

THE TOOLBOX



A Resource Guide for Businesses in DeKalb County, Georgia

Provided by DeKalb County
Office of Economic Development



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Board of Commissioners
2005

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As the second largest county in Georgia, DeKalb County has a wealth of resources and services to support its 20,000+ businesses and 383,000 member workforce. These tools are readily available to guide citizens to better businesses and careers. This guide has been assembled by 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, expedited permitting, workforce development, small business services, incentive design and problem solving. In addition, 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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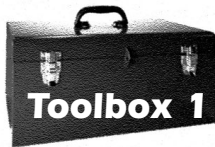
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General Business Assistance

Atlanta Minority Business Development Center The Atlanta Minority Business Development Center is a nonprofit business development project operated by South DeKalb Business Incubator and Visions Unlimited Capital Corp. The 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 Minority Business Development Center
1599-A Memorial Drive, Suite 134
Atlanta, Georgia 30317
Phone: (404) 329-4512
Fax: (404) 373-6997
www.atlmbdc.com

Atlanta Regional Commission (ARC) The 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.atlanta-info.com

DeKalb Chamber of Commerce The Chamber's mission is to foster the County's 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
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 378-8000
Fax: (404) 378-3397
www.dekalbchamber.org

DeKalb Convention & Visitors Bureau (DCVB) 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 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 Economic Development This county government department facilitates new business location and development, and helps existing businesses 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 Economic Development
150 East Ponce de Leon Avenue, Suite 320
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com

DeKalb Enterprise Business Corporation (DEBCO) 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
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 378-1899
Fax: (404) 378-3397
www.debco.org

Development Authority of DeKalb County This seven-member board was established in 1974 by the DeKalb Board of Commissioners 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 320
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com

Georgia Department of Economic Development (DEcD) This state-funded agency 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 movie 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) 962-4021
www.georgia.org

Georgia Electric Membership Corporation (GEMC) GEMC's Economic Development Program 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
Marquis II Tower, Suite 1201
285 Peachtree Center Avenue, N.E.
Atlanta, Georgia 30303
Phone: (404) 521-7600 or (770) 270-7600
Fax: (404) 521-2831
www.georgiaemc.com

Georgia Minority Supplier Development Council (GMSDC) The 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 exist 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
100 Edgewood Avenue, Suite 1610
Atlanta, Georgia 30303
Phone: (404) 589-4929
Fax: (404) 589-4925
www.gmsdc.org



Georgia Power Economic Development The Georgia Power Economic Development Division, with both domestic and international sections, is responsible for marketing Georgia as a viable place to do business. In addition to 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
Community & Economic Development
75 Fifth Street N.W., Suite 150
Atlanta, Georgia 30303
Phone: (404) 506-3000
Fax: (404) 506-2680
www.georgiapower.com/grc

Metropolitan Atlanta Rapid Transit Authority (MARTA)

MARTA's Division of Customer Service has 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
Economic Development Specialist
2424 Piedmont Road
Atlanta, Georgia 30324
Phone: (404) 848-5397
Fax: (404) 848-5132
www.itsmarta.com

South DeKalb Business Incubator The South DeKalb Business Incubator (SDBI) is a private, nonprofit, mixed-use incubator established in 1994. The organization provides business development services in south DeKalb County. It also seeks to aid in the creation and retention of job opportunities in the community by developing and expanding dynamic small businesses, encouraging entrepreneurship and promoting the overall economic revitalization of the south DeKalb commercial business area. SDBI offers an educational and nurturing environment where businesses develop, mature and prosper by taking advantage of the services offered, establishing a solid client base and building a strong business infrastructure, while keeping overhead low and developing important professional skills. SDBI operates the Atlanta Minority Business Development Center (MBDC), where SDBI staff, MBDC business consultants and contract consultants offer guidance in developing business plans, marketing plans and cash flow projections specific to the business type.

Contact: South DeKalb Business Incubator
1599-A Memorial Drive S.E.
Atlanta, Georgia 30317
Phone: (404) 329-4500
Fax: (404) 378-0768
www.sdbusinc.org



University of Georgia Business Outreach Services

Small Business Development Center The DeKalb office provides small business assistance in business 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
c/o DeKalb Chamber of Commerce
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 371-7399
Fax: (404) 371-7484
www.sbdc.uga.edu

U.S. Small Business Administration (SBA) The 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.

