



# Certifications

How to Request Verification of  
Current Certifications

and

How to Apply for

- LBPP Certifications
- Local-State DVBE LAWA Certification
- LBE (Harbor)

February 2024

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## Introduction

The Regional Alliance Marketplace for Procurement (RAMP) at <http://www.RAMPLA.org> is a free service provided by the City of Los Angeles.

### REQUESTING VERIFICATION/RECOGNITION OF CURRENT CERTIFICATIONS

This manual will walk you through the process of requesting verification so that City of Los Angeles certifications can be added to your firm's RAMP profile. Certain certification programs from specific agencies are recognized.

**NOTE:** Requesting verification or recognition is NOT a certification application.

Only the company's RAMP Administrator can request for certification verification.

If your firm **ALREADY** has certifications from agencies recognized by the City of Los Angeles, the registered Administrator of the firm can request verification through RAMP. This means that your company may receive recognition for specific certifications that it already has with its corresponding recognized agencies. To view the Inter-Agency Recognition Chart, click link below:

<https://bca.lacity.org/certification-program-description>

### APPLYING FOR CERTIFICATION

Only the company's RAMP Administrator can request for certification verification.

Currently, only the following certifications can be applied for through RAMP:

- Local Business Preference Program (LBPP) Certifications: Local Business Enterprise (LBE), Local Small Business (LSB), Local Transitional Employer (LTE)

- Local-State Disabled Veteran Business Enterprise DVBE LAWA - used only by Los Angeles World Airports (LAWA)
- Local Business Enterprise (LBE) Harbor -used only by Harbor (Port of LA)

For more information on how to apply for other City of LA certification programs, visit <https://bca.lacity.org/certification>

In order to have your certification verified, the information on your RAMP profile must be current, correct, and match **ALL** the information listed with the recognized certifying agency. This includes: firm name, address, certifying agency and certification number. Some certifications will require submission of supporting documents such as tax returns, lease, etc. Non-response to requests may result in a denial/rejection of the verification request.

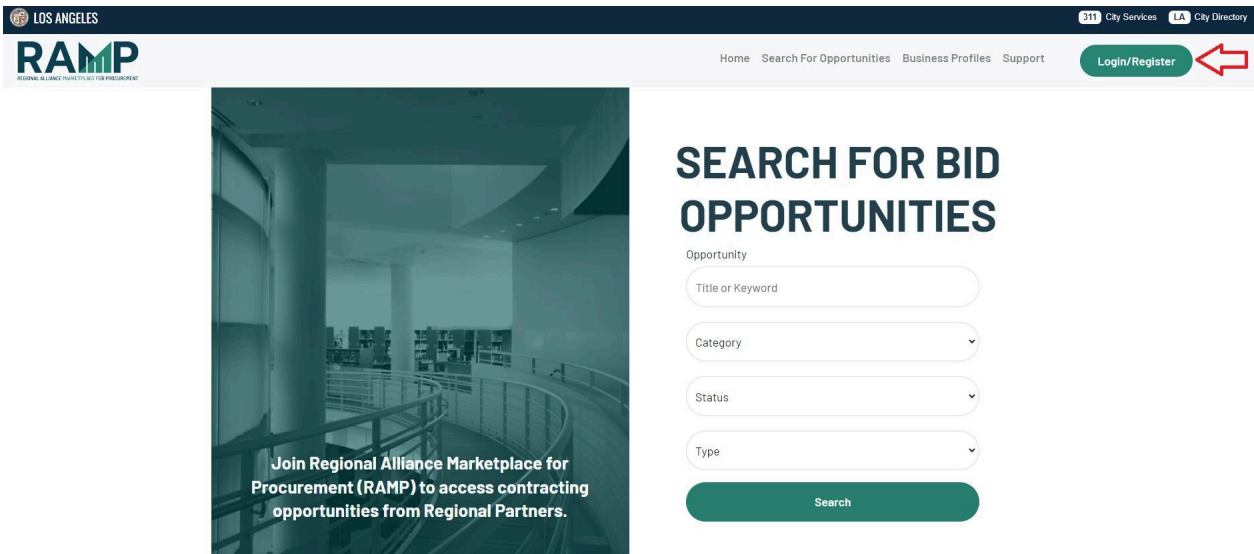
*If you have questions on submitting certifications on RAMP, please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>*

