

**CITY OF LOS ANGELES
RULES AND PROCEDURES
IMPLEMENTING THE
LOCAL BUSINESS PREFERENCE PROGRAM
FOR CERTIFICATIONS AS
LOCAL BUSINESS ENTERPRISE (LBE),
CITY BUSINESS ENTERPRISE (CBE),
LOCAL SMALL BUSINESS (LSB), AND/OR
LOCAL TRANSITIONAL ENTERPRISE (LTE)**



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The Department of Public Works, Bureau of Contract Administration (BCA), Office of Contract Compliance (OCC), Certification, Outreach, Regulations & Enforcement Section (CORE), and Centralized Certification Administration (CCA) promulgates these Rules and Procedures as the Designated Administrative Agency (DAA) pursuant to the Local Business Preference Program (LBPP) Ordinance 187121, as amended by Ordinance 188111, effective March 27, 2024. The BCA may amend or revise these Local Business Preference Program (LBPP) Rules and Procedures from time to time to assist with implementing, administering and enforcing the LBPP Ordinance.

SCOPE OF BUREAU OF CONTRACT ADMINISTRATION (BCA) AUTHORITY

The Local Business Preference program (LBPP), pursuant to Los Angeles Administrative Code (LAAC) Section 10.25-10.25.10 became effective on August 7, 2021, and was amended March 27, 2024. Under LAAC Section 10.25.2, the BCA shall specify in its Rules and Procedures the criteria for the Local Business, City Business, Local Small Business, and the Local Transitional Employer.

LAAC Section 10.25.8 further specifies that BCA shall promulgate the rules and procedures to implement, administer and enforce the provisions of this article. BCA shall have discretion to determine whether a Person qualifies as a Local Business, a City Business, a Local Small Business, or a Local Transitional Employer. The DAA may audit Contractors and Subcontractors and monitor compliance, including the investigation of alleged violations of this article. The Contractor and Subcontractor shall cooperate with the DAA and the Awarding Authority in the course of an audit or investigation.

DEFINITIONS

For purposes of these Rules and Procedures, the definitions set forth in LAAC Section 10.25.1 are incorporated herein by reference. In addition, the following definitions shall apply in these Rules and Procedures:

“Affiliate” means the following:

- (1) Concerns and entities are affiliates of each other when one controls or has the power to control the other, or a third party or parties control/s or has the power to control both. It does not matter whether control is exercised, so long as the power to control exists.
- (2) Factors such as ownership, management, previous relationships with or ties to another concern, and contractual relationships, should be considered in determining whether affiliation exists.
- (3) Control may be affirmative or negative. Negative control includes, but is not limited to, instances where a minority shareholder has the ability, under the concern's charter, by-laws, or shareholder's agreement, to prevent a quorum or otherwise block action by the board of directors or shareholders.
- (4) Affiliation may be found where an individual, concern, or entity exercises control indirectly through a third party.
- (5) In determining whether affiliation exists, the totality of the circumstances should be considered, and the DAA may find affiliation even though no single factor is sufficient to constitute affiliation.
- (6) In determining the concern's size, the receipts, employees, or other measure of size of the concern whose size is at issue and all of its domestic and foreign affiliates, regardless of whether the affiliates are organized for profit are all considered.

“Annual receipts” means the gross income (less returns and allowances, sales of fixed assets, and inter-affiliate transactions) of a concern (and its domestic and foreign affiliates) from sales of products

and services, interest, rents, fees, commissions, and/or from whatever source derived, as entered on its regular books of account for its most recently completed fiscal year (whether on a cash, accrual, completed contracts, percentage or completion, or other acceptable accounting basis) and, in the case of a concern subject to U.S. Federal income taxation, reported or to be reported to the U.S. Treasury Department, Internal Revenue Service, for Federal income tax purposes. If a concern which has been in business more than 12 months changes its accounting period (fiscal year), its annual receipts will be determined from its most recently completed 12-month period in business. For corporations and partnerships, gross income is calculated by adding the cost of goods sold and total income.

If a business has acquired an affiliate during the applicable accounting period, it is necessary in computing the applicant's annual receipts, to include the affiliates receipts during the entire applicable accounting period, rather than only its receipts during the period in which it has been an affiliate. The receipts of a former affiliate are to be included if such concern was an affiliate during a portion of the applicable accounting period.

“Awarding Authority” means the governing body, board, officer or employee of the City authorized to award a Contract and includes a department that has control of its own funds if the department adopts policies consistent with the provisions of this article.

“Broker” means a manufacturer's representative, packager, or other Person who arranges or expedites a transaction of equipment, goods, or materials that are manufactured in the County of Los Angeles if certified as a Local Business, or in the City of Los Angeles if certified as a City Business.

“City Business” means a Local Business that is also certified by the DAA as a City Business.

