SMALL, LOCAL BUSINESS (SLB)
CERTIFICATION PROGRAM

BIENNIAL AFFIDAVIT OF ELIGIBILITY

Name of Firm__________________________________________________________ SLB Number____________________

Business Address (Virtual offices, PO boxes, mail centers, and co-working spaces are not acceptable)
Street, City, State, Zip Code___________________________________________________________________________

Telephone Number_______________ Fax Number_______________ E-mail Address_______________________

I declare that __________________________________________________________ continues to meet the Small, Local
Business (SLB) Certification Program eligibility requirements and that I can provide documentation to support this
declaration if necessary.

Please check YES or NO to the following statements and complete #3:

YES    NO

1. The firm’s principal place of business is located within Los Angeles County. [   ]  [   ]

2. The firm’s annual gross receipts including its affiliates, if any, did NOT exceed $3 million for the previous fiscal year. [   ]  [   ]

3. The firm’s annual gross receipts including its affiliates in the year 20______ was $______________________

Certified SLB firms are entitled to participate in City-funded contracts that are $100,000 or less and are given a 10%
preference to their bid amounts. To remain certified and be given the bid preference, firms must continue to meet the City
Ordinance 174048 certification criteria including but not limited to the location of the principal place of business and annual
gross receipts including affiliates, if any. This Affidavit is sent to SLB certified firms every two years to determine
continuous eligibility. We, however, continue to reserve the right to re-evaluate your certification eligibility anytime it is
deemed necessary.

I declare under penalty of perjury that the foregoing is true and correct.1

SIGNATURE ______________________________________     Title  ______________________________________
Printed Name  ________________________________________     Date  _______________________________________

Upon receipt of your completed Affidavit, your firm’s SLB certification will be renewed. You can verify your certification status by
checking your company profile on our website at http://bca.lacity.org and follow the links to Certification Listings to SLB Directory.

1 Knowingly and willfully providing false information is a violation of the City Ordinance 174048 and could subject
you to fines, contract termination or debarment from transacting business with the City. Business owners claiming
eligibility to the SLB Certification Program criteria must sign this affidavit.