



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

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 -A Fixed Office is a permanent place of business such as an office, warehouse or storefront. It is the location where the business is conducted and not simply a temporary or mobile workspace. Employees in a fixed office have designated desks or workspaces that they use every day.
Small Business	A Local Business which meets the U.S. Small Business Administration (SBA) size standards for its classification (available online at https://www.naics.com/sba-size-standards/)
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

SLEB Application Information: Please read below before beginning the Online Application Process

<p>A. The quick and easy 3-step Alameda County SLEB certification/recertification process consists of the</p> <ol style="list-style-type: none">1. Online Application Prequalification - complete all required fields in each tab<ul style="list-style-type: none">• Local Businesses that pass the prequalification process are automatically routed to the next step in the application process• Businesses who do not pass the prequalification process will receive popup instructions for next steps2. Docusign Application - complete all required fields (see C.- G. below)3. Mandatory Site Visit (see H.- I. below) <p>B. The Application Prequalification process requires applicants to provide gross receipts for the last three years; businesses established for less than three years must provide the actual gross receipts received for the period they have been in business (also see F. below)</p> <p>C. The Docusign Application identifies all required fields and provides prompts for fields that were missed and require completion to proceed</p> <p>D. Some SLEB recertification Application fields may prepopulate with information currently on file for your business; these fields can be edited within the Docusign Application; please carefully review all prepopulated and entered information and make updates/corrections as needed</p> <p>E. Completed Applications must be e-signed via Docusign by the Owner, Principal Partner or Authorized Officer of the corporation, certifying that information provided is true and correct, and signed under penalty of perjury</p> <p>F. Steps A.1. and A.2. above may be started and stopped as necessary and all information entered will be saved. A link will be emailed to the preparer to continue and complete the process at their convenience within 45 days; after 45 days, starting a new Online Prequalification process and Application is required</p>	<p>G. Completed and signed Applications are automatically routed to the SLEB Certification Unit for review and processing; receipt confirmation with a copy of the e-signed Docusign application will be emailed to the preparer</p> <p>H. IMPORTANT NEXT STEP: Contact the SLEB Certification Unit to schedule a site visit (M-F 8:30-5:00, 510/891-5500 or ACSLEBCertification@acgov.org)</p> <p>I. The following documents are required and must be available and ready for review during the site visit (additional documents may also be requested and required to complete the certification process):</p> <ol style="list-style-type: none">1. Current Local Business License2. Current Identification (i.e. Driver's License, Identification Card)3. Federal tax returns showing Gross Business Receipts for the last three years4. Current Deed, Rental or Lease Agreement showing Local Business Address <p style="text-align: center;"><u>PLEASE NOTE:</u></p> <p>➤ Business entities applying for SLEB 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>➤ Applicant's provided contact information and certification status information is posted on the Alameda County SLEB Program website in the Supplier Query System (SSQS) and is available to the public.</p> <p style="text-align: center;">To begin the SLEB Certification Application process click the link below: slebcertification.alamedacountyca.gov</p>
--	---

Thank you for your interest in doing business with Alameda County!

Please contact the SLEB Certification Unit at ACSLEBCertification@acgov.org or (510) 891-5500 for assistance