



## **COMMUNITY BUSINESS ENTERPRISE (CBE) Certification Application**

The Community Business Enterprise (CBE) Program encourages business owners who are minorities, women, disabled veterans, or disadvantaged, to capitalize on opportunities in government and private-sector procurement programs.

Before applying for the Community Business Enterprise program, be sure you have reviewed the eligibility requirements. The eligibility requirements may be found at [http://osb.lacounty.gov/PDFs/CBE\\_Brochure.pdf](http://osb.lacounty.gov/PDFs/CBE_Brochure.pdf).

### **INSTRUCTIONS FOR COMPLETING THE APPLICATION**

1. Complete and sign all sections of the attached Application for Participation and Acknowledgement of Sanctions.
2. Submit all requested supporting documentation (refer to the supporting documents checklist).
3. The completed application and supporting documentation may be emailed to: [cbesbe@dca.lacounty.gov](mailto:cbesbe@dca.lacounty.gov).
4. Your application may be delayed without the required documents.

### **AFTER APPLICATION IS SUBMITTED**

After you submit your application you will receive an email confirming receipt. In some cases additional documentation and/or a site visit may be required to determine eligibility. If additional documents or a site visit are required, you will be notified via email.

Please allow 5-10 business days for processing of your application.

If you have any questions about the CBE program or application process, you may contact Small Business Services at 323-881-3964 or 855-230-6430 to speak to a counselor.



**COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE)**

**APPLICATION FOR PARTICIPATION**

Please select one: First Time Certification  Recertification  CBE #: \_\_\_\_\_  
 (If recertification, indicate CBE number)  
 Los Angeles County Vendor Registration (WebVen) #: \_\_\_\_\_

**1 GENERAL BUSINESS INFORMATION** (Indicate "N/A" if not applicable to your business)

Name of Business		
Principal Place of Business Address (Do not use P.O. Box) <i>P.O. box is not acceptable to determine principal place of business</i>		
City	State	Zip Code
Mailing Address (if different)		
Telephone Number ( )	Fax Number ( )	* Email Address
Contact Person for this certification		Title

\* All communication will be done through email.

**2 TYPE OF PARTICIPATION REQUESTED** (check all that apply)

<input type="checkbox"/> Minority Business Enterprise (MBE)	<input type="checkbox"/> Disadvantaged Business Enterprise (DBE)
<input type="checkbox"/> Women Business Enterprise (WBE)	<b>DBEs wishing to participate must be currently certified by another authorized governmental certifying agency and must submit a copy of the certification with your application. See supporting document checklist.</b>
Complete the following questions:	
	Yes                      No
a. Is your business for-profit?	<input type="checkbox"/> <input type="checkbox"/>
b. Is your firm at least <b>51% minority owned?</b>	<input type="checkbox"/> <input type="checkbox"/>
c. Is your firm's daily business operations <b>controlled and managed</b> by one or more minorities?	<input type="checkbox"/> <input type="checkbox"/>
d. Is your firm at least <b>51% woman owned?</b>	<input type="checkbox"/> <input type="checkbox"/>
e. Is your firm's daily business operations <b>controlled and managed</b> by one or more women?	<input type="checkbox"/> <input type="checkbox"/>

**3 OWNERSHIP INFORMATION** (Complete this section for ALL owners) Attach additional pages if necessary.

Type of Ownership:	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership/Joint Venture		
	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company		
Name	Race/Ethnicity	Gender		Percentage of Ownership
		Male	Female	


**4 CERTIFICATION BY ANOTHER PUBLIC AGENCY**

Is your firm currently certified as an MBE, WBE, DBE, or 8(A) by another public Agency? Yes  No

(See *supporting documents checklist* for a list of County recognized governmental certifying agencies for DBE)

*You may be eligible for CBE participation under the Federal Small Business Administration 8(A) definition as a small business which is unconditionally owned and controlled by one or more socially and economically disadvantaged individuals who are of good character and citizens of the United States, and which demonstrates potential for success. For certification as an 8(A) visit the Federal Small Business Administration at [www.sba.gov](http://www.sba.gov).*

**If yes, complete the following and attach proof of certification. THE COUNTY DOES NOT ACCEPT SELF-CERTIFICATION.**

Agency Name	CHECK TYPE OF CERTIFICATION			Certification Expiration Date (mm/dd/yy)
	Minority (MBE)	Women (WBE)	Disadvantaged (DBE)	

**5 STANDARD INDUSTRIAL CLASSIFICATION (SIC) DESCRIPTION**

Identifying a Standard Industrial Classification (SIC) description for your specific business type, specific industry and/or goods and service will help potential business partners and contracting agencies locate your business from our CBE listing. List the appropriate SIC description of goods and/or services provided by your business. A searchable list of SIC descriptions and codes is available at the U.S. Department of Labor's Standard Industrial Code website at <http://www.osha.gov/pls/imis/sicsearch.html>.

SIC Description	Code	SIC Description	Code

I hereby certify and attest, under penalty of perjury, that all the information provided in this application is true and correct and that my firm meets all eligibility requirements.