“Coworking Space” means a neutral, non-exclusive, limited shared space defined in a membership-based service arrangement or agreement or subscription wherein a firm has no Tenancy interest, leasehold estate or other real property interest with respect to the accommodation (that is the commercial equivalent of an agreement for accommodation in a hotel or club) on an as-needed basis. The agreement gives the firm a right to share the use of the space and may include an exclusive mailing address and office services. An executive suite/exclusive desk/dedicated desk/secured suite/private office under a coworking space agreement falls under this definition.

“Dealer” or “Supplier” means any Person or entity who owns, operates, or maintains a store, warehouse, or other establishment in the County of Los Angeles if certified as a Local Business, or in the City of Los Angeles if certified as a City Business, in which the equipment, goods, or materials of the general character described in the Bid or Proposal specifications and required under the Contract are regularly sold or leased to the public from its own inventory or otherwise procured in the usual course of its business.

A “Dealer” or “Supplier” does not include a packager, broker, manufacturer's representative, or other Person who arranges or expedites a transaction without taking ownership of the finished or assembled equipment, goods or materials prior to the sale or lease to the City.

“Designated Administrative Agency (DAA)” means the Department of Public Works, Bureau of Contract Administration.

“Doing Business As (DBA)” means a fictitious or assumed name a business uses that differs from its legal name (like an alias), allowing sole proprietors to use a business name or LLCs/corporations to market different services (e.g., "Superlative Salon" for "The John Doe LLC")

“Fictitious Business Name (FBN)” means a name a person or company uses for business that's different from their legal name, allowing them to create a brand (like "JD Catering" for Jane Doe)

without forming a new legal entity, and it requires state or county registration to ensure public transparency about who owns the business. It's used by sole proprietors, partnerships, and corporations for branding, bank accounts, and to suggest a distinct business identity.

"Headquarters" means the business physically conducts and manages all of its operations from a location in the County of Los Angeles for a Local Business, or in the City of Los Angeles for a City Business. Operations within the County of Los Angeles or City of Los Angeles include, but are not limited to, the firm's documents (including, but not limited to: books of record, financial, human resources and tax documents) are kept; and/or executive leadership, key management, and core functions like finance, HR, and strategy are located.

"Pending" means a firm's certification application is still under review. A firm's Pending status will appear as "Verification in Progress" on the City's procurement platform, Regional Alliance Marketplace for Procurement (RAMPLA). A Pending status does not guarantee an approval after review. A Pending status is not a substitute for an approved certification.

"RAMPLA" means the Regional Alliance Marketplace for Procurement (<https://www.rampla.org/s/>). RAMPLA is the City's database of procurement opportunities and vendor profiles. Registered vendors may apply for some City of Los Angeles certifications and request verification of recognized agency certifications on RAMPLA.

"Subsidiary" means the following:

- 1) A separate legal entity that has been established by another company (a parent company) to do business in a particular (separate) place/location. The parent company has control over the subsidiary and owns 100% percent of the separate entity's voting shares/stock.
- 2) A separate entity that is an Affiliate (see definition of "Affiliate" on page 2) and wholly owned by the parent company or applicant firm. A separate entity may or may not have the same name as the parent company.

"Tenancy" means the exclusive and legal right to occupy real property or space with unlimited permanent access, access for a period of time which may terminate upon a certain event, access for a specific term, access for a series of periods (such as month-to-month) until canceled, or at-will (which may be terminated at any time).

"Transitional Employee" means an individual who is in a temporary work arrangement, or eligible for such an arrangement, which is designed to help the individual gain skills, build a work history, or overcome barriers to move into stable, unsubsidized jobs, often involving support like training and mentorship. These roles bridge gaps, offering structured, time-limited work with the ultimate goal of permanent employment. Recognized Transitional Employee profile categories include:

- Military veterans
 - Defined as someone who served in the active military, naval, air, or space service and was discharged or released under conditions other than dishonorable
- Individuals with a documented history of involvement with the criminal justice system
 - Defined as people who have had any form of contact or interaction with the criminal justice system that is officially recorded, including, but not limited to:
 - Arrest and detention, even if it does not lead to a conviction
 - Formal charges, such as indictments or other initial legal actions
 - Pretrial detention
 - Conviction, whether for a felony or a misdemeanor
 - Sentencing
 - Correctional supervision, including time spent in jails, prisons, or youth correctional facilities

- Community supervision, such as probation or parole status
 - Individuals with addiction(s)
 - Defined as people affected by a substance use disorder characterized by a compulsive need for a substance(s) despite harmful consequences
 - At-risk youth;
 - Defined as young people vulnerable to negative life outcomes due to personal, family, or societal challenges such as poverty, trauma, mental health issues, or lack of support, hindering their successful transition to adulthood
 - Chronically homeless
 - Defined as anyone who is experiencing, has experienced in the past six months, or has a consistent history of living by **any** of the following four categories as defined by the U.S. Department of Housing and Urban Development (HUD) (<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-homeless-eligibility/four-categories/>):
 - "Literally Homeless"
 - "Imminent Risk of Homelessness"
 - "Homeless under other Federal statutes"
 - "Fleeing/Attempting to Flee Domestic Violence"
- Individuals who have a household income less than 50% of the Los Angeles County's median annual household income
- Individuals who receive public assistance
- Individuals who lack a GED or high school diploma
- Individuals who have been, or continue to be, a custodial single parent
- Individuals who are chronically unemployed
 - Defined as individuals who have been continuously unemployed for at least 6 months or intermittently for the last year
- Individuals who have been emancipated from the foster care system.

