Certification Workshop

Agenda

- LBCE PROGRAM OVERVIEW
- CERTIFICATION ELIGIBILITY
- CERTIFICATION PROCESS
- Q & A
The Local Business Contract Equity (LBCE) Program contributes to the overall economic vitality of the county by:

1. Encouraging businesses to locate and remain in Alameda County;
2. Providing employment opportunities for residents of Alameda County; and
3. Generating economic activity and stimulating the local economy.

The LBCE Program applies to contracts which are:

1. Funded solely or in part by VRF, Measure B and/or Measure BB funds, with other local funds; and
2. Administered by Alameda CTC or related to, or in support of, a Project Sponsor-administered capital project.

The LBCE Program goals do not apply to contracts with state and/or federal funds.

<table>
<thead>
<tr>
<th>LBCE Program Contract Goals</th>
<th>Construction Contracts</th>
<th>Professional Services Contracts</th>
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</thead>
<tbody>
<tr>
<td>Contract Value</td>
<td></td>
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<tr>
<td>&gt; $75,000</td>
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<td>&gt; $75,000 and &lt; $75,000</td>
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<tr>
<td>60.0% LBE Goal</td>
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<td>70.0% LBE Goal</td>
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<tr>
<td>20.0% SLBE Goal</td>
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<td>30.0% SLBE Goal</td>
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<tr>
<td>VSLBE Goal</td>
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<td>Not Applicable</td>
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<tr>
<td>Not Applicable</td>
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<td>30.0% VSLBE Goal</td>
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<tr>
<td>Meet Goals or Make GFE</td>
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<td>5.0% of Points for Each Goal Met</td>
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Certification Eligibility

- 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.

Certification Process

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;
- 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.
Certification Eligibility

- Have an annual gross revenue, averaged over the most recent three (3) tax years, that does not exceed $3,500,000.
- Have an 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.
- Have annual gross revenue, averaged over the most recent three (3) tax years, that does not exceed $3,500,000.

Certification Process

1. Prepare Application & Supporting Documents
   - Prepare EBIA Common Application, Supplement B, and supporting documents.
   - Ensure information on application and documents is consistent.

2. Submit Application
   - Submit application and supporting documents to Certification@AlamedaCTC.org

3. Application Verification
   - To proceed with the certification process, certification requirements must be met.

4. Certification
   - 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.
Prepare EBIA Common Application, Supplement B, and supporting documents. Ensure information on application and documents is consistent.

Use Alameda CTC’s Certification Checklist
- East Bay Interagency Alliance (EBIA) Common Certification Application
- Supplement 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:
  1. Fully executed contract to perform work;
  2. Contract for business services/equipment/utilities; or
  3. Purchase Order.
- Valid professional license(s) or permit(s), if applicable
- Documentation providing proof of business operation within Alameda County for 6 months or more (e.g., prior contract, prior business license, expired lease, etc.)
- Department of the Treasury Internal Revenue Service Form 4506-T

For SLBE and VSLBE applicants:
- Complete tax forms for the three (3) most recent tax years
  - Partnership: Federal Tax Form 1065 including Schedule K/K1
  - Corporation: Federal Tax Form 1120X 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 tax returns, a signed Form 8879 or 8879-S is required.
Submit application and supporting documents to Certification@AlamedaCTC.org.

Certification applications and required documentation may be submitted by email to 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.

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.

**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.
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](https://www.alamedactc.org/get-involved/contract-equity)

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For questions regarding certification with Alameda CTC, please contact:

**Contract Equity Team**

- **Email**: Certification@AlamedaCTC.org
- **Phone**: 510.208.7400
• Contract Equity Webpage
   https://www.alamedactc.org/get-involved/contract-equality

• EBIA Common Certification Application

• EBIA Common Re-certification Application

• Certification Standards for LBCE Program – Supplement B

• Certification Checklist

• IRS Forms and Instructions
   https://www.irs.gov/forms-instructions

• Contracting Opportunities Webpage
   https://www.alamedactc.org/get-involved/contracting-opportunities