



FACT SHEET

Certification Standards for Local Business Contract Equity Program

Business Classifications and Size Thresholds:

Local Business Enterprise (LBE)	Small Local Business Enterprise (SLBE)	Very Small Local Business Enterprise (VSLBE)
No Size or Financial Threshold Requirement	Professional & Administrative Services: <ul style="list-style-type: none"> • \$5 million or less annual revenue average over last three (3) years Construction Companies <ul style="list-style-type: none"> • \$10 million or less annual revenue averaged over last three (3) years 	\$2 million or less annual revenue averaged over last three (3) years

LBE/SLBE/VSLBE Certification Standards:

1. The business must be located at a fixed commercial or residential address which constitutes a business location and where administrative, clerical, professional or other productive work is being performed, relative to its contracts, and is not a temporary or movable office, a post office box or a telephone answering service.
2. The location of the business must have been within Alameda County for a period of one year prior to the award date. This must be documented by an executed lease, contract or other official documentation.
3. A business which has an office outside of Alameda County in addition to an office within the County must have a permanent, full time equivalent at the Alameda County office for a minimum of one year prior to application submission or bid opening.
4. The business must have a valid business license or tax certificate from an Alameda County city, Alameda County or a State of California Motor Carrier Permit.
5. The business must have proof of one or more past, executed contracts citing the business address (such as contracts to perform work, to rent space or equipment, or for other business services) which can provide evidence of duration of time doing business in Alameda County.
6. The business may not act as a passive conduit without actually performing a portion of the awarded work and contributing serviceable value.



Local Business Contract Equity Program Questionnaire

Please check one or more of the following certification types:

Local Business Enterprise Small Local Business Enterprise Very Small Local Business Enterprise

Is certification related to an upcoming project? Yes No

If yes, please supply project name and bid date: _____

In addition to the Common Certification Application submit the following documents:

1. Current Business license /current Business Tax Certificate /Motor Carrier Permit		
2. Lease signed in owner / firm name or proof of ownership of real property for business location FOR RENEWALS: YOU ARE DONE. COMPLETE DECLARATION BELOW AND SUBMIT. If you are also applying for certification renewal with the Port or City of Oakland, please be sure to include the signature page, of the past 2 years of tax filings, with your submission.		
3. A signed equipment rental/purchase agreement or a contract to provide goods or services at the local business address		
4. Proof of business revenue for small and very small businesses only		
SLBE and VSLBE Applicants Must Submit One of the Corresponding Sets of Documents		
Sole Proprietorship Federal Tax Form 1040, including Schedule C OR Form B1	Partnership Federal Tax Form 1065, including Schedule K	Corporations Financial statement for the corporation Federal Tax Form 1120S, including Schedule E or K1 Federal Tax Form 4562

DECLARATION

I, the undersigned, do hereby declare under the penalty of perjury, that I have read this application and all the information submitted, including information separately attached, is true, correct and complete to the best of my knowledge and belief. I am the owner /officer /executive of:

Name of Business _____

for which this application is made. I authorize the Alameda County Transportation Improvement Authority to investigate records of this business as necessary for making a determination as to whether certification should be granted. I AGREE TO PROMPTLY NOTIFY THE ALAMEDA COUNTY TRANSPORTATION COMMISSION OF ALL CHANGES AFFECTING THE INFORMATION SUBMITTED ON OR WITH THIS APPLICATION. I understand that submission of untruthful or misleading answers or failure to notify the Commission promptly of changes in location or status of this business is grounds for denial or revocation of certification.

To be signed by an owner / officer / or executive of the firm:

Name (please print) _____

Title: _____

Signature: _____

Date: _____