ROADMAP FOR APPLICANTS

Should I apply?
If your firm is currently certified with any of the following agencies, you do NOT need to submit the SBE (Proprietary) Application:

- Federal Small Business Administration (SBA) - 8(a) Business Development Program
- State of California Department of General Services (DGS) – Small Business (SB) and Micro Business (MB)
- California Department of Transportation (CALTRANS)- Small Minority/Women Business Enterprise (SMBE/SWBE)
- L.A. County Metropolitan Transportation Authority (METRO) – Small Business Enterprise (SBE)
- US Women’s Chamber of Commerce (USWCC) - Women-Owned Small Business (WOSB) & Economically Disadvantaged Women-owned Business (EDWOSB)
- National Women Business Owners Corporation (NWBOC) - Women-Owned Small Business (WOSB) & Economically Disadvantaged Women-owned Business (EDWOSB)
- Women’s Business Enterprise National Council (WBENC) - Women-Owned Small Business (WOSB)
- City of Los Angeles – Small Local Business (SLB)
- California Unified Certification Program (CUCP) – Disadvantaged Business Enterprise (DBE)

CUCP Agencies include:
- California Department of Transportation (CALTRANS)
- Central Contra Costa Transit Authority (CCCTA)
- L.A. County Metropolitan Transportation Authority (METRO)
- San Francisco Bay Area Rapid Transit District (BART)
- San Francisco Municipal Transportation Agency (SFMTA)
- Santa Clara Valley Transportation Authority (VTA)
- City of Fresno
- City of Los Angeles
- San Diego County Regional Airport Authority (SAN)
- San Francisco International Airport (SFO)
- San Mateo County Transit District (SAMTRANS)
- Santa Clara Valley Transportation Authority (VTA)

If you are certified by one of the agencies listed above you may add SBE (Proprietary) to your LABAVN profile for verification or check the Bid/Proposal documents for the Department’s instruction regarding verification of certification.

If your firm is not currently certified with one of the above agencies, answer these questions:

- Is your firm an independently-owned and operated business?
- Is your firm a small business that meets the size criteria set forth by the Small Business Administration 8(a) Business Development Program or the State of California DGS Small Business Program?
- Is your firm organized as a for-profit business?

If you answered “Yes” to all of the questions above, you may be eligible to be certified as an SBE (Proprietary)

Complete the attached application and include all of the required documents listed on the checklist of SUPPORTING DOCUMENTATION at the end of this form.

Send completed application to:
CITY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
Bureau of Contract Administration
Office of Contract Compliance – Centralized Certification Administration
1149 S. Broadway, Ste. 300
Los Angeles, CA 90015

For Assistance:
Call (213) 847-2684

Where can I find more information?

- State of California SBE program - http://www.dgs.ca.gov/pd/Programs/OSDS/GetCertified.aspx
- Small Business Administration 8(a) Business Development, WOSB, and EDWOSB Programs: http://www.sba.gov
- SBA Size Standards www.sba.gov/sites/default/files/Size_Standards_Table.pdf
- NAICS Search http://www.naics.com/
- Port of Los Angeles Small Business Enterprise (SBE) and VOSBE Program information- https://www.portoflosangeles.org/business/spb.asp
Please answer the following:

Which Department referred you to the Office of Contract Compliance for Proprietary SBE Certification? (You must check only one box)

- [ ] Department of Water and Power
- [ ] Harbor Department
- [ ] Los Angeles World Airports

Are you currently bidding or participating on a City Project?

- [ ] NO
- [ ] YES

If yes, please provide the following information:

Project Name: ______________________________

BAVN ID#: __________________

Bid/RFP Number: __________________

Due Date: __________________
## I. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>Has your firm been certified by another certifying agency?</td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
<tr>
<td>If yes, which agency &amp; certification (e.g. SBE, MBE, WBE, DBE, etc.):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has firm ever been denied certification?</td>
<td>☐ YES</td>
<td>☐ NO</td>
</tr>
<tr>
<td>If yes, which agency &amp; date:</td>
<td></td>
<td></td>
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<tr>
<td>Legal business name</td>
<td></td>
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<tr>
<td>Fictitious or doing business as (DBA) name(s):</td>
<td></td>
<td></td>
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<tr>
<td>Street address of principal office location (do not use PO box)</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Mailing address (if different)</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Federal employer ID number (FEIN)</td>
<td>Date firm established:</td>
<td>Webpage address:</td>
</tr>
<tr>
<td>Primary point of contact: (name &amp; title)</td>
<td>Phone number:</td>
<td>Fax number:</td>
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<tr>
<td>Other phone number:</td>
<td>Email address:</td>
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### Addresses of other locations, facilities, storage spaces, etc. (Attach additional pages if necessary)

| Description (e.g. storage, field office, factory) | City | State | Zip |
| Description (e.g. storage, field office, factory) | City | State | Zip |

- **Method of acquisition:**
  - ☐ Started new business
  - ☐ Purchased existing business
  - ☐ Inherited business
  - ☐ Other

**Other (explain):**

- **Business structure:**
  - ☐ Sole proprietorship
  - ☐ Partnership
  - ☐ Corporation
  - ☐ LLC
  - ☐ Joint venture