Small Business Administration (SBA) Loan Program

The SBA 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** -This 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. 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** – This 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 nonprofit 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

Small Business Administration (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 Centers** represent 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. The DeKalb SBDC is located at the DeKalb Chamber of Commerce, (404) 371-7399.
- **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 analysis and designing marketing materials. Other resource materials and how-to manuals on over 200 specific businesses are also available.



- **The Minority Enterprise Development Program** focuses on the special needs of minority-owned businesses by providing management, technical assistance and support in accessing the federal 8A program. Call (404) 347-4147, ext. 135.
- **The Surety Bonding Program** allows the SBA to guarantee a qualified surety up to 90% of losses incurred under bid payment or performance bonds issued to contractors on contracts valued up to \$1.25 million. Call: (404) 347-4943 or (404) 347-4999.
- **SBA's On-Line National Bulletin Board System** is free and provides easy access to specific information on all SBA programs, 24 hours, seven days a week. Call: 1-800-827-5722 for 2400-baud modems, or 1-900-463-4636 for 9600-baud modems.

Contact: U. S. Small Business Administration

- Atlanta Location
1720 Peachtree Street
Atlanta, Georgia 30309
Phone: (404) 651-3550
Fax: (404) 651-1035
www.sba.gov

- Decatur Location
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 371-7399
Fax: (404) 371-7484
www.sba.gov



DeKalb County Government Services for Business Development

Business and Occupational Tax Certificate (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
Internal Division of License Administration
Finance Department
330 West Ponce de Leon, Second Floor
Decatur, Georgia 30030
Phone: (404) 371-2461
Fax: (404) 371-2946
www.co.dekalb.ga.us/buslic/index.htm

DeKalb County Development This department is responsible for plans review (site development and building), permitting, inspections and environmental issues associated with land development and building construction. The purpose is to place the public welfare above all other interests, and provide minimum requirements to safeguard life or limb, health and public welfare.

Contact: DeKalb County Development
330 West Ponce de Leon, Floors 2, 3, 4
Decatur, Georgia 30030
Phone: (404) 371-2518
Fax: (404) 371-4753
www.co.dekalb.ga.us/development/index.htm

DeKalb County Economic Development This department was created by Chief Executive Officer Vernon Jones 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 opportunity.

Contact: DeKalb County Economic Development
150 East Ponce de Leon Avenue, Suite 320
Decatur, Georgia 30030
Phone: (404) 687-2730
Fax: (404) 687-2733
www.decidedekalb.com

DeKalb County Human and Community Development The mission of this department is to strengthen families and individuals to achieve self-sufficiency and attain the highest feasible quality of life. Via partnership 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. There are three primary focus areas: Senior Affairs, Human Services Planning (focuses on seniors and youth), and Facilities Management & 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 Human & Community Development
1300 Commerce Drive, First Floor
Decatur, Georgia 30030
Phone: (404) 687-7117
Fax: (404) 371-2280
www.co.dekalb.ga.us/commdev/index.htm

DeKalb County Public Library System The 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, 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) 370-3070
Fax: (404) 370-3073
www.dekalblibrary.org

Extension Service The DeKalb Extension Service provides information on horticulture, the environment, and other family and youth programs.

Contact: DeKalb County Cooperative Extension Service
Main Office
4380 Memorial Drive, Suite 200
Decatur, Georgia 30032
Phone: (404) 298-4080
Fax: (404) 298-4081
www.dekalbextension.com

Fire and Rescue Services DeKalb County Fire and Rescue serves approximately 700,000 citizens and protects 264 square miles. The department consists of 840 employees and eight dogs, five of which are rescue/cadaver dogs. It was the busiest fire department in metro-Atlanta in 2003.