# REQUEST VERIFICATION / RECOGNITION OF COMPANY'S CURRENT CERTIFICATIONS

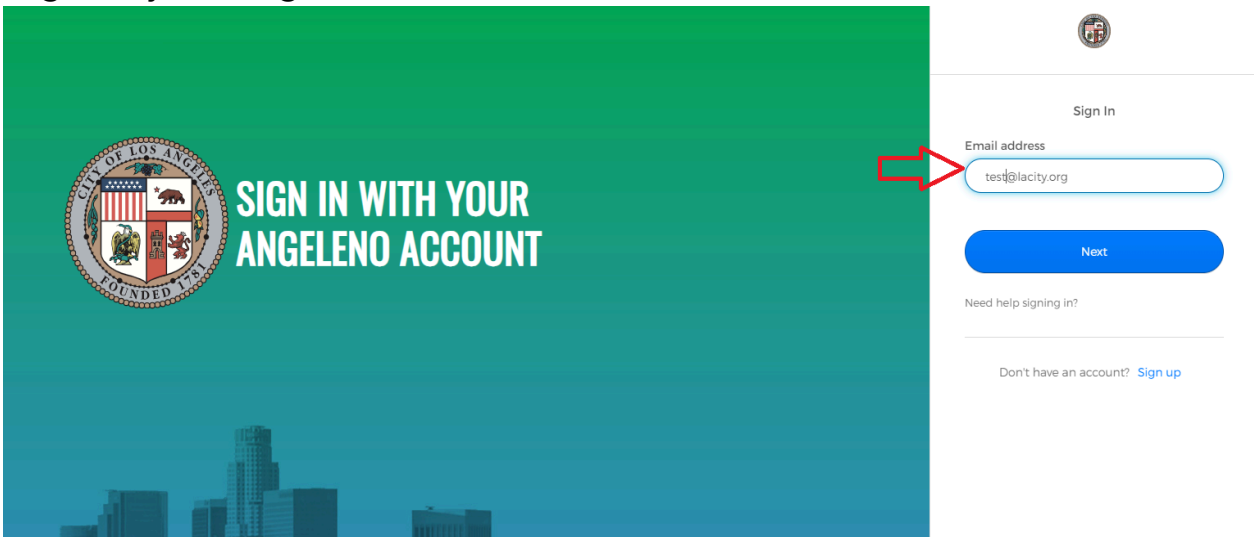
Step 1

## LOGIN TO RAMP AS ADMINISTRATOR

Go to: <https://www.rampla.org/s/> and click on Login/Register



Login to your Angeleno Account



You will then be rerouted to your My RAMP Business Profile page

The screenshot shows the 'My Business Profile' page for a test account. The header includes 'LOS ANGELES' and 'RAMP' logo. The main content area is titled 'TestAccount-Fictitious Vendor' with a note: 'This is a test account that tests the features of RAMP.' The page is divided into two columns: a left sidebar with navigation options and a main content area with details.

**Navigation Sidebar:**

- Company Details
- User Management
- Compliance Documents
- Certification
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

**Main Content Area:**

**Information:**

- ID: 200086
- Hours of Operation:
  - Monday: 9:00:00 AM - 5:00:00 PM
  - Tuesday: 9:00:00 AM - 5:00:00 PM
  - Wednesday: 9:00:00 AM - 5:00:00 PM
  - Thursday: 9:00:00 AM - 5:00:00 PM
  - Friday: 9:00:00 AM - 5:00:00 PM
- Email: emailme@test.com
- Phone: 213-555-5555

**Address:**

- Website: https://www.fakeaccount.com
- Business/Billing: 1234 Home Address, Fake Account, CA 00000
- Mailing: 4567 Business Address, Fake Account, 00000

Registered as a Prime & Sub: No  
Non-Profit: No

On the My Business Profile page, select "Certification."

The screenshot shows the 'My Business Profile' page with the 'Certification' option highlighted in the sidebar. A blue banner at the top provides contact information for the Bureau of Contract Administration. The main content area is titled 'Certification' and includes a table of certifications.

**Navigation Sidebar:**

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

**Information Banner:**

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

**Certification Section:**

City of Los Angeles Harbor Expired Certifications

**Table:**

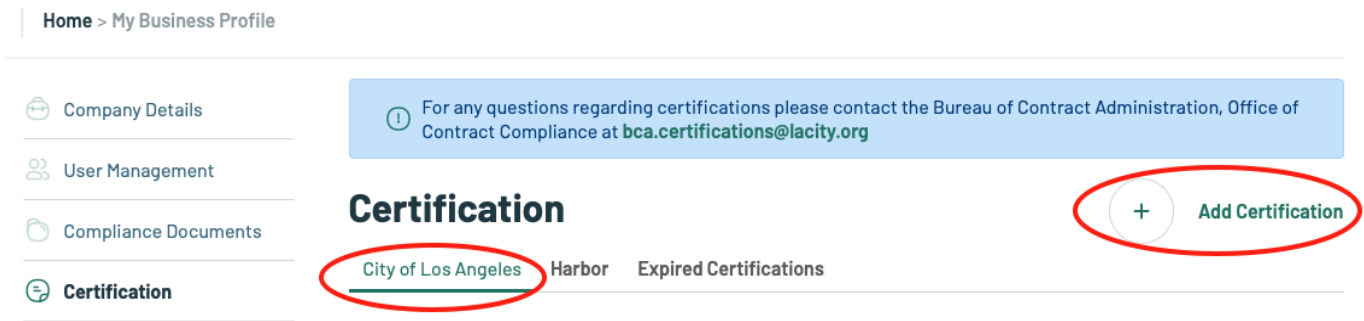
Name	Status	Expiration Date	
LTE: LOCAL TRANSITIONAL EMPLOYER	Verified	12/8/2024	▼
LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)	Verified	6/2/2022	Renew ▼
MBE: MINORITY OWNED BUSINESS ENTERPRISE	Verification In Progress		▼
SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)	Verification In Progress		▼