"Transitional Employer" or "LTE" means a person or business that provides transitional job opportunities for Transitional Employees (as defined above) and that has been certified by the DAA as a Local Transitional Employer under these Rules and Procedures.

"Virtual Office" means a non-exclusive service or physical space defined in an agreement/arrangement/membership/subscription that enables firms to work remotely and/or have limited access and usage of a physical or non-centralized space on an as-needed basis. This may include a physical mailing address and other office services such as an executive suite/exclusive desk/dedicated desk/secured suite/private office under a virtual office agreement that falls under this definition.

PROCEDURE #1: CRITERIA FOR CITY BUSINESS ENTERPRISE (CBE)

The City Business Enterprise (CBE) is the newest certification type offered by the City of Los Angeles. It is a subcategory of the Local Business Enterprise (LBE) certification and cannot be applied for separately. If you meet the requirements for an LBE and are found, during the review of your LBE application, to have an address in the City of Los Angeles, the CBE certification designation will be added automatically.

If you have an LBE that was approved prior to the creation of the CBE certification and would like to add the CBE certification type to your RAMPLA profile, please email bca.certifications@lacity.org.

PROCEDURE #2: CRITERIA FOR LOCAL BUSINESS ENTERPRISE (LBE)

WHO IS ELIGIBLE TO APPLY:

1. For-profit companies (non-profit organizations are not eligible for this certification).
2. Parent companies may be certified using its qualifying wholly-owned subsidiary employees; however, subsidiary firms must apply separately from their parent company.
3. The company must meet one of the following requirements to be considered “local” for the purposes of this certification:
 - a. At least 50 of the applicant firm’s total full-time employees perform work within the County of Los Angeles boundaries AND at least 60 percent of their total annual, regular work hours are performed within the County of Los Angeles boundaries; OR
 - b. At least half (50%) of the applicant firm’s total full-time employees perform work within the County of Los Angeles boundaries AND at least 60 percent of their total annual, regular work hours are performed within the County of Los Angeles boundaries; OR
 - c. The business must demonstrate that it is Headquartered in the County of Los Angeles.
4. The company must have a single, active RAMPLA account (no duplicate accounts) that reflects the same name and address as that on the application.
 - a. If the company has a Doing Business As (DBA) name and/or Fictitious Business Name (FBN), this must be included on the RAMPLA account, not as a separate account.
 - b. Any DBA or FBN held by the company should also be included on the application as the “Fictitious or Doing Business As (DBA) Name(s).”
5. The company must have a Business Tax Registration Certificate (BTRC) in good standing with the City of Los Angeles reflecting the same name and address as that on the application. If said company is using more than one location to qualify, each location must have its own BTRC number.
6. The company is registered and in good standing with the California Secretary of State.
 - a. This registration should also have the same address as the one used on the application, RAMPLA account, and BTRC; however, exceptions may be made at the DAA’s discretion.

WHAT DOCUMENTATION IS REQUIRED

LOCATION INFORMATION

The business must submit proof of tenancy to the City by supplying evidence of a lease, deed or other sufficient evidence demonstrating that the business is Headquartered or located within the County of Los Angeles. Samples of acceptable proof of tenancy documents:

- **For Tenants:** A signed copy of the Los Angeles County-based office/work-space lease or rental agreement (including the original and any amendments, if applicable).
 - LBE Certifications are valid for up to five (5) years. Leases should be valid for the duration of the certification and/or have clauses reflecting the possibility of continuation past the lease’s current expiration date (i.e., going month-to-month, instructions to renew/extend, etc.)
 - For leases that will expire within the lifetime of the certification and do not have a continuation clause, applicants may do the following:
 - Provide a “Statement of Fact” from the landlord stating that, barring any extenuating circumstances, the landlord would be willing to rent to the applicant for the duration of the certification (up to 5 years).
 - If the landlord is not willing or able to provide this documentation and the lease’s expiration date is more than 6 months from the date the application was submitted, the DAA can offer a certification that expires on the same date as the lease.

