SMALL BUSINESS ENTERPRISE CERTIFICATION APPLICATION
eligible California Businesses can be certified as Small Business Enterprise (SBE) with the San Francisco Community College District. The criteria for certification as a Small Business Enterprise are set forth on page 3. For application questions, please call Grace Barba at (415) 928-5910

a) Company Name: _________________________________________

b) Contact person and Title: _________________________________________

c) DBA (if any): _________________________________________

d) Applicant’s mailing address (Street address or P.O. BOX): _________________________________________

e) Applicant’s physical address of principal office (Do not use P.O. BOX): _________________________________________

f) Primary Business Phone Number: ____________________________
g) Primary Business Fax Number: ____________________________
h) Firm’s Website: _________________________________________
i) Email Address: _________________________________________

1. Is your business located within the State of California? YES or NO

2. On what date was your California office established? ____________________________

3. Has your California office been staffed by permanent employees continuously since the opening? If no, please explain:

4. Current number of employees based in your California office: Full-time: _________ Part-time: _________

5. What proof of real property ownership or written lease agreement do you have to verify that your business is located in California? _________________________________________

6(a) Do you have any contracts (including rental agreements, service contracts, equipment rentals or purchase contracts) that evidence your business address in California prior to the date of this application? YES or NO

6(b) List three types of contracts and state their effective dates:

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<tr>
<th>TYPE</th>
<th>DATE</th>
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<td>1.</td>
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<td>3.</td>
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7. Briefly describe the tasks that are performed in your California office.


8. Please list your NAICS code? Go to www.naics.com if you do not know your code.

<table>
<thead>
<tr>
<th>NAICS 1</th>
<th>NAICS 2</th>
<th>NAICS 3</th>
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9. Describe the services your firm provides.


10. (a) Total gross revenue over the past three years:

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<th>YEAR</th>
<th>GROSS RECEIPTS</th>
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10. (b) Average gross revenue for the past three years: $______________________________

11. In addition to the Certification Application, please provide the following documents in support of your responses to questions 5 through 7:

a) Copy of Business License
b) Copy of Lease or proof of ownership of real property for business location
c) Copy of Current and previous year business tax certificate
d) Copy of management service agreement
e) A signed equipment rental/purchase agreement or a contract to provide goods or services
f) Applicable licenses and/or permits
g) Proof of business income for the past three years:

<table>
<thead>
<tr>
<th>Sole Proprietorship</th>
<th>Federal Tax Form 1040 with Schedule C</th>
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<tbody>
<tr>
<td>Partnership/LLP</td>
<td>Federal Tax Form 1065 with Schedule K</td>
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<tr>
<td>Corporations/LLC</td>
<td>Federal Tax Form 1120 with Schedule E or 1120S with K-1(s)</td>
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Revised November 9, 2011
SMALL BUSINESS CERTIFICATION STANDARD

A Small Business Enterprise (SBE) is an entity that 1) is an entity that is an economically independent and continuing business certified by the District and has an established place of operation located within California, 2) is doing business in California prior to the date the certification application is submitted, 3) has gross receipts not exceeding $10,000,000 and 4) submits an SBE certification application along with supporting documents to provide evidence for the following:

A) The business must be located at a fixed commercial or residential address which constitutes a business location and where administrative, clerical, professional or productive work is being performed relative to its contracts, and not a temporary or movable office, a post office box, or a telephone answering service;

B) A business which has an office outside of California as well as an office within California, must have a California office staffed on a full time permanent basis with at least one (1) full time person;

C) The location of the business must have been within California for at least one (1) year prior to submitting the certification application;

D) The business must have a valid business license or tax certificate issued in California dated at least one (1) year prior to submitting the certification application;

E) The business must have proof of one or more past contracts citing the business address (such as contracts to perform work, rent space or equipment, or for other business services);

F) The business shall be considered bona fide if the business' ownership interests are real and continuing and not created merely for the purpose of meeting the objectives of the District’s SLBE Program;

G) The business may not act as a passive conduit without contributing an added value or actual portion of the work awarded; and

H) The dollar level threshold to qualify as a Small Business Enterprise (SBE) as based on state law. Currently state law defines a “small business” as one that has average annual gross receipts of ten million dollars ($10,000,000) or less over the previous three years and no more than 100 employees, or is a “manufacturer” with 100 or fewer employees.

PLEASE MAIL COMPLETED APPLICATION TO:

Davillier-Sloan, Inc./ASIAN, Inc.
CCSF Certification
1167 Mission St., 4th Floor
San Francisco, CA 94103
(415) 928-5910
(415) 921-0182 fax
SIGNATURE CONFIRMATION

I/We the undersigned, swear that all the information provided by me/us in this certification package, including all supporting documentation submitted by me/us, is true and correct. Additionally, City College of San Francisco (CCSF) may conduct an on-site field audit of this business at any time during the application and/or eligibility periods to verify eligibility.

I/We understand further that it is my/our responsibility to notify CCSF within thirty (30) days of any change of the business herein applying for CCSF Small Business Enterprise (SBE) certification. Failure to do so may be cause for reapplication and/or determination of ineligibility.

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