Step 2

## REQUEST VERIFICATION/RECOGNITION OF YOUR COMPANY’S CURRENT CERTIFICATIONS

**NOTE:** This is NOT an application for certification(s); this is a request to verify certifications you ALREADY have with recognized agencies. If you would like more information on how to apply for certification, visit <https://bca.lacity.org/certification-program-description>

On the Certification section of My Business Profile, choose the City of Los Angeles tab, under the “Add Certification” section, click “Select Certification,” select the City of LA certification you are requesting Verification for (which is the program you want recognized by the City of LA based on a certification that you already have from a recognized agency).



- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks

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

### Available Certifications

Select a Certification

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

For example, if a company is already certified as a Small Business (SB) with a recognized agency, such as the State of California- Dept of General Services (CA-DGS), they can request Certification Verification for SBE-LA. Select SBE (LA) from the drop down menu.

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

### Available Certifications

Select a Certification

- Select a Certification
- LA Certifications**
  - DBE: DISADVANTAGED BUSINESS ENTERPRISE
  - DVBE: DISABLED VETS BUSINESS ENTERPRISE
  - DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)
  - EBE: EMERGING BUSINESS ENTERPRISE
  - LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)
  - LGBTE: LGBT BUSINESS ENTERPRISE
  - LTE: LOCAL TRANSITIONAL EMPLOYER
  - MBE: MINORITY OWNED BUSINESS ENTERPRISE
  - SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)
  - SBE: SMALL BUSINESS ENTERPRISE (PROPRIETARY)
  - SLB or LSB: SMALL LOCAL BUSINESS or LOCAL SMALL BUSINESS
  - WBE: WOMEN-OWNED BUSINESS ENTERPRISE
- Harbor Certifications**
  - LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)

add the following to your RAMP

## Step 3

Read “How to Qualify.” Please note that the qualifications/requirements may differ with each certification.

Home > My Business Profile

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

### Available Certifications

SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)

SBE: Small Business Enterprise (Los Angeles)

#### How to Qualify

- Applicant must be certified by the State of California Department of General Services (DGS) as a Small Business (SB); OR
- Applicant must be certified by the City of Los Angeles Bureau of Contract Administration (BCA) as a Small Local Business (SLB).
- Firm's three (3) year average gross receipts must be less than \$7.0 million (for Non-Construction).
- Firm's three (3) year average gross receipts must be less than \$14.0 million (for Construction).

> **Apply for Certification:**

> **Request Certification:**

For information on where to apply for certifications, visit <https://bca.lacity.org/certification>

Click on "Request Certification"

"Request certification" means that you are requesting verification for an EXISTING and ACTIVE certification granted by a recognized agency by the City of Los Angeles.

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

### Available Certifications

SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES) ▾

**SBE: Small Business Enterprise (Los Angeles)**

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▼ **How to Qualify**

- Applicant must be certified by the State of California Department of General Services (DGS) as a Small Business (SB); OR
- Applicant must be certified by the City of Los Angeles Bureau of Contract Administration (BCA) as a Small Local Business (SLB).
- Firm's three (3) year average gross receipts must be less than \$7.0 million (for Non-Construction).
- Firm's three (3) year average gross receipts must be less than \$14.0 million (for Construction).

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> **Apply for Certification:**

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> **Request Certification:**

# Click "Select Certification"

Home > My Business Profile

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

## Available Certifications

SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES) ▾

SBE: Small Business Enterprise (Los Angeles)

> How to Qualify

> Apply for Certification:

∨ Request Certification:

Request to be certified as: **Small Business Enterprise (Los Angeles)**

Select your certifying agency: \* Select ... ▾

Cert Number: \*

\* By clicking this checkbox you are confirming that your company is already certified by the City of Los Angeles, and that you want to add this certification to your RAMP profile.

Required field \*

**Add**

Enter the required fields \* and click on the "Add" button."

- Select Certifying Agency
- Cert Number
- Checkbox for confirmation

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

### Available Certifications

SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES) ▾

#### SBE: Small Business Enterprise (Los Angeles)

> How to Qualify

> Apply for Certification:

∨ Request Certification:

Request to be certified as:

Small Business Enterprise (Los Angeles)

Select your certifying agency: \*

Department of General Services Office of Small Busin ▾

Cert Number: \*

00000000 Enter Certification Number from certifying agency



\* By clicking this checkbox you are confirming that your company is already certified by the City of Los Angeles, and that you want to add this certification to your RAMP profile.

Required field \*

Add

Please note, these required fields are not used when applying for LBPP, DVBE(LAWA), and LBE(Harbor) certifications.