- If the landlord is not willing or able to provide this documentation and the lease's expiration date is less than 6 months from the date the application was submitted, the applicant will need to reapply when its new headquarters is established.
 - At the sole discretion of the DAA, other documentation can be considered on a case-by-case basis.
- **For Subleasing Tenants:** A signed sublease agreement between the applicant firm and the primary tenant (Lessee).
 - The sublease agreement must also be accompanied by a copy of the Master Lease (the agreement between the property owner/manager and the primary tenant) explicitly stating that subleasing is permitted OR a signed Letter of Consent from the property owner/manager authorizing the specific sublease.
 - Note on Eligibility: The City will only recognize the initial sublease agreement between the primary lessee and the subtenant. Any secondary subleases (sub-subleasing) will not be considered or accepted for this certification.
 - Both the lease and the sublease must be valid for the duration of the certification and/or have clauses reflecting the possibility of continuation past the lease's current expiration date (i.e., going month-to-month, instructions to renew/extend, etc.). If either document is missing this information, see the options listed above in the "For Tenants" section.
- **For Owners:** The most recent Annual Property Tax Bill or a notarized grant deed.
 - The document must clearly display the owner's name.
 - If the name of the owner is not the same as the applicant firm or its owner, required supporting documentation will be requested to verify the connection between the owner and the applicant firm.
- **For Multiple Sites:** If a firm aggregates employees from different locations to meet certification requirements, a lease or deed that meets the above criteria must be submitted for **each** location.
 - Each address being used must be listed on the Los Angeles BTRC or have its own Los Angeles BTRC to be considered.

Additional Requirements for Month-to-Month Agreements

If the tenancy is a month-to-month agreement, the applicant must provide the following supplemental information (e.g., canceled checks, bank statements, or credit card statements):

- **Converted Short-Term Leases (Originally in a lease of 3 years or less):** Provide **6 months** of payment proof.
- **Converted Long-Term Leases (Originally in a lease greater than 3 years):** Provide proof of the **most recent payment** made under the original long-term lease.
- **New Month-to-Month Leases:** Provide **6 months** of payment proof ***and*** a "Statement of Fact" from the landlord stating that, barring any extenuating circumstances, the landlord would be willing to rent to the applicant for the duration of the certification (up to 5 years).
 - A "new" month-to-month lease is one that has only existed as a month-to-month contract and not one that was converted to a month-to-month arrangement upon the completion of a lease term.
 - The "Statement of Fact" is not a legally binding document that the landlord/owner will continue the agreement for this duration, simply a document stating that it is an option.

Fair Market Value (FMV) Restriction

Leases reflecting rent below Fair Market Value are **ineligible**. The DAA will verify FMV by averaging comparable rent from at least two search engines.

- Examples of some of the search engines used to calculate FMV include, but are not limited to: Redfin.com, Zillow.com, Realtor.com, and Loopnet.com.

Ineligible Workspaces

An arrangement for the right to use office space on an “as needed” basis, where no work space in the County of Los Angeles is exclusively reserved for the firm at all times, does not qualify as a work space. Examples of addresses that will NOT qualify:

- Post office box or mailing services center.
- A sub-sublease. Subleasing from an agency or other party that is itself subleasing the space is not permitted.
- Home office if the owner(s) or officer(s) of the business maintains a permanent office outside of LA County.
- CoWorking or Shared Workspace.
- Virtual Office and/or Executive Suite without a tenancy (refer to Virtual Office definition).
- Home addresses of employees or other staff who telecommute.

The DAA reserves the right to request proof of continued eligibility at any time.

FINANCIAL STANDING

The business must submit proof to the City of Los Angeles demonstrating that the business is in compliance with all applicable laws relating to licensing and is not delinquent on any State, County, or City taxes.

In the City of Los Angeles, a Business Tax Registration Certificate (BTRC) is issued by the City's Office of Finance to show a business is registered and complies with local business tax rules. Since the ultimate goal of the LBPP certifications is to assist businesses with City contracting, and a BTRC is required to do business with the City, a Los Angeles BTRC is required to be eligible for the LBPP certifications, regardless of where the business is located.

Per Los Angeles Municipal Code Section 21.06, every person who engages in any business within this City which is subject to tax, shall be deemed to be engaged in a separate business at each branch establishment or location and must obtain a separate registration certificate and pay a separate business tax for each.

To register for a BTRC and/or to see if your business qualifies for an exemption, visit the Office of Finance's website at <https://finance.lacity.gov>.

Required documents include but are not limited to the following:

- Copy of the City of Los Angeles BTRC or proof of exemption if the firm is exempted from BTRC.
 - a. The applicant is required to have a status of “Clear” on its BTRC, with no outstanding delinquencies or penalties.
 - b. Applicants will be notified if their tax status is not clear. Exceptions will not be granted for delinquent tax status.
 - c. If the applicant is applying under eligibility criteria 3(a) or 3(b) as referenced in Procedure #2 , the BTRC must reflect the physical County of Los Angeles address.
- Copy of the County of Los Angeles Business License (if applicable);
- Copy of any unexpired license, permit or certificate, etc. required for the applicant firm to provide goods and/or services. (if applicable);
- The Secretary of State's Articles of Incorporation/Organization, Statement of Information and Fictitious Business Name Statement (for Sole Proprietorships) may reflect the firm's Headquarter address outside of the County of Los Angeles;

- The applicant must have an active status with the CA Secretary of State. A suspended or canceled status with the CA Secretary of State is grounds for denial.

