



# LOCAL BUSINESS CONTRACT EQUITY (LBCE) PROGRAM

## Certification Checklist

For certification documents and complete LBCE Program requirements, visit [www.alamedactc.org/contract-equity](http://www.alamedactc.org/contract-equity). Please contact the Certification Team at [certification@alamedactc.org](mailto:certification@alamedactc.org) or (510) 208-7460 for assistance.

### NEW CERTIFICATION APPLICATIONS

- 1. East Bay Interagency Alliance (EBIA) Common Certification Application and Supplemental B Form.
- 2. Valid Business License/Tax Certificate held for at least six (6) months prior to certification date.
- 3. Fully executed contract (prior or current) containing the business address for the certification.
- 4. Fully executed lease agreement or proof of ownership of real property for the fixed place of business.
- 5. Minimum of one full-time equivalent employee staffing the Alameda County office, if the business has one or more offices located outside of Alameda County.
- 6. Be bona fide with real and continuing business activities and ownership interests which are not created merely for the purpose of meeting the objectives of the LBCE Program.
- 7. Be economically independent, perform commercially useful functions, and have a customer base.
- 8. Valid professional license(s) or permit(s); e.g., architect, contractor, engineer, or motor carrier.
- 9. Small Local Business Enterprise (SLBE) and Very Small Local Business Enterprise (VLSBE) only: Internal Revenue Service (IRS) forms for each of the past three (3) years:
  - Corporation: IRS Form 1120S and 4562, including Schedule K/K1
  - Non-Profit: IRS Form 990 & Letter of Determination
  - Partnership: IRS Form 1065 including Schedule K/K1
  - Sole Proprietorship: IRS Form 1040 & Schedule CTax submittals must be signed. For unsigned returns, a signed IRS Form 8879 or 8879-S is required.
- 10. IRS Form 4506-T.

### CERTIFICATION RENEWAL APPLICATIONS

- 1. East Bay Interagency Alliance (EBIA) Common Certification Application and Supplemental B Form.
- 2. Valid Business License/Tax Certificate held for at least six (6) months prior to certification date.
- 3. Small Local Business Enterprise (SLBE) and Very Small Local Business Enterprise (VLSBE) only: Internal Revenue Service (IRS) forms for each of the past three (3) years:
  - Corporation: IRS Form 1120S and 4562, including Schedule K/K1
  - Non-Profit: IRS Form 990 & Letter of Determination
  - Partnership: IRS Form 1065 including Schedule K/K1
  - Sole Proprietorship: IRS Form 1040 & Schedule CTax submittals must be signed. For unsigned returns, a signed IRS Form 8879 or 8879-S is required.
- 4. IRS Form 4506-T.