



2013 Louisiana Business Certifications Guidebook



DBE • MBE • SBE • WBE • SDVOSB • SEBD • WOSB • Section 3
Business certification programs exist to level the playing field and give all businesses, including small, disadvantaged, minority, women-owned and veteran-owned businesses, an equal opportunity to win and perform on government funded and privately funded contracts. The 2013 Louisiana Business Certifications Guidebook is a valuable tool to help business owners easily understand and apply for business certifications available to Louisiana businesses.

N O R M A N D A V I D R O U S S E L L , M B A

START SMART
Innovative Thinking. Optimal Results.
TRAINING • CONSULTING • PUBLISHING

Dear Reader,

Start Smart is excited to release the **2103 Louisiana Business Certifications Guidebook** because we understand that certification applications can be tricky and certification programs can be difficult to understand. We have applied our training and consulting expertise to research and publishing a comprehensive, easy-to-understand introduction to business certification programs available to Louisiana businesses.

Business certification programs exist to level the playing field and give all businesses, including small, disadvantaged, minority, women-owned and veteran-owned businesses, an equal opportunity to win and perform on government funded and privately funded contracts.

In conjunction with the all new www.CertAssist.net website, the **2013 Louisiana Business Certifications Guidebook** is an invaluable tool to help Louisiana businesses succeed.

Sincerely,



Norman David Roussell, MBA

Managing Director of Start Smart, LLC, creator of www.CertAssist.net,
and the author of the **2013 Louisiana Business Certifications Guidebook**

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ABOUT THIS PUBLICATION

2013 LOUISIANA BUSINESS CERTIFICATIONS GUIDEBOOK

Written by Norman David Roussel, MBA
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Start Smart (www.startsmartllc.com) is an emerging national provider of training, consulting and publishing products and services. We partner with public, private and non-profit clients to help them solve organizational challenges by applying our innovative thinking to deliver optimal results on every engagement. Start Smart is a private limited liability company based in New Orleans, Louisiana.

Start Smart, LLC, publishes the website, www.CertAssist.net, and the *2013 Louisiana Business Certifications Guidebook*. Information contained on the website and in the guidebook is from agency websites and other sources. All of the information was edited for this publication. Norman David Roussel is the author of www.CertAssist.net and the *2013 Louisiana Business Certifications Guidebook*.

DISCLAIMER

The information presented in this document may change over time and, if additional information, assistance, or advice is required, readers should supplement the contents of this book with additional research, or consult a competent professional. The author specifically disclaims responsibility for any liability, loss or risk incurred directly or indirectly from the contents of this book.

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Faith. Perseverance. Fortitude.
I am an entrepreneur!

CERTIFICATION 101

- **Q: What does the term 'DBE' mean?**
- A: The term 'DBE' is short for *Disadvantaged Business Enterprise*. A DBE is a business that is owned, managed and controlled by a socially and economically disadvantaged individual.

- **Q: Why were DBE programs created?**
- A: DBE programs were created to ensure nondiscrimination in the award and administration of government-funded and private sector contracts and to create a level playing field on which all businesses can compete for contracting opportunities.

- **Q: Does every state have a DBE certification program?**
- A: All Federal Highway Administration (FHWA) recipients and all recipients of funding from the U.S. Department of Transportation (DOT) that award contracts that total over \$250,000 per year are required to participate in the DOT's Unified Certification Program.

- **Q: I am a woman and a minority so is my business automatically considered a DBE?**
- A: Being a member of a specific group may qualify your firm to be a DBE, but does not automatically mean your business is a DBE. Use of the term DBE typically involves a certification process and recognition by a certifying agency that you have complied with the rules for being certified as a DBE.

- **Q: What does it mean to perform a "commercially useful function"?**
- A: A business performs a commercially useful function if it:
 1. Is responsible for the execution of a distinct element of the work of the contract;
 2. Carries out its obligation by actually performing managing or supervising the work involved;
 3. Performs work that is normal for its business, services and function; and
 4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices.

- The purpose of the commercially useful function requirement is to prevent certified DBE businesses from acting as a "pass through" or "front" when identified as the prime bidder or when identified as a subcontractor from providing artificial or incidental participation to meet the DBE goal of a contract. Only businesses that perform a commercially useful function qualify for DBE certification.

- **Q: My husband and I own a business. Can I apply for certification as a woman-owned business?**
- A: Louisiana is a community property state. As a result, you and your husband would need a legally binding separate property agreement and the company's articles, bylaws or operating agreement would have to show that you own at least 51% of the business. Additionally, you will have to prove, through the application, supporting documents and on-site visit, that you manage and control the business in order for the business to be certified as a woman-owned business.

- **Q: What are the requirements for DBE certification?**
- A: Requirements vary depending on the certification and certifying agency. Requirements for certification are included with the information on each program provided on this site.

- **Q: Why do I need to register with Dun & Bradstreet?**
- A: Any business that wants to do business with the U.S. government is required to register with Dun & Bradstreet (D&B) and obtain a D&B D-U-N-S Number. A D-U-N-S Number is a unique nine-digit number assigned to a business. The U.S. government uses the D-U-N-S Number as part of its business verification process when a business registers as a vendor on SAM.GOV.
-

- **Q: What is SAM.GOV?**
- A: Any business that wants to do business with the U.S. government must register with the System for Award Management (SAM). SAM is a Federal Government owned and operated free web site that consolidates the information contained in CCR/FedReg, ORCA, and EPLS. SAM is now the primary database of vendors that provide goods and services to the U.S. government.

- **Q: What documents do I need to apply for certification?**
- A: The supporting documents you need to include with your certification application vary depending on the certification and certifying agency. Supporting documentation requirements for certification are included with the information on each program provided on this site.

- **Q: I'm confused. Where can I get some help?**
- A: Contact us for a free consultation so we can answer any other certification questions you may have.

DEFINITIONS

Socially Disadvantaged. Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.

Economically Disadvantaged. Economically disadvantaged individuals are those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area that are not socially disadvantaged. In determining the degree of diminished credit and capital opportunities the Administration shall consider, but not be limited to, the assets and net worth of such socially disadvantaged individuals.

Race-Conscious. Participation as a certified business is based on being a member of a specific ethnic group.

Race-Neutral. Participation as a certified business is not based on membership in an ethnic group, but typically is based on evidence of social and/or economic disadvantage of the owner(s).

Commercially Useful Function.

Disadvantaged Business Enterprise. A disadvantaged business enterprise (DBE) is a business that is owned, managed and controlled by a socially and economically disadvantaged individual. The term DBE is a race-neutral term.

Small Business Enterprise. A small business enterprise (SBE) is a business that is classified as a small business based on U.S. SBA Size Standards.

Minority Business Enterprise. A Minority Business Enterprise (MBE) is a business that is at least 51% owned, managed and controlled by an ethnic minority.

Woman-Owned Business Enterprise. A Woman-Owned Business Enterprise (WBE) is a business that is at least 51% owned, managed and controlled by a woman.

Veteran-Owned Business. A Veteran-Owned Business (VOSB) is a business that is owned, managed and controlled by an individual who served and was honorably discharged from the U.S. armed forces. A business owned by a disabled veteran is called a Disabled Veteran-Owned Small Business (DVOSB).

SBA Size Standards. SBA size standards represent the largest size that a business (including its subsidiaries and affiliates) may be to remain classified as a small business concern. In determining what constitutes a small business, the definition will vary to reflect industry differences. These size standards are used to determine eligibility for Federal government procurement programs designed to help small businesses and for designation as a certified SBE.

NAICS Code. The North American Industry Classification System (NAICS) was introduced in 1997 as a replacement for Standard Industrial Classification Codes (SIC). NAICS now serves as the standard for the three NAFTA countries of Mexico, Canada and the U.S. and is now the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. The U.S. Census Bureau assigns and maintains only one NAICS code for each establishment based on its primary activity, though a business can have multiple NAICS codes.

SIC Code. The Standard Industrial Classification (SIC) is a system for classifying industries by a four-digit code. Established in the United States in 1937, it is used by government agencies to classify industry areas.

NIGP Code. The NIGP Commodity/Services Code (NIGP) is an acronym for the National Institute of Governmental Purchasing Commodity Services Code. The NIGP Code is a coding system used primarily to classify products and services procured by state and local governments in the United States.

CSI Codes. Construction Specifications Institute (CSI) codes are the construction industry standard codes for specifications, estimates and product data.

**LOUISIANA UNIFIED CERTIFICATION PROGRAM
DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**

SUMMARY

CERTIFYING AGENCIES	REGION 1: LOUISIANA DEPARTMENT OF TRANSPORTATION REGION 2: LOUIS ARMSTRONG INTERNATIONAL AIRPORT; NEW ORLEANS REGIONAL TRANSIT AUTHORITY; ORLEANS LEVEE BOARD
CERTIFICATION DESIGNATION	DBE
RACE/GENDER CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-60 DAYS

OVERVIEW

The U.S. Department of Transportation's disadvantaged business enterprise (DBE) program provides a vehicle for increasing the participation by MBEs in state and local procurement. DOT DBE regulations require state and local transportation agencies that receive DOT financial assistance, to establish goals for the participation of DBEs. Each DOT-assisted State and local transportation agency is required to establish annual DBE goals, and review the scopes of anticipated large prime contracts throughout the year and establish contract-specific DBE subcontracting goals. Three major DOT operating administrations are involved in the DBE program. They are the **Federal Highway Administration**, the **Federal Aviation Administration** and the **Federal Transit Administration**. The legal basis for the DBE program is in 46 CFR Part 23 and 46 CFR Part 26. A list of agencies state participating in the LAUCP DBE program appears on page 3

The main objectives of the DBE Program are:

- To ensure that small disadvantaged business enterprises (DBE) can compete fairly for federally funded transportation-related projects;
- To ensure that only eligible firms participate as DBEs; and
- To assist DBE firms in competing outside the DBE Program.

ELIGIBILITY

To be certified as a DBE, a firm must be a small business owned and controlled by socially and economically disadvantaged individuals. Additionally:

- An eligible DBE must be an independent business where ownership and control by a socially and economically disadvantaged individual is real, substantial and continuing. Individuals who are members of the following groups and are U.S. citizens may be reputedly presumed to be socially and economically disadvantaged: Women, Hispanic Americans, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans, African-Americans and other minorities found to be disadvantaged in the U.S. Small Business Act (15 USC 637);
- The DBE owner must share in the risks and profits of the business commensurate with his/her ownership interest and the owner must also possess the power to direct or cause the direction of the day-to-day management and major decisions of the firm.
- There cannot be any restrictions which prevent the DBE owner from making a business decision without the cooperation of vote of the non-DBE owner(s). IF non-DBE members of the firm are disproportionately responsible for the operation and decisions of the firm, the firm is not eligible for certification.

CERTIFICATION PROCESS

Each firm wishing to be certified as a DBE must complete and submit the DBE application and supporting documents identified on the application checklist and complete an on-site visit by the certifying agency. The certification process takes, on average, between 30- and 60-days.