By executing this form, the undersigned agrees to submit additional documentation to verify the information provided in this application and consents to an on-site visit, if needed. To protect your privacy we will not keep your documents.

Owner/Principal Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed application and all required documents via email to: [cbesbe@dcbalacounty.gov](mailto:cbesbe@dcbalacounty.gov)  
 If you have any questions, please contact us at (323) 881-3964.



## ACKNOWLEDGEMENT OF SANCTIONS COMMUNITY BUSINESS ENTERPRISE PROGRAM

It is the policy of the County of Los Angeles Board of Supervisors that it is unlawful for any person to knowingly submit fraudulent information with the intent of receiving Community Business Enterprise (CBE) certification and avail themselves of any benefits for which they are not entitled.

This is to acknowledge that the undersigned, on behalf of himself or herself individually and on behalf of his or her business or organization, is fully aware of the following policy of the County of Los Angeles.

- A. A person or business shall not:
1. Knowingly and with the intent to defraud, fraudulently obtain, retain, attempt to obtain or retain, or aid another in fraudulently obtaining or retaining, or attempting to obtain or retain, acceptance or certification as a community business enterprise; for the purposes of this article.
  2. Willfully and knowingly make a false statement with the intent to defraud, whether by affidavit, report, or other representation, to a County official or employee for the purpose of influencing the acceptance or certification or denial of acceptance or certification of any entity as a minority and/or women owned business enterprise, or both.
  3. Willfully and knowingly obstruct, impede, or attempt to obstruct or impede, any County official or employee who is investigating the qualifications of a business entity which has requested acceptance or certification as a community business enterprise.
  4. Knowingly and with intent to defraud, fraudulently obtain, attempt or obtain, or aid another person or business in fraudulently obtaining or attempting to obtain, public monies to which the person or business is not entitled under this article.
- B. Any person or business who violates the above shall be suspended from bidding on, or participating as a contractor, subcontractor, or supplier in any County contract or project in accordance to the provisions of Chapter 2.202 of the County Code (Determinations of Contractor Non-responsibility and Contractor Debarment).
- C. No County agency with the powers to award contracts shall enter into any contract with any person or business suspended for violating this section during the period of the person's or business' suspension. No awarding department shall award a contract to any contractor who uses the services of any person or business as a subcontractor suspended for violating this section during the period of their person's or business' suspension.

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The undersigned acknowledges, on behalf of him/herself, individually and on behalf of his/her business or organization, is fully aware of the above policy of the County of Los Angeles and declares under penalty of perjury under the laws of the State of California that the information is true and correct.

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Name of business: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

## **COMMUNITY BUSINESS ENTERPRISE PROGRAM (CBE) SUPPORTING DOCUMENTATION CHECKLIST**

To protect the privacy of the applicants, the Department of Consumer and Business Affairs will not retain the following records:

- Passport
- Birth certificates
- Naturalizations documents

<b>MINORITY BUSINESS ENTERPRISE (MBE) Proof of Ethnicity</b>	
	Passport (If owner(s) from another country); or
	Birth certificate (stating race/ethnicity); or
	Parents/Grandparents birth/death certificate (stating race/ethnicity); or
	Similar document evidencing ethnic community affiliation (i.e. letter from a church, chamber of commerce etc.)
<b>WOMEN BUSINESS ENTERPRISE (WBE) Any of the following</b>	
	Birth Certificate; or
	Driver's License; or
	Passport
<b>DISADVANTAGED BUSINESS ENTERPRISE (DBE) Any one of the following certifications</b>	
	California Dept. of Transportation- <a href="http://www.dot.ca.gov/hq/bep/find_certified.htm">http://www.dot.ca.gov/hq/bep/find_certified.htm</a>
	LA City Bureau of Contract Administration- <a href="http://bca.lacity.org/index.cfm?nxt_body=main_page.cfm">http://bca.lacity.org/index.cfm?nxt_body=main_page.cfm</a>
	LA County Metropolitan Transportation Authority (METRO)- <a href="http://business.metro.net/vendorportal">http://business.metro.net/vendorportal</a>
	Any agency authorized to certify under the Unified Certification Program <a href="https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-program-points-contact">https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-program-points-contact</a>
<b>SOLE PROPRIETORSHIP All listed required</b>	
	License or permits to do business
	Fictitious business name filing
<b>PARTNERSHIP/ JOINT VENTURES All listed are required</b>	
	License or permits to do business
	Fictitious business name filing
	Original and any amended partnership and/or joint venture agreements
<b>CORPORATION All listed are required</b>	
	License or permit to do business
	Fictitious business name filing
	Articles or certificate of incorporation and/or corporate bylaws ( signed by state official with approval date)
	Both sides of all corporate stock certificates
	Stock transfer ledger
<b>LIMITED LIABILITY CORPORATION All listed are required</b>	
	License or permits to do business
	Fictitious business name filing
	Original and any amended operating agreement(s)
	Articles of Organization