- **Type of business:**
  - ☐ Construction
  - ☐ Manufacturing
  - ☐ Service/consulting
  - ☐ Wholesaler/retailer
  - ☐ Distributor/broker
  - ☐ Concession
  - ☐ Trucking
  - ☐ Other

- **If type of business is construction, provide:**

  - Contractor's license number: | License classification code(s): |

  - Enter firm's average number of employees for the last four quarters including all employees that are in California, out of state, and/or out of the country. (If in business less than a year, average the number of employees over the number of quarters that you have been in business)

  - Number of employees: |

  - Number of: 
    - Owners ________
    - Officers ________
    - Directors ________

**Has firm ever existed under different ownership?**

- ☐ Yes
- ☐ No

**If yes, provide previous ownership, business structure, date the change occurred, and brief explanation of change:**
## II. Ownership (Attach additional pages if necessary)

<table>
<thead>
<tr>
<th>Name of Individual Owner(s) Shareholder(s) and/or Corporate Officers</th>
<th>Title</th>
<th>% Ownership</th>
<th>Home Address (Street, City, State, Zip)</th>
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## III. Affiliate Business Relationship(s) - Do not leave blank or enter N/A

During the previous three (3) tax years did any owner/officer:

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1. Have ownership interest in another business?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Share or have common management with another business?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Share or have common owners with another business?</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>4. Have a family member(s) engaged in a similar business activity?</td>
<td>☐</td>
<td>☐</td>
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<td>5. Have a financial relationship with another business consisting of a loan and/or assistance bond, security, or credit requirements?</td>
<td>☐</td>
<td>☐</td>
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<td>6. Have a long-term or permanent contractual relationship with another business?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>7. Share facilities, equipment, or systems with another business?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>8. Share employees with another business?</td>
<td>☐</td>
<td>☐</td>
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If you answered yes to any of the above, provide the following information for each business that applies to each “YES” response (Attach additional pages if necessary)

1) Owner/Officer Name  
2) Owner/Officer Name  
3) Owner/Officer Name  

Business Name  
Business Name  
Business Name  

Business Address  
Business Address  
Business Address  

Nature of Business  
Nature of Business  
Nature of Business  

Nature of Relationship w/ Applicant Firm  
Nature of Relationship w/ Applicant Firm  
Nature of Relationship w/ Applicant Firm  

## IV. Business Classification

Provide a description of your business and/or individual keywords which best describe your business services:

Use the North American Industry Classification System (NAICS) to identify the firm’s area(s) of specialty.

The primary NAICS represents the firm’s largest source of revenue for the most recently completed fiscal year. Enter up to 5 codes. For a full list of NAICS codes and assistance in locating appropriate codes please visit: [HTTP://WWW.NAICS.COM/SEARCH.HTM](http://www.naics.com/search.htm)

<table>
<thead>
<tr>
<th>6 Digit NAICS Code &amp; Description:</th>
<th>% of the firm’s revenues earned in this NAICS during past 12 months:</th>
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<td>1)</td>
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<td>5)</td>
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PENALTY OF PERJURY DECLARATION

The undersigned states:

I certify under penalty of perjury under the laws of the City of Los Angeles and the State of California that all information submitted in the Small Business Enterprise application, and any additional information to determine eligibility is true and correct.

<table>
<thead>
<tr>
<th>Authorized Signature</th>
<th>Title</th>
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<table>
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<tr>
<th>Print Name</th>
<th>Date</th>
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SUPPORTING DOCUMENTATION CHECKLIST

SUBMIT REQUIRED DOCUMENTATION FOR ALL CATEGORIES BELOW THAT APPLY TO YOUR BUSINESS.

PLEASE DO NOT BIND YOUR SUBMITTAL

ALL APPLICANTS

☐ Most recently entire filed Federal Individual Income Tax Return (Form 1040) for each owner including all schedules and statements.

☐ Entire filed Federal Income Tax Return (Form 1040, 1220, 1120S or 1065) for the applicant business and each affiliate business for the most recent three (3) years or for the years the firm or its affiliate(s) were in business.

☐ If the firm’s business classification identified by the selected NAICS codes requires a professional license or permit in order to operate, include a copy of the current license or permit (e.g. Architect, Engineer, Contractor, Broker/Agent, Lawyer, Security, etc.)

☐ If the size standard for the selected NAICS codes is number of employees - provide the Quarterly Contribution returns and report of wages (Form DE 9C) for the applicant business and each affiliate business for the four (4) most recent completed quarters. Submit a copy of out of state and/or out of country equivalent to form DE 9C, if applicable.

SOLE PROPRIETORSHIP

☐ Fictitious Business Name Statement

PARTNERSHIP

☐ Partnership Agreement and Amendments

CORPORATION

☐ Articles of Incorporation (signed by the state official with approval date)

☐ Corporate Meeting minutes for the past two (2) years listing current elected corporate officers and directors; or statement of information as filed with CA Secretary of State

LLC

☐ Articles of Organization, as filed with State

☐ LLC Statement of Information

☐ Operating Agreement and Amendments

JOINT VENTURE

☐ Joint Venture Agreement and Amendments

TRUCKING COMPANY

☐ Title(s) and registration certificate(s) for each truck owned and/or operated by your business

☐ Current Motor Carrier Permit