3. View the list and status of Certifications that you requested verification for.

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Certification + [Add Certification](#)

City of Los Angeles
Harbor
Expired Certifications

Name	Status	Expiration Date	
DVBE: DISABLED VETS BUSINESS ENTERPRISE	Verification In Progress		▼
LTE: LOCAL TRANSITIONAL EMPLOYER	Verified	12/8/2024	▼
LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)	Verified	6/2/2022	<span style="color: green; font-weight: bold;">Renew</span> ▼
MBE: MINORITY OWNED BUSINESS ENTERPRISE	Verification In Progress		▼
SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)	Verification In Progress		▼

4. To request verification of other certifications, repeat Steps 1-3 and choose a different program from "Select a Certification."

## APPLYING FOR CERTIFICATIONS ON RAMP

Currently, the only certification programs that can be applied for through RAMP are the following:

- LBPP (LBE, LSB, LTE)
- Local-State DVBE (LAWA) - used only by LAWA
- LBE (Harbor)- used only by Harbor (Port of LA)

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

### How to Apply for LBPP Certifications (LBE, LSB, LTE) :

*Note new updates to LBPP: Effective 2/12/24 the LBPP ordinance was revised per [CF #22-0863](#). See the City Attorney’s report [R23-0352](#), relative to a draft Ordinance amending the Los Angeles Administrative Code, to provide an additional bid and proposal preference to businesses located in the City of Los Angeles, to revise the preference amounts, and for other technical changes.*

1. Follow Steps 1-2 on pages 5-9.
2. At Step 3 from the drop down menu of “Available Certifications, ” select “LBE: Local Business Enterprise (Los Angeles). **Read** “How to Qualify”

Company Details

User Management

Compliance Documents

**Certification**

NAICS Codes and Licenses

Bookmarks

BIP Management

Related Opportunities

RAMP Support

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

### Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)

Select a Certification

#### LA Certifications

- DBE: DISADVANTAGED BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)
- EBE: EMERGING BUSINESS ENTERPRISE
- LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)**
- LGBT: LGBT BUSINESS ENTERPRISE
- LTE: LOCAL TRANSITIONAL EMPLOYER
- MBE: MINORITY OWNED BUSINESS ENTERPRISE
- SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)
- SBE: SMALL BUSINESS ENTERPRISE (PROPRIETARY)
- SLB or LSB: SMALL LOCAL BUSINESS or LOCAL SMALL BUSINESS
- WBE: WOMEN-OWNED BUSINESS ENTERPRISE

#### Harbor Certifications

- LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)

Company Details

User Management

Compliance Documents

**Certification**

NAICS Codes and Licenses

Bookmarks

BIP Management

Related Opportunities

RAMP Support

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

### Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)

LBE: Local Business Enterprise (Los Angeles)

> **How to Qualify**

> **Instructions:**

> **Request Certification:**

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

### Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES) ▾

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:**

> **Request Certification:**

3. Click on the “[Instructions](#)” to follow the steps on how to apply. Download the Application form by clicking on the “[Download the LBPP Application/Renewal Form](#)” link. Fill out the LBPP Application you downloaded. The form is only available through RAMP.

Details

Management

Project Documents

Registration

Contracts and Licenses

Accounts

Management

Opportunities

Support

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

## Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES) ▾

### LBE: Local Business Enterprise (Los Angeles)

#### > How to Qualify

#### ▾ **Instructions:**

If you are not certified and wish to apply for this certification, you will need to download the BCA Certification form, fill it out, and upload it here on RAMP.

- You can apply online for the LBE certification, please follow the steps below to apply:
  - 1) **Download the LBPP Application/Renewal 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 RAMP Support by submitting a webform at <https://snow.lacity.org/ramp>. Please note that requests will typically take three (3) business days to respond.
- **Please note that you cannot submit the LBPP Application/Renewal Form via fax, email or mail.**

#### > Request Certification:



City of Los Angeles  
**LOCAL BUSINESS PREFERENCE PROGRAM (LBPP)**  
Local Business Enterprise (LBE), Local Small Business (LSB), Local Transitional Employer (LTE)

**Effective August 7, 2021**, pursuant to Los Angeles City Administrative Code as amended, the LBPP replaces the previous Local Business Enterprise (LBE), Small Local Businesses (SLB) and Transitional Job Opportunity Program (TJOP) certifications. Renewals of previously certified LBE, SLB and LTE firms are subject to the current LBPP program eligibility requirements.

**"Firms that do not qualify for LBE under the new LBPP will not be eligible for Local Small Business (LSB) certification nor for Local Transitional Employer (LTE) certification."**

Applications/Renewals will only be accepted by uploading to the firm's RAMPLA profile. Applications/Renewals sent by mail, email, faxed or delivered are invalid.

