



SMALL BUSINESS ADMINISTRATION

The Small Business Administration (SBA) is an independent agency of the federal government to aid, counsel, assist and protect the interests of SBs through an extensive network of field offices and partnerships with public and private organizations. To learn more about the SBA and its programs, visit: www.sba.gov/about-sba-services/199

The SBA provides assistance with financing, contracting, advocacy and entrepreneurial development, which includes education, information, technical assistance and training at no cost. Local SBA District Offices are located in Fresno, Los Angeles, Sacramento, San Diego, San Francisco and Santa Ana. To find the nearest SBA District Office or view a complete listing, visit: www.sba.gov/tools/local-assistance/districtoffices



SMALL BUSINESS DEVELOPMENT CENTERS

Small Business Development Centers (SBDC) are partnerships between the private sector, the educational community and federal, state and local governments, administered by the SBA, to provide assistance to anyone interested in beginning a small business for the first time or improving or expanding an existing small business that cannot afford the services of a private consultant.

SBDCs provide SBs with technical assistance at no cost. Services include assistance with certifications, financial, marketing, production, organization, engineering and technical problems and feasibility studies. Regional Lead Centers are located in Fullerton, Arcata, Chico, Fresno, Long Beach and National City. To find the nearest SBDC or view a complete listing, visit the Association of Small Business Development Centers at: www.asbdc-us.org/



CALIFORNIA WORKFORCE INVESTMENT BOARD

The California Workforce Investment Board (CWIB) was established in response to the Workforce Investment Act and provides employer services to small business owners, such as assistance with hiring employees, job training, or other matters at no cost. To find the nearest CWIB or view a complete listing, visit: www.cwib.ca.gov/local_workforce_investment_associations.htm



OFFICE OF SMALL AND DISADVANTAGED BUSINESS UTILIZATION

The U.S. Department of Transportation's Office of Small and Disadvantaged Business Utilization (OSDBU) was created as part of the Small Business Act to ensure that SBs are provided maximum practicable opportunity to participate on contracts in a fair, efficient and effective manner. To learn more about the OSDBU and its programs, such as the Bonding Education Program or the Small Business Innovation Research (SBIR) Program, visit: www.dot.gov/osdbu

OSDBU's Small Business Transportation Resource Centers (SBTRC) provides SBs at the state and local level with information regarding opportunities, financial services and technical assistance to become better prepared to compete for federal, state, and local transportation contracts at no cost. To find the nearest SBTRC or view a complete listing, visit: www.dot.gov/osdbu/SBTRCs



MINORITY BUSINESS DEVELOPMENT AGENCY

The Minority Business Development Agency (MBDA), part of the U.S. Department of Commerce, is an entrepreneurially focused organization committed to promoting the growth and competitiveness of large, medium and small minority business enterprises.

MBDA Business Centers offer assistance related to business development, capital management, general financial counseling, contracts and procurement, obtaining certification and business planning at no cost. MBDA Business Centers are located in San Francisco, El Monte, Los Angeles, Riverside and San Jose. To find the nearest MBDA Business Centers or view a complete listing, visit: www.mbda.gov/main/offices

For more information contact:

California High Speed Rail Authority

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CALIFORNIA
High-Speed Rail Authority

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*Small Business
 Certification Guide*

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SMALL AND DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

The California High-Speed Rail Authority (Authority) is committed to Small Businesses (SB) playing a major role in building the statewide high-speed rail project. The Small Business Program (SBP) has an aggressive 30 percent goal for SB participation including Disadvantaged Business Enterprises (DBE), Disabled Veteran Business Enterprises (DVBE) and Micro-Businesses (MB).

While the Authority is not a small business certifying agency, the Authority recognizes the SB certifications from the Department of General Services, the California Unified Certification Program, and the Small Business Administration.

SMALL BUSINESS PROGRAM GOALS

The Program's 30 percent small business participation goal for contracts let by the Authority includes:

- 10 percent Disadvantaged Business Enterprises participation goal.
- 3 percent Disabled Veteran Business Enterprises participation goal.

The Small Business Program requires Design-Build teams to develop and implement a Small Business Performance Plan to achieve the 30 percent SB goal.

SB RESOURCES WEBPAGE

For more information pertaining to SBs or to access and download the S/DBE Program and other applicable documents, visit:

http://www.hsr.ca.gov/Programs/Small_Business/index.html

Small Business Certification Guide

CERTIFICATION ELIGIBILITY REQUIREMENTS

Small Businesses must meet the eligibility criteria of and be certified by either the California Department of General Services (DGS) or the U.S. Small Business Administration (SBA). DGS sets forth the eligibility criteria below:

- 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 \$14 million or less, over the last three tax years;
 - A manufacturer with 100 or fewer employees; or,
 - A microbusiness. (A small business will automatically be designated as a microbusiness, if gross annual receipts are less than \$3,500,000; or the small business is a manufacturer with 25 or fewer employees.)

