



SAN DIEGO COMMUNITY COLLEGE DISTRICT

City College • Mesa College
Miramar College • Continuing Education



S/D/M/W/DVBE CERTIFICATION VERIFICATION FORM

The SDCCD Propositions S & N Contractor Outreach Program is in place to promote and monitor the participation of **Small Businesses Enterprises, Disadvantaged Business Enterprises, Minority-owned Business Enterprises, Woman-owned Business Enterprises, Service-Disabled and Disabled Veteran-owned Business Enterprises** in construction bond program projects. Completion of this form is requested to assure transparency and the reporting of accurate S/D/M/W/DVBE utilization statistics to the District's Board of Trustees and Citizens' Oversight Committee. This form is to be completed by **all** certified contractors, consultants and vendors, and **all** firms seeking S/D/M/W/DVBE self-certification.

PLEASE WRITE LEGIBLY AS INFORMATION THAT CANNOT BE READ CANNOT BE ADDED INTO THE DISTRICT'S DATABASE

Fillable format available at: <http://props-n.sdccd.edu/CR/Forms/SDCCDCertificationForm.pdf>

SECTION I - CONTACT INFORMATION

Legal Business Name _____

DBA (if different than LBN) _____

Address, City, State, Zip: _____

Phone #: _____ Fax #: _____

Website: _____ Email: _____

Business Type (Professional Services or Contractor): _____

Principal office of the business is located within San Diego County Yes No

SECTION II – CERTIFICATION VERIFICATION

Please check below if you currently hold any of the certifications filed with any of the SDCCD's approved agencies identified at http://props-n.sdccd.edu/CR/Forms/ACAP_Directive.pdf. Please identify the certifying agency, certification identification number, and expiration date in the blanks below. **Please include a copy of your certification documentation with the submission of this form** to assist with confirmation of certification status.

(SBE) Small Business Enterprise Certifications

California Department of General Services (DGS)

Certification I.D. # _____ Expiration Date: _____

City of San Diego – Small Local Business Enterprise (SLBE) and Emerging Local Business Enterprise (ELBE)

Certificate Type: SLBE ELBE Date Issued: _____ Expiration Date: _____

Los Angeles County Metropolitan Transportation Authority (METRO)

Certification I.D. # _____ Expiration Date: _____

(DBE) Disadvantaged Business Enterprise Certifications

California Unified Certification Program (CUCP - CALTRANS)

Firm I.D. # _____ Expiration Date: _____

Los Angeles County Metropolitan Transportation Authority (METRO)

Certification I.D. # _____ Expiration Date: _____

Small Business Administration (SBA)

For SBA-certified 8(a) Program Participants identified on the System for Award Management (SAM)

SBA 8(a) Case # _____ SBA 8(a) Exit Date: _____

(MBE) Minority Business Enterprise Certifications

California Public Utilities Commission (CPUC) Supplier Clearinghouse

Certification/VON I.D. # _____ Expiration Date: _____

California Unified Certification Program (CUCP - CALTRANS)

(For State Minority Business Enterprise - SMBE)

Firm I.D. # _____ Expiration Date: _____

(WBE) Woman-Owned Business Enterprise Certifications

California Public Utilities Commission (CPUC) Supplier Clearinghouse

Certification/VON I.D. # _____ Expiration Date: _____

California Unified Certification Program (CUCP - CALTRANS)

(For State Woman Business Enterprise - SWBE)

Firm I.D. # _____ Expiration Date: _____

(DVBE) Disabled Veteran Business Enterprise Certifications

California Department of General Services (DGS)

Certification I.D. # _____ Expiration Date: _____

SECTION III – LICENSES

Please list **all** construction licenses, specialty classifications, or certificates held: _____

SECTION IV – KEYWORDS

Please provide keywords that describe your business (industry, field, specialties, etc.): _____

SECTION V – ELIGIBLE FOR CERTIFICATION

This section is for firms eligible for certification as a small/historically underutilized business. Please review the certification definitions provided on pages 6-7 before filling out the following section. Please also review the list of certifying agencies and certifications approved for the program at http://props-n.sdccd.edu/CR/Forms/ACAP_Directive.pdf. To assist you with the processes for obtaining formal certifications, this information will be provided to the San Diego Contracting Opportunities Center (SDCOC), also known as the Procurement Training Assistance Center (PTAC) of San Diego (www.ptac-sandiego.org), for invitation to future Small Business Certification Workshops and/or no/low-cost small business counseling.

I affirm I have reviewed the certification definitions and list of approved certification agencies/resources.

1. Has your firm submitted an application for certification within the last three (3) years? Yes No

a. Agency: _____ Date: _____

- b. Certification Type:
- SBE:** Small Business Enterprise
 - DBE:** Disadvantaged Business Enterprise
 - MBE:** Minority Business Enterprise
 - WBE:** Women Business Enterprise
 - DVBE:** Disabled Veteran Business Enterprise

2. Has your firm ever been denied certification by a public agency? Yes No

a. Agency: _____ b. Date: _____

- b. Certification Type:
- SBE:** Small Business Enterprise
 - DBE:** Disadvantaged Business Enterprise
 - MBE:** Minority Business Enterprise
 - WBE:** Women Business Enterprise
 - DVBE:** Disabled Veteran Business Enterprise

c. Basis for rejection/denial: _____

If eligible to certify as a **MBE**, please specify the appropriate ethnic minority group:

- African American**
- Hispanic American**
- Native American**
- Asian-Pacific American**
- Subcontinent Asian American**

If eligible to certify as a **DBE**, please specify the appropriate group membership:

- African-American**
- Hispanic-American**
- Native American**
- Asian-Pacific American**
- Subcontinent Asian American**
- Women**

If eligible to certify as a **SBE**, please affirm that your firm's combined gross annual receipts (and affiliates) average no more than \$14 million over the three (3) previous years.

