

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT



SMALL LOCAL BUSINESS ENTERPRISE RE-CERTIFICATION APPLICATION

Eligible California businesses can be certified as Small Business Enterprise (SBE) or Small Local Business Enterprise (SLBE) with the San Francisco Community College District. The criteria for certification as a SBE and SLBE are set forth on page 4 and 5. For application questions, contact the District Certification Coordinator at (415) 928-5910 or gbarba@asianinc.org

1. BUSINESS IDENTIFICATION:

Business Name: _____

DBA (if different): _____

Main Address: _____

City, County, State, Zip: _____

Mailing Address (if different): _____

City, County, State, Zip: _____

Telephone: _____ Fax Number: _____

Email: _____ Website: _____

Contact Person: _____ Principal Owner: _____
or Officer

2. Business Locations/Branch Offices:

Has the headquarters of your offices moved? YES _____ NO _____

If yes, explain in detail:

How many branch offices does your firm have (including main location)? _____

List headquarters and branch locations (use separate sheet if necessary):

Zip Code	City	No. of Employees (FT/PT)	Date Started

3. North America Industrial Code System (NAICS) www.naics.com :

NAICS 1	NAICS 2	NAICS 3	NAICS 4

4. BUSINESS SPECIALTY: Using key words, describe firm's products/services and specialty:

5. Gross Revenue (last fiscal year): _____ Number of Employees (FICA deducted) _____

6. Bonding Company: _____ Bonding Limit: _____

7. Ownership:
 Has any ownership, management, or control of business changed since last certification? YES ____ NO ____
If yes, explain in detail:

Identify ALL owners officers, directors, & key personnel (use separate sheet if needed)
Please note the ethnicity and gender information is for survey purposes only. The answer to this question will not be considered in the review of your application.

NAME	TITLE	ETHNICITY/ GENDER	CITY	STATE	PERCENT OF OWNERSHIP

Sole Proprietorship Partnership/LLP Corporation/LLC, S-Corp

8. Certification: Is you firm currently certified by another agency? YES_____ NO _____
 If yes, please complete the following and submit a copy of the certification with application (optional)

Agency _____ Certification # _____ Exp. Date _____

9. Checklist: Please provide most recent filed/executed copies of the following documents:

- a) Business License/business tax registration certificate
- b) Lease or proof of ownership of real property for business location/office
- c) Copies of three most recent contracts
- d) Most recent Federal Income Tax Returns for the business

ALL INCOME TAX RETURNS MUST BE SUBMITTED IN FULL & WITH ALL STATEMENTS & SCHEDULES

PLEASE SUBMIT COMPLETED RE-CERTIFICATION APPLICATION TO:

Davillier-Sloan, Inc. / Asian, Inc.
CCSF Certification
1167 Mission Street, 4th Floor
San Francisco, CA 94103
Telephone: (415) 928-5910
Fax: (415) 921-0182
Email: sfccdcert@davillier-sloan.com

AFFIDAVIT

The undersigned declares and swears under penalty of perjury that the foregoing statements, including all supporting documentation are true, complete and accurately explain the operation of:

Name of Business

Additionally, the undersigned agrees during the term of the certification to immediately notify the City College of San Francisco when changes in the information provided in this application occur. Furthermore, the undersigned hereby permits City College of San Francisco to examine and audit the books, records, and files of the named business. The undersigned affirms that failure to provide information requested or to cooperate in an investigation of this business may result in the denial of certification. Any misrepresentation will be grounds for terminating any contract which may be awarded and for the initiating action under federal, state or local laws concerning false statements.

Signature

Title

Printed Name

Date Signed

Acknowledgement

State of _____

County of _____

Subscribed and sworn to (or affirmed) before me on this _____ day of _____

20____ by _____, *(the person who signed the above affidavit who proved me on the basis of satisfactory evidence to be the person who appeared before me.)*

Notary Public

SMALL BUSINESS CERTIFICATION CRITERIA

A Small Business Enterprise (SBE) is an entity that 1) Is an entity that is an economically independent and continuing business certified by City College of San Francisco (CCSF) and has an established place of operation located within California, 2) Is doing business in California at least 1 year prior to the date the certification application is submitted, 3) Has gross receipts not exceeding \$14,000,000 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 CCSF'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 fourteen million dollars (\$14,000,000) or less over the previous three years and no more than 100 employees, or is a "manufacturer" with 100 or fewer employees.

SMALL LOCAL BUSINESS CERTIFICATION CRITERIA

A Small Local Business Enterprise (SLBE) is an entity that 1) is an economically independent and continuing business certified by the City College of San Francisco (CCSF) and has an established place of operation location in the County of San Francisco, 2) is doing business in the County of San Francisco prior to the date the certification application is submitted, 3) has gross receipts not exceeding the economic threshold 4) submits an SLBE 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) The location of the business must have been in the County of San Francisco for at least six months prior to submitting the certification application;
- C) The business must have a valid business license or tax certificate issued in County of San Francisco dated at least six months prior to submitting the certification application;
- D) 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);
- E) 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 CCSF's SLBE Program;
- F) The business may not act as a passive conduit without contributing an added value or actual portion of the work awarded.

MAXIMUM ECONOMIC THRESHOLDS FOR SLBE CERTIFICATION

INDUSTRY CATEGORY	SMALL BUSINESS
Class A and Class B General Contractors	\$ 14, 000,000
Specialty Construction Contractors	\$ 7,000,000
Trucking and Hauling	\$ 3,500,000
Goods Materials and Equipment Suppliers	\$ 7,000,000
General Service Providers	\$ 7,000,000
Architect/Engineering	\$ 2,500,000
Professional Services	\$ 2,500,000