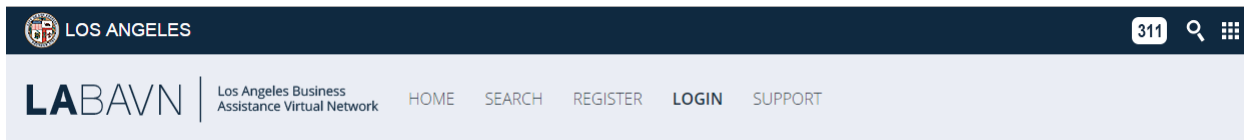


LABAVN – LOS ANGELES BUSINESS ASSISTANCE VIRTUAL NETWORK

APPLY FOR CITY OF LOS ANGELES CERTIFICATIONS

MAY 2017



The Los Angeles Business Assistance Virtual Network (BAVN) at <http://www.labavn.org> is a free service provided by the City of Los Angeles and the Mayor's Office of Economic Development.

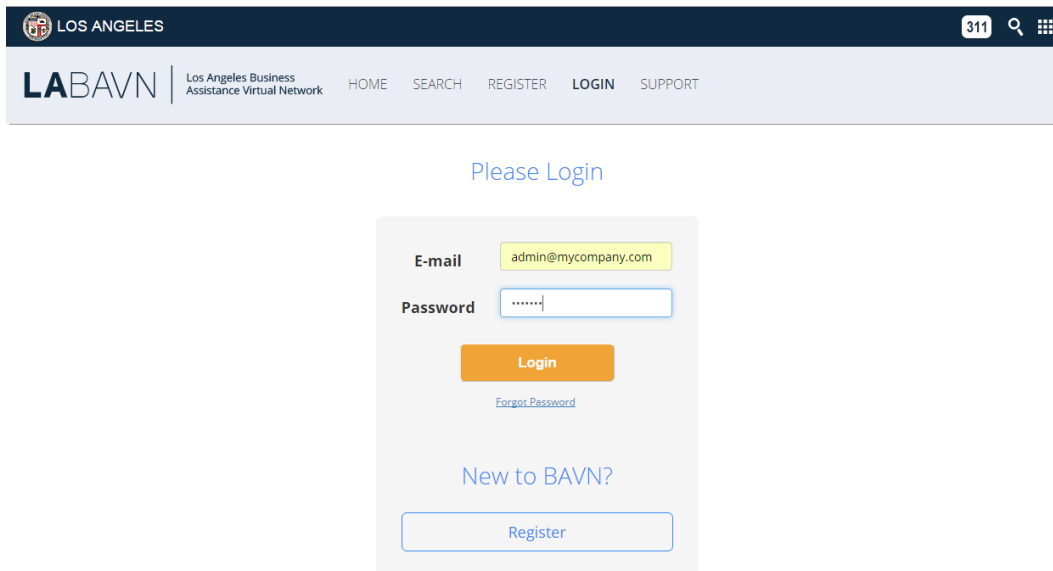
This tutorial will walk you through the process of adding City of Los Angeles Certifications to your profile. Only the company's Administrator can apply for certifications to your company profile.

Certifications are verified based on the information entered in your profile. Please ensure that all information (firm name, address, certifying agency, and cert number) are correct or your certification verification request may be denied.