EMPLOYEE INFORMATION

Businesses applying for the LBE using eligibility criteria 3(a) or 3(b) as referenced in Procedure #2, must also provide:

- State of California Quarterly Wage and Withholding Report or Form DE9C (Quarterly Contribution Return and Report of Wages) for the most recent 4 quarters based on the 12 consecutive months prior to signing the application.
 - a. The employees being counted should be annotated (i.e., by highlighting the names);
 - b. It is the applicant's responsibility to redact any vital information (i.e., Social Security numbers of employees); AND
 - c. An Excel spreadsheet that lists the fifty (50 in number) or half (50 percent) of the applicant firm's full-time employees that the firm is using to qualify, as well as the page number where each name appears on the supporting documents. The employees listed must appear in all 4 of the most recent quarters of the DE9C. The Excel spreadsheet will be provided to LBE applicant firms who select 3(a) or 3(b), as referenced in Procedure #2.

A parent company may use its wholly-owned subsidiaries' employees to apply and qualify as an LBE under eligibility criteria 3(a) or 3(b), as referenced in Procedure #2. Documentation will be required to show proof of the parent-subsidary relationship.

A subsidiary (separate entity) may or may not have the same name as the parent company. A subsidiary must have its own unique Federal Employer Identification Number (FEIN) or Tax Identification Number (TIN).

Certifications are not transferable between parent companies, subsidiaries and sister companies when submitting a bid/proposal. Subsidiary firms must apply separately from their parent company.

HEADQUARTER INFORMATION

Businesses applying for the LBE using eligibility criteria 3(c) as referenced in Procedure #2, must demonstrate that the address used to qualify is the Headquarters for the company and that it is located in the County or City of Los Angeles.

All documented proof of the Corporate Headquarters address including but not limited to:

- The lease/rental agreement OR most recent property tax statement; AND
- BTRC from the City of Los Angeles; AND
- State of California Articles of Incorporation/Organization.

HOME-BASED BUSINESS: County of Los Angeles home-based business Headquarters are acceptable if the applicant does not have any other office/work space located outside the County of Los Angeles. The applicant is required to submit a Statement of Fact (signed by the owner or corporate officer of the firm on the firm's company letterhead) certifying all of the following:

- The firm is Headquartered at the address listed on the application; AND
- The firm does not have any other office/work space located outside the County of Los Angeles; AND
- The County of Los Angeles home-based Headquarters is where the firm's management and/or officers physically work and manage the firm's operation; AND

- The number of hours the firm’s management and/or officers spend working at the home-based Headquarters.

SUBSIDIARY BUSINESS: When a subsidiary firm Headquartered in the County of Los Angeles has a parent company Headquartered outside of the County of Los Angeles limits, the subsidiary must submit the following documents:

- Articles of Incorporation or Statement of Information filed with the Secretary of State, Fictitious Business Name statement, and any other legal documents substantiating its Headquarters’ location; AND
- Statement of facts detailing how the subsidiary conducts and manages all of its business operations from the location in the County of Los Angeles separate from its parent company; AND
- Copies of Bylaws, Company Organization Chart(s), Meeting Minutes, Operating Agreement, and separate tax returns filed for the subsidiary and parent firms to support the relation and/or structure of the subsidiary and parent firms.

PROCEDURE #3: CRITERIA FOR LOCAL SMALL BUSINESS (LSB)

Any business wishing to apply for the Local Small Business (LSB) certification must first meet ALL of the requirements listed in Procedure #2 and/or have a valid LBE certification. It is possible to apply for both certifications with one application; however, the LBE criteria must be met first.

ADDITIONAL ELIGIBILITY REQUIREMENTS

WHO IS ELIGIBLE TO APPLY

1. The company is not (alone, or together with an affiliate) dominant in its field of operations; AND
 - a. “Not dominant in its field of operations” means that the entity does not exercise a controlling or major influence on a local or Statewide basis in a kind of business activity in which a number of business concerns are primarily engaged.
 - b. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreement, facilities, sales territory, and nature of business activity.
2. The company is independently owned and operated, with its Headquarters located in the County of Los Angeles; AND
3. The company is NOT a subsidiary of a parent company; AND
4. The business entity, together with all affiliates, has annual gross receipts totaling less than six million dollars (\$6,000,000.00) for the previous fiscal year.
 - a. Failure to identify affiliate businesses during the application process is grounds for disqualification.
5. If the company is a manufacturer, it must meet all of the requirements above **AND** have fewer than 25 employees.

