

# Certifications for Your Business

*Karla V Gonzalez, MBA*



# *Inland Empire SBDC Locations*

## Inland Empire SBDC

603 N. Euclid Avenue

**Ontario**, Ca 91764

909-983-5005

3780 Market Street

**Riverside**, CA 92507

(951) 781-2345

[www.iesmallbusiness.com](http://www.iesmallbusiness.com)

Open Monday through Friday

By Appointment

## Additional Locations

- Menifee
- Moreno Valley
- Rancho Cucamonga
- San Bernardino
- Temecula Chamber
- Upland
- High Desert

**INLAND EMPIRE**

Small Business Development Center

# Inland Empire Small Business Development Center

- Funded by:
  - The U.S. Small Business Administration (SBA)
  - Local Partners
- Services Offered:
  - Writing a Business Plan / Business Plan Financials
  - Controlling Cash Flow
  - Understanding Your Financials
  - Business Certifications
  - Seminars & Training
  - Strategic/Business Planning

# Agenda

- Definition of Acronyms
- Prerequisites
- SBA – Federal Certifications
- State of CA and DOT
- Utilities Certifications
- Private Sector Certifications

# Acronyms....what do they all mean??

- SBE – Small Business
- DVBE – Disable Veteran Business
- MBE – Minority Owned Business
- WBE – Woman Owned Business
- DBE – Disadvantaged Business Enterprise
- SDVOSB – Service Disabled Veteran Owned Small Business
- VOSB – Veteran Owned Small Business
- WOSB – Woman Owned Small Business
- EDWOSB – Economically Disadvantaged Woman Owned Small Business
- LBGTBE – Lesbian, Gay, Transgender Business Enterprise



# First Steps

- Get Tax ID Number
- Have all Proper licenses and Permits
- Business Checking Acct
- Identify Owners and % of Ownership
- Identify NAICS Codes
  - <http://naics.com/>
- Get a DUNS#
  - [www.dnb.com/us](http://www.dnb.com/us)

# Magic # is 51%

Qualifying owner/owners must have the ability to run the day to day operations, authority to make financial decisions, hold the highest position, highest paid, and have sufficient experience in the industry.... **O.C.M.**

- **Ownership**
  - 51% Owner of Business
- **Control**
  - 51% Controlled
- **Management**
  - 51% Managed

# Federal

## Register in **SAM** (System for Awards Management)

- The **System for Award Management** (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is **NO fee** to register for this site. Entities may register at no cost directly
- Mandatory Registration for all Contractors (large or small)
- This is how contractors get PAID
- Update Annually

### *Identify your Business as:*

- Small Disadvantage Business
- Women-owned Business
- Minority-owned Business
- Veteran-owned Business / Service Disabled Veteran Owned



# Federal

Complete **DSBS** (Dynamic Small Business Search) which is the **SBA Profile** section in **SAM**

- All Small Businesses with active SAM records are included
- Includes Keywords and Capability Narrative

Government and Primes use DSBS to:

- Find Small Businesses who can provide specific services and products
- Small Businesses with specific Socio Economic Certifications

**\*\*DSBS is controlled by the SBA, not SAM**

# Federal Certifications

## SBA Certifications

- 8(a)
- HUB Zone
- WOSB
- EDWOSB

## Veterans Affairs Certification

- VOSB
- SDVOSB

# Federal Procurement Goals

- Small Business (SB) – 23%
- Small Disadvantage Business (SDB) – 5%
- Woman Owned Small Business (WOSB) – 5%
- HUBZone Small Business – 3%
- Service Disable Veteran Owned (SDVOSB) – 3%

# Federal – Doing Business with...

- Doing Business with Agencies such as:
  - Department of Defense
  - Army
  - Navy
  - Department of Homeland Security
  - Internal Revenue Services
  - Department of Agriculture
  - Department of Energy
  - Department of Veteran's Affairs
  - Department of Education

# California

# State Certifications

## Small Business

- Gross Receipts under \$15m
- Independently owned and operated
- Principal office located in California
- Not Dominant in its field of operations

Online approval

*\*may request supporting docs*

## DVBE

- 51% or greater ownership by U.S. military veteran (LLC = 100%)
- Veteran's Services disability must be rated at least 10%
- Disabled Veteran must be domiciled in California
- Daily operations are managed and controlled by the DVE

30 day processing timeframe

Online Certifications:

[www.caleprocure.ca.gov](http://www.caleprocure.ca.gov)



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# Certifications

## Dept of Transportation – Caltrans/Metro

### DBE

– Disadvantaged Business Enterprise

- The disadvantaged individual must be a U.S. citizen (or resident alien)
- The disadvantaged individual must have a personal net-worth (PNW) of less than \$1.32 million
- Valid for 5 years
- No Application Fee

