



Small Business Enterprise Certification Application

CONTRACTOR/VENDOR INFORMATION
Business Contact Information

You MUST complete ALL applicable fields. Incomplete applications may cause a delay in processing.

New Contractor/Vendor [ ] Contractor/Vendor update: [ ] Existing Contractor/Vendor: [ ]
LAUSD Prequalified Contractor: Category A [ ] Category B [ ] Category C [ ] Safety Prequalified [ ]

Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_ Year Est. \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

The business is owned by: (attach separate sheet if there are more than two owners)

a. \_\_\_\_\_ b. \_\_\_\_\_

(If applicable) This firm is also Doing Business As (attach separate sheet if there is more than one DBA)

\_\_\_\_\_ at \_\_\_\_\_
Name of firm City State

1. Provide this firm's Primary North American Industrial Classification System Code (NAICS). \_\_\_\_\_

You can determine your NAICS code on the SBA Website at: http://www.sba.gov/size/indextableofsize.html

2. Provide any other applicable NAICS codes: \_\_\_\_\_

3. (Optional) Are you also a [ ] minority-owned or [ ] women-owned enterprise? If yes, please select one of the following: [ ] Native American [ ] Asian/Pacific Islander [ ] Afro-American/Black [ ] Hispanic [ ] Other

4. Are you applying for Small Business Enterprise (SBE) status? Yes [ ] No [ ] (If yes, please continue on with this application)

Declaration for Self-Certification for Small Business Enterprise

Please complete the following information to receive Small Business Enterprise recognition with the LAUSD Facilities Services Division and the Metropolitan Water District of Southern California:

1. The firm's average Annual Receipts for the last three Fiscal Year periods based upon (select one):
[ ] IRS Tax Form 1120 (Corporation) [ ] IRS Tax Form 1065 (Partnership) [ ] IRS 1040 Schedule C (Sole Proprietor) is:

\$\_\_\_\_\_.00 This average covers fiscal years \_\_\_\_\_ to \_\_\_\_\_. The firm's fiscal year runs from \_\_\_\_\_ to \_\_\_\_\_.

2. The average number of employees of this firm for the last twelve calendar months is \_\_\_\_\_.



LOS ANGELES UNIFIED SCHOOL DISTRICT
FACILITIES SERVICES DIVISION



NOTARIZATION IS REQUIRED FOR DECLARATION OF SELF CERTIFICATION

I hereby declare the following

This firm is best described by NAICS Codes and descriptions identified in Items 1 and 2 of this Declaration, and falls within the SBA Size Standard threshold for each such NAICS Code.

I understand that this certification is subject to audit by the LAUSD Facilities Services Division, and that all statements made herein are true and correct. I further understand that if I falsify or misrepresent information on this form LAUSD Facilities Services Division may, in its sole discretion, disqualify this firm from participation in any LAUSD Facilities contracts for a period of up to 5 years.

I am duly authorized to enter into contracts on behalf of this firm.

The foregoing is true and correct under penalty of perjury of the laws of the State of California.

Print Name \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Executed at: \_\_\_\_\_

Acknowledgement

STATE OF CALIFORNIA

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ 20\_\_ before me \_\_\_\_\_, personally known to me or proved to me or proved to me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument on the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal

Notary Signature \_\_\_\_\_

SEAL

Internal Use Only:

Approved/Rejected: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Small Business Outreach Program Manager

Comments:



## Definitions and Instructions

The following are definitions and instructions will assist you in properly completing this SBE application.

**Annual Receipts** - "total income" (or in the case of a sole proprietorship, "gross income") plus the "cost of goods sold" as these terms are defined or reported on Internal Revenue Service (IRS) Federal tax return forms (Form 1120 for corporations; Form 1120S for Subchapter S corporations; Form 1065 for partnerships; and Form 1040, Schedule F for farm or Schedule C for other sole proprietorships). However, the term receipts excludes net capital gains or losses, taxes collected for and remitted to a taxing authority if included in gross or total income, proceeds from the transactions between a concern and its domestic or foreign affiliates (if also excluded from gross or total income on a consolidated return filed with the IRS), and amounts collected for another by a travel agent, real estate agent, advertising agent, or conference management service provider.

- Annual receipts of a concern which has been in business for 3 or more completed fiscal years means the receipts of the concern over its last 3 completed fiscal years divided by three.
- Annual receipts of a concern which has been in business for less than 3 complete fiscal years means the receipts for the period the concern has been in business divided by the number of weeks in business, multiplied by 52.
- Annual receipts of a concern which has been in business 3 or more complete fiscal years but has a short year as one of those years means the receipts for the short year and the two full fiscal years divided by the number of weeks in the short year and the two full fiscal years, multiplied by 52.

