

HELPFUL HINTS

HOW TO BECOME CERTIFIED AS A STATE OF CALIFORNIA SMALL BUSINESS (SB)

SAN DIEGO ASSOCIATION OF GOVERNMENTS (SANDAG) SB PROGRAM

The SANDAG Small Business (SB) program enhances opportunities for small businesses. Small Business goals will be added to non-federally funded projects on a case-by-case basis. For specific contracts, such as the Architecture and Engineering (A&E) and Construction Management (CM) On-Call Contracts, Prime Consultants will need to meet a 15% SB goal on all local and state funded task orders. The SB goal program is in addition to the DBE program and was created to maximize opportunities available to small businesses, who may not have the resources or ability to perform work as a Prime. SANDAG is committed to providing economic opportunities to the small business community.

Please note SANDAG recognizes the Small Business certification from the State of California Department of General Services (DGS).

ELIGIBILITY FOR SB CERTIFICATION

In order for a small business to be eligible for certification, the small business must meet the following requirements:

- Be independently owned and operated;
- Not dominant in field of operation;
- Principal office located in California;
- Owners (officers, if a corporation) domiciled in California; and,
- Including affiliates, be either,
 - A business with 100 or fewer employees; an average annual gross receipts of \$15 million or less, over the last three years;
 - A manufacturer* with 100 or fewer employees; or,
 - A micro business – a small business will automatically be designated as a micro business, if gross annual receipts are \$5,000,000 or less; or the small business is a manufacture with 25 or fewer employee.



* For Small Business Certification purposes, a manufacturer is a business that is both of the following:

1. Primarily engaged in the chemical or mechanical transformation of raw materials or processed substances into new products.
2. Classified between Codes 31 to 339999, inclusive, of the North American Industrial Classification System (NAICS) Manual, published by the United States Census Bureau, 2007 edition.

APPLYING FOR SB CERTIFICATION

If your firm is eligible and would like to become SB certified, please follow the steps below to apply for SB certification.

1. Visit the State of California Department of General Services website at www.caleprocure.ca.gov and click on **How do I...Get Certified**.
2. Before following the SB application process, gather the following documents/information in electronic format:
 - Applicant/Affiliate Federal Tax Returns for three most recent tax years
 - Federal Employer Identification Number (FEIN)
 - Secretary of State Number
 - Home address of Officers, Members/Managers and Partners
 - Dun & Bradstreet Number (if applicable)
 - Contractors State License Board Number (if applicable)
 - A list of keywords describing your business activities to ensure your businesses is easily and appropriately identified in any search for certified firms. (Since you are limited to 255 characters, do NOT use periods or commas and do NOT repeat words.)
3. To start the SB application process, click on **Apply or Re-apply as Small Business**.
4. If you have any questions regarding the Small Business Certification eligibility requirements and benefits, please contact OSDS Help at (916) 375-4940 or by email at OSDSHelp@dgs.ca.gov.

SB CERTIFICATION RESOURCES

If you need assistance with completing your Small Business Certification Application, you may contact the following local small business support services offices:

San Diego Contracting Opportunities Center

880 National City Blvd., National City, CA 91950
swcptac@swccd.edu | (619) 216-6671
socialptac.org

North San Diego Small Business Development Center

2075 Las Palmas Dr., Carlsbad, CA 92011
centerinfo@miracosta.edu | (760) 795-8740
sdivsbdc.org/north-san-diego-sbdc

BENEFITS OF A SB CERTIFICATION

- Certification is recognized by SANDAG and numerous other local public agencies in California.
- Expands opportunities to participate in locally and state funded projects.
- Become accessible to Prime Consultants needing to fulfill small business participation goal requirements.
- Listing in official certification directories such as the State of California Cal eProcure database.
- Increase opportunities to network at events dedicated to the small business community.
- Online application is free to complete.