Certifying agencies make the determinations based upon on-site visits, personal interviews, reviews of licenses, stock ownership, equipment, bonding capacity, work completed, resume of principal owners and financial capacity.

THE DBE CERTIFICATION APPLICATION

Download the LAUCP DBE application package at www.CertAssist.net.

The DBE application is also available online at:

- WWW.LAUCP.ORG/UPC/
- WWW.NORTA.COM
- WWW.ORLEANSLEVEE.COM
- WWW.FLYMSY.COM

CONTACTS

REGION 1

LOUISIANA DEPARTMENT OF TRANSPORTATION

DOTD Compliance Programs

1201 Capitol Access Rd.

Baton Rouge, LA 70802

Phone: 225.379.1382

REGION 2

NEW ORLEANS REGIONAL TRANSIT AUTHORITY

DBE/SBE Programs

2817 Canal St.

New Orleans, LA 70119

PHONE: 504.27.8408

ORLEANS LEVEE BOARD

DBE Compliance Office

6920 Franklin Ave.

New Orleans, LA 70122

Phone: 504.286.3188

LOUIS ARMSTRONG INTERNATIONAL AIRPORT

DBE Office

P.O. BOX 20007

NEW ORLEANS, LA 70141

Phone: 504.303.7611

2013 LOUISIANA BUSINESS CERTIFICATIONS GUIDEBOOK#

The following list of recipients has been identified, contacted and afforded the opportunity to participate in the planning, development and implementation of Louisiana's Unified Certification Program:

1. City of Abbeville
2. Acadia Airport District #1 (Le Gros)
3. Acadiana Regional Airport
4. Airport Com. Of Airport District
5. Alexandria International Airport
6. City of Alexandria
7. Allen Parish Police Jury
8. Avoyelles Parish Police Jury
9. Assumption Parish Police Jury
10. Baton Rouge Metro Airport
11. City of Baton Rouge – EBR Parish
12. Beauregard Parish Airport District
13. Bunkie Municipal Airport
14. Caldwell Parish Police Jury
15. Capital Area Transit System
16. Capital Region Planning Commission
17. Capital Transportation Corp.
18. Chennault International Airport
19. Claiborne Parish Police Jury
20. Concordia Parish Airport
21. Delhi Municipal Airport
22. DeSoto Parish Police Jury
23. City of DeQuincy
24. City of Donaldsonville
25. City of Eunice
26. False River Regional Airport
27. Port Fourchon
28. Town of Franklinton
29. Harry P. Williams Memorial Airport
30. Hammond Northside Regional Airport
31. City of Hammond
32. Town of Homer
33. Houma Terrebonne Airport Commission
34. Iberia Parish Government
35. IMCAL
36. Jefferson Davis Parish Police Jury
37. Jefferson Parish Transit
38. Jonesville Municipal Airport
39. Lafayette Airport Commission
40. Lafayette Parish Consolidated Govt.
41. LaSalle Parish Police Jury
42. City of Lake Charles
43. City of Leesville
44. LA DOTD
45. LA Regional Airport
46. Madison Parish Police Jury
47. Marksville Municipal Airport
48. Monroe Regional Airport
49. New Orleans Aviation Board
50. Orleans Levee District Town of Many
51. Orleans Parish Regional Planning Commission
52. City of Minden
53. City of Monroe
54. Olla Airport
55. Plaquemine Parish Government
56. Pointe Coupee Parish Police Jury
57. Town of Rayville
58. Red River Parish Police Jury
59. Regional Transit Authority
60. River Parishes Transit Authority
61. City of Ruston
62. St. Bernard Urban Rapid Transit
63. St. James Parish Council
64. St. John the Baptist Airport
65. St. Martin Parish
66. St. Mary Parish Government
67. St. Tammany Parish Government
68. St. Landry Parish Airport
69. Scott Airport
70. Shreveport Downtown Airport
71. Shreveport Regional Airport
72. City of Slidell
73. South Central Planning & Develop.
74. Southland Field
75. Springhill Airport
76. Tangipahoa Parish Council
77. Terrebonne Parish
78. Union Parish Police Jury
79. Vernon Parish Police Jury
80. Town of Vivian
81. Webster Parish Police Jury
82. West Carroll Parish Airport Authority
83. City of West Monroe
84. City of Winnfield
85. Winnsboro Municipal Airport

**LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT
VETERAN INITIATIVE CERTIFICATION**

SUMMARY

AGENCY	LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT	
DESIGNATION	VETERAN INITIATIVE/SERVICE-CONNECTED VETERAN OWNED/ CONNECTED DISABLED VETERAN OWNED	SERVICE
RACE CONSCIOUS	NO	
GENDER CONSCIOUS	NO	
RECERTIFICATION	ANNUAL UPDATES	
GRADUATION	NONE	
FEE/COST	NONE	
CERTIFICATION PROCESS TIMEFRAME	48-HOURS	

OVERVIEW

The Louisiana Initiative for Veteran and Service-Connected Disabled Veteran-Owned Small Entrepreneurships (the Veteran Initiative) is designed to facilitate the growth and stability of Louisiana's economy while helping veteran-owned and service-connected disabled-veteran-owned small businesses gain greater access to purchasing and contracting opportunities that are available at the state government level.

Benefits of the Veteran Initiative program include:

- Veteran Initiative firm information is accessible to state purchasing officials and prime contractors who are looking for subcontractors;
- State agencies are encouraged to get quotes from and use qualified, certified companies whenever possible;
- For purchases under \$15,000.00, state agencies can waive the required additional quotes if a certified company submits a quote that is reasonable;
- 10% of the total evaluation points can be added to a bid or a request for proposal (RFP); and
- Prime contractors who use VETBIZ firms as subcontractors are eligible to receive additional points on their proposals.

ELIGIBILITY

A Veteran Small Entrepreneurship (VSE) is a Small Entrepreneurship (SE) that is more than 50% owned by either a Veteran, or a Disabled-in-Service Veteran. A Veteran Small Entrepreneurship (VSE) is a firm:

- Independently owned and operated;
- Not dominant in its field of operations, which shall be determined by consideration of the business' number of employees, volume of business, financial resources, competitive status, and ownership or control of materials, processes, patents, license agreements, facilities, and sales territory;
- Is owned by and has officers who are citizens or legal residents of the United States, all of whom are domiciled in Louisiana, and who maintain the principal business office in Louisiana;
- Together with its affiliate entities, has fewer than 50 full-time employees with average annual gross receipts not exceeding \$5,000,000.00 per year for construction operations and \$3,000,000.00 per year for non-construction operations, for each of the previous three tax years; and
- That should be able to produce a copy of a DD Form 214 and/or a U. S. Department of Veterans Affairs (VA) disability award letter if requested.

- Eligibility requirements include meeting all of the criteria specified in LA. R.S. 39:2006A, as it may be amended from time to time. In order to participate and continue to participate in the program, an individual or firm must meet and continue to meet all such eligibility requirements or criteria.

CERTIFICATION PROCESS

Complete the online application at www.ledsmallbiz.com. LED will review completed applications within 48 hours of submittal. You will receive an email notification after review that acknowledges your application status. Along with an acceptance notification, approved applicants will receive a certification number and instructions on how to print the SEBD certificate. You must submit annual updates through www.ledsmallbiz.com by your certification anniversary date to remain in the program.

CONTACT

John W. Matthews, Executive Director
Small Business Services
Louisiana Department of Economic Development
john.matthews@la.gov
225.342.1181

Louisiana Department of Economic Development
1051 North Third Street, Baton Rouge, LA 70802-5239
P.O. Box 94185, Baton Rouge, LA 70804-9185
800.450.8115 | 225.342.3000

www.louisianaeconomicdevelopment.com

**LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT
SMALL & EMERGING BUSINESS DEVELOPMENT (SEBD) CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT
CERTIFICATION DESIGNATION	SEBD
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RE-CERTIFICATION	ANNUAL UPDATES
GRADUATION	10 YEARS
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	72 HOURS

OVERVIEW

The Louisiana Department of Economic Development’s (LED) Small and Emerging Business Development (SEBD) Program provides the managerial and technical assistance training needed to grow and sustain a small business.

- Provides for developmental assistance, including entrepreneurial training, marketing, computer skills, accounting, business planning, and legal and industry-specific assistance
- Eligibility for the Bonding Assistance Program
- Consideration for bidding on select products or services purchased by state agencies
- SEBD Intermediaries provide a free needs assessment and assistance with accessing other program benefits

ELIGIBILITY

The program is open to all Louisiana small businesses that meet the following eligibility requirements for both the business and the owner. Certification is effective for up to 10 years or until the firm no longer meets the eligibility requirements for the program.

Small and Emerging Business Person

For the purposes of the program, a person who meets all criteria in this section is defined as a Small and Emerging Business Person.

- **Citizenship** – The person is a U.S. citizen or legal resident
- **Louisiana Residency** – The person has been a Louisiana resident for at least one year
- **Net Worth** – At least 51 percent of the business is owned and controlled by persons who individually have a net worth of less than \$400,000, excluding personal residence, business assets and retirement accounts
- **Full-Time Employment** – Managing owners who claim Small and Emerging Business Person status must be full-time employees of the applicant firm (20 or more hours per week)

Small and Emerging Business

A business that meets all criteria below is defined as a Small and Emerging Business for this program:

- **Ownership and Control** – At least 51 percent of the company is owned and controlled by one or more Small and Emerging Business Persons
- **Principal Place of Business** – The firm’s principal place of business is Louisiana
- **Lawful Function** – The company has been organized for profit to perform a commercially useful function
- **Business Net Worth** – The business’ net worth does not exceed \$1.5 million
- **Job Creation** – An applicant firm anticipates creating new full-time jobs

CERTIFICATION PROCESS

Complete the online application at www.ledsmallbiz.com. LED will review completed applications within 72 hours of submittal. You will receive an email notification after review that acknowledges your application status. Along with an acceptance notification, approved applicants will receive a certification number, a list of SEBD Intermediaries, and instructions on how to print the SEBD certificate. You must submit annual updates through www.ledsmallbiz.com by your certification anniversary date to remain in the program.

CONTACT

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Louisiana Department of Economic Development
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www.louisianaeconomicdevelopment.com

**LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT
HUDSON INITIATIVE CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT
CERTIFICATION DESIGNATION	HUDSON INITIATIVE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL UPDATES
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	48 HOURS

OVERVIEW

Louisiana’s Hudson Initiative is a certification program designed to help eligible Louisiana small businesses gain greater access to purchasing and contracting opportunities that are available at the State government level.

