



ALAMEDA COUNTY TRANSPORTATION COMMISSION

# Certification Workshop



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# 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 Sponsor-administered capital project.

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

**LBCE Program Contract Goals**

**Construction Contracts**

**Professional Services Contracts**

<p>&gt; \$75,000</p>	<p><b>Contract Value</b></p>	<p>&gt; \$75,000</p>	<p>&gt; \$25,000 and ≤ \$75,000</p>
<p>60.0% LBE Goal</p>	<p><b>LBE Goal</b> Local Business Enterprise</p>	<p>70.0% LBE Goal</p>	<p>Not Applicable</p>
<p>20.0% SLBE Goal</p>	<p><b>SLBE Goal</b> Small Local Business Enterprise</p>	<p>30.0% SLBE Goal</p>	<p>Not Applicable</p>
<p>Not Applicable</p>	<p><b>VSLBE Goal</b> Very Small Local Business Enterprise</p>	<p>Not Applicable</p>	<p>30.0% VSLBE Goal</p>
<p>Meet Goals or Make GFE</p>	<p><b>Selection Process</b></p>	<p>5.0% of Points for Each Goal Met</p>	<p>20.0% of Points for Goal Met</p>



**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.

**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](#).

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- Be economically independent, perform commercially useful functions, and have a customer base.

**VSLBE**

Very Small Local  
Business Enterprise

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

**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**

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- 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.

Prepare information for MS Forms Application and supporting documents.

Ensure information on application and documents is consistent.

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



Submit application and supporting documents on MS Forms.

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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Prepare Application &  
Supporting  
Documents

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

## Use Alameda CTC's [LBCE Certification Checklist](#)

- East Bay Interagency Alliance (EBIA) Common Application and Supplemental B Form
- Valid Business License/Tax Certificate for at least 6 months prior to certification date
- Fully executed contract (prior or current) containing the business address for the certification
- Fully executed lease agreement or proof of ownership of real property for the fixed place of business
- 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
- Be a bona fide with real and continuing business activities and ownership interests
- Be economically independent, perform commercially useful functions, and have a customer base
- Valid professional license(s) or permit(s); e.g., architect, contractor, engineer, or motor carrier
- IRS Form 4506-T

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

### For SLBE and VSLBE applicants:

- Complete tax forms for the three (3) most recent tax years
  - Corporation: Federal Tax Form 1120S and 4562, including Schedule K/K1
  - Non-Profit: Federal Tax Form 990 & Letter of Determination
  - Partnership: Federal Tax Form 1065 including Schedule K/K1
  - Sole Proprietorship: Federal Tax Form 1040 & Schedule C

NOTE: Tax submittals must be signed. For unsigned tax returns, a signed Form 8879 or 8879-S is required.

2 Submit Application

Submit application and supporting documents on MS Forms.

Please complete the application online through Microsoft Forms:

**[EBIA Common Application & Supplemental B: Local Certification](#)**

For any support, please email the **[Certification@AlamedaCTC.org](mailto:Certification@AlamedaCTC.org)**.

**Common Application Errors:**

- Missing documents
- Contract not fully executed
- IRS Form 4506-T not completed



## EBIA Common Application & Supplemental B: LOCAL CERTIFICATION

East Bay Interagency Alliance (EBIA) Common Application for Local Certification  
Alameda County Transportation Commission - Alameda County - City of Oakland - Port of Oakland

**Questions?** Please visit [alamedactc.org/contract-equity](http://alamedactc.org/contract-equity) or contact us at [certification@alamedactc.org](mailto:certification@alamedactc.org) or 510.208.7460.