Contact: DeKalb County Fire and Rescue Services
3630 Camp Hill Circle
Decatur, Georgia 30032
Phone: (404) 297-2577
Fax: (404) 294-2441
www.dklbweb.dekalbga.org/firerescue/default.asp

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

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

Contact: DeKalb County Public Safety Department
4400 Memorial Drive Complex
Decatur, Georgia 30032
Phone: (404) 294-2000
Fax: (404) 294-2457

Public Works There are five divisions in the Public Works Department – Fleet Maintenance, Roads and Drainage, Sanitation, Transportation, Water and Sewer. These divisions provide basic county services such as garbage collections, 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 Department
330 West Ponce de Leon, Fourth Floor
Decatur, Georgia 30030
Phone: (404) 371-4778
Fax: (404) 371-4761
www.co.dekalb.ga.us/publicwrks/index.htm

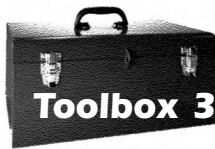
Purchasing & Contracting The Purchasing & Contracting Department is the primary agency for the procurement of goods and services for DeKalb County Government. The department procures a variety of materials, supplies, equipment and services, which are necessary for other County departments to provide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

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

Tax Assessors Operating under the Georgia Revenue Codes, the 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% of its fair market value and assessed at 40% 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





Starting a Business in DeKalb County

Some 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 and begin operation. 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
1720 Peachtree Street
Atlanta, Georgia 30309
Phone: (404) 651-3550 or (1-800-U ASK SBA)
Fax: (404) 651-1035
www.sba.gov

• DeKalb County Location
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 371-7399
Fax: (404) 371-7484

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

Naming Your Business A business name 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
1720 Peachtree Street
Atlanta, Georgia 30309
Phone: (404) 651-3550
Fax: (404) 651-1035
www.sba.gov

The Business Plan A **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/starting_business/planning/basic.html

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 Internal Audit and Licensing Division of DeKalb County. Business and occupational taxes consist of the following:

1. A non-refundable administrative fee of \$60.00
2. An employee fee for each worker, including the owner-operator
3. Gross receipts tax – Minimum tax of \$50.00 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
Internal Division of License Administration
Finance Department
330 West Ponce de Leon, Second Floor
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 2 of this guide.*

Planning and Zoning The Planning Department 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 Department
Zoning Analysis Division
330 West Ponce de Leon, Fifth Floor
Decatur, GA 30030
Phone: (404) 371-2155
Fax: (404) 371-2813
www.co.dekalb.ga.us/planning/index.html

Certificate of Occupancy A 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 Department
Zoning Analysis Division
330 West Ponce de Leon, Fifth Floor
Decatur, GA 30030
Phone: (404) 371-2155
Fax: (404) 371-2813
www.co.dekalb.ga.us/planning/index.html

Tax Assessors Operating under the Georgia Revenue Codes, the 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% of its fair market value and assessed at 40% of that value.

Contact: DeKalb County Board of Tax Assessors
120 West Trinity Place, Room 208
Decatur, GA 30030
Phone: (404) 371-2505
Fax: (404) 371-2791
www.co.dekalb.ga.us/propappr/index.htm

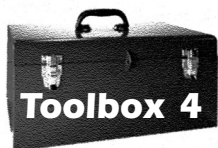
Record Keeping The Internal Revenue Service offers Pub.583. "Starting a Business and Keeping Records". This guide is an excellent resource for people starting a business. In addition to basic federal tax information for starting a business, it contains record keeping tips and a sample record keeping system, including sample forms. This guide is very helpful for all new business owners.

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

DeKalb County Human and Community Development (For Non-Profit Businesses) The Human Services Planning & Facilities division 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 nonprofit agencies that provide prevention and early intervention programs and services.

Contact: DeKalb County Human and Community Development
1300 Commerce Drive, First Floor
Decatur, GA 30030
Phone: (404) 687-7117
Fax: (404) 371-2791
www.co.dekalb.ga.us/commdev/index.htm



How To Do Business With DeKalb County

Purchasing & Contracting The Purchasing & Contracting Department 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 361500
Decatur, Georgia 30036
Phone: (404) 373-7779

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



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

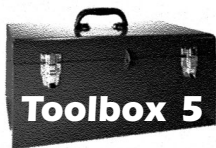
Bid openings are public and held daily at 3:00 p.m. in the Purchasing & Contracting Department conference room. Information regarding sealed bid prices is given over the telephone or in writing, as requested, after they have been opened, abstracted and checked.

