








Part 1: Key Benefits & Eligibility Criteria








Certification processed by	 Self-certifications via System for Award Management			 Self-certs via SBA website		 CA Dept of General Services		 City of San Diego	 DOT Grant Recipients	 U.S. Dept of Veterans Affairs	 U.S. Small Business Administration	
Certification	SB Small Business	SDB Small Disadvantaged Business	SDVOSB Service Disabled Veteran Owned Small Business	WOSB Woman Owned Small Business	EDWOSB Economically Disadvantaged Woman Owned Small Business	SB & Micro Small and Microbusiness Enterprise	DVBE Disabled Veteran Business Enterprise	SLBE & ELBE Small & Emerging Local Business Enterprise	DBE (WBE & MBE) Disadvantaged Business Enterprise (Women &/or Minority Owned)	CVE Verification Verification of veteran and service-disabled veteran status by the Center for Veteran Enterprise.	HUBZone Historically Underutilized Business Zone	8(a) Disadvantaged Business Development program
Goals	23%	5%	3%	5%	Included in 5% goal for WOSB	25%	3%	20% voluntary goal	12.50%	Included in SAM goal of 3%	3%	Included in SDB goal of 5%.
Benefits	Set-asides and mandatory subcontracting goals applicable to some procurements. Inside of SAM, a link to the SBA Supplemental Pages allows you to complete your SBA Profile, so that government customers and prime contractors can find you in the Dynamic Small Business Search.			Woman/women must own 51%, must be fulltime, have unconditional control & management of biz, be highest paid & highest ranking. See more at: www.sba.gov/wosb		5% price preference for SBs & Micros, & for Primes subcontracting 25% or more to SB/MBs. SB/DVBE Option allows quick quote buys for \$5,000.01 to \$249,999.99 (or \$281,000 for public works) with 2 SB/MBs or 2 DVBEs.		Preference points, bid discounts, mandatory subcontracting goals for some procurements.	Set-asides and mandatory subcontracting goals applicable to some contracts.	Prioritizes SDVOSBs first and VOSBs second for open market procurements by the V.A. Required for bidding on SDVOSB and VOB set-asides with the V.A.	Sole source and set-aside contracts, and 10% price evaluation preference in competitive bids.	Sole source & set-aside contracts, mentoring, business development assistance.
Important Criteria Note: not all criteria are listed here. To learn more, see Application Process, on reverse.	Company must be independtly owned and operated. Regarding affiliation, see: www.law.cornell.edu/cfr/text/13/121.103 .	51% owned & controlled by socially & economically disadvantaged individual/s, as defined in SBA's 8(a) program.	51% owned & controlled by service disabled veteran/s, must be fulltime, have unconditional control & management of biz, be highest paid owner, highest ranking officer.	Woman/women must own 51%, must be fulltime, have unconditional control & management of biz, be highest paid & highest ranking. Program applies only to designated NAICS codes. Learn more and look for your NAICS from links at the bottom of this page: www.sba.gov/wosb		All owners must reside in CA, and business must be located in CA.	V.A. letter of verification with min. 10% disability rating and other documents required. DVBE LLCs must be wholly owned by one or more SDVs.	Min. 1 yr of operation in the County & documentation of 3 recent and relevant contracts, quotes, or proposals. Must have significant employment presence, at least 75% of workforce residing in San Diego County.	No min sales or yrs of operation required. 51 % of owner/s must have critical expertise, unconditional management & control, & be socially & economically disadvantaged. Women and non-minorities must prove individual social disadvantage.	51% owned & controlled by veteran/s or service disabled veteran/s and must be fulltime, have unconditional control & management of biz, be highest paid owner, highest ranking officer.	Min. 51% U.S. citizen owner/s. 35% of employees must live in a HUBZone. Employee must work min. of 40 hrs/month.	Min. 2 yrs in operation. 51% owned & controlled by socially & economically disadvantaged individual/s. Women & non-minorities must prove individual social disadvantage.
Not to exceed \$ thresholds for financial criteria. Read regulations for details and exceptions.	For each NAICS code, must be small by SBA standards. See: www.sba.gov/content/small-business-size-standards	\$750K personal net worth, excluding equity in home & business. This cert is for subcontracting only, not for prime contracts.	n/a	n/a	\$750K personal net worth, excluding equity in IRA, home & business; \$350K personal adj. gross income; \$6 million personal assets.	Ave annual revenues/prior 3 yr fiscal period: \$14 million (\$3.5 million for Micro), or max of 100 employees for manufacturers.	n/a	Annual revenues ave/3 yrs for SLBE/ELBE: Construction - \$5/\$2.75 million. Specialty Trades, Goods, Materials, Services - \$3/\$1.5 million. Trucking - \$2/\$1 million. Professional Services, A & E - \$1.5/\$.75 million.	\$1.32 million personal net worth excluding equity in home & business. Ave. annual company revenues cannot exceed \$23.98 million/yr, ave/3 yrs (\$52.47 million/yr for airport concessions).	n/a	n/a	To enter program: \$250K personal net worth, \$250K adjusted personal gross income, \$4 million personal assets. Excludes equity in IRA, home & business.
Look for your competitors!	Go to the Dynamic Small Business Search: http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm					https://caleprocure.com/pages/PublicSearch/supplier-search.aspx		www.sandiego.gov/eoc/bo/c/slbe.shtml	www.dot.ca.gov/hq/bep/find_certified.htm	www.vip.vetbiz.gov	http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm	