Following the upload of your application/renewal, a Certification Analyst will send a document request to the email of your firm's RAMPLA administrator. **DO NOT UPLOAD SUPPORTING DOCUMENTS TO RAMPLA.** The email message will include a list of documents to submit by email. All supporting

4. When you are ready to apply, click "Request Certification" and "Upload" your signed, completed application. Next to the "Upload the Completed Official LBP Affidavit Form" section, click on the "Upload Files" button to upload the completed document.

#### Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES) ▾

LBE: Local Business Enterprise (Los Angeles)

> **How to Qualify**

> **Instructions:**

∨ **Request Certification:**

Request to be certified as: **Local Business Enterprise**

Upload the Completed Official LBPP Application/Renewal Form:  Or drop files

No file chosen

Required field \*

**Add**

We will update your expiring certification with this new request.

5. Once you have uploaded your application, click the ["Add"](#) button to complete your submission.

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

### Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES) ▾

LBE: Local Business Enterprise (Los Angeles)

> How to Qualify

> Instructions:

▾ Request Certification:

Request to be certified as:

Local Business Enterprise

Upload the Completed Official LBPP Application/Renewal Form: \*

 Upload Files Or drop files

No file chosen

Required field \*

Add

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

Available Certifications




LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)

LBE: Local Business Enterprise (Los Angeles)

> How to Qualify

> Instructions:

### Upload Files

 LBPP Application\_Renewal Form...  

101 KB

**ONLY UPLOAD THE APPLICATION/RENEWAL FORM.**

Do not attach supporting documents with the uploaded application.

**DO NOT UPLOAD SUPPORTING DOCUMENTS.**

Uploading additional documents may be grounds for rejection.

You will be contacted by BCA and given instructions with a list of required documents that are to be submitted by email.

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

### Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES) ▾

**LBE: Local Business Enterprise (Los Angeles)**

- > How to Qualify
- > Instructions:
- ▼ Request Certification:

Request to be certified as: **Local Business Enterprise**

Upload the Completed Official LBPP Application/Renewal Form: \*


Or drop files

LBPP Application\_Renewal Form\_Aug 2021-3.pdf


Required field \*

We will update your expiring certification with this new request.


- After clicking the "Add" button, the status of your application will show "Verification in Progress." The Administrator will be contacted by an analyst from the Bureau of Contract Administration (BCA) with further instructions.

-  Company Details


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-  User Management


---

-  Compliance Documents


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-  **Certification**


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-  NAICS Codes and Licenses


---

-  Bookmarks


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-  BIP Management

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-  Related Opportunities

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-  RAMP Support

 For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Certification

 Add Certification

City of Los Angeles Harbor Expired Certifications

Name	Status	Expiration Date
SLB OR LSB: SMALL LOCAL BUSINESS OR LOCAL SMALL BUSINESS	Verification In Progress	▼
DVBE: DISABLED VETS BUSINESS ENTERPRISE	Verification In Progress	▼
LTE: LOCAL TRANSITIONAL EMPLOYER	Verification In Progress	▼
LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)	Verification In Progress	▼
MBE: MINORITY OWNED BUSINESS ENTERPRISE	Verification In Progress	▼
SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)	Verification In Progress	▼

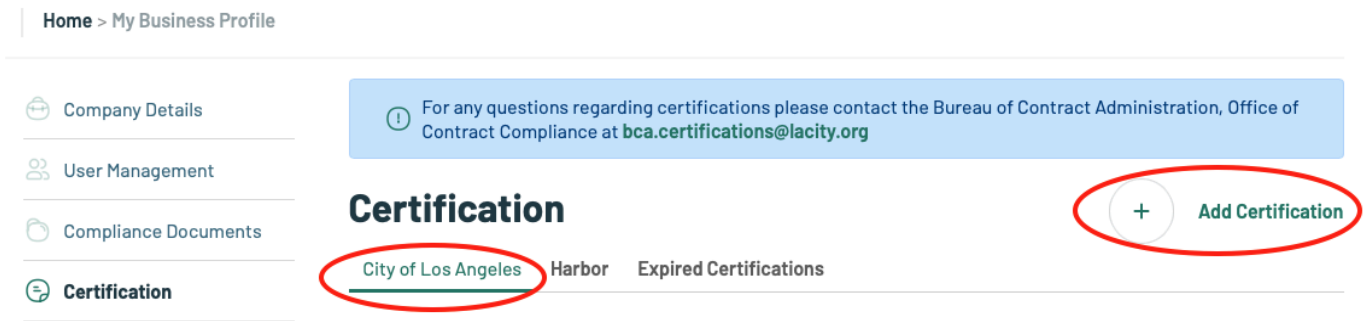
## How to Renew LBPP Certifications (LBE, LSB, LTE):

If your certification is expiring within the 30 days, you will receive an email notification from RAMP and the “Renew” option will appear next to your certification status.

Click “Renew” and follow the steps in applying for LBPP.



or follow the steps to apply for a LBPP certification by clicking “Add Certification.”



