



ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Certification Workshop

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## Agenda

- **LBCE PROGRAM OVERVIEW**
- **CERTIFICATION ELIGIBILITY**
- **CERTIFICATION PROCESS**
- **Q & A**




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LBCE Program Overview	Certification Eligibility	Certification Process	Q & A
<p><b>The Local Business Contract Equity (LBCE) Program contributes to the overall economic vitality of the county by:</b></p> <ol style="list-style-type: none"> <li>1. Encouraging businesses to locate and remain in Alameda County;</li> <li>2. Providing employment opportunities for residents of Alameda County; and</li> <li>3. Generating economic activity and stimulating the local economy.</li> </ol>			
<p><b>The LBCE Program applies to contracts which are:</b></p> <ol style="list-style-type: none"> <li>1. Funded solely or in part by VRF, Measure B and/or Measure BB funds, with other local funds; and</li> <li>2. Administered by Alameda CTC or related to, or in support of, a Project Sponsor-administered capital project.</li> </ol>			
<p>The LBCE Program <b>goals</b> do not apply to contracts with state and/or federal funds.</p>			
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LBCE Program Overview	Certification Eligibility	Certification Process	Q & A																								
<p><b>LBCE Program Contract Goals</b></p> <table border="1"> <thead> <tr> <th style="background-color: #00A68A; color: white;">Construction Contracts</th> <th></th> <th colspan="2" style="background-color: #92D050; color: white;">Professional Services Contracts</th> </tr> </thead> <tbody> <tr> <td style="background-color: #D9EAD3;">&gt; \$75,000</td> <td><b>Contract Value</b></td> <td style="background-color: #D9EAD3;">&gt; \$75,000</td> <td style="background-color: #D9EAD3;">&gt; \$25,000 and ≤ \$75,000</td> </tr> <tr> <td style="background-color: #D9EAD3;">60.0% LBE Goal</td> <td><b>LBE Goal</b> <small>Local Business Enterprise</small></td> <td style="background-color: #D9EAD3;">70.0% LBE Goal</td> <td style="background-color: #D9EAD3;">Not Applicable</td> </tr> <tr> <td style="background-color: #D9EAD3;">20.0% SLBE Goal</td> <td><b>SLBE Goal</b> <small>Small Local Business Enterprise</small></td> <td style="background-color: #D9EAD3;">30.0% SLBE Goal</td> <td style="background-color: #D9EAD3;">Not Applicable</td> </tr> <tr> <td style="background-color: #D9EAD3;">Not Applicable</td> <td><b>VSLBE Goal</b> <small>Very Small Local Business Enterprise</small></td> <td style="background-color: #D9EAD3;">Not Applicable</td> <td style="background-color: #D9EAD3;">30.0% VSLBE Goal</td> </tr> <tr> <td style="background-color: #0070C0; color: white;">Meet Goals or Make GFE</td> <td><b>Selection Process</b></td> <td style="background-color: #92D050; color: white;">5.0% of Points for Each Goal Met</td> <td style="background-color: #92D050; color: white;">20.0% of Points for Goal Met</td> </tr> </tbody> </table>				Construction Contracts		Professional Services Contracts		> \$75,000	<b>Contract Value</b>	> \$75,000	> \$25,000 and ≤ \$75,000	60.0% LBE Goal	<b>LBE Goal</b> <small>Local Business Enterprise</small>	70.0% LBE Goal	Not Applicable	20.0% SLBE Goal	<b>SLBE Goal</b> <small>Small Local Business Enterprise</small>	30.0% SLBE Goal	Not Applicable	Not Applicable	<b>VSLBE Goal</b> <small>Very Small Local Business Enterprise</small>	Not Applicable	30.0% VSLBE Goal	Meet Goals or Make GFE	<b>Selection Process</b>	5.0% of Points for Each Goal Met	20.0% of Points for Goal Met
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**LBE**  
Local Business Enterprise

- ❑ Valid business license issued by Alameda County or a city within Alameda County for at least six (6) months prior to certification date;
- ❑ Be located and fully operational within Alameda County with two (2) types of evidence maintaining a working Alameda County office;
- ❑ Have a minimum of one full-time equivalent employee staffing the Alameda County office;
- ❑ Be bona fide with real and continuing business activities and ownership interests; and
- ❑ Be economically independent, perform commercially useful functions, and have a customer base.