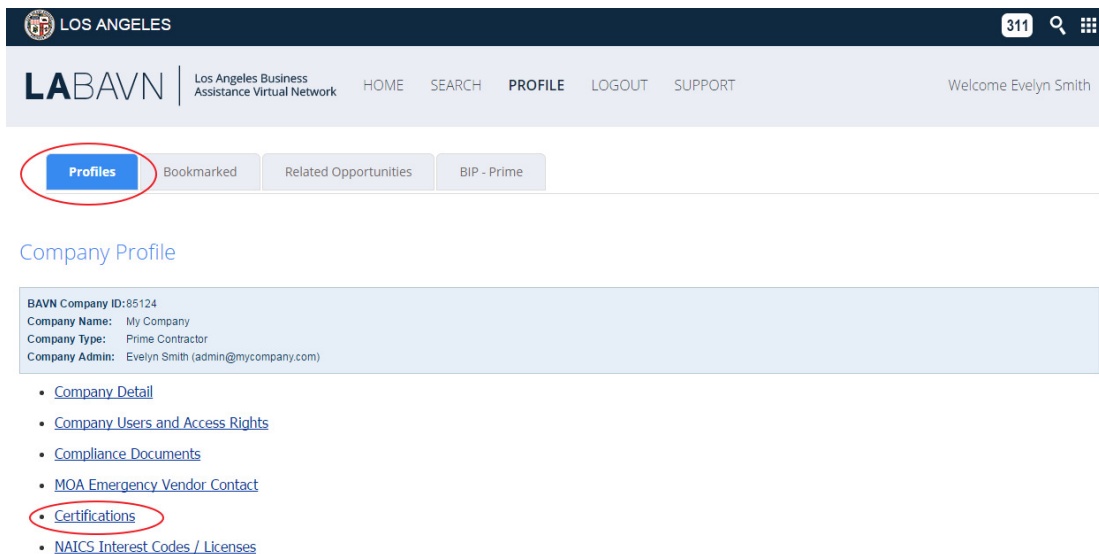
Step 1

Log into BAVN

- Login to BAVN with your Administrator account and visit your Profile page.



- Under **Company Profile**, click on the **Certifications** link.



Step 2

Apply for Certifications

1. Under the “Request for Certifications” section, from the dropdown select the interested certification.

All Certifications

[Return to Profile](#)

Company Certifications

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at bca.certifications@lacity.org

City of Los Angeles Certifications

Certificate	Certifying Agency	Status	Add Date	Add By	Cert Date	Cert Number	Expiration Date	Note
No Certifications Found								

Harbor Certifications

Certificate	Certifying Agency	Status	Add Date	Add By	Cert Date	Cert Number	Expiration Date	Note
No Certifications Found								

Request for Certifications

Your certification will not appear on your BAVN profile until it has been verified by the Bureau of Contract Administration, Office of Contract Compliance, Certification Section.

AVAILABLE CERTIFICATIONS

Select a Certification

This is not an on-line application. You **MUST** already be certified to add the following to your BAVN profile.

Request for Certifications

Your certification will not appear on your BAVN profile until it has been verified by the Bureau of Contract Administration, Office of Contract Compliance, Certification Section.

AVAILABLE CERTIFICATIONS

Select a Certification

This is not an on-line application. You **MUST** already be certified to add the following to your BAVN profile.

Select the certification

- LA Certifications
 - DBE: Disadvantaged Business Enterprise
 - DVBE: Disabled Vets Business Enterprise
 - EBE: Emerging Business Enterprise
 - SBE: Small Business Enterprise (Los Angeles)
 - LBE: Local Business Enterprise (Los Angeles)
 - MBE: Minority Business Enterprise
 - SBE(Proprietary): Small Business Enterprise (Proprietary)
 - SLB: Small Local Business Enterprise
 - WBE: Women-Owned Business Enterprise
- Harbor Certifications
 - LBE: Local Business Enterprise (Harbor)

A SERVICE BROUGHT TO YOU BY

Eric Garcetti #lamayor

THE OFFICE OF THE ASSISTANT ATTORNEY GENERAL

LA DWP

LAWA

THE PORT OF LOS ANGELES

2. Click on “Request Certification” link.

- Please read “How to Qualify” and “Apply for Certifications” before clicking on “Request Certifications” link.

The screenshot shows the 'DBE: Disadvantaged Business Enterprise' page. It includes a dropdown menu for 'DBE: Disadvantaged Business' and a section titled 'DBE: DISADVANTAGED BUSINESS ENTERPRISE'. Under 'How to Qualify:', there are five bullet points detailing requirements for ownership, control, and income. Below this is an 'Apply for Certification:' section with a link to the Bureau of Contract Administration. At the bottom, the 'Request Certification:' link is circled in green.