- Your business and contact information will be accessible to State purchasing officials and prime contractors looking for subcontractors
- State agencies are encouraged to get quotes from and use qualified, certified companies whenever possible
- For small purchases of less than \$15,000, State agencies can waive the requirement of getting additional quotes if a certified company submits a quote that is reasonable
- 10% of the total evaluation points can be added to your bid on a Request for Proposal (RFP)
- Prime contractors who use your business as a subcontractor on a bid for an RFP are also eligible to receive additional percentage points on their bid

ELIGIBILITY

The program is open to all Louisiana businesses that meet the following eligibility requirements of a Small Entrepreneurship (SE) under the Hudson Initiative:

- **Principal Place of Business** – The company must have its principal place of business in Louisiana
- **Employees** – The company has fewer than 50 full-time employees
- **Average Annual Gross Receipts** – Average annual gross receipts do not exceed \$5 million for non-construction and \$10 million for construction companies
- **Independently Owned and Operated** – The business is independently owned and operated
- **Not Dominant** – The business is not dominant in its professional field
- **Louisiana Residency** – Owned by persons domiciled in Louisiana
- **Citizenship** – Owned by and has officers who are U.S. citizens or legal residents

CERTIFICATION PROCESS

Complete the online application at www.ledsmallbiz.com. LED will review completed applications within two business days of submittal. You will receive an email notification after review that acknowledges your application status. You must submit annual updates through www.ledsmallbiz.com by your certification anniversary date to remain in the program.

CONTACT

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www.louisianaeconomicdevelopment.com

**CITY OF NEW ORLEANS
STATE & LOCAL DISADVANTAGED BUSINESS ENTERPRISE
(SLDBE) CERTIFICATION**

SUMMARY

CERTIFYING AGENCIES	CITY OF NEW ORLEANS; SEWERAGE & WATER BOARD OF NEW ORLEANS; NEW ORLEANS AVIATION BOARD; HARRAH’S CASINO NEW ORLEANS (HEREINAFTER REFERRED TO AS ‘SLDBE PARTNER AGENCIES’)
CERTIFICATION DESIGNATION	SLDBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	BI-ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-90 DAYS

OVERVIEW

SLDBE Partner Agencies operate the State and Local Disadvantaged Business Enterprise Program (hereinafter referred to as the ‘SLDBE Program’ or ‘the Program’) as a race and gender neutral disadvantaged business enterprise (DBE) program to provide for the participation of businesses owned by socially and economically disadvantaged persons to increase their participation in contracting opportunities with the City of New Orleans and partner agencies.

In 2003, the City of New Orleans joined with the Sewerage & Water Board of New Orleans (SWB) and the New Orleans Aviation Board (NOAB) in a cooperative agreement to operate the SLDBE Program. Harrah’s Casino New Orleans became a partner agency in 2009. Approval for the SLDBE program through any of the partner agencies qualifies a firm to bid and perform as an SLDBE firm for any of the partner agencies.

ELIGIBILITY

The SLDBE Program is a race and gender-neutral program that does not presume social and economic disadvantages. A business may qualify for the SLDBE Program if:

- It is determined that the business’ ability to compete in the business world has been restricted due to industry practices, limited access to capital, and/or restricted credit opportunities that are beyond their control;
- The business is owned, operated and controlled by one or more socially and economically disadvantaged person(s) and that person or those persons own, operate, and control at least 51% of the company;
- The firm is an independent business (not a franchise) in which the ownership and control by a socially and economically disadvantaged person is real, substantial and continuing;
- The SLDBE owners share in the risks and profits commensurate with their ownership interests;
- The SLDBE owners possess the power to direct or cause the direction of day-to-day management and major decisions of the firm; and
- There can be no restrictions in the bylaws, operating agreement or other document which prevents the SLDBE owner(s) from making a business decision without the corporation or vote of the non-SLDBE owner(s).

CERTIFICATION PROCESS

Each firm wishing to be certified as a SLDBE must complete and submit the SLDBE application and supporting documents identified on the application checklist, complete an on-site visit and be approved by the SLDBE Certification Panel. The certification process takes, on average, between 30- and 90-days.

2013 LOUISIANA BUSINESS CERTIFICATIONS GUIDEBOOK

Any firm which believes that it has been wrongly denied certification as a SLDBE firm or as a Joint Venture, which includes a SLDBE firm certified under the program, may file an appeal with the Certification Panel for a review of the denial and present information and written to the Certification Panel. The appeal shall be written, dated, signed and filed no later than ten (10) days after the date of the letter of notification certification denial.

The SLDBE certification application package is available at www.CertAssist.net and at:

- www.nola.gov
- www.flymsy.com
- www.swbno.org

CONTACTS

CITY OF NEW ORLEANS
OFFICE OF SUPPLIER DIVERSITY
1100 POYDRAS ST., SUITE 1000
NEW ORLEANS, LA 70112
504.658.4200
WWW.NOLA.GOV

SEWERAGE & WATER BOARD OF NEW ORLEANS
ECONOMICALLY DISADVANTAGED BUSINESS OFFICE
625 ST. JOSEPH ST., ROOM 305
NEW ORLEANS, LA 70165
504.582.6112
WWW.SWBNO.ORG

NEW ORLEANS AVIATION BOARD
DISADVANTAGED BUSINESS ENTERPRISE OFFICE
P.O. BOX 20007
NEW ORLEANS, LA 70141
504.303.7611
WWW.FLYMSY.COM

HARRAH'S CASINO NEW ORLEANS
SUPPLIER DIVERSITY/DBE PROGRAM
504.533.6000 | 504.533.6159
WWW.HARRAHSNEWORLEANS.COM

**NEW ORLEANS REGIONAL TRANSIT AUTHORITY
SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	NEW ORLEANS REGIONAL TRANSIT AUTHORITY
CERTIFICATION DESIGNATION	SBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL
GRADUATION	WHEN THE FIRM NO LONGER MEETS THE SBA SIZE STANDARD
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-60 DAYS

OVERVIEW

The New Orleans Regional Transit Authority’s (NORTA’s) Small Business Enterprise (SBE) Program is open to all business owners regardless of race, ethnicity or gender. The SBE Program is used for both federally and non-federally funded procurement projects at NORTA. As such, once a business is certified as an SBE the firm can bid and perform as an SBE on any NORTA project. Businesses that are currently Disadvantaged Business Enterprise (DBE) certified with the Louisiana Unified Certification Program (LAUCP) must submit an SBE Affidavit of Certification Eligibility. The LAUCP DBE certification will automatically certify a business as an eligible SBE. Businesses that are owned by minorities or women that are not currently DBE certified must submit a complete an SBE certification application with all supporting documentation. [Note: You may submit a LAUCP DBE application through NORTA. Contact information is below.]

ELIGIBILITY

To be an eligible Small Business Enterprise a business must be for-profit and must meet the annual gross receipts cap of \$17.42 million as defined in 49 CFR Part 26. The business must also meet the SBA industry size standard defined by the Small Business Administration.

The business must have a least 51% ownership by a person who is economically disadvantaged. To be considered economically disadvantaged the individual’s Personal Net Worth, not including their primary place of residence or ownership in the business cannot exceed \$1.32 million in compliance with the 49 CFR Part 26.67. An SBE business owner must be a U.S. Citizen or lawfully permanent resident of the U.S.

CERTIFICATION PROCESS

The SBE application is available online at http://www.norta.com/Business_Center and www.CertAssist.net. Complete and submit the certification application, along with the supporting documents, to NORTA’s Director of Small Business Development. The small business development team will review the application package for completeness and will schedule and conduct an on-site visit of your business. The certification process typically takes between 30-60 days.

CONTACTS

Small Business Enterprise Program

Judith Dangerfield, Director
Office of Small Business Development
Veolia Transportation in Service to the RTA
2817 Canal St.
New Orleans, LA 70119
Phone: 504.827.8408

LAUCP DBE Program

Janice Abide
Title VI Coordinator
Veolia Transportation in Service to the RTA
2817 Canal St.
New Orleans, LA 70119
Phone: 504.827.8308

**RECOVERY SCHOOL DISTRICT OF NEW ORLEANS
DISADVANTAGED BUSINESS ENTERPRISE (DBE) REGISTRATION**

SUMMARY

AGENCY	RECOVERY SCHOOL DISTRICT OF NEW ORLEANS
DESIGNATION	REGISTERED DBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	DEPENDENT ON CERTIFYING AGENCY
GRADUATION	DEPENDENT ON CERTIFYING AGENCY
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	10-BUSINESS DAYS

OVERVIEW

The Recovery School District of New Orleans (RSD) has established the DBE Office to encourage the participation of certified DBE firms in planning, building and renovating schools throughout the city.

The DBE Office:

- Maintains ‘entrance points’ for qualified DBEs seeking participation in RSD construction projects;
- Provides information on general contractors for capital rebuilding projects;
- Keeps general contractors informed of interested, qualified DBEs and DBE outreach opportunities/mechanisms;
- Keeps interested, qualified DBEs informed of RSD opportunities and related events;
- Engages RSD contractors, providing assistance in addressing barriers to meeting compliance goals and with identifying/articulating ‘good faith’ efforts; and
- Tracks and review actual contractor compliance/compliance efforts.

The RSD does not have an independent DBE certification process.

ELIGIBILITY

A business must be certified as through the Louisiana Unified Certification Program as a DBE or through the City of New Orleans, Sewerage and Water Board of New Orleans, New Orleans Aviation Board or Harrah’s Casino as a SLDBE to qualify as a DBE for the RSD.

CERTIFICATION PROCESS

Download and complete the RSD’s **DBE Vendor Information Sheet** and submit it along with proof of DBE certification to the RSD DBE Office. The application is available at www.CertAssist.net and at www.rsdla.net.

CONTACT

Sombra Williams, Director,
Disadvantaged Business Enterprise Program
Recovery School District of New Orleans
504.373.6200 ext. 20082
db@rsdla.net

**HOUSING AUTHORITY OF NEW ORLEANS
DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND WOMEN-OWNED
BUSINESS ENTERPRISE (WBE) CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	HOUSING AUTHORITY OF NEW ORLEANS
DESIGNATIONS	DBE/WBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	DBE (NO)/WBE (YES)
RECERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	10-BUSINESS DAYS

OVERVIEW

Housing Authority of New Orleans (HANO) DBE/WBE Certification

HANO does not have an independent DBE/WBE certification process. HANO grants full certification up to one (1) year upon receipt of written letter from one of the **Louisiana Unified Certification Program (LAUCP)** certifying agencies that a company is a LAUCP certified DBE/WBE. Annual verification is required by the vendor to show proof of continued certification through the Louisiana Certification Program.

ELIGIBILITY

All firms certified as DBE or WBE through the **Louisiana Unified Certification Program**.

CERTIFICATION PROCESS

Download and complete the HANO's **DBE Program Certification Application** and submit it along with proof of DBE/WBE certification to the HANO's Section 3/DBE/WBE Office. The application is available www.CertAssist.net and at www.hano.org.

