# Alameda County Transportation Commission

## Local Business Contract Equity Program Certification Checklist

### NEW CERTIFICATION APPLICATIONS

- East Bay Interagency Alliance (EBIA) Common Certification Application
- Supplemental B – Local Business Contract Equity Program Questionnaire
  - Current Business License/Business Tax Certificate/California Motor Carrier Permit
  - Fully executed lease/rental agreement or deed of ownership for real property
  - One of the following (must include Alameda County business address)
    1. Fully executed contract to perform work;
    2. Contract for business service/equipment/utilities; or
    3. Purchase Order.
  - Valid professional license(s) or permit(s)
  - Documentation providing proof of business operation within Alameda County for 6 months or more. (e.g., prior contract, prior business license, expired lease, etc.)
  - Complete tax forms for each of the past three years (for small or very small local business enterprise certifications only)
    - Partnership: Federal Tax Form 1065 including Schedule K/K1
    - Corporation: Federal Tax Form 1120S and 4562, including Schedule K/K1
    - Sole Proprietorship: Federal Tax Form 1040 & Schedule C
    - Non-Profit: Federal Tax Form 990 & Letter of Determination
    - NOTE: Tax submittals must be signed. For unsigned returns, a signed Form 8879 or 8879-S is required.
  - Department of the Treasury Internal Revenue Service Form 4506-T

### CERTIFICATION RENEWAL APPLICATIONS

- East Bay Interagency Alliance (EBIA) Common Recertification Application
- Supplemental B – Local Business Contract Equity Program Questionnaire
  - Current Business License/Business Tax Certificate/California Motor Carrier Permit
  - Complete tax forms for each of the past three years (for small or very small local business enterprise certifications only)
    - Partnership: Federal Tax Form 1065 including Schedule K/K1
    - Corporation: Federal Tax Form 1120S and 4562, including Schedule K/K1
    - Sole Proprietorship: Federal Tax Form 1040 & Schedule C
    - Non-Profit: Federal Tax Form 990 & Letter of Determination
    - NOTE: Tax submittals must be signed. For unsigned returns, a signed Form 8879 or 8879-S is required.
  - Department of the Treasury Internal Revenue Service Form 4506-T

### CONTACT US

All certification forms can be found on our website at: [https://www.alamedactc.org/app_pages/view/4543](https://www.alamedactc.org/app_pages/view/4543). Please direct all certification inquiries to the Contract Equity Team by telephone at (510) 208-7466 or (510) 208-7468 or via email at [Certification@AlamedaCTC.org](mailto:Certification@AlamedaCTC.org). Certification applications and required documentation may be submitted by email to [Certification@AlamedaCTC.org](mailto:Certification@AlamedaCTC.org) or by mail to: Alameda County Transportation Commission, Attn: Contract Equity Team, 1111 Broadway, Suite 800, Oakland, CA 94607. For email submissions, please include a document receipt request in your email, as larger files may be blocked by the agency’s email system.