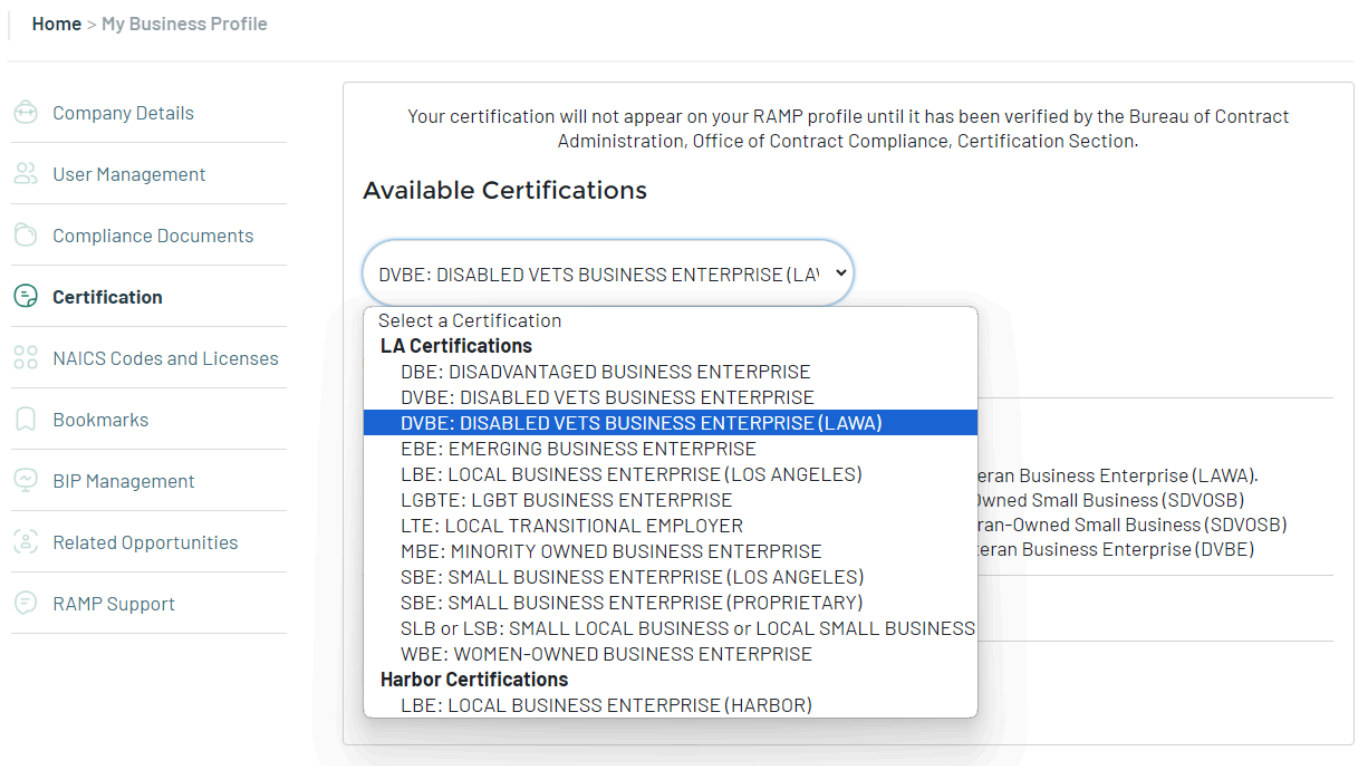
## Important Notes:

If you have questions regarding Certifications on RAMP, please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>

If your certificate is in the verification in progress stage, please contact BCA ([bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)) for assistance in order to allow the vendor to resubmit.

## HOW TO APPLY FOR LOCAL-STATE DVBE LAWA CERTIFICATION

1. Follow Steps 1-2 on pages 5-9.
2. At Step 3 from the drop down menu of “Available Certifications, ” select “Disabled Vets Business Enterprise DVBE (LAWA).  
*NOTE: This is different from DVBE.*



Home > My Business Profile

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

**Available Certifications**

DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA) ▾

Select a Certification

**LA Certifications**

- DBE: DISADVANTAGED BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE
- DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)**
- EBE: EMERGING BUSINESS ENTERPRISE
- LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)
- LGBTE: LGBT BUSINESS ENTERPRISE
- LTE: LOCAL TRANSITIONAL EMPLOYER
- MBE: MINORITY OWNED BUSINESS ENTERPRISE
- SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)
- SBE: SMALL BUSINESS ENTERPRISE (PROPRIETARY)
- SLB or LSB: SMALL LOCAL BUSINESS or LOCAL SMALL BUSINESS
- WBE: WOMEN-OWNED BUSINESS ENTERPRISE

**Harbor Certifications**

- LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)

eran Business Enterprise (LAWA).  
wned Small Business (SDVOSB)  
ran-Owned Small Business (SDVOSB)  
eran Business Enterprise (DVBE)

3. Read “How to Qualify”. Your firm must have a current certification with the recognized agencies listed to apply for DVBE(LAWA).

