Dear Applicant,

The Los Angeles Department of Water and Power (LADWP), the Department of Public Works (DPW) of the City of Los Angeles, the Port of Los Angeles (POLA), the Los Angeles World Airports (LAWA) and the Minority Business Development Agency (MBDA) Business Center at the University of Southern California (USC) are inviting interested Small Businesses in the engineering and construction industry to apply to the LA Small Business Academy. The Academy’s goal is to provide opportunities to grow a sustainable business which can participate in contracting opportunities in the greater Los Angeles area. The coursework includes information and insight about working on design-build and other projects that will be built under the auspices of LADWP, DPW, POLA, LAWA and USC.

In keeping with one of the initiatives of Mayor Eric Garcetti related to gender equality, this year’s academy will include a focus on strategies to address the challenges that women-owned firms face in the engineering and construction marketplace. A series of nine classes will commence September 17, 2015 and will be held on the campus of the University of Southern California.

Classes will take place every Thursday from 5:00 – 7:30 pm through November 19, 2015, with a commencement event scheduled for Friday, December 4, 2015. During the 9 sessions, participants will learn about requirements for large projects contemplated by the City of Los Angeles and industry practices from prime contractors’ senior level executive staff members, and their business partners. Participants will also have the opportunity to discuss current issues and areas of concern through stimulating discussion in a classroom setting.

Priority will be given to firms that have been in business for less than 10 years. Accepted applicants must make a commitment to attend and complete ALL classes. There is no cost for the course, only $10 per day USC parking fees. The classroom location will be provided to accepted applicants. Further logistical details will be provided at the orientation session on September 17, 2015.

Attached you will find an application form and a copy of the Academy’s curriculum and schedule. The application deadline is Friday, August 21, 2015 at 5 pm.

Knowledge can mean the difference between failure and success in a small business—especially a new one. The Academy team believes that small business leaders can always learn something new that will benefit their organization. The Academy will provide entrepreneurs and small business owners with key insights, skills, and resources required to launch, manage, and expand their future contracting opportunities.

The world is constantly changing, so if a business expects to adapt successfully to such changes, then training is essential. In light of that, the Academy curriculum is designed to engender growth, sustainability and success.

Thank you in advance for your interest!

THE LA SMALL BUSINESS TRAINING ACADEMY TEAM

Academy sponsored by:
APPLYING DEADLINE

Applications are due no later than August 21, 2015 and are to be submitted via email to LADWPSupplierRelationsOffice@LADWP.com.

Name of Applicant ____________________________

Title of Applicant ____________________________ Name of Firm ____________________________

Type of Business

☐ Engineering/Design  ☐ Construction  ☐ Other

Years in Business ______ Number of Employees ______ Business License # _______ Class Business ________________

NAICS Code ______ Description ________________ NAICS Code ______ Description ________________

NAICS Code ______ Description ________________ NAICS Code ______ Description ________________

NAICS Code ______ Description ________________ NAICS Code ______ Description ________________

Firm's Address

Street ____________________________ Ste. __________

City ____________________________ State ___________ Zip __________

Email ____________________________ Phone __________ Fax __________

Certification: ☐ DBE  ☐ MBE  ☐ WBE  ☐ DVBE  ☐ SBE

Certification Agency: ____________________________

Please attach a copy of your certification.

Description of Business (What function would your business perform for Public Works or LADWP?)

______________________________________________________________________________

Reason for interest in attending, and future benefit to your firm

______________________________________________________________________________

I hereby commit to participate fully and attend all classes.

Applicant Signature ____________________________ Date ____________________________

Classroom facilities courtesy of:  Academy sponsored by:
## SCHEDULE OF CLASSES

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<th>#</th>
<th>Date</th>
<th>Topic</th>
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<tr>
<td>1</td>
<td>9/17/15</td>
<td>ACADEMY ORIENTATION</td>
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<tr>
<td>2</td>
<td>9/24/15</td>
<td>Types of Procurement+ Projects/What You Should Know</td>
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<td>3</td>
<td>10/01/15</td>
<td>Business Essentials</td>
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<td>4</td>
<td>10/08/15</td>
<td>Successful Proposal: What are the Key Elements?</td>
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<td>Risk Management/Insurance /Bonding</td>
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<td>6</td>
<td>10/22/15</td>
<td>Practical Aspects of Project Management</td>
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<td>10/29/15</td>
<td>Safety and Environmental Compliance</td>
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<td></td>
<td>11/05/15</td>
<td>NO CLASS</td>
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<td>8</td>
<td>11/12/15</td>
<td>Quality and Compliance with the Contract</td>
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<td>9</td>
<td>11/19/15</td>
<td>LADWP, LAWA, POLA, and Department of Public Works Major Initiatives and Resource Panel with SBA, MBDA, City of LA Business Source Center</td>
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<td>10</td>
<td>12/4/15</td>
<td>Commencement Ceremony (Friday)</td>
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Classroom facilities courtesy of: [University of Southern California](https://www.usc.edu), [Los Angeles World Airports](https://www.lawa.org), [LA Port](https://www.portla.org), [Department of Veterans Affairs](https://www.va.gov), [U.S. Small Business Administration](https://www.sba.gov), [U.S. Department of Commerce](https://www.commerce.gov)

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