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LBCE Program Overview	Certification Eligibility	Certification Process	Q & A
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**SLBE**  
Small Local Business Enterprise

- ❑ Have annual gross revenue, averaged over the most recent three (3) tax years, that does not exceed the current small business size standard for its principal business activity code as established by the U.S. Small Business Administration (SBA) and available on the [SBA website](#).

**LBE**  
Local Business Enterprise

- ❑ Valid business license issued by Alameda County or a city within Alameda County for at least six (6) months prior to certification date;
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LBCE Program Overview	Certification Eligibility	Certification Process	Q & A
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**VSLBE**  
Very Small Local Business Enterprise

**SLBE**  
Small Local Business Enterprise

**LBE**  
Local Business Enterprise

- Have an annual gross revenue, averaged over the most recent three (3) tax years, that does not exceed \$3,500,000.
- Have annual gross revenue, averaged over the most recent three (3) tax years, that does not exceed the current small business size standard for its principal business activity code as established by the U.S. Small Business Administration (SBA) and available on the [SBA website](#).
- Valid business license issued by Alameda County or a city within Alameda County for at least six (6) months prior to certification date;
- Be located and fully operational within Alameda County with two (2) types of evidence maintaining a working Alameda County office;
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Prepare EBIA Common Application, Supplement B, and supporting documents.

Ensure information on application and documents is consistent.

To proceed with the certification process, certification requirements must be met.

**1** Prepare Application & Supporting Documents

**2** Submit Application


**3** Application Verification

**4** Certification

Submit application and supporting documents to [Certification@AlamedaCTC.org](mailto:Certification@AlamedaCTC.org)


If the applicant is sufficiently verified, Alameda CTC will issue a certification letter stating the certification number and date.

Alameda CTC is an active member of the East Bay Interagency Alliance (EBIA). Members of EBIA include Alameda CTC, Alameda County, City of Oakland, and Port of Oakland. These agencies have developed and utilize the EBIA Common Application, as well as supplemental forms specific to each agency, though each agency has its own program and related requirements.


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LBCE Program Overview	Certification Eligibility	Certification Process	Q & A
<p><b>1</b> Prepare Application &amp; Supporting Documents</p>			
<p>Prepare EBIA Common Application, Supplement B, and supporting documents. Ensure information on application and documents is consistent.</p>			
<p><b>Use Alameda CTC's Certification Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> East Bay Interagency Alliance (EBIA) Common Certification Application</li> <li><input type="checkbox"/> Supplement B – Local Business Contract Equity Program Questionnaire <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Business License/ Business Tax Certificate/ California Motor Carrier Permit</li> <li><input type="checkbox"/> Fully executed lease/rental agreement or deed of ownership for real property</li> <li><input type="checkbox"/> One of the following: <ol style="list-style-type: none"> <li>1. Fully executed contract to perform work;</li> <li>2. Contract for business services/equipment/utilities; or</li> <li>3. Purchase Order.</li> </ol> </li> <li><input type="checkbox"/> Valid professional license(s) or permit(s), if applicable</li> <li><input type="checkbox"/> Documentation providing proof of business operation within Alameda County for 6 months or more (e.g., prior contract, prior business license, expired lease, etc.)</li> <li><input type="checkbox"/> Department of the Treasury Internal Revenue Service Form 4506-T</li> </ul> </li> </ul>			
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<p><b>1</b> Prepare Application &amp; Supporting Documents</p>			
<p>Prepare EBIA Common Application, Supplement B, and supporting documents. Ensure information on application and documents is consistent.</p>			
<p><b>For SLBE and VSLBE applicants:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Complete tax forms for the three (3) most recent tax years <ul style="list-style-type: none"> <li><input type="checkbox"/> Partnership: Federal Tax Form 1065 including Schedule K/K1</li> <li><input type="checkbox"/> Corporation: Federal Tax Form 1120X and 4562, including Schedule K/K1</li> <li><input type="checkbox"/> Sole Proprietorship: Federal Tax Form 1040 &amp; Schedule C</li> <li><input type="checkbox"/> Non-Profit: Federal Tax Form 990 &amp; Letter of Determination</li> </ul> </li> </ul> <p><b>NOTE:</b> Tax submittals must be signed. For unsigned tax returns, a signed Form 8879 or 8879-S is required.</p>			
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LBCE Program Overview      Certification Eligibility      **Certification Process**      Q & A