CONTACT

Larry Barabino, Jr.
Section 3/DBE/WBE Coordinator
Housing Authority of New Orleans
4100 Touro Street
New Orleans, LA 70122
Office: 504.670.3268
Fax: 504.286.1422
lbarabino@hano.org

**HOUSING AUTHORITY OF NEW ORLEANS
SECTION 3 BUSINESS CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	HOUSING AUTHORITY OF NEW ORLEANS
DESIGNATIONS	SECTION 3 BUSINESS
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL UPDATES
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	10-BUSINESS DAYS

OVERVIEW

Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods. In order to meet the requirements of the Section 3 provision, the Housing Authority of New Orleans (HANO) grants full certification up to one (1) year to Orleans Parish businesses that meet Section 3 business certification eligibility requirements.

ELIGIBILITY

Those businesses that qualify to receive a Section 3 Business Certification include:

1. Business concerns that are 51% or more owned and controlled by residents of any HANO housing site or whose full-time permanent workforce includes 30% of HANO residents of any housing site; or
2. HUD Youthbuild programs in Orleans Parish; or
3. Business concerns that are 51% or more owned and controlled by HANO residents or are low or very low-income Orleans Parish residents or whose full-time permanent work force includes 30% HANO residents or low/very low-income Orleans Parish residents; and
4. Businesses that subcontract in excess of 25% of the total amount of subcontracts to business concerns identified in the preferences above.

Orleans Parish, Louisiana										
FY 2013 Income Limit Area	Median Income	FY 2013 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Orleans Parish	\$60,300	Very Low (50%) Income Limits	\$21,150	\$24,150	\$27,150	\$30,150	\$32,600	\$35,000	\$37,400	\$39,800
		Extremely Low (30%) Income Limits	\$12,700	\$14,500	\$16,300	\$18,100	\$19,550	\$21,000	\$22,450	\$23,900
		Low (80%) Income Limits	\$33,800	\$38,600	\$43,450	\$48,250	\$52,150	\$56,000	\$59,850	\$63,700

Note: Orleans Parish is part of the New Orleans-Metairie-Kenner, LA, Metropolitan Statistical Area (MSA). All information presented in the table above applies to Jefferson Parish, Orleans Parish, Plaquemines Parish, St. Bernard Parish, St. Charles Parish, St. John the Baptist Parish and St. Tammany Parish.

CERTIFICATION PROCESS

Download and complete Section 5: Section 3 Business Certification Requirements included in HANO's DBE Program Certification Application. Submit the application and supporting documents to HANO's Section 3/DBE/WBE Office. The application is available at www.CertAssist.net and at www.hano.org.

CONTACT

Larry Barabino, Jr.
Section 3/DBE/WBE Coordinator
Housing Authority of New Orleans
4100 Touro Street
New Orleans, LA 70122
Office: 504.670.3268
Fax: 504.286.1422
lbarabino@hano.org

**ORLEANS PARISH SCHOOL BOARD
DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**

CONTACT THE DBE OFFICE FOR INFORMATION ON THE STATUS OF THE DBE PROGRAM

CONTACT: EXECUTIVE DIRECTOR, DISADVANTAGED BUSINESS ENTERPRISE

E-MAIL: DBEPROGRAM@OPSB.US

PHONE: 504.304.5584

WEBSITE: WWW.OPSB.US

**CITY/PARISH OF BATON ROUGE
SMALL BUSINESS ENTERPRISE (SBE) CERTIFICATION**

SUMMARY

AGENCY	CITY/PARISH OF BATON ROUGE
DESIGNATION	SBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-60 DAYS

OVERVIEW

The City/Parish of East Baton Rouge has established the Small Business Enterprise (SBE) certification program to grow small businesses and to help prepare them to become more competitive when competing for City-Parish contracts. Certification provides several benefits to small businesses:

- You will receive notices of formal and informal City/Parish contracting opportunities available for bid;
- Your company will be included in the city-wide SBE database;
- You will be invited to attend our **Doing Business with the Baton Rouge** networking sessions; and
- You can attend exclusive business training programs such as Contractor’s College® and NXTLevel®.

ELIGIBILITY

- A business must be certified as through the Louisiana Unified Certification Program as a DBE that provides evidence of certification along with a signed affidavit qualifies as a City/Parish of Baton Rouge SBE; or
- A business that is licensed and for-profit and performs a legal, commercially useful function;
- A business that does not exceed the small business size standards as established by the U.S. Small Business Administration for the firm’s primary NAICS code;
- A business that has been actively in business for at least one year;
- A business with 51% or more of the ownership in the business is by a socially and economically disadvantaged owner. A socially and economically disadvantage owner is one who has a personal net worth under \$1,320,000.00 (exclusions apply. See the SBE application for details).

CERTIFICATION PROCESS

- Download the SBE application from www.CertAssist.net or www.brgov.com/dept/mayor/bbr/sbe.htm ;
- Download and complete the Personal Net Worth Statement;
- Sign and notarize the DBE/SBE Affidavit and hand deliver or mail the required documents for approval.
- Current LAUCP Certified DBE’s may become a SBE by submitting a copy of their DBE certification letter and notarizing the DBE/SBE Affidavit.

CONTACT

Stacie M. Williams, MBA- Business Development Coordinator
City/Parish of Baton Rouge
 300 Louisiana Ave., 2nd Floor • Baton Rouge, LA 70806
 225.389.3039 ext. 126 • smwilliams@brgov.com

CITY OF SHREVEPORT FAIR SHARE PROGRAM

SUMMARY

CERTIFYING AGENCY	CITY OF SHREVEPORT
CERTIFICATION DESIGNATION	REGISTERED FAIR SHARE PROGRAM BUSINESS
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RE-CERTIFICATION	NONE
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-60 BUSINESS DAYS

OVERVIEW

The City of Shreveport’s Fair Share Initiative was originated by Ordinance on July 27, 1999. The overall intent of the Ordinance and resulting Plan was to develop an office dedicated to serving the needs of small economically disadvantaged businesses. Implementation of the program began on January 1, 2000.

The Fair Share Program seeks to enforce the City’s policy of providing and ensuring contracting and procurement opportunities for small economically disadvantaged businesses. Additionally, The Fair Share Ordinance is a concept unique to the City of Shreveport in its effort to bring more DBEs into the economic mainstream of the local economy. Simply put, the program aims to “level the economic playing field.” The major intent of the program is to provide opportunities for companies and individuals to do business with the City of Shreveport where opportunities may not have existed in the past.

ELIGIBILITY

A small economically disadvantaged business is a firm that is owned and controlled by one or more economically disadvantaged individuals and meets the requirements of small disadvantaged businesses. Eligibility requirements fall into two categories that apply to the individual owners and to the applicant’s firm. In order to continue participation in the Fair Share Program, a firm and its individual owners must continue to meet all eligibility requirements.

A. Economically Disadvantaged Persons. For purpose of the Fair Share Program, a person who meets all of the criteria in this section shall be defined as an Economically Disadvantaged Individual.

1. Citizenship - the person is a citizen or lawful permanent resident of the United States.
2. Net Worth - each individual owner’s personal net worth may not exceed \$250,000. The value of an individual’s personal residence and his/her investment in the applicant firm will be excluded when calculating individual net worth for the Program.
3. Income - each individual owner must submit personal Federal Income Tax Returns for the past three years.

B. Economically Disadvantaged Business

1. Ownership and Control - at least 51% of the company must be owned and controlled by one or more economically disadvantaged individuals.
2. Business Size - for purpose of the Fair Share Program, an eligible firm’s size shall be defined as 50% or less of the published U. S. Small Business Administration’s (SBA) size standards by SIC or NAIC codes.
3. Lawful Function - the company is organized for profit to perform a lawful, commercially useful function.
4. Business Net Worth - the business’ net worth at the time of application may not exceed \$750,000. The DBE Office may waive this requirement only in those instances where the business seeking certification is in a capital intensive business.

5. Diminished Capital and Credit - a firm will be considered to have diminished capital and credit if its ability to compete in the free enterprise system has been impaired due to diminished capital and credit, opportunities as compared to other firms in the same or similar line of business, and whose diminished opportunities have precluded, or are likely to preclude, such firm from successfully competing in the open market. Examples of diminished capital and credit are lack of access to long-term financing or credit, working capital financing, equipment trade credit, raw materials, supplier trade credit and bonding. The applicant must furnish documentation that credit has previously been denied for an area of credit that applies to the firm's type of business, condition or situation. Applicant firms that score poorly on all financial measures published by the Robert Morris Associates for liquidity, leverage, operating efficiency and profitability, and considered to be economically disadvantaged.

Factors to be considered are:

- a) Business assets
- b) Net worth
- c) Income
- d) Profit

6. Full Time - Managing owners who claim economically disadvantaged status must be full time employees of the applicant firm.

C. Documents Required for Certification

The applicant shall be supported by, but not limited to, the following documents:

1. Business's balance sheet and income statement
2. Verification of signatories on bank accounts
3. Copies of income tax returns
4. Resumes of owner and top managers
5. Copies of business licenses and permits
6. Copies of stock certificates, stock transfer ledgers, and articles of incorporation if business is a corporation

Certification Process

1. Download the application package from www.CertAssist.net or www.shreveportla.gov.
2. Complete the Fair Share Program Certification Affidavit, Vendor Application and an IRS Form W-9.
3. Return the documents to the address below.
4. Your package will be reviewed and a site visit of your place of business will be scheduled.
5. An award Letter of Certification will be issued to you.

Contact

Karen M. Barnes

City of Shreveport Fair Share Plan

P.O. Box 31109

Shreveport, LA 71130

Office: 318.673.5060

**CITY OF SHREVEPORT
DISADVANTAGE BUSINESS ENTERPRISE (DBE) PROGRAM**

SUMMARY

CERTIFYING AGENCY	CITY OF SHREVEPORT
CERTIFICATION DESIGNATION	DBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-90 DAYS

OVERVIEW

The Disadvantaged Business Enterprise (DBE) program handles certification for all socially and economically disadvantaged businesses for all departments of the City of Shreveport and other local public entities having that need. The office is also the certifying agent for the North Louisiana Purchasing Network, a volunteer organization of local large corporations committed to improving relationships between these companies and area DBE businesses. The DBE office provides disadvantaged businesses the opportunities to diversify and grow through various services and referrals. As part of the Department of Community Development, the DBE Program has been mandated by the Department to perform and monitor identified functions that will enhance the City's DBE economic participation. In addition to City mandates, the DBE program employs the requirements and measurements as outlined in the federal regulations relative to funding sources received by the City.

ELIGIBILITY

Businesses organized for profit and performing a commercial purpose are eligible for certification. The business must be at least 51% owned, controlled and actively operated by persons determined to be disadvantaged.

CERTIFICATION PROCESS

1. Download the application at www.CertAssist.net or <http://www.shreveportla.gov>.
2. The completed application, along with supporting documentation, must be brought IN PERSON to the DBE Office, City Hall Annex, 1237 Murphy Street, Room 210, Shreveport, Louisiana 71101.
3. Consultation with the applicant is done to ensure the applicant understands the requirements of the application and questions are answered or researched for the applicant.
4. The application is reviewed to check for the authenticity of the document. If there are any incomplete blocks, the applicant is asked to forward the necessary information.
5. Upon completion of the review, a site visit is scheduled with the applicant. The site visit is conducted to verify the information listed by the applicant. A site visit is conducted upon initial certification and for recertification, if required.
6. A letter awarding certification is submitted to the applicant along with a certificate with the Community Service Bureau Chief's signature. The date awarded and date of expiration is listed on the certificate.

