LOCAL BUSINESS CONTRACT EQUITY (LBCE) PROGRAM
Sponsor Reference Guide

This document is designed to serve as a quick reference guide and as a consolidated source of information to all the resources, materials, and tools that Alameda CTC sponsors need to successfully implement the Local Business Contract Equity (LBCE) Program which supports equity, transparency, and community engagement. Project sponsors should complete the activities below, which appear in chronological order with a reference to where more detailed information can be found on the LBCE page of Alameda CTC's website (**alamedactc.org/contract-equity**) and in the larger LBCE Program document, if needed.

The LBCE Program requirements apply to any project and/or contract for which Measure B (B), Measure BB (BB), and/or Vehicle Registration Fee (VRF) funding is received. Due to the type of funding utilized, the program may not apply to certain activities of a prime contract. These activities are denoted with an asterisk (*). Each project sponsor is responsible for ensuring that all actions and/or forms required are completed timely and accurately.

For additional assistance, please contact Valerie Vijil (vvijil@alamedactc.org).

For all LBCE Program documents, forms, and requirements, visit alamedactc.org/contract-equity.

SPONSOR FORM OR ACTION	DESCRIPTION	FREQUENCY	LBCE PROGRAM REFERENCE
1. Coordination with Alameda CTC	Contact Alameda CTC for help with outreach and compliance or to provide other technical support as needed.	Anytime	• LBCE Reports: Contract Equity Team (LBCEreport@alamedactc.org) • Sponsor Contracting Opportunities: Alastair Powell (apowell@alamedactc.org) • All other LBCE Program matters: Valerie Vijil (vvijil@alamedactc.org)
2. Two-Year Contracting Opportunities Look-ahead	To increase visibility of sponsors' opportunities that are funded by Alameda CTC, Alameda CTC requests that sponsors submit a 2-year forecast for all procurements that have not yet been advertised, well in advance of contract advertisement, using the **Sponsor Agency LBCE Program Contracting Opportunities Form**. From the information on the form, Alameda CTC posts the applicable details to its **Contracting Opportunities Six-month Look-ahead** located at alamedactc.org/contracting-opportunities.	Monthly, as needed	• Section II.G: Program Outreach • Appendix C: GFE for Construction Contracts

<table>
<tr><th>SPONSOR FORM OR ACTION</th><th>DESCRIPTION</th><th>FREQUENCY</th><th>LBCE PROGRAM REFERENCE</th></tr>
<tr><td>3. LBCE Program Substitution*</td><td>A sponsor may request to use its own local business preference program in lieu of Alameda CTC's LBCE Program. To request to use a substitute local business preference program, please complete and submit the Sponsor Agency LBCE Program Substitution Request Form BEFORE advertisement of the contract; each contracting opportunity requires its own form. If approved by Alameda CTC, then the LBCE Program goals would not apply to such contract.</td><td>Prior to each advertisement (3 months prior recommended)</td><td>• Section II.C: Use of Sponsor Agency Local Business Preference Program</td></tr>
<tr><td>4. Prime Contract Procurement Compliance*:</td><td>There are different program goals for professional services contracts vs. construction contracts.
<table>
<tr><th>Type of Contract</th><th>LBE</th><th>SLBE</th><th>VSLBE</th></tr>
<tr><td colspan="4">Contracts over $75,000</td></tr>
<tr><td>Construction</td><td>60.0%</td><td>20.0%</td><td>N/A</td></tr>
<tr><td>Professional Services</td><td>70.0%</td><td>30.0%</td><td>N/A</td></tr>
<tr><td colspan="4">Contracts greater than $25,000 and equal to or less than $75,000</td></tr>
<tr><td>Construction</td><td>N/A</td><td>N/A</td><td>N/A</td></tr>
<tr><td>Professional Services</td><td>N/A</td><td>N/A</td><td>30.0%</td></tr>
<tr><td colspan="4">• SLBE participation counts toward fulfilling the LBE goal.
• VSLBE participation counts toward fulfilling the LBE and SLBE goals.</td></tr>
</table>
Refer to the applicable sections below, 3a (Professional Services Procurement Compliance) and 3b (Construction Procurement Compliance, including Good Faith Efforts).</td><td>Each procurement</td><td>• Table 1: Summary of Goals</td></tr>
</table>

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a. Professional Services Prime Contract Procurement Compliance*	• Ensure that the opportunity is posted to Alameda CTC's **Contracting Opportunities Six-month Look-ahead** at alamedactc.org/contracting-opportunities by submitting a complete **Sponsor Agency LBCE Program Contracting Opportunities Form**. • Reach out via email to LBCE Program **Certified Firms Database**. • Conduct outreach to potential proposers located in Alameda County that are not certified so that they can obtain certification prior to the due date for proposals, if eligible. • Include applicable LBCE Program goal(s) and language in the solicitation document; see **Exhibit A1 - Procurement Process: Professional Services** for process information and **Exhibit A2 - Compliance Language: Professional Services** for sample language. • Invite Alameda CTC to present at sponsor pre-proposal meeting(s) and answer questions posed by proposers regarding the LBCE Program. • Review, understand, and apply the LBCE Program goal requirements, including applying points for each goal met during evaluation. • **On-call Contracts**: To be eligible for reimbursement, on-call services solicitations and contracts must also adhere to the above requirements if LBCE Program goals apply. If a Sponsor anticipates the possibility of contracting with a consultant through an on-call services solicitation with a resulting contract using Alameda CTC funding, please include the applicable LBCE Program goals and language in the on-call services solicitation document (e.g., Request for Proposals or Request for Qualifications, whether two-step or one-step). In doing so, the Sponsor will be prepared to meet LBCE Program goals and requirements in compliance with the Project Funding Agreement.	Each professional services procurement	• Sponsor Agency LBCE Program Contracting Opportunities Form • Exhibit A1 - Procurement Process: Professional Services • Exhibit A2 - Compliance Language: Professional Services