### OVERVIEW

This is the certification form. If you have a certification that is expiring but has not lapsed, please use the recertification form: <https://forms.office.com/r/4ZRO9GqVaz>

Please review the following before beginning to fill out this application:

- **EBIA Common Certification Application Overview** (PDF): [https://www.alamedactc.org/wp-content/uploads/2024/06/EBIA\\_Overview\\_Instructions\\_FAQs.pdf](https://www.alamedactc.org/wp-content/uploads/2024/06/EBIA_Overview_Instructions_FAQs.pdf)
- **Certification Checklist** (PDF): [https://www.alamedactc.org/wp-content/uploads/2024/06/ACTC\\_LBCE\\_Certification\\_Checklist.pdf](https://www.alamedactc.org/wp-content/uploads/2024/06/ACTC_LBCE_Certification_Checklist.pdf)
- **Required Documents** (may be uploaded to the **Document Upload Link** below as you fill out the application):
  - If applying for **Local Business Enterprise (LBE)** certification, the following documents are required:
    - Valid Business License, Tax Certificate, or Motor Carrier Permit
    - Leasing Agreement
    - Executed Contract
    - Professional License (all as applicable; e.g., contractor's license, professional engineering license, etc.)
    - Complete Roster of Local Staff (must include employee name, title, workdays and hours, work phone number, and work email address; only applicable if your organization has location(s) outside of Alameda County)
  - If applying for **Small Local Business Enterprise (SLBE)** and/or **Very Small Local Business Enterprise (VSLBE)** certification, the following documents are required:
    - Documents listed above for LBE certification
    - Completed and signed tax returns for the past three (3) years
    - Completed IRS Form 4506-T
    - Letter of Determination - for non-profits only
- **Document Upload Link:** [https://alamedactc-my.sharepoint.com/:f/g/personal/echeng\\_alamedactc\\_org/E151F10neyZAueTBPs-Yq288Fxe44xDz-aBvIDES9v4bA](https://alamedactc-my.sharepoint.com/:f/g/personal/echeng_alamedactc_org/E151F10neyZAueTBPs-Yq288Fxe44xDz-aBvIDES9v4bA)
  - Please ensure each file name includes the company name and identifies the document title; e.g., *Company Name\_Business\_License.pdf*
- **Timing Eligibility:** At least six (6) months prior to certification date, the business must (1) hold a valid business license issued by Alameda County or a city within Alameda County and (2) be located and fully operational at a fixed place of business within Alameda County.



## EBIA Common Application & Supplemental B: LOCAL CERTIFICATION

\* Required

### Application & Supplemental B: Local Business Contract Equity (LBCE) Program Questionnaire

#### 1. Check all agencies you'd like to certify with:

\*

*This application is submitted to Alameda CTC (a separate entity from Alameda County) by default. Agencies may reach out to request additional forms or information. By submitting this application with the checked agency or agencies, the applicant consents to sharing the information contained and submitted herein.*

- Alameda County Transportation Commission
- Alameda County
- City of Oakland
- Port of Oakland

#### 2. Please check one or more of the following certification types that you are applying for: \*

- **Local Business Enterprise (LBE):** No size or financial threshold requirements.
- **Small Local Business Enterprise (SLBE):** Annual revenues averaged over the last three (3) years must not exceed US Small Business Administration size standard ([sba.gov/document/support-table-size-standards](https://www.sba.gov/document/support-table-size-standards)), per primary North American Industry Classification System (NAICS) code ([census.gov/naics](https://www.census.gov/naics)) on tax returns.
- **Very Small Local Business Enterprise (VSLBE):** \$3.5 million or less in annual revenue averaged over the last three (3) years.

- LBE
- SLBE
- VSLBE

#### 3. Is this certification application related to an upcoming project or contracting opportunity? If yes, please provide the project name and bid/proposal due date in the "Other" field. \*

- No
- Other



## EBIA Common Application & Supplemental B: LOCAL CERTIFICATION

\* Required

### Contact Information

#### 4. Legal Name of Organization \*

Enter your answer

#### 5. Contact Person Honorific

*i.e., Dr., Mr., Mrs., Ms., or specify. \**

Enter your answer

#### 6. Contact Person First Name \*

Enter your answer

#### 7. Contact Person Last Name \*

Enter your answer

#### 8. Contact Person Job Title \*

Enter your answer

#### 9. Street Address \*

No P.O. Box

Enter your answer

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### 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.