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

### Available Certifications

DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAW) ▾

#### DVBE(LAWA): Disabled Veteran Business Enterprise (LAWA)

##### How to Qualify

- Applicant must be certified by one of the following as a Disabled Veteran Business Enterprise (LAWA).
  1. U.S. Department of Veterans Affairs-Service-Disabled Veteran-Owned Small Business (SDVOSB)
  2. U.S. Small Business Administration (SBA)-Service-Disabled Veteran-Owned Small Business (SDVOSB)
  3. State of California-Department of General Services-Disabled Veteran Business Enterprise (DVBE)

##### > Apply for Certification:

##### > Request Certification:

4. Click on "[Apply For Certification](#)" and read the instructions. Download the Application form by clicking on the "[Download the Official DVBE \(Disabled Veteran Business Enterprise\) \(LAWA\) Affidavit of Eligibility Form](#)" link. The form is only available through RAMP. Fill out the form.

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

## Available Certifications

DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA) ▾

DVBE(LAWA): Disabled Veteran Business Enterprise (LAWA)

### > How to Qualify


#### ▼ Apply for Certification:

If you are not certified and wish to apply for this certification, you will need to download the BCA Certification form, fill it out, and upload it here on RAMP.

- You can apply online for the Disabled Veteran Business Enterprise (LAWA) certification, please follow the steps below to apply;
  - 1) **Download the Official DVBE (Disabled Veteran Business Enterprise) (LAWA) 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 and select certifying Agency
  - 5) Click on "Add" button to submit form
- If you are having difficulty submitting online, contact RAMP Support by submitting a webform at <https://snow.lacity.org/ramp>. Please note that requests will typically take three (3) business days to respond.
- **Please note that you cannot submit the Disabled Veteran Business Enterprise (LAWA) Affidavit of Eligibility Form via fax or email.**

### > Request Certification:

PDF DVBE\_Affidavit\_of\_Eligibility\_FINAL 5/13/2021 [Download](#)



**LOCAL-STATE DISABLED VETERANS BUSINESS ENTERPRISE AFFIDAVIT OF ELIGIBILITY**

Firm's Legal Name RAVN ID Number

5. Click the "Request Certification" and select your certifying agency (the Agency that certified your firm as DVBE).

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

## Available Certifications

DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA) ▼

DVBE(LAWA): Disabled Veteran Business Enterprise (LAWA)

> How to Qualify

> Apply for Certification:

▼ Request Certification:

Request to be certified as: **Disabled Veteran Business Enterprise (LAWA)**

Select your certifying agency: \*

Select ... ▼

Select ...










- U.S. Department of Veterans Affairs as a Service-Disabled Veteran-Owned Small Business
- Department of General Services-Disabled Veteran Business Enterprise
- U.S. Small Business Administration as a Service-Disabled Veteran-Owned Small Business

\* By clicking this checkbox you are confirming that your company is already certified by one of the approved agencies, and that you want to add this certification to your RAMP profile.

Required field \*

**Add**

6. Upload the completed Affidavit. You must upload the completed LBPP Application/Renewal Form. Next to the "Upload Signed Form" section, click on the "Upload Files" button to upload the completed document and click on the "Add" button.

-  Company Details
-  User Management
-  Compliance Documents
-  **Certification**
-  NAICS Codes and Licenses
-  Bookmarks
-  BIP Management
-  Related Opportunities
-  RAMP Support

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

### Available Certifications

DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAW)

**DVBE(LAWA): Disabled Veteran Business Enterprise (LAWA)**

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> **How to Qualify**

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> **Apply for Certification:**

---

∨ **Request Certification:**

Request to be certified as: **Disabled Veteran Business Enterprise (LAWA)**

Select your certifying agency: \* Select ...

Upload Signed Form: \* 
 Or drop files

No file chosen

\* By clicking this checkbox you are confirming that your company is already certified by one of the approved agencies, and that you want to add this certification to your RAMP profile.

Required field \*

**ONLY UPLOAD THE APPLICATION/RENEWAL FORM.**

Do not attach supporting documents with the uploaded application.  
**DO NOT UPLOAD SUPPORTING DOCUMENTS.**  
 Uploading additional documents may be grounds for rejection.

You will be contacted by an analyst from the Bureau of Contract Administration (BCA) and given instructions with a list of required documents that are to be submitted by email.

7. Click the checkbox to confirm that your company is already certified with the approved agencies. Click the "Add" button.

## Available Certifications

DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAW) ▾

DVBE(LAWA): Disabled Veteran Business Enterprise (LAWA)

> **How to Qualify**

> **Apply for Certification:**

▼ **Request Certification:**

Request to be certified as: **Disabled Veteran Business Enterprise (LAWA)**

Select your certifying agency: \*

U.S. Department of Veterans Affairs as a Service-Disa ▾

Upload Signed Form: \*

Or drop files

DVBE\_Affidavit\_of\_Eligibility\_FINAL.pdf

\*

By clicking this checkbox you are confirming that your company is already certified by one of the approved agencies, and that you want to add this certification to your RAMP profile.