<table>
<tr><th>SPONSOR FORM OR ACTION</th><th>DESCRIPTION</th><th>FREQUENCY</th><th>LBCE PROGRAM REFERENCE</th></tr>
<tr><td>b. Construction Prime Contract Procurement Compliance, including Good Faith Efforts*</td><td>• Ensure that the opportunity is posted to Alameda CTC's Contracting Opportunities Six-month Look-ahead at alamedactc.org/contracting-opportunities by submitting a complete Sponsor Agency LBCE Program Contracting Opportunities Form.
• Reach out via email to LBCE Program Certified Firms Database.
• Conduct outreach to potential bidders located in Alameda County that are not certified so that they can obtain certification prior to due date for bids, if eligible.
• Include applicable LBCE Program goal(s) and language in the solicitation document; see Exhibit B1 - Procurement Process: Construction for process information Exhibit B2 - Compliance Language: Construction for sample language.
• Invite Alameda CTC to present at sponsor pre-bid meeting(s) and answer questions posed by bidders regarding the LBCE Program.
• Review, understand, and apply the LBCE Program goal requirements, including the Good Faith Efforts (GFE) requirements, review, evaluation, and timelines.</td><td>Each construction procurement</td><td>• Sponsor Agency LBCE Program Contracting Opportunities Form
• Exhibit B1 - Procurement Process: Construction
• Exhibit B2 - Compliance Language: Construction
• LBCE Program Section II.A: LBE, SLBE and VSLBE Goals and Participation
• LBCE Program Section II.F: Program Compliance
• LBCE Program Appendix C: GFE for Construction Contracts</td></tr>
<tr><td>5. Prime Contracts: LBCE Goal and Reporting Applicability</td><td>
<table>
<tr><th>Prime Contract Fund Source(s)</th><th>LBCE Goals?</th><th>LBCE Reporting?</th></tr>
<tr><td>B/BB/VRF only</td><td>Yes</td><td>Yes</td></tr>
<tr><td>B/B/VRF & other local funds</td><td>Yes</td><td>Yes</td></tr>
<tr><td>B/BB/VRF & CMA TIP</td><td>Yes</td><td>Yes</td></tr>
<tr><td>B/BB/VRF & TFCA</td><td>No</td><td>Yes</td></tr>
<tr><td>TFCA only</td><td>No</td><td>No</td></tr>
<tr><td>CMA TIP only</td><td>No</td><td>No</td></tr>
<tr><td>B/BB/VRF & regional funds</td><td>No</td><td>Yes</td></tr>
<tr><td>B/BB/VRF & state and/or federal funding</td><td>No</td><td>Yes</td></tr>
<tr><td>B/BB/VRF & Sponsors own Local Preference Program</td><td>No</td><td>Yes</td></tr>
</table>
The LBCE Program is not applicable to Direct Local Distribution (DLD) Master Funding Agreements.</td><td>Each contract</td><td>• Sponsor Agency LBCE Program Semi-Annual Report Form
• LBCE Program Section II.E: Status Monitoring and Reporting
• LBCE Program Section II.F: Program Compliance
• LBCE Program Section III: Reporting and Other Requirements
• LBCE Program Appendix B: Responsibilities of Sponsor Agencies</td></tr>
</table>

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6. LBCE Reporting Forms:	• Reporting requirements are separate from goal requirements, i.e. even if there are no goals on a contract, reporting is still required.
	• Reporting is required:
	  ○ On all prime contracts with MB, MBB and/or VRF funding regardless of other funding participation, such as federal or state funds, and regardless of whether payment was made during the reporting period; and
	  ○ For each Project Funding Agreement (PFA) that includes B, BB, and/or VRF funding; if more than one prime contract is funded with B, BB, and/or VRF funds on the same PFA, then there should be one report for each prime contract, not just one report for the PFA (1 prime contract = 1 report).
			• LBCE Program Section II.E: Status Monitoring and Reporting
			• LBCE Program Section II.F: Program Compliance
			• LBCE Program Section III: Reporting and Other Requirements
			• LBCE Program Appendix B: Responsibilities of Sponsor Agencies

a. Invoice-Based	• Complete the **Sponsor Agency LBCE Program Invoice-Based Report Form** included in the Request for Reimbursement Packet (RFR). • This form is required for each prime contract under a PFA that was executed on or after July 1, 2025 and/or has been transitioned from semi-annual reporting to invoice-based reporting. • Submit completed Invoice-Based Reports with each Request for Reimbursement.	With each RFR submission; frequency varies.	• Sponsor Agency LBCE Program Invoice-Based Report Form (RFR Packet) • Project Funding Agreement (executed after July 1, 2025) Section I, Paragraph 18.
b. Semi-Annual	• Complete the **Sponsor Agency LBCE Program Semi-Annual Report Form** (Semi-Annual Report). • This form is required for each prime contract under a PFA executed before July 1, 2025 and has not transitioned to invoice-based reporting. To transition to invoice-based reporting, please email LBCEreport@alamedactc.org. • Submit completed Semi-Annual Reports to LBCEreport@alamedactc.org by the due dates indicated to the right.	Every six months, due by: • January 31 (for July 1 through December 31) • July 31 (for January 1 through June 30)	• Sponsor Agency LBCE Program Semi-Annual Report Form

* These activities do not apply to prime contracts funded (1) partially by state and/or federal funds or (2) wholly by Transportation Fund for Clean Air (TFCA) and/or Congestion Management Agency Transportation Improvement Program (CMA TIP) funds.