CONTACTS

City of Shreveport DBE office
City Hall Annex
1237 Murphy Street, Room 210 • Shreveport, LA 71101
Office: 318.673.7566

**LOUISIANA MINORITY SUPPLIER DEVELOPMENT COUNCIL
MINORITY BUSINESS ENTERPRISE (MBE) CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	LOUISIANA MINORITY SUPPLIER DEVELOPMENT COUNCIL
DESIGNATIONS	MBE
RACE CONSCIOUS	YES (ETHNIC MINORITIES ONLY)
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	\$300.00 (CERTIFICATION); \$200.00 (ANNUAL RE-CERTIFICATION)
CERTIFICATION PROCESS TIMEFRAME	30-90 DAYS

OVERVIEW

Certification with the Louisiana Minority Supplier Development Council (LAMSDC) provides minority-owned businesses with valuable resources to help them grow and succeed. LAMSDC offers minority-owned businesses an excellent opportunity to meet with corporate buyers who are interested in working with qualified and certified minority business enterprises (MBEs). LAMSDC offers formal and informal venues to meet with corporate buyers so MBEs can learn about state and local opportunities and expand professional networks. LAMSDC is an affiliate of the National Minority Supplier Development Council (NMSDC), the largest national organization whose certification is recognized uniformly by corporate America.

Benefits of MBE certification:

- More than two-thirds of MBEs confirm an increase in revenues as a result of partnership with corporate members of the NMSDC
- Access to over 3,500 leading global, national, regional and local companies and their buyers
- Listing in the regional and national certified MBE database
- The ability to participate in education programs and workshops to assist in personal, financial and professional growth
- Opportunities to network with corporate members, MBEs and business owners at LAMSDC events and activities
- Second tier and MBE to MBE business opportunities

ELIGIBILITY

To become a certified MBE, a business must meet the following requirements. Both current and historical facts are considered in determining ownership qualifications and participation in the management and operations of the company.

- The business is a for-profit enterprise organized for a legal purpose
- The business is physically located in the United States or one of its trust territories
- The business is at least 51% ethnic minority owned
 - Ethnic minority owned is defined as any business having owner(s) belonging to the following minority groups: African-American, Hispanic-American, Native American, Asian and Pacific Islander American (Asian-Indian included)
- The ethnic minority owner must be a U.S. citizen
- The ethnic minority owner must be active in the day-to-day operations of the business

CERTIFICATION PROCESS

1. Register as a user online at www.lamsdc.org
2. **Complete the online Certification application.** Certification starts with the online application. You may take as long as necessary to complete the application. Your information will be saved for your next session and is completely confidential.
3. **Pay the application fee.** You may pay by credit card or send a check. Your application will be processed after payment is received.
4. **Send or hand deliver the required supporting documentation (Page 3) to LAMSDC's office.** LAMSDCC requires specific documents to complete the Certification process. The documentation must be sent through postal mail. Upon receipt, the application and supporting documents are reviewed for completeness.
5. **Site Visit.** LAMSDC will perform a site visit of your business office and conduct a personal interview of the owner(s).
6. **Committee Review.** The Certification Committee will review your application for MBE certification and must approve the application before it can be submitted to the Board for final approval.
7. **Board Review.** The Board will review the Certification Committee's recommendation and make the final decision. If the Board rejects the application, you may submit a letter of appeal. If approved, you will be notified by e-mail and postal mail.

Register online and complete the online Certification application. Certification starts with the online application. You may take as long as necessary to complete the application. Your information will be saved for your next session and is completely confidential.

CONTACT

MBE Certification
Louisiana Minority Supplier Development Council
400 Poydras St., Suite 1960
New Orleans, LA 70122
Office: 504.293.0400

**WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL-SOUTH
WOMEN-OWNED BUSINESS ENTERPRISE (WBE) CERTIFICATION**

SUMMARY

CERTIFYING AGENCY	WOMEN'S BUSINESS ENTERPRISE NATIONAL COUNCIL- SOUTH
DESIGNATIONS	WBE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	YES (WOMEN ONLY)
RE-CERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	\$350.00 TO \$1,000.00 (BASED ON ANNUAL REVENUES) [FEES ARE THE SAME FOR CERTIFICATION AND RE-CERTIFICATION]
CERTIFICATION PROCESS TIMEFRAME	60-90 DAYS

OVERVIEW

Women's Business Enterprise Council South (WBEC South) works with the **Women's Business Enterprise National Council (WBENC)** to connect WBENC-Certified Women's Business Enterprises (WBEs) with WBENC's Corporate Members and WBEC South's Corporate Partners to facilitate real time business opportunities at the local level.

WBENC is also an approved Third Party Certifier for the United States Small Business Administration's (SBA) **Women-Owned Small Business (WOSB)** Federal Contracting Program. This designation gives WBEC South the accreditation needed to process WBE WOSB applications. WBEC South does not charge a fee to WBENC Certified WBEs that qualify for the WOSB Certification. You must be a current WBENC Certified WBE in order to have your WOSB application processed by WBEC South.

Benefits of WBE certification:

- Get noticed by thousands of major U.S. corporations and several public agencies
- Gain exposure by exhibiting at WBENC's national business conference, attended each year by hundreds of corporate supplier diversity professionals
- Be included in an online database used by corporate members and other certified women-owned businesses across the country to find talented suppliers
- Meet, mingle, commiserate and do business with other talented professional women business owners
- Identify new targets with access to a current list of supplier diversity and procurement executives at thousands of major U.S. corporations
- Strengthen marketing efforts by featuring the WBENC member seal on company promotional materials
- Receive regular emails highlighting new sourcing opportunities from WBENC
- Compete to receive a Dorothy B. Brothers Scholarship to continue your executive management education
- Participate in the Tuck-WBENC Executive Program, a five-day executive development program to help you grow and expand your business

ELIGIBILITY

- The applicant company must be "small" in its primary industry in accordance with SBA's size standards for that industry.
- The applicant company must be at least fifty-one percent (51%) unconditionally and directly owned and controlled by one or more women who are U.S. citizens
- Management and daily operation must be controlled by one or more of the women owners
- The women owners must make long-term decisions for the business

One of the criteria below must also be true for CORPORATIONS ONLY:

- Women must make up a majority of the Board of Directors OR have a majority of the Board votes through weighted voting
- Women must make up 51% of the voting power, sit on the Board AND have enough voting power to overcome any supermajority requirement

Firms seeking WBE and WOSB certification:

- Must have a Dun & Bradstreet DUNS Number (www.dnb.com)
- Must be registered in the System for Award Management (www.sam.gov)

CERTIFICATION PROCESS

1. **Gather all of the required documents prior to beginning the online application.** For documents that do not apply to your company, please provide a written explanation stating which documents do not apply and why.
2. Review your legal and financial information to ensure that your documents support woman/women ownership and control.
3. **VERY IMPORTANT! Have the owner send a test e-mail to the database wbenclink@cvmsolutions.com.** In response, she should receive an "out-of-office" e-mail. If she does not, please have your IT representative ensure that e-mails from wbenclink@cvmsolutions.com can be received.
4. Register online at www.wbenc.org using the owner's contact information. The owner's complete e-mail address will be automatically assigned as the User ID for the application. Create a password. Save your user ID and password, it will be needed once certification is granted to access your profile and certificate.
5. **Complete the online certification application.** This application will become your company's resume once certification is granted. Please type in upper and lower case letters and be as thorough as possible.
 - The application will open when registration is complete.
 - Answer ALL questions with a red asterisk to save the page.
 - Do not answer questions that are not applicable to your company.
 - If you do not know the answer to a specific question, enter an answer in the correct format that the question requires as a place holder. You can save and return to the application to update later as long as you do NOT submit the application.
 - When you complete the last page of the application, the Summary View will automatically open to allow you to print the application and the Sworn Affidavit. **DO NOT SUBMIT** the application until you have reviewed it for accuracy. Once you submit, you will not be able to make changes.
 - Within 24 hours of submitting the online application, the Company Owner and Company Contact will receive an automated e-mail notification with the name of your assigned Regional Partner Organization (WBEC South), the address to mail documents, and the fee. This information also appears at the top of the printed Summary View. Contact WBEC South for the appropriate fee.
6. Mail your application processing fee, required documents, Summary View, sworn affidavit that has been signed by the female owner and notarized by a 3rd party, and WBENCLink User Agreement 3.7, by certified mail, UPS or FedEx to WBEC South.

Please note that when you click to begin the online application, you are leaving www.wbenc.org and going to a password secured, proprietary database www.wbenclink.org. Should you need to save your application and wish to return to it, make sure you return to www.wbenclink.org and use the gray box at the top right to log in. However, to register, you must use the link located at the bottom of www.wbenclink.org.

CONTACT

WBEC South
Attn: Certification
2800 Veterans Blvd., Suite 180
Metairie, LA 70002
Office: 504.830.0149

SUPPORTING DOCUMENTS REQUIREMENTS

Download from www.CertAssist.net or www.wbenc.org

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SECTION 3 BUSINESS CERTIFICATION**

SUMMARY

CERTIFYING AGENCIES	LOCAL HUD OFFICES; NON-PROFITS; RECIPIENTS OF CERTAIN HUD FINANCIAL ASSISTANCE
CERTIFICATION DESIGNATION	SECTION 3 BUSINESS
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RE-CERTIFICATION	NONE
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	VARIABLES BY AGENCY (EST. 30 DAYS)

OVERVIEW

The purpose of section 3 Business Certification program is to ensure that recipients of certain HUD financial assistance direct economic opportunities to Section 3 residents¹ and Section 3 business concerns. Economic opportunities include, but are not limited to, employment, apprenticeships, job training, contracts and subcontracting opportunities. HUD financial assistance covered under the Section 3 provision includes development assistance, operational assistance and modernization assistance (e.g., Community Development Block Grants).

ELIGIBILITY

A business may qualify as a Section 3 business concern if:

- The business is 51% or more owned by Section 3 resident; or
- HUD Youthbuild Programs; or
- The business employs Section 3 residents for at least 30% of its full-time, permanent staff; or
- The business provides evidence of a commitment to subcontract to Section 3 business concerns, 25% or more of the dollar amount of the awarded contract.

¹HUD Section 3 Resident (*Definition*)

- Public housing residents;
- Persons who live in the area where a HUD-assisted project is located and who have a household income that falls below HUD’s income levels for low- and very-low income individuals and households;
- **Low income** is defined as 80% or below the median income of that area;
- **Very low income** is defined as 50% or below the median income of that area; or
- **Extremely low income** is defined as 30% or below the median income of that area.

