



**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	Annual revenues averaged over last three (3) years must not exceed US Small Business Administration (SBA) size standard (per primary NAICS code)	<b>\$3.5 million</b> or less annual revenue averaged over last three (3) years

**LBE/SLBE/VSLBE Certification Standards:**

**In order to become certified, businesses must meet all of the following requirements:**

1. Hold a valid business license issued by Alameda County or a city within Alameda County for at least six (6) months prior to certification date.
2. Be located and fully operational at a fixed place of business within Alameda County where administrative, clerical, professional, and other productive work is continuously performed relative to its commercial contracts for at least six (6) months prior to the certification date, with two types of evidence of maintaining a working office at such business address: (1) proof of a prior or current fully executed contract containing such business address and (2) a lease agreement or proof of ownership of real property for the fixed place of business (a temporary, mobile or virtual office, project work station, telephone answering and/or mail service in an office suite, post office box or address, etc., do not constitute a fixed place of business location).
3. Have a minimum of one full-time equivalent employee staffing the Alameda County office, if the business has one or more offices located outside of Alameda County.
4. Be bona fide with real and continuing business activities and ownership interests which are not created merely for the purpose of meeting the objectives of the LBCE Program.
5. Be economically independent, perform commercially useful functions, and have a customer base (a business acting as a passive conduit rather than contributing a value added or actual portion of the work performed does not qualify for certification).



**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 EBIA Common Certification or, if currently certified the EBIA Common Recertification Application, submit the following documents:

1. Current Business license/current Business Tax Certificate/Motor Carrier Permit (must show Alameda County address)		
2. Lease signed in owner / firm name or proof of ownership of real property for business location		
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 (only for Small Local Business Enterprise and Very Small Local Business Enterprise certification)		
<b>SLBE and VSLBE Applicants Must Submit One of the Corresponding Sets of Documents</b>		
<b>Sole Proprietorship</b> Federal Tax Form 1040, including Schedule C IRS Form 4506-T	<b>Partnership</b> Federal Tax Form 1065, including Schedule K IRS Form 4506-T	<b>Corporations</b> Financial statement for the corporation and Federal Tax Form 1120S, including all filed Schedules(E, K-1), etc., and Form 4562 IRS Form 4506-T
		<b>Non-Profit</b> Federal Tax Form 990 501 (c) 3 Documents (Letter of Determination) IRS Form 4506-T

**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 Commission 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: \_\_\_\_\_