



Local Business Enterprise (LBE) and PUC-LBE Recertification Application

Complete this application if you would like to apply for LBE or PUC- LBE recertification. You should fill out this application if your firm has been certified as an LBE but the certification has expired or will expire within the next several months.

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Directions

This is the paper version of the online LBE and PUC-LBE recertification application. The best way to complete this application is online: <https://sfcitypartner.sfgov.org/pages/BS3/login.aspx>. You may choose to complete the paper application if you are unable to submit the application electronically.

The paper application is 2 pages long and typically takes 15 minutes to complete.

Before you begin filling out the application, gather your firm's tax returns, San Francisco business registration, employee information, and professional license information. You must submit additional documentation to support your application.

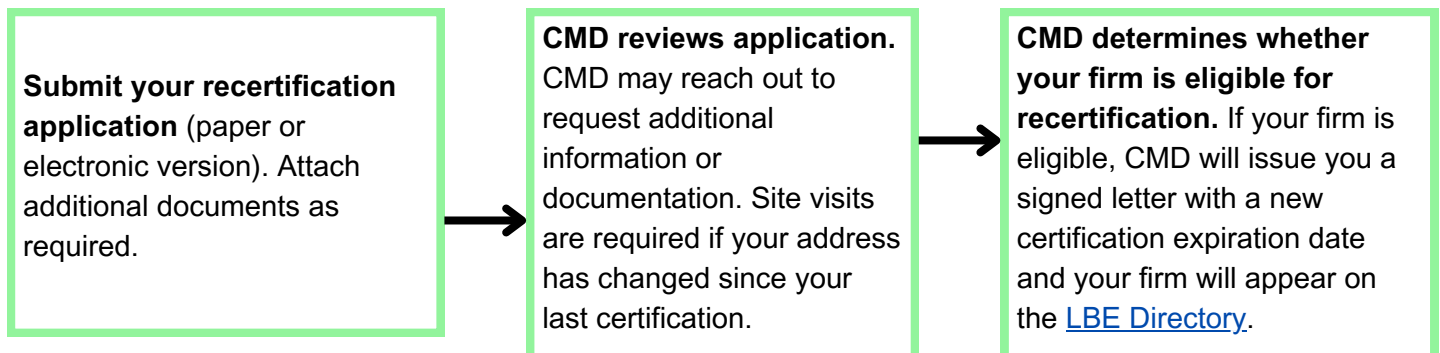
Important: All firms must have a profile in San Francisco City Partner. CMD cannot finish processing your application unless you have created a profile. Register here:

<https://sfcitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>.

Submission

Submit your application with documentation to lbecert@sfgov.org or Contract Monitoring Division, Attn: Certification Unit, 1455 Market Street Suite 16A San Francisco, CA 94103.

Recertification Process



Questions?

Contact CMD's Certification Unit at lbecert@sfgov.org or sign up to attend a certification webinar here:

<https://www.sf.gov/sign-cmd-1st-wednesday-workshop>

Contract Monitoring Division (CMD) · <https://www.sf.gov/cmd>

1455 Market Street Suite 16A · San Francisco, CA 94103

(415) 554-0630 · LBEcert@sfgov.org



LBE and PUC-LBE Recertification Application

Questions with * are required. Answer all other questions relevant to your firm.

*Firm Name: _____ *Supplier/Bidder ID Number: _____

Threshold Check

You are only eligible for a threshold check if you were previously given a 1-year certification due to your firm's five year average of gross receipts being close to the next size category threshold. CMD will review new tax returns to calculate your firm's up-to-date LBE size category and issue a new expiration date.

*Are you requesting a threshold check only? Yes No

If no, skip the rest of the Threshold Check section and fill out the rest of the application.

If yes, do not complete the rest of the recertification application. Sign the application and attach your five most recently filed business income tax returns not previously supplied to CMD. No other documentation is necessary.

Firm Overview

*Has your firm's Tax ID number, SF Business Registration number, or business type changed? Yes No

If yes, provide clarification: _____

*Has your firm's address(es) changed? Yes No

If there's been an address change, provide an explanation and list new address(es) below.

Owner Information

*Since your last certification, are there new owners or a change in ownership? Yes No

*Since your last certification, would you like to change your special designation (MBE/WBE/OBE) status? Yes No

If no to both questions, skip the rest of the Owner Information section.

List all owners. Demographic information is required for firms seeking a special designation of Minority-Owned Business (MBE) or Women-Owned Business (WBE).

Owner Name	Years with Firm	Ownership %	Ethnicity	Gender	Professional and/or Contractor License Numbers

Are any owners/shareholders employees for another firm? Yes No

Has any owner, partner, or officer of your firm operated another firm in the last five years? Yes No

Is any owner/shareholder a City employee? Yes No

If yes to any of the above, provide clarification:

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Employee Information

*How many employees does your firm have? _____

*Did your firm pay wages last year? Yes No

Certification Category Information

*Are you requesting any new certification categories? Yes No

List new requested certification categories (list of all certification categories at <https://bit.ly/LBECertCategories>):

The undersigned declares and swears under penalty of law that the statements made in this application are true, correct and complete. The undersigned further agrees to permit audits and examination of the books, records and files of the named firm to verify the information submitted in this application. Any material misrepresentation will be grounds for initiating criminal and civil actions under federal, state and local laws and for terminating any contract awarded pursuant to this Certification.

Signature


Date

Printed Name

Required Documents for LBE and PUC-LBE Recertification


Attach all documentation that applies to your firm. Check the box next to each document you attach.

*All Applicants

All Applicants must  attach:

- Verification of gross receipts:**
Your **FIVE** most recently filed business income tax returns not previously provided to CMD (if your firm has filed less than five business income tax returns, send all returns you have previously filed).
- Verification of personal income tax returns:**
All owners must provide their **FIVE** most recently filed personal income tax returns.


Have you changed your business type?

If **NO**,  skip to next question.

If **YES**,  attach:

- If **Partnership**: partnership agreement, OR
If **Corporation**: Articles of Incorporation, OR
If **LLC**: Articles of Organization, OR
If **Sole Proprietor**: Form 1040 Schedule C.


Have you had an address change?

If **NO**,  skip to next question.

If **YES**,  attach:

- If you **lease**: signed lease AND proof of recent rent payment OR
If you **own**: proof of ownership e.g. property tax bill, deed.

Are you seeking a change to your MBE/WBE/OBE special designation?

If **NO**,  skip to next question.

If **YES**,  attach:

- Documentation for each principal identified as an ethnic minority (for MBE) OR each principal identified as a woman (for WBE) e.g. passport, driver's license, birth certificate.


Does your firm have employees?

If **NO**,  skip to next question.

If **YES**,  attach:

- Your firm's most recently filed annual Federal W-3 AND
The corresponding DE9C payroll reports filed with the CA Employment Development Department for that year.

Are you requesting a new certification category?

If **NO**,  skip to next question.

If **YES**,  attach:

- For each new certification category requested, attach three proofs of experience (e.g. signed contracts or invoices) documenting experience in requested category.

Are you a trucker/hauler?

If **YES**,  attach:

- Your DMV Motor Carrier Permit AND
Proof of ownership (e.g. registration and title) for each vehicle.