# DBE Program (Caltrans & Metro)

- CUCP

- The California Unified Certification Program (CUCP) provides “one-stop shopping” certification services to small, minority and women businesses seeking to participate in the United States Department of Transportation (USDOT) [Disadvantaged Business Enterprise](#) (DBE) Program
- As mandated by USDOT in the DBE Program, Final Rule 49 Code of Federal Regulations (CFR), Parts 23 and 26, all public agencies that receive USDOT federal financial assistance must participate in a statewide unified certification program. These public agencies, commonly referred to as “recipients” of USDOT funds, include municipalities, counties, special districts, airports, transit agencies, and the State Department of Transportation (Caltrans).
- The California Unified Certification Program (CUCP) went into effect on January 1, 2002. It is a “One-Stop Shopping” certification program that eliminates the need for a DBE or ACDBE firm to obtain certifications from multiple agencies within the State. **A business certified as a DBE or ACDBE through the CUCP is automatically accepted by all USDOT recipients in California**



# Contracting Goals

- 25% of Annual Contracting Dollars for SBs
- 3% of Annual Contracting Dollars for DVBEs
- 12.5 % Annual Contracting Dollars for Caltrans Federally Funded Projects for DBEs
- 5% Bid Preference to SBs
- 5% Bid Preference to DVBEs

# State – Doing Business with

- Doing Business with Agencies such as:
  - Department of Motor Vehicles
  - Department of State Hospitals
  - California Highway Patrol
  - California High Speed Rail
  - Caltrans
  - California State Universities

# Utilities

# Certifications

## Metropolitan Water District

- SB
  - Small Business (Micro)

## Supplier Clearinghouse / CPUC

- WBE
  - Woman Business Enterprise
- MBE
  - Minority Business Enterprise
- LGBT
  - Lesbian/Gay/Bisexual/Transgender Business Enterprise

# Contracting Goals

## CPUC

- Procurement Goals of 1.5% for DVBE
- Procurement Goals of 5% for WBE
- Procurement Goals of 15% for MBE

## MWD

- Procurement Goals of 3% for DVBE
- Procurement Goals of 18% for Small Business Utilization

**\*\* General Order 156**, utility companies with gross revenues greater than \$25 Million annually, voluntarily participate in the Supplier Diversity Program and develop and implement measures to increase the utilization of Minority, Women, LGBT and Disabled Veteran owned firms in their procurement activities.

# CPUC – Doing Business with...

- Doing Business with Agencies such as:
  - Southern California Edison (SCE)
  - AT&T
  - Verizon
  - PG&E
  - Southern California Gas Company (The Gas Co.)
  - Southwest Gas Corporation
  - San Diego Gas and Electric (SDG&E)

# Private Sector

# Private Sector Certifications

## **National Minority Supplier Business Development Council**

- MBE
  - Minority Business Enterprise

## **Women Business Enterprise National Council**

- WBE
  - Woman Business Enterprise



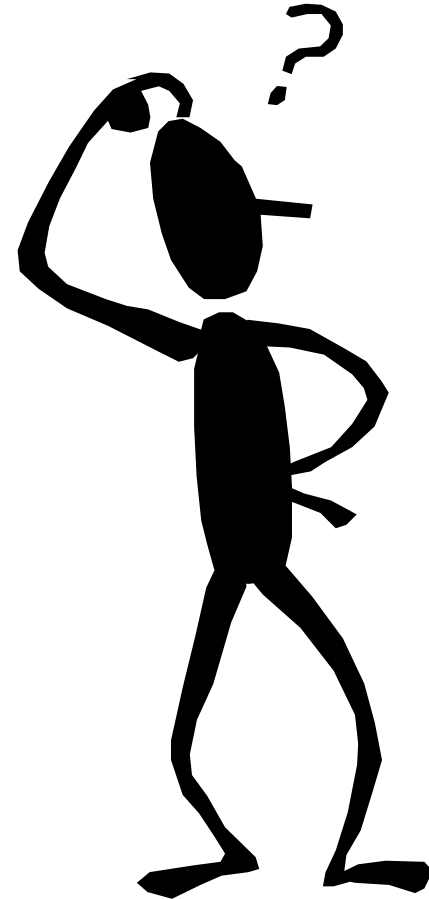
# Private Sector Certifications

- Certification is valid for 1 year
- Bid matching Events
- Doing Business with Companies such as:
  - Toyota
  - Chevron
  - Disney
  - Bank of America
  - Wal-Mart
  - Fannie Mae
  - Lowe's
  - JPL

# Documentation Required

- Tax Returns
- Financial Statements
- Resume
- Personal Financial Statements
- Proof of Capital
- Bank Signature Card
- Legal Structure Documents and Licenses
- Additional documents vary on Certification

**Any  
questions?**



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# Thank You For Coming!

Please remember to fill out your evaluation

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