



**COUNTY OF ALAMEDA
SMALL, LOCAL AND EMERGING BUSINESS (SLEB) PROGRAM
CERTIFICATION INSTRUCTIONS**

The 3 step certification process may take up to 45 business days from receipt of Application.

SLEB Program Definitions:

- Local Business** *A business having a fixed office with a street address in Alameda County for a minimum period of 6 months and a valid business license issued by the County or a City within Alameda County*
- Small Business** *A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification (available online at <http://www.naics.com/search.htm>)*
- Emerging Business** *A Local Business which is less than one half of the SBA size standards for its classification and has been in business less than 5 years*

1. Complete the Common Application, Sections 1 through 7 and the Supplemental.

<p>A. Business entities applying for certification must be in good standing and in compliance with all governing laws, codes and regulations, including Section 66 (Conflict of Interest) of the Alameda County Charter.</p> <p>B. The certification process may require a business site visit for all new and renewal certifications.</p> <p>C. Applicants will be contacted within five business days of receipt of accepted Applications by the SLEB Certification Unit.</p> <p>D. Check the appropriate box(es) at the top of the Application.</p> <p>E. If you have not been in business for a complete tax year, state actual gross receipts to date in Section 2 of the Application form.</p> <p>F. If you have been in business for less than three years, state actual gross receipts received for the period that you have been in business in Section 2 of the Application form.</p>	<p>G. List all current business and professional licenses in Section 4 of the Application.</p> <p>H. Applications must be signed by the owner, principal partner or authorized officer of the corporation in Section 7 of the Application form. Electronic and scanned signatures are acceptable.</p> <p>I. By signing the Application form, applicants are certifying that the information provided is true and correct. Applications are signed under penalty of perjury.</p> <p>J. PLEASE NOTE: Contact Information provided on the Application form and Certification Information will be posted on County’s SLEB internet database websites.</p> <p>K. If any item on the Application is not applicable, please put “N/A” in the designated area.</p> <p>L. If additional space is needed, please attach additional sheet(s).</p>
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2. Submit the completed and signed Application, Supplemental and Required Documents (see below) via email to: ACSLEBcertification@acgov.org

Or mail to: Alameda County, Auditor-Controller Agency
 SLEB Certification Unit
 1221 Oak Street, Room 249
 Oakland, CA 94612

3. Required Documents for Review and Site Visit Information

Provide the documents below with your Application and Supplemental or request a Site Visit on the Supplemental for their review. Site visits include but are not limited to the review of required documents. Additional documents may also be required to be provided during the certification process.

- A. Signed Federal Tax Returns showing Gross Business Receipts for the last 3 years
- B. Current Business License
- C. Current Identification (i.e. Driver’s License, Identification Card)
- D. Current Deed, Rental or Lease Agreement showing Business Address

If you have questions please email the SLEB Certification Unit at ACSLEBcertification@acgov.org or call (510) 891-5500.

Thank you for your interest in doing business with Alameda County