### 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.



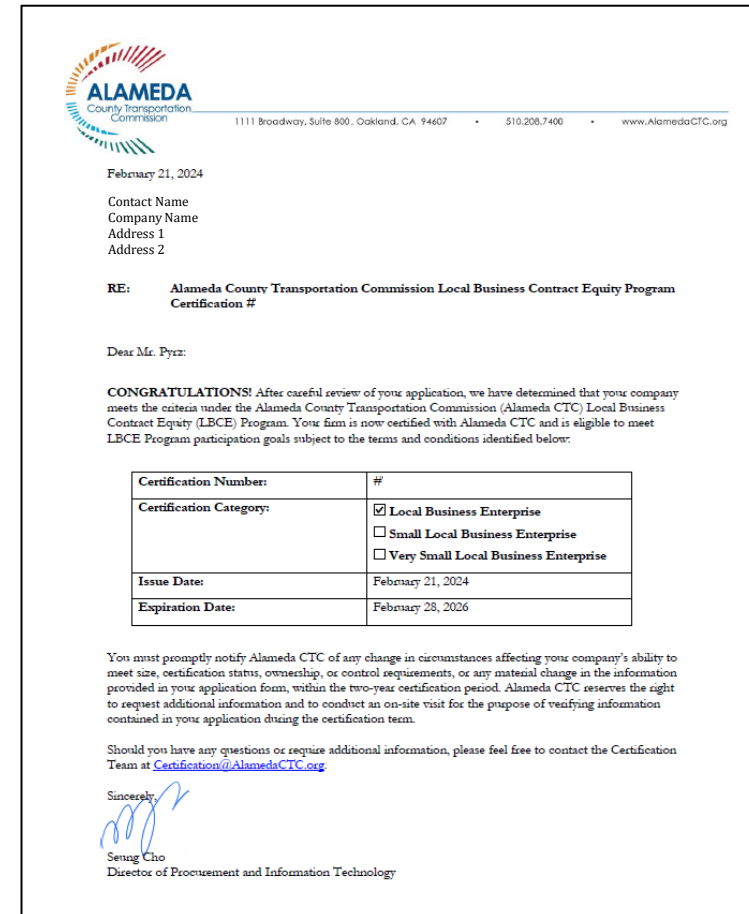
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Certified with Alameda CTC

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)



510.208.7460



- **Contract Equity Webpage**

<https://www.alamedactc.org/get-involved/contract-equity>

- **EBIA Common Application & Supplemental B: LOCAL CERTIFICATION**

[https://forms.office.com/pages/responsepage.aspx?id=OpoPblhjXUKOjr2W\\_jkwFgec1fHclRtlhYpMFPg8wiZUMUZKNEhZNE1BN0VDUU5LWIBMSTRRSUVUMy4u&route=shorturl](https://forms.office.com/pages/responsepage.aspx?id=OpoPblhjXUKOjr2W_jkwFgec1fHclRtlhYpMFPg8wiZUMUZKNEhZNE1BN0VDUU5LWIBMSTRRSUVUMy4u&route=shorturl)

- **EBIA Common Application & Supplemental B: LOCAL RECERTIFICATION**

[https://forms.office.com/pages/responsepage.aspx?id=OpoPblhjXUKOjr2W\\_jkwFgec1fHclRtlhYpMFPg8wiZURTBN000MUFNUEdXREZGRjROUKIDNUdWRS4u&route=shorturl](https://forms.office.com/pages/responsepage.aspx?id=OpoPblhjXUKOjr2W_jkwFgec1fHclRtlhYpMFPg8wiZURTBN000MUFNUEdXREZGRjROUKIDNUdWRS4u&route=shorturl)

- **EBIA Common Certification Application Overview**

[https://www.alamedactc.org/wp-content/uploads/2024/06/EBIA\\_Overview\\_Instructions\\_FAQs.pdf](https://www.alamedactc.org/wp-content/uploads/2024/06/EBIA_Overview_Instructions_FAQs.pdf)

- **Certification Checklist**

[https://www.alamedactc.org/wp-content/uploads/2024/06/ACTC\\_LBCE\\_Certification\\_Checklist.pdf](https://www.alamedactc.org/wp-content/uploads/2024/06/ACTC_LBCE_Certification_Checklist.pdf)

- **IRS Forms and Instructions**

<https://www.irs.gov/forms-instructions>

- **Contracting Opportunities Webpage**

<https://www.alamedactc.org/get-involved/contracting-opportunities>