Certification Process

6. Complete the HUD Section 3 Business application at www.CertAssist.net.
7. Contact the nearest HUD field office to determine where to submit your application.

Contact

HUD New Orleans Field Office

Hale Boggs Federal Building
500 Poydras St., 9th Floor
New Orleans, LA 70130
Office: 504.671.3000

Housing Authority of New Orleans

Attn: DBE/WBE/Section 3 Program
4100 Tour St.
New Orleans, LA 70122
Office: 504.670.3268

HUD Shreveport Field Office

Shreveport Office Building
401 Edwards Street, Suite 1510
Shreveport, LA 71101-5513
Office: 318.226.7030

U.S. DEPARTMENT OF VETERAN AFFAIRS SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)/VETERAN-OWNED SMALL BUSINESS (VOSB) CERTIFICATION

SUMMARY

CERTIFYING AGENCY	U.S. DEPARTMENT OF VETERAN AFFAIRS
DESIGNATIONS	SDVOSB VOSB
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	BI-ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	INITIAL VERIFICATION: 50-90 DAYS; FINAL APPROVAL: 120-180 DAYS

OVERVIEW

The Department of Veterans Affairs (VA) Has Special Authority for Service-Disabled Veteran-Owned Small Business/Veteran-Owned Small Business (SDVOSB/VOSB) set-aside and sole source contracts Public Law (P.L.) 109-461 entitled “Veterans Benefits, Health Care, and Information Technology Act of 2006” provides VA with unique authority for contracting with SDVOSB and VOSB. A new procurement hierarchy within VA for open market procurements was created which places our highest priority with SDVOB followed by VOSB. These are followed by 8(a), HUBZone, Woman-Owned Small Business, then all other Small Businesses. This procurement authority, and its subsequent implementation, is a logical extension of VA’s mission, to care for our nation’s Veterans. VA refers to this program as the Veterans First Contracting Program.

As a part of the VA’s Veterans First Program, contract set-asides are available for Veteran Owned Small Businesses and Service Disabled Small Businesses; however, an applicant must be verified to qualify.

Verification is the process by which a Veteran is evaluated and determined eligible to be listed in the Vendor Information Pages (VIP) database. The Center for Veterans Enterprise is the office within VA that manages the verification process and verifies VOSB/SDVOSBs for inclusion in the VetBiz database. In order to qualify for participation in the VA Veterans First Contracting Program, eligible business owners must first be verified. Being verified as Veteran-owned small business (VOSB) or service-disabled Veteran-owned small business (SDVOSB) allows your business to participate in programs and respond to business opportunities that are only available to Veteran-owned or service-disabled Veteran-owned small businesses, once the final Veterans Affairs Acquisition Regulation (VAAR) is published.

Benefits of verification:

1. Verified firms receive priority contracting opportunities under VA's Veterans First Buying Authority;
2. Verified firms receive special consideration for Federal contracting opportunities from prime contractors and federal government agencies;
3. Verified firms receive notices of contracting opportunities; and
4. Verified firms receive information and news affecting Veteran-Owned and Service-Disabled Veteran-Owned businesses.

ELIGIBILITY

Businesses that are owned, managed and controlled by honorably discharged veteran of the U.S. Armed Forces are eligible for participation in the VA Veterans First Contracting Program upon verification.

VERIFICATION PROCESS

1. **Create a User account** in Vendor Information Pages (VIP) to register your business with VetBiz.
2. **Enter business owner information.** You will enter business owner information, veteran status and ownership percentages if you qualify.
3. **Business owner 0877 e-Signature(s).** Business owners will be notified via email that the ownership (VA Form 0877) forms are ready to be reviewed and e-Signed.
4. **Enter business information.** You will enter business information and submit your business for verification.
5. **Submitted for verification.** Department of Veterans Affairs Center for Veterans Enterprise (CVE) will screen your eligibility and determine whether you have provided all required information for verification.
6. **Need additional information.** You will provide additional information for your business if you receive any requests from Department of Veterans Affairs Center for Veterans Enterprise (CVE) via email.
7. **Verification.** Your business is in verification by Department of Veterans Affairs Center for Veterans Enterprise (CVE).
8. **Complete.** Your application has been completed by Department of Veterans Affairs Center for Veterans Enterprise (CVE).

CONTACT

Center for Veterans Enterprise

810 Vermont Avenue, NW

Washington, DC 20420

Toll Free: 866.584.2344

Office: 202.303.3260

VIP@VA.GOV

WWW.VETBIZ.COM

U.S. SMALL BUSINESS ADMINISTRATION 8(A) CERTIFICATION

SUMMARY

CERTIFYING AGENCY	U.S. SMALL BUSINESS ADMINISTRATION
DESIGNATIONS	8(A)
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	ANNUAL
GRADUATION	NINE (9) YEARS; OR \$100 MILLION IN CONTRACTS; OR FIVE (5) TIMES THE VALUE OF THE COMPANY'S PRIMARY NAICS CODE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	90-180 DAYS

OVERVIEW

In order to help small, disadvantaged businesses compete in the marketplace, the SBA created the 8(a) Business Development Program. The 8(a) Business Development Program is a business assistance program for small disadvantaged businesses. The 8(a) Program offers a broad scope of assistance to firms that are owned and controlled at least 51% by socially and economically disadvantaged individuals. The 8(a) Program is an essential instrument for helping socially and economically disadvantaged entrepreneurs gain access to the economic mainstream of American society. The program helps thousands of aspiring entrepreneurs to gain a foothold in government contracting. Participation in the program is divided into two phases over nine years: a four-year developmental stage and a five-year transition stage.

Benefits of 8(a) certification include:

- Participants can receive sole-source contracts, up to a ceiling of \$4 million for goods and services and \$6.5 million for manufacturing. While we help 8(a) firms build their competitive and institutional know-how, we also encourage you to participate in competitive acquisitions; and
- 8(a) firms are also able to form joint ventures and teams to bid on contracts. This enhances the ability of 8(a) firms to perform larger prime contracts and overcome the effects of contract bundling, the combining of two or more contracts together into one large contract. Also, see the [Mentor-Protégé Program](#) for more information on allowing starting 8(a) companies to learn the ropes from other experienced 8(a) businesses.

Eligibility

Generally, to be approved into the 8(a) Business Development program and become certified the business must meet these eligibility requirements:

The business must be majority-owned (51 percent or more) by an individual(s).

The individual(s) must be an American citizen, by birth or naturalization.

The business must be majority-owned (51 percent or more) and controlled/managed by socially and economically disadvantaged individual(s).

The individual(s) controlling and managing the firm on a full-time basis must meet the SBA requirement for disadvantage, by proving both social disadvantage and economic disadvantage.

The business must be a small business.

The business must demonstrate potential for success.

The principals must show good character.

Separate eligibility requirements exist for a business that is owned by American Indians, Native Alaskans, Native Hawaiians or Certified Development Companies.

CERTIFICATION PROCESS

FIRST! Complete 8(a) certification training online at www.sba.gov or through the Louisiana District Office.

1. Complete the Is the 8(a) Business Development Program Right for My Firm? assessment. After completing this, you will know whether applying for the 8(a) Business Development program is the right choice for you and your firm.
2. Get official copies of all governing documents. Articles, licenses, permits, etc. must be current and approved by your state. You must check with your state about its requirements for doing business. Bylaws, operating agreements, stock certificates, etc., must be signed by you, the owners, the officers and directors. Check with your firm's principals for the proper signatures and correct copies.
3. Get a free D-U-N-S number from Dunn and Bradstreet either online or by calling 1-866-705-5711. D-U-N-S numbers are unique nine-digit identification numbers for each physical location of your business. D-U-N-S numbers are required to register with the federal government for contracts or grants.
4. Obtain a free Tax Identification Number (TIN) or Employer Identification Number (EIN) from the Internal Revenue Service (IRS). Learn more about filing and paying taxes.
5. Create a profile in the federal government's System for Award Management (SAM). SAM is required for all firms seeking to do contracting with the federal government. SBA requires you to create a business profile in SAM to apply for SBA certifications. A SAM profile is also required for the 8(a) electronic application.

Here's how to create a free SAM account:

- Go to SAM.gov
- Click "Create User Account"
- Click "Create User Account" under "Individual Account Details"
- Fill out the required fields

If you are having problems with EIN/TIN mismatches in SAM/CCR concerning your TIN/EIN, please contact the IRS at 1-866-255-0654 (Option 4). If you are having problems with TIN mismatches in SAM/CCR concerning your Social Security Number, please contact the Social Security Administration at 1-800-772-1213.

6. Get a free SBA General Login System user ID. Here's how:
 - Go to SBA's General Login System
 - On the left-hand side click on "Request SBA User ID"
 - Create your own User ID with the following criteria:
 - At least 8 characters long
 - Contains three of the four:
 - Lowercase letter
 - Uppercase letter
 - Number
 - Special character (except "&")
 - Complete the SBA General Login profile
 - Scroll down to "Business Information" and add your business (EIN/TIN and DUNS number) – see Step 3 – and (DUNS number) Step 4 (TIN/EIN)
 - Click on the "Submit" button
 - Check for an email from gl@sba.gov (It will arrive immediately and contain your temporary password).
 - You must change the temporary password you receive from SBA (gl@sba.gov) within 24 hours of receipt.
 - If not changed within 24 hours, then you must request another, which takes several steps and could delay your access to the electronic application.

7. Start the free 8(a) online application

- Go to the SBA General Login system
- Select “Electronic 8(a) Certification and Annual Review System (BDMIS)”
- Select “Download & Print Authorization Form” and select “I Have Completed this Step” button
- Select “Complete Required Application Forms.”
 - Complete the 1010 Form first
 - For each form, you must scroll down and select “Update/Complete Form” and select “Verify Completeness.” This will highlight any missing data
 - Select the “Save” button
 - You must have green checks by each form
- Select “Return to Overview”
- Go to “Assemble Supporting Documentation”
- Select “Submit On-Line Input”
- Select “Download, Print and Sign Completed Application.” This will prompt you to “Mail the Application Package, Supporting Documents and Checklist to the SBA”
- Once you have mailed the documents to SBA, login and select “I have mailed the package....” This puts your application in the queue for processing so an SBA analyst can begin the review process. Only two SBA offices receive and process applications for the 8(a) Business Development program (California and Pennsylvania). Follow the instructions on the application carefully. For questions on where to send the application, contact 8aquestions@sba.gov.

The 8(A) application is also available online at www.CertAssist.net.