The statement above is true.

If eligible to certify as a **WBE**, please affirm that you and/or other women own no less than 51 percent of the business concern for which certification is sought; **and** that management and daily business operations are controlled by one or more female owners. In the case of a corporation, 51 percent of the stock must be owned by one or more such individuals.

The statement above is true.

If self-certifying as a **DVBE**, please affirm that you have received an Entitlement Letter from the U.S. Department of Veteran Affairs (800-827-1000) or Department of Defense (800-321-1080). The letter must verify a service-connected disability rating of at least ten (10) percent. Please include a copy of these letters to corroborate eligibility.

The statement above is true.

Please affirm that the applicant's management and daily business operations are controlled by:

_____ (Name) _____ (Title)

SECTION V - AFFIDAVIT

I hereby certify under penalty of perjury under the laws of the State of California that I have read the certification form and know the contents thereof, and that the business category and certification information indicated above are true and correct in accordance with Title 2, California Code of Regulations, U.S. DOT Title 49, Code of Federal Regulations, Part 26; U.S. Small Business Administration and U.S. Department of Veteran Affairs, pertaining to small, disadvantaged, minority-owned, women-owned, and disabled veteran business enterprises. I understand that falsely certifying the status of this business, obstructing, impeding or otherwise inhibiting any San Diego Community College District office who is attempting to verify the information on this form may result in suspension from participation in San Diego Community College District business contracts for a period up to five (5) years and the imposition of any civil penalties allowed by law.

INFORMATION FURNISHED BY:

(Name of Business)

By: _____
(Print Name) (Title)

(Signature) (Date)

Please provide a copy of this form and all required documentation to Ursula Kroemer, Public Information & Outreach Manager, at ukroemer@sdccd.edu or fax to (619) 388-2973.

It may also be mailed to SDCCD Facilities Management; 3375 Camino del Rio S., San Diego, CA 92108, attn: Ursula Kroemer.

Please note this form is a **required document** for all public bids, and a hard copy must be included in your bid to be considered responsive.

SMALL AND HISTORICALLY UNDERUTILIZED BUSINESS DEFINITIONS:

<http://props-n.sdccd.edu/CR/Pages/Outreach.aspx>

The San Diego Community College District tracks and reports on the following five categories of certifications for Small and historically underutilized business classifications:

(SBE) Small Business Enterprise

In order to be considered a "small business" by the State of California, businesses must meet these eligibility requirements:

- Must be independently owned and operated;
- Cannot be dominant in its field of operation;
- Must have its principal office located in California;
- Must have its owners (or officers in the case of a corporation) domiciled in California; and
- Together with its affiliates, be either:
 - A business with 100 or fewer employees and an average annual gross receipts of \$14 million or less (over the previous three tax years), or
 - A manufacturer with 100 or fewer employees.

Reference: California Department of General Services

<http://www.dgs.ca.gov/pd/Programs/OSDS/SBEligibilityBenefits.aspx>

(DBE) Disadvantaged Business Enterprise

- The firm must be at least 51% owned by one or more socially and economically disadvantaged individuals.
- The firm must be an independent business, and one or more of the socially and economically disadvantaged owners must control its management and daily operations.
- Only existing for-profit "Small Business Concerns," as identified by the Small Business Act and Small Business Administration (SBA), may be certified. DBE applicants are first subject to the applicable small business size standards of the SBA. Second, the average gross receipts for the firm (include its affiliates) over the previous three fiscal years must not exceed must not exceed the U.S. Department of Transportation (DOT) cap of \$20.41 million.
- The Personal Net Worth (PNW) of each socially and economically disadvantaged owner must not exceed \$1.32 million, excluding the individual's ownership in interest in the applicant firm and the equity in his/her primary residence.

Socially and economically disadvantaged individual means any individual who is a citizen or lawfully admitted permanent resident of the United States and who is a member of the following group(s):

African American, Hispanic American, Native American, Asian-Pacific American, Women, Subcontinent Asian American, or any individual found to be social and economically disadvantaged on a case-by-case basis by certifying agency pursuant to the standards of the U.S. DOT 49 CFR Part 26.

Reference: California Department of Transportation

http://www.dot.ca.gov/hq/bep/downloads/Word/Application_for_Regular_DBEs_2.22.08.doc

Note: SBA 8(a)-certified firms will be included in the DBE category for the SDCCD's reporting purposes

(MBE) Minority Business Enterprise

"Minority-owned business" means (1) a business enterprise (a) that is at least 51% owned by a minority individual or group(s) or (b) if a publicly owned business, at least 51% of the stock of which is owned by one or more minority groups, and (2) whose management and daily business operations are controlled by one or more of those individuals. The contracting utility shall presume that minority includes, but is not limited to, African Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, and other groups.

Reference: California Public Utilities Commission (CPUC) – The Supplier Clearinghouse

<http://www.suppliernetwork.net/eligibility.php>

(WBE) Women Business Enterprise

A for-profit business concern whose daily management is controlled by one or more individuals who are women; **and** the business is at least 51 percent owned by one or more individuals who are women. In the case of a corporation, 51 percent of the stock must be owned by one or more such individuals.

Reference: California Department of Transportation

http://www.dot.ca.gov/hq/bep/downloads/Word/SMBE_Cert_App.doc

(S/DVBE) Service/Disabled Veteran-Owned Business Enterprise

- The firm must be at least 51% owned, managed, and operated by one or more service disabled veterans, or
- In the case of a publicly owned business, at least 51% of the stock must be owned, and the business managed and operated by service disabled veterans.

Reference: California Department of General Services (DGS)

<http://www.dgs.ca.gov/pd/Programs/OSDS/DVBEEligibilityBenefits.aspx>