WHAT DOCUMENTATION IS REQUIRED

FINANCIAL STANDING AND AFFILIATIONS

The business must submit proof to the City of Los Angeles demonstrating that it meets the small business size standards and independent ownership requirements.

- **Tax Documentation:** The City may request financial information for the previous fiscal or calendar year.
 - In the absence of tax returns for a newly established firm, all owners may be required to submit additional documentation, such as the owners' most recently filed Federal Individual Tax Returns including all schedules and attachments.
- **State Certification Recognition:** A firm that is certified as a Small Business Micro (SB Micro) by the State of California-Department of General Services and is certified with the City as an LBE, may receive recognition as an LSB as long as it meets the City's LSB certification criteria.
- **Affiliate Disclosure:** Complete disclosure of all affiliate businesses is required. The City reserves the right to request complete federal tax returns for the business, its affiliates, and/or any of its owners to verify eligibility.

VERIFICATION OF ELIGIBILITY

The City of Los Angeles reserves the right to request additional information to verify eligibility at any time. This includes, but is not limited to, the submission of complete, filed, signed and dated federal individual and corporate income tax returns for the business, its affiliates, and/or any of its owners.

- Failure to provide requested documentation within the specified timeframe may result in the denial of the application.
- In the event of a protest of a Certification decision, additional documents may be requested.

PROCEDURE #4: CRITERIA FOR LOCAL TRANSITIONAL EMPLOYER (LTE)

The certification type is open to both for-profit and non-profit organizations.

FOR-PROFIT ELIGIBILITY

1. The firm must be certified as an LBE or an LBE/CBE.
2. Businesses are encouraged to work with non-profit organizations and Jobs Coordinators recognized by the Bureau of Contract Administration's Labor Compliance Section to recruit eligible candidates.
 - a. A list of recognized Jobs Coordinators can be found in the [Targeted Hiring Guidelines For Contractors](#)
3. The firm has been providing transitional jobs and/or is in the business of recruitment, referral or placement of Transitional Employees for at least one (1) year prior to the firm's application date.
4. The firm must provide the following:
 - a. Documentation to show when the program to provide transitional jobs was established, how many positions are available to Transitional Employees, and any related supportive services (if any).

- b. The number of available full-time positions should be no less than 10 OR 10% of the total number of full-time employees of the company.
- c. A list of employees who have filled the available positions during the twelve (12) months preceding the application date, including their dates of employment, and Transitional Employee profile category (see definition of “Transitional Employee”).
- d. Documentation from the employees to verify their Transitional Employee profile category.
 - i. Businesses working with Jobs Coordinators and/or non-profit organizations to recruit employees can provide documentation from those groups to verify the participants’ eligibility.
 - ii. Businesses who do not work with recognized Jobs Coordinators and/or non-profit organizations to recruit employees will need to show how and where they recruit participants, which profile category the employees represent, and the appropriate documentation.

Any other criteria as developed by the DAA in its administration of this Program.

NON-PROFIT ELIGIBILITY

Non-profit organizations are not eligible for an LBE certification, but they must be LBE-qualified and meet all of the same requirements and provide the same basic documentation (see PROCEDURE #2) to be eligible for the LTE certification.

1. The firm has been providing transitional jobs and/or is in the business of recruitment, referral or placement of Transitional Employees for at least one (1) year prior to the firm’s application date.
2. If this program is directly tied to the organization’s mission, please provide the following:
 - a. Documentation to show when the organization began;
 - b. The program(s) available to participants;
 - c. How many participants there have been in the program for at least one (1) year since the date of application and the profile categories of these participants; AND
 - d. How and where participants are recruited and what are the factors used to determine if they are “transitional.”
3. If this program is NOT directly linked to the organization’s mission, the firm must provide the following:
 - a. Documentation to show when the program to provide transitional jobs was established, how many positions are available to Transitional Employees, and any related supportive services (if any).
 - b. The number of available full-time positions should be no less than 10 OR 10% of the total number of full-time employees of the company.
 - c. A list of employees who have filled the available positions during the twelve (12) months preceding the application date, including their dates of employment, and profile category.
 - d. Documentation from the employees to verify their Transitional Employee profile category.
 - e. Businesses working with Jobs Coordinators and/or non-profit organizations to recruit employees can provide documentation from those groups to verify the participants’ eligibility.

Any other criteria and requirements as developed by the DAA in its administration of this Program.

ACCEPTED DOCUMENTATION

For businesses who are NOT working with non-profit organizations or jobs coordinators to recruit employees for their program, documentation will be required to verify their eligibility. This documentation will be considered on a case-by-case basis depending on the status of the employee.