**2** Submit Application      Submit application and supporting documents to [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).

For email submissions, please include a document receipt request in your email, as larger files may be blocked by the agency's email system.



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**3** Verify Application      To proceed with the certification process, all questions and comments need to be addressed and deemed responsive by the Certification Team.

For example, if the applicant's company profile lists the primary service Architectural Engineering, and the applicant has not provided an Architectural Engineer License, proof of an Architectural Engineering License will be requested.

**i** **Site Visit Process**

If the applicant has any other offices located **outside of Alameda County**, a site visit will be conducted to verify the applicant's local business presence.

Prior to the site visit, **a staff roster** will need to be provided for the staff working at the Alameda County office being certified.



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Certified with Alameda CTC

If the applicant is sufficiently verified, Alameda CTC will issue a certification letter stating the certification number and date.

- ✓ Upon being certified with Alameda CTC, a certification letter will be issued with:
  - Certification Number
  - Certification Category
  - Issue Date
  - Expiration Date
- ✓ Applicant will be added to Alameda CTC's Certified Firms list, which is updated monthly on Alameda CTC's website: <https://www.alamedactc.org/get-involved/contract-equity>



Thank you for your time!

For questions regarding certification with Alameda CTC, please contact:

Contract Equity Team

 [Certification@AlamedaCTC.org](mailto:Certification@AlamedaCTC.org)  
 510.208.7400



# Resources

- **Contract Equity Webpage**  
<https://www.alamedactc.org/get-involved/contract-equity>
- **EBIA Common Certification Application**  
[https://www.alamedactc.org/wp-content/uploads/2018/11/EBIA\\_Common\\_Certification\\_Application\\_AlamedaCTC\\_20171207.pdf](https://www.alamedactc.org/wp-content/uploads/2018/11/EBIA_Common_Certification_Application_AlamedaCTC_20171207.pdf)
- **EBIA Common Re-certification Application**  
[https://www.alamedactc.org/wp-content/uploads/2018/11/EBIA\\_Common\\_Certification\\_Application\\_AlamedaCTC\\_20171207.pdf](https://www.alamedactc.org/wp-content/uploads/2018/11/EBIA_Common_Certification_Application_AlamedaCTC_20171207.pdf)
- **Certification Standards for LBCE Program – Supplement B**  
[https://www.alamedactc.org/wp-content/uploads/2018/11/Certification\\_Standards\\_Supplemental\\_B\\_AlamedaCTC\\_20171207.pdf](https://www.alamedactc.org/wp-content/uploads/2018/11/Certification_Standards_Supplemental_B_AlamedaCTC_20171207.pdf)
- **Certification Checklist**  
[https://www.alamedactc.org/wp-content/uploads/2018/11/Certification\\_Checklist\\_AlamedaCTC\\_20171210.pdf](https://www.alamedactc.org/wp-content/uploads/2018/11/Certification_Checklist_AlamedaCTC_20171210.pdf)
- **IRS Forms and Instructions**  
<https://www.irs.gov/forms-instructions>
- **Contracting Opportunities Webpage**  
<https://www.alamedactc.org/get-involved/contracting-opportunities>