3. Enter the required fields * and click on “Add” button.

Please note, these required fields do not apply to Harbor Local Business Enterprise and Los Angeles Local Business Enterprise.

- Select Certifying Agency
- Cert Number
- Checkbox for confirmation

The screenshot shows the 'DBE: Disadvantaged Business Enterprise' form. It includes a dropdown menu for 'DBE: Disadvantaged Business' and a section titled 'DBE: DISADVANTAGED BUSINESS ENTERPRISE'. Under 'Request Certification:', there is a form with the following fields: 'Request to be certified as:' (Disadvantaged Business Enterprise), 'Select your certifying agency:*' (City of Fresno), and 'Cert number:*' (333). There is a checkbox for confirmation and an 'Add' button.

4. View the applied certifications

The certifications will be listed under the “City of Los Angeles Certifications” section.

[All Certifications](#)

[Return to Profile](#)

Company Certifications

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at bca_certifications@lacity.org

City of Los Angeles Certifications

Certificate	Certifying Agency	Status	Add Date	Add By	Cert Date	Cert Number	Expiration Date
SLB: Small Local Business Enterprise	City of Los Angeles	Verified	03/24/17	Jane Doe		755	03/24/19
LBE: Local Business Enterprise (Los Angeles) BAVN Certification.pdf		Pending	05/03/17	Jane Doe			

Apply for LBE Certification:

1. Follow step 1-3
2. At Step 3 from the drop down list select “LBE: Local Business Enterprise”
3. Please be sure to read “How to Qualify” and the “Instructions” sections before clicking on “Request Certification” link.
4. Under the “Instructions” section, please click on “[Download the Official LBP Affidavit of Eligibility Form](#)” link and fill it out before moving on to Item number 5.
5. Clicking on “Request Certification”

[Request for Certifications](#)

Your certification will not appear on your BAVN profile until it has been verified by the Bureau of Contract Administration, Office of Contract Compliance, Certification Section.

AVAILABLE CERTIFICATIONS


LBE: Local Business Enterprise LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)

How to Qualify:

- Applicant must have a workspace within LA County.
- Applicant is in compliance with all applicable laws relating to licensing and is not delinquent on any Los Angeles City or Los Angeles County taxes.
- Can demonstrate one of the following:
 - a) at least 50 of its full-time employees perform work within the boundaries of the County at least 60 percent of their total hours worked on annual basis; or
 - b) at least half of its full-time employees work within the boundaries of the County at a minimum of 60 percent of their total regular hours worked on annual basis; or
 - c) it is headquartered in the County of Los Angeles. Headquartered means that the business physically conducts and manages all of its operations from a location in the County.

Instructions:

- You can apply online for the LBE certification, please follow the steps below to apply:
 - 1) [Download the Official LBP Affidavit of Eligibility Form](#)
 - 2) Complete the form, sign it, and scan it into a PDF file
 - 3) Click on "Request Certification" link below
 - 4) Upload the completed PDF file
 - 5) Click on "Add" button to submit form
- If you are having difficulty submitting online, contact BAVN support at ita.bavn@lacity.org
- **Please note that you cannot submit the LBP Affidavit of Eligibility Form via fax.**

Request Certification: [Click here to apply for LBE](#) 

- Under the “Upload the Completed Official LBP Affidavit Form” section click on button to upload document and click on “Add” button.

[How to Qualify:](#)
[Instructions:](#)
[Request Certification:](#)

Request to be certified as:	Local Business Enterprise
Upload the Completed Official LBP Affidavit Form*:	<input type="button" value="Browse..."/> No file selected.
* Required field	

The certifications will be listed under the “City of Los Angeles Certifications” section.

[Return to Profile](#)

Company Certifications

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City of Los Angeles Certifications

Certificate	Certifying Agency	Status	Add Date	Add By	Cert Date	Cert Number	Expiration Date
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