Documents may include, but are not limited to: Certificate of Release or Discharge from Active Duty (form DD-214), VA Identification Card, California Department of Corrections and Rehabilitation Certificate of Discharge (CDCR Form 163), Prisoner ID Card, Federal Release Identification Card, Caseworker Statements, Certificates of Completion from related programs, etc.

PROCEDURE #5: SITE VISITS

The DAA reserves the right to require a site visit - either online or in person - to verify the information provided during the application process. Failure to comply with a site visit request will result in disqualification.

PROCEDURE #6: APPLICATION PROCESS

Applicant firms must complete and submit their application via their RAMPLA account. All required sections must be fully completed and submitted through the portal to be considered.

Submissions that are missing the required application information, or those containing unauthorized attachments in lieu of the official application, will be automatically rejected.

Additional documentation will be requested once the Analyst has completed and approved an initial verification review of the applicant firm's information.

Alternative methods may be accepted by the DAA on a case-by-case basis.

The investigative techniques that may be employed in determining eligibility include documentation review and independent research of publicly available data. The use of additional techniques to verify representations and documentation submitted by a firm may include requests for additional documents, site visits, and/or interviews of employees, principal owners and management officials. Interviews may be conducted with individuals having knowledge of ownership, affiliation, firm structure, management or corporate officers, work space and headquarter location, and employee data.

All applicants must declare under penalty of perjury that the firm meets all eligibility criteria in accordance with these Rules and Procedures and submit an Application/ Renewal certifying its status. The Application/ Renewal shall be signed by the owner or a duly authorized officer or a Corporate Officer of the applicant firm. Only authenticated digital/electronic signatures will be accepted in lieu of a wet signature. The DAA has the sole discretion to require a wet signature on a case-by-case basis.

Corporate Officers may include:

- President
- Chief Executive Officer (CEO)
- Chief Operating Officer (COO)
- Vice President of Operations/Marketing/Production
- General Manager

- Chief Financial Officer (CFO)
- Controller
- Any Officer listed on the Articles of Incorporation or Operating Agreement.
- An individual delegated Corporate signatory authority by the applicant firm President or CEO.
 - This would need to be accompanied by a Statement of Fact letter, Board Resolution, or Board Meeting minutes documenting this delegation.

If the DAA has a reason to believe that the information contained on the Application/Renewal is inaccurate, incomplete, or outdated, the DAA may reject the firm’s initial Application/Renewal, and the applicant will have to resubmit a revised Application/Renewal form for further consideration.

Submission of an Application/Renewal is not in itself conclusive in determining eligibility.

Application/Renewal reviews are prioritized according to the date of submission.

PROCEDURE #7: REQUESTING EXPEDITED CERTIFICATION

Expedited review will only be considered if the applicant’s certification status impacts a bid/proposal opportunity.

Note that the review process does not change for these applications. While our Analyst(s) will prioritize the application in question and work as quickly as possible, the length of time it takes to process the application will be heavily impacted by how quickly the applicant firm responds to requests for required documents and how complete those documents are when they are received. *We cannot give an estimate for the completion of the review.*

Following the DAA’s review of all required supporting documents, the applicant’s RAMPLA certification status shall be updated to “Verified” (approved) or “Rejected” (denied). The status will be posted on RAMPLA. The firm’s RAMPLA administrator will be notified of the decision of the firm’s application.

The firm’s certification status and contact information will be published on its www.rampla.org profile.

Different departments have different requirements regarding the certification status of their bidders, please refer to the list below for instructions:

LOS ANGELES WORLD AIRPORTS (LAWA): The applicant may request an expedited review, provided the bid is still open. You may email bca.certifications@lacity.org to make the request. Please include the company name and RAMPLA ID#, as well as the ID# of the LAWA opportunity upon which you are bidding. An Analyst will reach out to request additional documents. Please include a scanned copy of the RFP/B/Q cover page including a submission deadline.

PUBLIC WORKS BUREAUS (Sanitation, Engineering, Street Services, Street Lighting):

Applicant firms cannot request expedited reviews of their applications/renewals.

The Bureau of Contract Administration’s Business Inclusion Section will determine if an expedited

review is necessary and make that request internally.

DEPARTMENT OF WATER AND POWER (DWP) AND OTHER CITY DEPARTMENTS:

Applicant firms cannot request expedited reviews of their applications/renewals.

Requests to expedite the review of an application must come from the awarding department.

- If your business has a pending application that you think should be expedited due to a bid, you must contact the project manager on the bid.

Once the bid has CLOSED and the awarding department has determined that the certification will impact the awarding of the bid, the awarding department must email bca.certifications@lacity.org to request that the application be expedited. This email must include the business' RAMPLA ID#, the opportunities' RAMPLA ID#, and documentation demonstrating how the certification will impact the award.

PROCEDURE #8: RENEWAL PROCESS

Thirty (30) calendar days before the fifth (5th) anniversary of the LBE/CBE certification, a firm's RAMPLA administrator will receive a reminder email to renew the firm's certification. To avoid expiration, firms should submit the renewal application as soon as the reminder email is received.