SDCOC's Quick Guide to the Certs

Part 2: Application Process

Easiest

→ Not as Easy!

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Application Process	Online: (1) Check the box/es in your SAM registration re: socio-economic status of the 51% owner/s (2) While logged into your SAM record, look for the SBA icon to complete your SBA Supplemental Pages.			Online: WOSBs & EDWOSBs must first complete a SAM registration and then upload documents at www.certify.sba.gov		Online, & paper documents. One application for SB & Micro.	Online & paper documents required.	Online: launched from Planet Bids but must be continued via a Prism website.	Paper application & site visit required.	Online. Verification Counselors, certified by the Veterans Administration, are available to assist you at the SDCOC PTAC.	Online & paper, requires both.	Requires electronic and paper submissions.
Approximate Timeframe	If you have just requested a DUNS number for the first time, it will take 24 - 72 hours for your DUNS number to be recognized by SAM. After that, you can complete your SAM registration in 1 hour or so, and it will appear online 24 - 72 hours later.			Woman/women must own 51%, must be fulltime, have unconditional control & management of biz, be highest paid & highest ranking. See more at: www.sba.gov/wosb		1 hr or less to complete. Approval often instant, additional paperwork & review for some. You must respond to follow-up email.	1 hr or less to complete. V.A. letter of verification required --letter can take up to 6 months to receive from the V.A.	1 hr for form, 1 hr to 1 week to collect documents. 2 - 3 weeks for review & approval.	Prep time varies. Personal financial reports, 3 yrs of tax returns & balance sheets & other documents required. Review time: approximately 3 months, including agency visit to your business.	Prep time varies. Average processing time is less than 60 days but can be much longer if initial application is unclear or additional information is requested.	Prep time: 1 day to 1 week to collect documents and complete forms Initial review within 90 days.	1 to 2 days for forms, more days or weeks to prepare and collect documents. SBA review & requests for additional info: 6 to 12 months.
To get started	Request a FREE DUNS number at: http://fedgov.dnb.com/webform . 24 - 72 hours later you can register for FREE at: www.sam.gov			www.certify.sba.gov See also: www.sba.gov/wosb		Review "Register as a bidder" at: www.fiscal.ca.gov/training-academy/StatewideTraining.html before starting here: https://caleprocure.com	www.sandiego.gov/eoc/programs/slbe	www.dot.ca.gov/hq/behavior/business_forms.htm	www.va.gov/osdbu/verification/	www.sba.gov/hubzone	www.sba.gov/8a	
Look up your company!	Find yourself in the SAM search at www.sam.gov and in the Dynamic Small Business Search (DSBS) at http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm					https://caleprocure.com/pages/PublicSearch/supplier-search.aspx	www.sandiego.gov/eoc/boc/slbe.shtml	www.dot.ca.gov/hq/behavior/find_certified.htm	www.vip.vetbiz.gov	http://dsbs.sba.gov/dsbs/search/dsp_dsbs.cfm		
Save your log-ins, passwords & renewal dates:												