Disabled Veteran Business Enterprises must meet the eligibility criteria listed below and be certified by DGS:

- Be at least 51% owned by one or more disabled veterans of the U.S. military, naval, or air service with a service-connected disability of at least 10% or more as declared by the U.S. Department of Veteran Affairs or the U.S. Department of Veteran Affairs and be domiciled in California.
- Daily business operations must be managed and controlled by one or more disabled veterans. (The disabled veteran who manages and controls the business is not required to be an owner of the applicant business.)
- Home office must be located in the U.S. (the home office cannot be a branch or subsidiary of a foreign corporation, foreign firm, or other foreign based business).

Disadvantaged Business Enterprises must meet the eligibility criteria listed below and be certified by the California Unified Certification Program (CUCP):

- Must be a for-profit small business where socially and economically disadvantaged DBE owner(s) own at least a 51% interest, and have managerial and operational control of the business operations; the firm must not be tied to another firm in such a way as to compromise its independence and control.
- The disadvantaged individual must be a U.S. citizen (or resident alien), member of a socially or economically disadvantaged group and have a personal net-worth of less than \$1,320,000. (Items excluded from a person's net worth calculation include an individual's ownership interest in the applicant firm, and equity in their primary residence.)
- Depending upon the nature of work performed, a firm (including its affiliates) must not have average annual gross receipts over the firm's previous three fiscal years in excess of \$22,410,000 for construction related work. Depending on the type of work the business performs, other lower size standards may apply.

HOW TO GET CERTIFIED

SBs and DVBEs interested in applying for certification through DGS must first register with eProcurement, DGS's online procurement service. Registration is required to begin the SB and DVBE certification process. Follow the instructions completely to ensure a free subscription:

- Go to www.eprocure.dgs.ca.gov
- Open Access eProcurement (eP)
- Click on Registration Instructions

For technical assistance with registration, contact BidSync at 800-990-9339. For more information regarding SB and DVBE certification through DGS, call 916-375-4940 or visit: www.dgs.ca.gov/pd/getcertified

DBEs interested in applying for certification through CUCP are instructed to complete the DBE Application and mail the application package and any other required documentation to the certifying agency designated for your geographical location. To access and download the DBE Application and Roster of Certifying Agencies, visit: www.dot.ca.gov/hq/bep/downloads/pdf/DBE_Application.pdf

For more information regarding DBE certification through CUCP, call 866-810-6346 or visit: www.dot.ca.gov/hq/bep/business_forms.htm

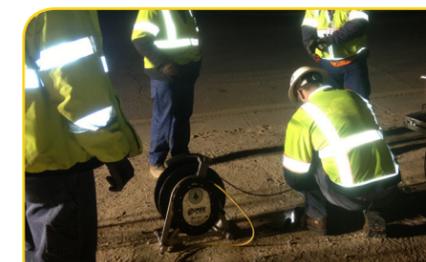
SBs interested in applying for certification through the SBA must first verify that the eligibility criteria for certification are met. For most industries, SBA defines an SB by the average number of employees over the past 12 months or average annual receipts over the past three years that meets the following eligibility criteria:

- Organized for profit;
- Has a place of business in the US;
- Operates primarily within the U.S. or makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor;
- Independently owned and operated; and
- Not dominant in its field on a national basis.

To begin the certification process, SBs must register with the System for Award Management (SAM), obtain a Dun & Bradstreet D-U-N-S® identifying number for financial reporting, determine business size and identify all applicable industry code(s).

For more information regarding SB certification through SBA, visit:

www.sba.gov/category/navigation-structure/contracting/getting-started



CERTIFICATION BENEFITS

Only certified SBs, as recognized by the Authority, are eligible to be credited towards the Authority's overall 30% SB goal.

There are several additional benefits to becoming a certified SB, DBE or DVBE through the state of California:

- California encourages state agencies to award at least 25% of their annual contracting dollars to SBs and at least 3% to DVBEs certified by DGS.
- Certified SBs are eligible to receive a 5% bid preference and DVBEs are eligible for up to a 5% incentive in the formal bid process.
- Certified SBs are eligible for interest penalties for late, undisputed payments under the Prompt Payment Act.
- SBs and DVBEs certified by DGS and DBEs certified by CUCP are reflected in online directories, which state agencies utilize to find SBs.
- California state agencies may utilize the SB/DVBE Option, a streamlined procurement process that allows for contracting directly with SBs and DVBEs certified by DGS for goods, services, information technology are valued from \$5,000 to \$249,999.99 (up to \$281,000 for public works contracts) after obtaining price quotes from at least two SBs or two DVBEs.
- Focused outreach to DBEs for participation on federally assisted contracts.