Contact

Louisiana District Office

U.S. Small Business Administration

365 Canal Street, Suite 2820

New Orleans, LA 70130

Office: 504.589.6685

www.sba.gov

- For general questions about the 8(a) Business Development program, please contact 8aquestions@sba.gov
- For help with SBA's General Login System, contact GLS@sba.gov
- For help with SAM, which replaced the Central Contractor Registration, please go to sam.gov or fsd.gov
- For help with the 8(a) online application, please email BDMIS@sba.gov
- For help with 8(a) regulations and requirements, please email 8aBD@sba.gov

U.S. SMALL BUSINESS ADMINISTRATION WOMEN-OWNED SMALL BUSINESS (WOSB)/ECONOMICALLY-DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) CERTIFICATION

SUMMARY

CERTIFYING AGENCY	U.S. SMALL BUSINESS ADMINISTRATION
DESIGNATIONS	WOSB/EDWOSB
RACE CONSCIOUS	NO
GENDER CONSCIOUS	YES
RECERTIFICATION	ANNUAL
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	90-180 DAYS

OVERVIEW

On October 7, 2010, the U.S. Small Business Administration published a final rule **effective February 4, 2011**, aimed at expanding federal contracting opportunities for women-owned small businesses (WOSBs). The Women-Owned Small Business (WOSB) Federal Contract program authorizes contracting officers to **set aside certain Federal contracts** for eligible:

- Women-owned small businesses (WOSBs) or
- Economically disadvantaged women-owned small businesses (EDWOSBs)

The WOSB Federal Contracting Program provides greater access to Federal contracting opportunities for WOSBs and EDWOSBs. The program allows contracting offices, for the first time, to set-aside specific contracts for certified WOSBs and EDWOSBs and will help Federal agencies achieve the existing statutory goal of five percent (5%) of Federal contracting dollars be awarded to women-owned businesses.

ELIGIBILITY

To be eligible for certification as a WOSB, a firm must be at least 51% owned and controlled by one or more women, and primarily managed by one or more women. The women must be U.S. citizens. The firm must be “small” in its primary industry in accordance with SBA’s size standards for that industry. In order for a WOSB to be deemed “economically disadvantaged,” its owners must demonstrate economic disadvantage in accordance with the requirements set forth in the final rule.

CERTIFICATION PROCESS

The SBA has approved four organizations to act as Third Party Certifiers under the WOSB Program. The four organizations and contact information are:

- [El Paso Hispanic Chamber of Commerce](#)
- [National Women Business Owners Corporation](#)
- [US Women’s Chamber of Commerce](#)
- [Women’s Business Enterprise National Council \(WBENC\)](#)

Women Owned Small Businesses may elect to use the services of a Third Party Certifier to demonstrate eligibility for the program, or they may self-certify using the process outlined here on this website. SBA will only accept third party certification from these entities, and firms are still subject to the same eligibility requirements to participate in the program. Please note, at the request of WBENC, SBA has approved WBENC only for the certification of WOSBs and not for the certification of Economically Disadvantaged WOSBs.

1. Read the WOSB Compliance Guide (available at CertAssist.net or online at www.sba.gov).
2. Register and represent your status in www.sam.gov as a WOSB or EDWOSB.
3. Register in the SBA's General Login System (GLS). Once you are in GLS, click the "Access" button at the top of the screen. Then select "Women-Owned Small Business Program Repository" and press submit. You should then be able to access the repository. Once you are in the repository, you can click the "Help" button at the top of the screen for instructions on how to use the repository. A complete list of required documents to upload to the Repository can be found in the WOSB Compliance Guide.

Contact

Louisiana District Office
U.S. Small Business Administration
365 Canal Street, Suite 2820
New Orleans, LA 70130
Office: 504.589.6685
www.sba.gov

- For general questions about the 8(a) Business Development program, please contact wosb@sba.gov
- For help with SBA's General Login System, contact GLS@sba.gov
- For help with SAM, which replaced the Central Contractor Registration, please go to sam.gov or fsd.gov

SBA Answer Desk

1-800-U-ASK-SBA 1-800-827-5722
Answer Desk TTY: (704) 344-6640
[Spanish]
Email: wosb@sba.gov

U.S. SMALL BUSINESS ADMINISTRATION HUBZONE CERTIFICATON

SUMMARY

CERTIFYING AGENCY	U.S. SMALL BUSINESS ADMINISTRATION
DESIGNATION	HUBZONE
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	TRI-ANNUAL (3) YEARS
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	30-90 DAYS

OVERVIEW

The **Historically Underutilized Business Zones** (HUBZone) program encourages economic development in historically underutilized business zones - "HUBZones" - through the establishment of preferences. SBA's HUBZone program is in line with the efforts of both the Administration and Congress to promote economic development and employment growth in distressed areas by providing access to more Federal contracting opportunities. The SBA regulates and implements the HUBZone program by:

- Determining which businesses are eligible to receive HUBZone contracts;
- Maintaining a listing of qualified HUBZone businesses that Federal agencies can use to locate vendors;
- Adjudicating protests of eligibility to receive HUBZone contracts; and
- Reporting to Congress on the program's employment and investment impact in HUBZone areas.

The program's benefits for HUBZone-certified companies include:

- Competitive and sole source contracting;
- 10% price evaluation preference in full and open contract competitions, as well as subcontracting opportunities; and
- The Federal government's goal of awarding 3% of all dollars for Federal prime contracts to HUBZone-certified small business concerns.

Eligibility

To qualify for the program, a business, except tribally-owned concerns, must be a small business for its primary NAICS code and it must meet one of the following ownership and control requirements:

- Owned and controlled at least 51% by U.S. citizens
- Wholly owned or owned in part by one or more Indian Tribal Governments or by a corporation that is wholly owned by one or more Indian Tribal Governments
- An ANC owned and controlled by Natives or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC
- Wholly owned or owned in part by a CDC
- A small agricultural cooperative or a small business concern wholly owned or owned in part by one or more small agricultural cooperatives
- Except for certain concerns owned by Indian Tribal Governments, all other small businesses must have a principal office located in a qualified HUBZone.
- At least 35% of all of its employees must reside in a HUBZone. Reside means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

Firms that are owned in whole or in part by Indian Tribal Governments or corporations wholly owned by Indian tribal Governments, at the time of application must either:

- Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone; or
- Certify that when performing a HUBZone contract, at least 35% of its employees engaged in performing that contract will reside within any Indian reservation governed by one or more of the Indian Tribal Government owners, or reside within any HUBZone adjoining such Indian reservation. A HUBZone and Indian reservation are adjoining when the two areas are next to and in contact with each other; and the concern will “attempt to maintain” the applicable employment percentage stated above during the performance of any HUBZone contract it receives.

Certification Process

1. There are several important registrations that must be completed before you can start the electronic application process:
 - DUN & BRADSTREET: Each headquarters and branch office must be registered so that it will have its own DNB DUNS Number.
 - System for Award Management (SAM): The firm’s Employer’s Identification Number/Tax Identification Number (EIN/TIN) must be registered. (NOTE- the principal office address that is applying for HUBZone certification must be entered in the SAM profile associated with DUNS appropriate for this specific physical location.)
 - Dynamic Small Business Search (DSBS), aka, SBA’s supplemental page: DSBS profiles will reflect each firm’s certification status. It is recommended to keep your profiles (SAM and DSBS page) up to date through the SAM website. At the SAM Web site, simply update your SAM profile and SAM will update the DSBS profile. (NOTE: edit updated data transferred from SAM to DSBS usually takes up to 24 hours after you have updated the SAM profile.)
 - General Login System (GLS): you must complete registration in this system for each individual that can update information to your concern. Once you have registered, then you must add the concern’s DUNS and EIN number(s).
2. Review the list of supporting documentation you will need to submit to your Business Opportunity Specialist after submitting the online application. See the supporting documentation request for detailed descriptions of acceptable versions of these documents.
3. Signed HUBZone Program Certification Signature Sheet (see Related Forms, below)
 - a. Principal office location lease/rental agreement and utility bill
 - b. Last 3 years of business tax returns, including all schedules and attachments
 - c. Most recent personal Federal tax returns for all owners, including all schedules and attachments
 - d. Citizenship documentation of business owners that are U.S. Citizens
 - For Corporations:
 - i. Articles of Incorporation
 - ii. Copies of all stock certificates (front and back), and stock ledger
 - iii. Corporate Bylaws and any amendments
 - iv. Certificate of Good Standing
 - For Limited Liability Corporations (LLC):
 - i. Operating Agreement and any amendments
 - ii. Articles of Organizations and any amendments
 - iii. Certificate of Good Standing
 - For Partnerships:

- I. Partnership Agreement and any amendments
- II. Official payroll record
- III. HUBZone maps of employees' home addresses
- IV. Most recent State Unemployment tax filing/report
- V. Valid (unexpired) Driver's License, DMV ID or voter registration cards for each employee residing in a HUBZone

Contact

Louisiana District Office

U.S. Small Business Administration

365 Canal Street, Suite 2820

New Orleans, LA 70130

Office: 504.589.6685

www.sba.gov

- For general questions about the 8(a) Business Development program, please contact hubzone@sba.gov
- For help with SBA's General Login System, contact GLS@sba.gov
- For help with SAM, which replaced the Central Contractor Registration, please go to sam.gov or fsd.gov
- Search to see if you business is in a HUBZone below:

https://eweb1sp.sba.gov/hubzone/internet/general/dsp_enter_application.cfm?null=1236867264012

LOUISIANA PROCURMENT TECHNICAL ASSISTANCE CENTERS (LAPTAC)

SUMMARY

CERTIFYING AGENCY	LOUISIANA PROCUREMENT TECHNICAL ASSISTANCE CENTER
DESIGNATIONS	LA PTAC CLIENT
RACE CONSCIOUS	NO
GENDER CONSCIOUS	NO
RECERTIFICATION	NONE
GRADUATION	NONE
FEE/COST	NONE
CERTIFICATION PROCESS TIMEFRAME	10-30 DAYS

OVERVIEW

The Louisiana Procurement Technical Assistance Center (LA PTAC) was established in 1989 to increase Federal, state and local government contracting awards to companies located in Louisiana. LA PTAC’s goal is to strengthen the competitive position of Louisiana businesses and industries. LA PTAC provide a wide range of assistance, most free of charge, to businesses through one-on-one counseling sessions, classes, seminars and matchmaking events, including:

Determining Suitability for Contracting: The government marketplace poses unique challenges that can overwhelm or even ruin a company that does not have the maturity or resources to meet them. LA PTAC counselors can help you determine if your company is ready for government opportunities and how to best position yourself to succeed.

Securing Necessary Registrations: LA PTAC can help make sure you are registered with the various databases necessary for you to participate in the government marketplace, including Dun and Bradstreet and SAM.GOV.

Researching Procurement Histories: "What agencies have bought products like yours in the past? Which companies have been awarded these contracts? How much have they been paid?" Answers to questions like these are necessary to guide your marketing strategy and give you a competitive edge. LAPTAC can help you ask the right questions and get the information you need to succeed.

Networking: LA PTAC sponsors "matchmaking" events, providing critical opportunities to connect with agency buying officers, prime contractors and other businesses that may offer teaming or subcontracting opportunities.

Identifying Bid Opportunities: LA PTAC can make sure that you are notified -- on a daily basis -- of all government contract opportunities that your company is eligible to bid on.

