council

(404) 589-4929 phone (404) 589-4925 fax
www.gmsdc.org

Georgia Perimeter College

(678) 891-3200 phone (678) 891-3495 fax
www.gpc.edu

Georgia Power Company

(404) 506-2216 phone (404) 506-1474 fax
www.georgiapower.com/grc

Georgia Quick Start

(404) 253-2800 phone (404) 253-2799 fax
www.georgiaquickstart.org

Goodwill Industries of North Georgia

(404) 420-9900 phone (404) 584-6672 fax
www.ging.org

Keller Graduate School of Management

(404) 270-2840 phone (404) 270-2843 fax
www.keller.edu

Latin American Association

(404) 638-1800 phone (404) 638-1806 fax
www.latinamericanassoc.org

Mercer University - Center for International Business Relations

(678) 547-6320 phone (678) 547-6196 fax
www.mercer.edu

Metropolitan Atlanta Rapid Transit Authority - Transit Development & Real Estate

(404) 848-5397 phone (404) 848-5132 fax
www.itsmarta.com

Oglethorpe University

(404) 261-1441 phone (404) 364-8500 fax
www.oglethorpe.edu

University of Georgia Business Outreach Services Small Business Development Center

(770) 414-3110 phone (770) 414-3109 fax
www.sbdc.uga.edu

U.S. Small Business Administration

(770) 414-3110 phone (770) 414-3109 fax
www.sba.gov

World Relief

(404) 294-4352 phone (404) 294-6011 fax
<http://atlanta.wr.org>



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