The firm must upload the LBPP Application/Renewal Form (same form used for the initial application) and submit the completed form via the firm's RAMPLA account.

Failure to complete and upload the LBPP Application/Renewal Form within thirty (30) calendar days of the certification expiration date, will result in the expiration of the LBE certification.

Submissions received more than thirty (30) calendar days after expiration shall be treated as a new application.

The DAA will request supporting documents by email to ensure the firm's continued eligibility.

Renewals will remain pending with a status of "Verification in Progress" on RAMPLA until all requested supporting documents are received. When the DAA determines that the firm continues to meet all eligibility requirements, its status shall be updated to "Verified" with its new expiration date.

Failure to meet the requirements and/or failure to supply necessary documentation by the deadline(s) given will result in the application being rejected.

PROCEDURE #9: MAINTAINING YOUR CERTIFICATION STATUS

To remain certified and to continue receiving the bid and proposal preference, firms must continue to meet the City of Los Angeles Local Business Preference (LBPP) certification criteria.

The DAA reserves the right to re-evaluate a firm's certification eligibility at any time. Firms will be required to submit supporting documents to demonstrate the firms' continued eligibility for LBPP as requested and deemed necessary by the DAA.

Changes in the business that affect certification eligibility include, but are not limited to, the following:

- Workspace location;
- Headquarter location;
- The number of employees working within the boundaries of the City of Los Angeles;
- The number of employees working within the boundaries of LA County;
- A change in the RAMPLA profile address;
- A change of ownership or business structure;
- Changes in affiliates, gross receipts and other eligibility criteria.

Firms must notify the DAA within ten (10) calendar days of any changes that affect the firm's certification eligibility. The notification must be done in writing by sending an email to bca.certifications@lacity.org.

Failure to notify the DAA of any changes which may impact a firm's eligibility within the allotted period may result in immediate removal of the firm's certification. If this occurs, the firm's RAMPLA administrator will be notified of the removal and appeal procedure.

PROCEDURE #10: GROUNDS FOR DENIAL, CLOSURE OR REMOVAL

The City of Los Angeles requires all firms seeking certification and renewal to cooperate fully with requests from the DAA for information relevant to the certification process, continued certification and/or investigation.

The following are considered grounds for denial (rejection) or removal (previously certified but no longer eligible) of certification:

- Failure or refusal to provide requested documents or information.
- Providing false, erroneous or misleading statements or documents to support the Application/Renewal for certification.
- The business no longer meets the eligibility criteria as detailed in the Rules and Procedures and related Ordinance(s).
- Changes in the business that affect certification eligibility including, but not limited to, the following:
 - Workspace location;
 - Headquarter location;
 - The number of employees working within the boundaries of the City of Los Angeles;
 - The number of employees working within the boundaries of LA County;
 - A change in the RAMPLA profile address;
 - Changes in affiliates, gross receipts and other eligibility criteria.
- Firms must notify the DAA within ten (10) calendar days of any changes that affect the firm's certification eligibility. The notification must be done in writing by sending an email to bca.certifications@lacity.org.
- Failure to notify the DAA of any changes which may impact a firm's eligibility, within the allotted period, may result in immediate removal of the firm's certification.

PROCEDURE #11: APPEAL PROCESS

An applicant may appeal the decision to deny or remove the firm's certification within seven (7) calendar days from the date the notification is sent to the RAMPLA administrator. Any appeal submitted after seven (7) calendar days from the date of the denial or removal will not be considered.

The appeal must be addressed to the Assistant Director of BCA.

Appeals shall be in writing on the firm's letterhead and signed by an executive.

The appeal should clearly state the basis for the appeal with sufficient facts and relevant supporting documentation. An appeal will not be considered if the grounds for the appeal are not stated in the written appeal and/or supporting documentation is not provided.

An appeal may be submitted as an attachment to an email to bca.certifications@lacity.org or by mail.

- If submitted by mail, the appeal must be postmarked within seven (7) calendar days of the denial and removal. Please send to:

Bureau of Contract Administration
Office of Contract Compliance (OCC)
ATTN: Assistant Director
1149 South Broadway, Suite 300
Los Angeles, CA 90015

- Appeals may also be hand-delivered by appointment within seven (7) calendar days of the denial and removal. You may email bca.certifications@lacity.org to make an appointment.

Once the Assistant Director is in receipt of an applicant's appeal, the appeal package will be reviewed and a determination will be made as to whether the factors cited in the denial letter have been sufficiently addressed.

The Assistant Director's decision shall be final and will be communicated to the applicant within thirty (30) calendar days of the receipt of the applicant's appeal to the Denial/Removal notification. The DAA may extend its appeal response should the Assistant Director require additional time to consider the appeal.

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