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 This employment-training program, administered by the AARP Foundation, provides training, motivation and guidance to seniors as they prepare to reenter 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.com

Atlanta Regional Commission (ARC) Dislocated Worker Program

The ARC 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- 3105
www.atlanta-info.com

Career Technology Education, DeKalb County Schools

This office offers a school-to-work program for students, 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: Career Technology Education
DeKalb County Schools
3770 North Decatur Road
Decatur, Georgia 30032
Phone: (678) 676-0061
Fax: (678) 676-0229

www.dekalb.k12.ga.us/instruction/careertech/techeducation.html

DeKalb Department of Family & Children Services (DFCS)

DFCS mission is to build partnerships with the business community and prepare 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)

DMI is a comprehensive entrepreneurial training program that is designed to assist new and existing microenterprise business owners expand 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
Program Manager
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 687-2737
Fax: (404) 687-2733

DeKalb Technical College DeKalb Tech 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) 294-4234
www.dekalb.tec.ga.us

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

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

DeKalb Works! One-Stop Center The 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.dekalbworks.com

Georgia Department of Labor, DeKalb Offices The Georgia Department of Labor 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 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

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

Georgia Department of Technical & Adult Education This department is 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: Georgia Department of Technical & Adult Education
1800 Century Place, Suite 400
Atlanta, Georgia 30345
Phone: (404) 679-1600
Fax: (404) 679-1675
www.dtae.org

Georgia Perimeter College Georgia Perimeter College's three campuses and three centers offer study for several business-related associate's 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: (404) 298-4908
Fax: (404) 298-4914
www.gpc.peachnet.edu

Georgia Quick Start This program 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
1800 Century Place, Suite 300
Atlanta, Georgia 30345
Phone: (404) 679-1700
Fax: (404) 679-1710
www.georgiaquickstart.org

Goodwill Industries of North Georgia This DeKalb agency 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
2201 Glenwood Avenue Southeast
Atlanta, Georgia 30316
Phone: (404) 486-8400
Fax: (404) 486- 8500
www.ging.org

Colleges and Universities

Agnes Scott College Agnes Scott 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 to the bachelor of arts degree, 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) 471-6414
www.agnesscott.edu

DeKalb Technical College See under Employment, Training and Education Tools.

DeVry University DeVry University offers associate's, 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 four DeVry University Centers in the Cobb/Galleria, Buckhead, Gwinnett and Perimeter areas.



Contact: DeVry University
250 North Arcadia Avenue
Decatur, Georgia 30030
Phone: (404) 292-7900, ext. 2254
Fax: (404) 298- 8793
www.devry.edu

Emory University The Goizueta Business School of Emory University 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 Georgia Tech's Economic Development Institute (EDI), which has representation in DeKalb, 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
Economic Development Institute (EDI)
150 Sixth Street
Atlanta, Georgia 30332-0640
Phone: (404) 894-5240
Fax: (404) 894-1447
Website: www.edi.gatech.edu

Georgia Perimeter College See under Employment, Training and Education Tools.

Keller Graduate School of Management This school 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
2 Ravinia Drive, Suite 250
Atlanta, Georgia 30346
Phone: (770) 671-1744
Fax: (770) 671-1745
www.keller.edu

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- 6270
www.mercer.edu

Oglethorpe University This private 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 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 Bilingual America offers Spanish courses to native English-speaking clients at a location of the client's choice. Through its Expressate (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 International Center The DeKalb International Center is housed at 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 testing for vision, hearing, and immunization screening. 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, NO CHILD LEFT BEHIND ACT.



Contact DeKalb International Center
DeKalb County School System
3075 Alton Road
Chamblee, Georgia 30341
Phone: (678) 676- 6602
Fax: (678) 676- 6608
www.doe.k12.ga.us/curriculum/instruction/esol.asp

DeKalb Technical College, Adult Literacy and English Literacy Programs DeKalb Technical College offers 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) 294-4234
www.dekalb.tec.ga.us

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

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

Indian Creek Baptist Church The Indian Creek Baptist Church offers ESL courses from September through May during the normal school year. Classes are held Wednesday nights from 6:30 p.m. to 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 Through the Latin American Association's ESL/Literacy Program, non-English-speaking adults are able to better understand and use English in a variety of contexts. 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.