Proposal Preparation: A procurement specialist can help you navigate even the most difficult solicitation package, including securing necessary *specifications and drawings* and determining *pricing*. You will never need to pass up a great contract opportunity just because the solicitation is too complicated.

Contract Performance Issues: Even after you have been awarded a contract, LA PTAC may be able to help with certain contract performance issues, such as:

- negotiating and interfacing with the agency
- developing a cost-accounting system
- bonding and interim financing
- developing environmental, quality control and accident prevention plans

Preparing for Audit: When it is time for your contract audit, LA PTAC can make sure you know what to expect, and what you will need to have all documentation in order.

ELIGIBILITY

LA PTAC provides procurement technical assistance to **ALL** small and large Louisiana-based businesses.

CERTIFICATION PROCESS

1. Obtain a DNB DUNS Number and register your business in www.sam.gov.
2. Download the LA PTAC Client Profile and Search Profile forms from www.CertAssist.net.
3. Complete the **LA PTAC Client Profile Form** and the **LA PTAC Search Profile Information Form**.
4. Return the forms to the LA PTAC State Program Office.

CONTACTS

LA PTAC STATE PROGRAM OFFICE

Louisiana PTAC
<http://www.la-ptac.org>

University of Louisiana - Lafayette
University of Louisiana
PO Box 44172
Lafayette, LA 70504-4172
Phone: (337) 482-6422

Sherrie Mullins - Program Manager
Phone: (337) 482-6422
Email: sbm3321@louisiana.edu

Peggy Sammons - Administrative Staff
Phone: (337) 482-6422
Email: prs6182@louisiana.edu

Dianna Romero - Administrative Staff
Phone: (337) 482-6422
Email: dxm1479@louisiana.edu

Cindy Carrier - Procurement Counselor
Phone: (337) 482-6422
Email: cindycarrier@me.com

Sheila Wallace - Procurement Counselor
Phone: (337) 482-6422
Email: kdptac@krocket.net

NW LA REGIONAL PTAC OFFICE

NW Louisiana Government Procurement Center
<http://www.nwlagpc.org>

Shreveport Chamber of Commerce
400 Edwards Street
Shreveport, LA 71101
Phone: (318) 677-2532

Kelly Ford - PTAC Program Manager
Phone: (318) 677-2532
Email: kelly@shreveportchamber.org

Jennifer Whittington - Procurement Technical Assistant
Phone: (318) 677-2530
Email: jennifer@shreveportchamber.org

Michael Haire - Procurement Counselor
Phone: (318) 677-2529
Email: mike@shreveportchamber.org

Jeanene Deen - Procurement Counselor
Phone: (318) 677-2519
Email: jeanene@shreveportchamber.org

GENERAL SERVICES ADMINISTRATION (GSA) SCHEDULES

The GSA Schedules program is the premier acquisition vehicle in government, with approximately \$50 billion a year in spending or 10 percent of overall federal procurement spending.

GSA Schedules are fast, easy, and effective contracting vehicles for both customers and vendors. For GSA Schedules, GSA establishes long-term, government-wide contracts with commercial companies to provide access to millions of commercial products and services at volume discount pricing.

GSA is always looking to update the offerings under the GSA Schedules program and aid vendors in being successful in the government marketplace. Particularly, the GSA Schedules program has a strong record of small business achievement. In Fiscal Year 2011, 35 percent, or approximately \$13 billion in prime contracting, went to small business.

To be successful under the GSA Schedules program, vendors should be prepared to take necessary steps to be productive in a highly competitive marketplace. Having a GSA Schedule contract is a significant investment on the part of the vendor and GSA. Careful analysis, planning, and proactive steps are required to ensure vendors are successful under the GSA Schedules program.

GSA is committed to helping vendors succeed in the government marketplace. To aid you with your decision to get on a GSA Schedule, here is some important information to consider:

- Eighty percent (80%) of GSA Multiple Award Schedule (MAS) contractors are small businesses who represent 36 percent of sales;
- More than \$40B flows through GSA MAS contracts every year;
- In Fiscal Year 2012, approximately 10 percent of government needs were procured through the GSA MAS contracts;
- GSA had over 19,000 MAS contracts in Fiscal Year 2012; and,
- Approximately 40 percent of the 19,000 GSA MAS contracts generate sales.

GSA has developed the Vendor Toolbox which is a collection of resources that will ultimately help you decide whether getting a GSA Schedule contract is in your best interests.

Keep current with the latest news about the Multiple Award Schedules (MAS) program on our MAS Group blog. You may want to view this Interact Webinar and GSA Training videos to get a better understanding of the Federal market and how GSA Schedules play a role. Many companies follow GSA Schedules on Twitter.

Learn more at www.gsa.gov

FED BIZ OPPS

Federal Business Opportunities (**FedBizOpps**) is a web-based system for posting solicitations and other procurement-related documents to the Internet. FedBizOpps was designated by the Federal Acquisition Regulation as the **mandatory government wide point of entry** for the posting government business opportunities greater than \$25,000.

FedBizOpps allows contract specialists throughout the Federal government to post synopses and other procurement documents, such as solicitations, amendments, and award notifications to a common index. This index, accessible on the FedBizOpps web site, allows vendors to search databases containing information from many federal agencies. Vendors may also subscribe to FedBizOpps to receive daily email notifications of requirements and procurement announcements sorted by selected organizations and product service classifications, or by solicitation number.

Learn more at www.fbo.gov

BUSINESS RESOURCES

[LAPAC \[https://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm\]](https://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm)

The Louisiana Procurement and Contract Network is the State of Louisiana's central portal for posting bids and request for proposal (RFPs) solicitations and contract award information on the internet.

www.sba.gov

The U.S. Small Business Administration (SBA) is an independent agency of the U.S. Federal government created to aid, counsel, assist and protect the interests of small business concerns through:

- Access to capital
- Entrepreneurial development
- Government contracting
- Small business advocacy

www.score.org

SCORE is a nonprofit organization with over 13,000 volunteers who help small businesses start, grow and succeed nationwide by providing confidential business counseling to entrepreneurs at no charge.

www.asbdc-us.org

The Association of Small Business Development Centers has over 1,000 service centers throughout the U.S., Guam, American Samoa, Puerto Rico and the U.S. Virgin Islands that provide no-cost business consulting and low-cost training for America's small businesses.

www.mbda.gov

The Minority Business Development Agency (MBDA), a part of the U.S. Department of Commerce, is an entrepreneurially focused Federal agency with a mission to actively promote the growth and competitiveness of large, medium and small minority business enterprises (MBEs) in the U.S.

www.hud.gov

The purpose of HUD's *Small Business Resource Guide* is to provide a compendium of practical information on national, state and local small business resources which assist individuals who are about to start or expand a business. In addition to providing basic information on existing small businesses programs and contracting with the Federal government, there is specific guidance on contracting with the Department of Housing and Urban Development (HUD) and the contracting opportunities available with HUD grantees.

www.annualcreditreport.com

This central Federal government website allows you to request a free personal credit file disclosure, commonly called a credit report, once every 12 months from each of the nationwide consumer credit reporting companies: Equifax, Experian and TransUnion.

www.dnb.com

Dun & Bradstreet is the world's leading provider of business credit reports and the business credit bureau that can assist you in establishing a business credit profile.

www.trade.gov

The U.S. Commercial Service is the trade promotion arm of the U.S. Department of Commerce's International Trade Administration. U.S. Commercial Service trade professionals in over 100 U.S. cities and in more than 75 countries help U.S. companies get started in exporting or increase sales to new global markets.

[**www.census.gov**](http://www.census.gov)

The U.S. Census Bureau's website provides up-to-date statistical data on the U.S. population, U.S. business and industry and the U.S. economy.

[**www.aptac-us.org**](http://www.aptac-us.org)

Operating through Procurement Technical Assistance Centers in the U.S., Guam and Puerto Rico, the Procurement Technical Assistance Program helps businesses compete for Federal, state and local government contracting opportunities by providing them with expert consulting services at little or no charge.

[**www.sba.gov/content/womens-business-centers**](http://www.sba.gov/content/womens-business-centers)

The U.S. Small Business Administration's Women's Business Center Program consists of Women's Business Resource Centers in the U.S. and Puerto Rico that provide business training, counseling and resources to help women and men start and grow successful businesses.

[**www.gsa.gov**](http://www.gsa.gov)

The General Services Administration is the purchasing agent for the U.S. government that connects Federal buyers with commercial products and services.

[**www.export.gov**](http://www.export.gov)

Export.gov helps businesses plan their international sales strategies and overcome challenges of global market access and trade compliance.

[**www.vetbiz.gov**](http://www.vetbiz.gov)

The U.S. Department of Veteran Affairs' website dedicated to helping veterans of the armed forces start and grow successful businesses.

[**www.commerceconnect.gov**](http://www.commerceconnect.gov)

CommerceConnect is a one-stop-shop to help U.S. businesses transform themselves into globally competitive enterprises.

[**www.regulations.gov**](http://www.regulations.gov)

Regulations.gov is the U.S. government's online source for up-to-date regulations from nearly 300 Federal agencies.

[**www.fbo.gov**](http://www.fbo.gov)

"Fed Biz Opps" is the U.S. government's website for federal contracting opportunities.

[**www.usa.gov**](http://www.usa.gov)

USA.gov provides access to every Federal agency website as well as to state websites and local consumer and business resources.

[**www.nwbc.gov**](http://www.nwbc.gov)

The National Women's Business Council is a bi-partisan federal advisory council created to serve as an independent source of advice and counsel to the President, Congress, and the U.S. Small Business Administration on economic issues of importance to women business owners.

[**www.nist.gov/mep/ \(Manufacturing Extension Partnership\)**](http://www.nist.gov/mep/)

The National Institute of Standards and Technology's Hollings Manufacturing Extension Partnership (MEP) works with small and mid-sized U.S. manufacturers to help them create and retain jobs, increase profits, and save time and money.

www.nmsdc.org

The National Minority Supplier Development Council certifies and matches minority owned businesses with over 3,600 member corporations that want to purchase goods and services.

www.wbenc.org

The Women's Business Enterprise National Council is the largest third-party certifier of businesses owned controlled, and operated by women in the United States.

www.uschamber.com

The U.S. Chamber of Commerce is the world's largest business federation representing the interests of more than 3 million businesses of all sizes, sectors and regions. There are also national, regional and local chambers for specific ethnic groups:

- www.uswcc.org
U.S. Women's Chamber of Commerce
- www.nationalbcc.org
National Black Chamber of Commerce
- www.uspaac.com
U.S. Pan Asian Chamber of Commerce
- www.usfcc.org
U.S. Hispanic Chamber of Commerce

www.grants.gov

Grants.gov is the free central portal of the U.S. government where you can find and apply for all Federal grant opportunities.

www.sam.gov

Anyone seeking to do business with the Federal government must register with the System for Award Management (This site replaced www.ccr.gov).

www.CertAssist.net

*The #1 resource on the internet for
Louisiana business certifications since 2006*

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