**13 CFR Part 121- Code of Federal Regulations Title 13 Part 121-PART 121--SMALL BUSINESS SIZE REGULATIONS-** defines whether a business entity is small and, thus, eligible for programs reserved for "small business" concerns. Size standards have been established for types of economic activity, or industry, generally under the North American Industrial Classification System (NAICS). The LAUSD Facilities Services Division Small Business Outreach Program applies 13 CFR Part 121 in determining a firm's eligibility for Small Business Enterprise status.

**Doing Business As (DBA)** - Typically a sole proprietorship is set up as the owner's name (e.g. John Smith). If an owner chooses to operate his or her business under a different name or DBA (e.g. Smith's Lawn Care) it must file a "doing business as" or DBA form with the appropriate government body.

**Fiscal year** - a taxable year including any short period. Taxable year and short period have the meaning attributed to them by the IRS.

**Minority-Owned Business Enterprise (MBE)** – A business enterprise that is at least 51 percent owned by a minority individual or group; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more minority groups and whose management and daily operations are controlled and operated by one or more of these individuals. Minority includes Black Americans, Hispanic Americans, Asian-Pacific Americans (including persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the United States Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, and Taiwan) or Native Americans (including American Indians, Eskimos, Aleuts and Native Hawaiians). (Certification is not required.)

**Woman-Owned Business Enterprise (WBE)** – A business enterprise that is at least 51 percent owned by a woman or women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women and whose management and daily business operations are controlled and operated by one or more women. (Certification is not required.)

**North American Industrial Classification System Code (NAICS)** – NAICS codes are used by the SBA to identify and classify specific categories of business activity that represent the lines of business a firm conducts. SBA provides a full table of small business size standards. The size standards themselves are expressed either in number of employees or annual receipts in millions of dollars, unless otherwise specified. The number of employees or annual receipts indicates the maximum allowed for a firm and its affiliates to be considered small. The NAICS manual is available from the National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161; by calling 1(800) 553-6847 or 1(703) 605-6000. The size standards for various NAICS code are available at: <http://www.sba.gov/size/Table-of-Small-Business-Size-Standards-from-final-rule.html>



**DEFINITIONS AND INSTRUCTIONS (Continued)**

**Number of Employees-** For purposes of determining Small Business status, employees counted in determining size include all individuals employed on a full-time, part-time, temporary, or other basis. Based on 13 CFR Part 121.106 the method for determining a concern's size includes the following principles:

- The average number of employees of the concern is used (including the employees of its domestic and foreign affiliates) based upon numbers of employees for each of the pay periods for the preceding completed 12 calendar months.
- Part-time and temporary employees are counted the same as full-time employees.
- If a concern has not been in business for 12 months, the average number of employees is used for each of the pay periods during which it has been in business.

**Primary NAICS** - In determining the primary industry or NAICS in which a firm or a firm combined with its affiliates is engaged, 13 CFR Part 121.107 considers the distribution of receipts, employees and costs of doing business among the different industries in which business operations occurred for the most recently completed fiscal year. Other factors, such as the distribution of patents, contract awards, and assets may also be considered.

**Small Business Administration (SBA)** – The United States Small Business Administration.

**Small Business Enterprise-** A small business enterprise is one that, at the time of contract award meets the following requirements:

- Is independently owned and operated, is not dominant in the field of operation in which it is proposing, has its principal place of business located in the United States and is organized for profit;
- Is at least 51 percent owned, or in the case of a publicly owned business, at least 51 percent of its voting stock is owned by United States citizens or lawfully fully admitted permanent resident aliens;
- Has, including its affiliates, a number of employees or annual receipts not exceeding the regulatory requirements found in 13 CFR Part 121.

**Please return completed SBE certification application to:**

Veronica Soto	Address:
Manager, Small Business Program	333 South Beaudry Avenue, Floor 23,
Los Angeles Unified School District	Los Angeles, CA 90017

**For further information and assistance and completing this application, please contact:**

Michael Bejarano, Small Business Program Coordinator 213-241-4973

**Quick Online References**

1. To ascertain your small business size standard or applicable NAICS code, visit the Small Business Administration web site.  
<http://www.sba.gov>

2. To view specific LAUSD information, visit:

**Contracting Opportunities**

Facilities Construction Contracts  
<http://laschools.org/contractor/cc/>

**Contractor Prequalification**

Facilities Construction Contracts  
<http://laschools.org/contractor/cc/pq/>

**Professional Services Contracts**

<http://laschools.org/contractor/psc/>

**Architecture & Engineering Contracts**

<http://laschools.org/contractor/a&e/>

**FSD Vendor Invoice Service Desk**

1-866-604-7521 or [invoice@lausd.org](mailto:invoice@lausd.org)

**Small Business Events & Workshops**

<http://laschools.org/contractor/sbop/>