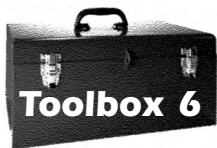
Contact: Latin American Association
2750 Buford Highway
Atlanta, Georgia 30324
Phone: (404) 638-1800
Fax: (404) 638-1806
Email: www.Latinamericanassoc.org

Mercer University Mercer University's English Language Institute 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 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 Chamber of Commerce, International Division This office works with major federal, state, local, private and non-profit 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 Chamber of Commerce
150 East Ponce de Leon Avenue, Suite 400
Decatur, Georgia 30030
Phone: (404) 378-8000
Fax: (404) 378-3397
www.dekalbchamber.org



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 This regional center, organized by the federal government, 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
285 Peachtree Center Avenue NE, Suite 900
Atlanta, Georgia 30303
Phone: (404) 657-1900
Fax: (404) 657-1970
www.sbaonline.sba.gov/oit/export/useac.html



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.



Bouldercrest Business Group

Represents: Businesses and residents in the general area of Atlanta International Industrial Park

Meetings: Quarterly

Dues: None

Phone: (770) 393-8800

Chamblee Area Business & Professional Coalition

Represents: Chamblee business community

Meetings: 12:00 noon lunch - third Thursday of each month at Chamblee Civic Center

Dues: \$100/year

Phone: (770) 425-2801

Decatur Business Association

Website: www.decatur-ga.com/cgs_citysvcs_ced_dba.aspx

Represents: Decatur business community

Meetings: 5:15 p.m. - fourth Tuesday of each month at various locations

Dues: \$50.00-\$225.00/year, depending on number of employees

Phone: (404) 479-4422

Greater Lithonia Chamber of Commerce/Snapfinger Woods

Represents: Lithonia and southeast DeKalb business community

Meetings: usually the third Wednesday of each month Metropolitan Golf and Country Club Fairington Road (near I-20 and Panola Road)

Dues: \$150.00/year

Northlake Community Alliance

Website: www.nlake.org

Represents: Northlake business and residential community

Meetings: 7:30 p.m. – last Thursday of each month

Dues: None

Phone: (770) 496-9886

Fax: (770) 496-1792

Oakhurst Business Association

Represents: businesses in the Oakhurst and south Decatur communities

Meetings: 10:00 a.m. – second Wednesday of each month Solarium Community Center - Oakhurst

Phone: (404) 687-8152

PRISM Merchants Association

Website: www.gpc.edu/prism

Represents: Memorial Drive business corridor from I-285 to Stone Mountain

Meetings: 7:00 p.m. – second Thursday of each month St. Timothy United Methodist Church 5365 Memorial Drive Stone Mountain, Georgia 30083

Dues: \$5.00/year

Phone: (404) 299-9373



South DeKalb Business Association

Website: www.sdba.net
Represents: South DeKalb business community
Meetings: First Tuesday of each month at various locations
Dues: \$150.00/year
Phone: (404) 371-4770

Stone Mountain Industrial Park Association

Represents: Stone Mountain industrial district
Meetings: 12:00 noon - second Thursday of each month
at Aldo's
4450 Hugh Howell Road
Tucker, Georgia 30084
Dues: \$50.00 /year

Stone Mountain Village Merchants Association

Represents: City of Stone Mountain merchants
Meetings: third Thursday of each month
Dues: \$50.00 per year

Tucker Business Association

Website: www.tuckerbiz.org
Represents: Tucker business community
Meetings: 7:30 a.m. - third Thursday of each month at
Café on Main
2382 Main Street
Tucker, Georgia 30084
Dues: \$95.00 per person annually
(includes breakfast)
Phone: (770) 452-4466



Directory

AARP Senior Employment

(404) 292-1330 ph (404) 292-1331 fax
www.aarp.com

Agnes Scott College

(404) 471-6414 ph
www.agnesscott.edu

Atlanta Minority Business Development Center

(404) 329-4512 ph (404) 373-6997 fax
www.atlmbdc.com

Atlanta Regional Commission (ARC)

(404) 463-3100 ph (404) 463-3105 fax
www.atlanta-info.com

Atlanta Regional Export Assistance Center

(404) 657-1900 ph (404) 657-1970 fax
www.sbaonline.sba.gov/oit/export/useac.html

Bilingual America

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

Career Technology Education – DeKalb County Schools

(678) 676-0061 ph (678) 676-0029 fax
www.dekalb.k12.ga.us/instruction/careertech/techeducation.html

DeKalb Chamber of Commerce

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

DeKalb Convention & Visitors Bureau

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

DeKalb County Board of Tax Assessors

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

DeKalb County Cooperative Extension Service

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

DeKalb County Department of Family and Children Services

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

DeKalb County Development

(404) 371-2518 ph (404) 371-4753 fax
www.co.dekalb.ga.us/development/index.htm

DeKalb County Economic Development

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

DeKalb County Fire and Rescue

(404) 297-2577 ph (404) 294-2441 fax
www.dklbweb.dekalbga.org/firerescue/default.asp

DeKalb County Human & Community Development

(404) 687-7117 ph (404) 371-2280 fax
www.co.dekalb.ga.us/commdev/index.htm



**DeKalb County Internal Division of License Administration
Finance Department**

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

**DeKalb International Center
DeKalb County School System**

(678) 676-6602 ph (678) 676-6608 fax
www.doe.k12.ga.us/curriculum/instruction/esol.asp

DeKalb County Planning

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

DeKalb County Public Library

(404) 370-3070 ph (404) 370-3073 fax
www.dekalblibrary.org

DeKalb County Public Safety

(404) 294-2000 ph (404) 294-2457 fax

DeKalb County Public Works

(404) 371-4778 ph (404) 371-4761 fax
www.co.dekalb.ga.us/publicwrks/index.htm

DeKalb County Purchasing & Contracting

(404) 371-2707 ph (404) 371-7006 fax
www.co.dekalb.ga.us/purchasing/default.htm

DeKalb Enterprise Business Corporation

(404) 378-1899 ph (404) 378-3397 fax
www.debco.org

DeKalb Microenterprise Institute

(404) 687-2737 ph (404) 687-2733 fax

DeKalb Technical College

(404) 297-9522 ph (404) 294-4234 fax
www.dekalb.tec.ga.us

DeKalb Works! One-Stop Center

(404) 687-3400 ph (404) 687-3443 fax
www.dekalbworks.com

Development Authority of DeKalb County

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

DeVry University

(404) 292-7900 ph (404) 298-8793 fax
www.devry.edu

Emory University

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

Georgia Department of Economic Development

(404) 962-4000 ph (404) 962-4021 fax
www.georgia.org

Georgia Department of Labor

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

Georgia Department of Technical & Adult Education

(404) 679-1600 ph (404) 679-1675 fax
www.dtae.org



Georgia Electric Membership Corporation

(404) 521-7600 ph (404) 521-2831 fax
www.georgiaemc.com

Georgia Institute of Technology**Economic Development Institute**

(404) 894-5240 ph (404) 894-1447 fax
www.edi.gatech.edu

Georgia Minority Supplier Development Council

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

Georgia Perimeter College

(404) 298-4908 ph (404) 298-4914 fax
www.gpc.peachnet.edu

Georgia Power Company

(404) 506-3000 ph (404) 506-2860 fax
www.georgiapower.com/grc

Georgia Quick Start

(404) 679-1700 ph (404) 679-1710 fax
www.georgiaquickstart.org

Goodwill Industries of North Georgia

(404) 486-8400 ph (404) 486-8500 fax
www.ging.org

Keller Graduate School of Management

(770) 671-1744 ph (770) 671-1745 fax
www.keller.edu

Latin American Association

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

Mercer University**Center for International Business Relations**

(678) 547-6320 ph (678) 6270 fax
www.mercer.edu

Metropolitan Atlanta Rapid Transit Authority

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

Oglethorpe University

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

South DeKalb Business Incubator

(404) 329-4500 ph (404) 378-0768 fax
www.sdbusinc.org

University of Georgia Business Outreach Services**Small Business Development Center**

(404) 371-7399 ph (404) 371-7484 fax
www.sbdc.uga.edu

U. S. Small Business Administration

(404) 371-7399 ph (404) 371-7484 fax
www.sba.gov

World Relief

(404) 294-4352 ph (404) 294-6011 fax
http://atlanta.wr.org



DeKalb County

**“Where the World Lives...
Where the World Does Business”**

DeKalb County Economic Development

150 East Ponce de Leon Avenue, Suite 320

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