Required field \*

8. After clicking the "Add" button, the status of your application will show "Verification in Progress." The Administrator will be contacted by an analyst with further instructions.

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Certification

+ Add Certification

City of Los Angeles Harbor Expired Certifications

Name	Status	Expiration Date
DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)	Verification In Progress	▼
SLB OR LSB: SMALL LOCAL BUSINESS OR LOCAL SMALL BUSINESS	Verification In Progress	▼

### Important Notes:

If you have questions regarding Certifications on RAMP, please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>

### How to Renew Local-State DVBE LAWA Certification (DVBE-LAWA) :


If your certification is expiring within the 30 days, you will receive an email notification from RAMP and the "Renew" option will appear next to your certification status.

Click "Renew" button and follow the steps to applying for DVBE-LAWA

# Certification


 Add Certification


City of Los Angeles Harbor Expired Certifications


Name	Status	Expiration Date	
DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)	Verified	6/2/2022	


or follow the steps to apply for a LBPP certification by clicking “Add Certification.”


Home > My Business Profile

 Company Details


 User Management

 Compliance Documents

 **Certification**

 For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Certification

 Add Certification

City of Los Angeles Harbor Expired Certifications

## HOW TO APPLY FOR LBE (HARBOR) - LOCAL BUSINESS ENTERPRISE FOR HARBOR.

1. Follow Steps 1-2 on pages 4-8. At Step 3 click the “Harbor” tab. Click “Add Certifications.”

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Certification

+ Add Certification

City of Los Angeles Harbor Expired Certifications

Name	Status	Expiration Date
------	--------	-----------------

2. Select "LBE: Local Business Enterprise (Harbor).

*This is different from LBE (Los Angeles) for the City of Los Angeles.*

- Company Details
- User Management
- Compliance Documents
- Certification**
- NAICS Codes and Licenses
- Bookmarks
- BIP Management
- Related Opportunities
- RAMP Support

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

### Available Certifications

Select a Certification

- Select a Certification
- LA Certifications**
  - DBE: DISADVANTAGED BUSINESS ENTERPRISE
  - DVBE: DISABLED VETS BUSINESS ENTERPRISE
  - DVBE: DISABLED VETS BUSINESS ENTERPRISE (LAWA)
  - EBE: EMERGING BUSINESS ENTERPRISE
  - LBE: LOCAL BUSINESS ENTERPRISE (LOS ANGELES)
  - LGBT: LGBT BUSINESS ENTERPRISE
  - LTE: LOCAL TRANSITIONAL EMPLOYER
  - MBE: MINORITY OWNED BUSINESS ENTERPRISE
  - SBE: SMALL BUSINESS ENTERPRISE (LOS ANGELES)
  - SBE: SMALL BUSINESS ENTERPRISE (PROPRIETARY)
  - SLB or LSB: SMALL LOCAL BUSINESS or LOCAL SMALL BUSINESS
  - WBE: WOMEN-OWNED BUSINESS ENTERPRISE
- Harbor Certifications**
  - LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)**

add the following to your RAMP

3. Read "How to Qualify" and the Terms and Conditions.

## Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (HARBOR) ▾

LBE: Local Business Enterprise (Harbor)

### ✓ How to Qualify

- A business headquartered within Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties. Headquartered shall mean that the business physically conducts and manages all of its operations from a location in the above-named counties.; or
- A business that has at least 50 full-time employees, or 25 full-time employees for specialty marine contracting firms (NAICS code 237990), working in Los Angeles, Orange, Riverside, San Bernardino, or Ventura Counties.

## Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (HARBOR) ▾

LBE: Local Business Enterprise (Harbor)

### > How to Qualify

### ✓ Terms and Conditions:

**I certify under penalty of perjury that the information provided is true and correct.  
I understand that this information will be verified at the time of contact execution.  
I understand that by submitting false information, I could be banned from doing business with the City for five years.**

4. Click the checkbox and then click the "Add" button.

## Available Certifications

LBE: LOCAL BUSINESS ENTERPRISE (HARBOR) ▾

LBE: Local Business Enterprise (Harbor)

> How to Qualify

> Terms and Conditions:

∨ Request Certification:

Request to be certified as:

**LBE: Local Business Enterprise (Harbor)**



By checking the box you agree to the terms and conditions.

Add

5. After clicking the ADD button, your request will be "Verified."

Home > My Business Profile

Company Details

User Management

Compliance Documents

**Certification**

NAICS Codes and Licenses

Bookmarks

RIP Management

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

## Certification

+

Add Certification

City of Los Angeles Harbor Expired Certifications

Name	Status	Expiration Date
LBE: LOCAL BUSINESS ENTERPRISE (HARBOR)	Verified	∨

## STATUS OF YOUR CERTIFICATION VERIFICATION REQUEST AND APPLICATION

Verification in Progress	Your request for verification is under review. The Administrator may be contacted for additional information or documents by <a href="mailto:bca.certifications@lacity.org">bca.certifications@lacity.org</a> OR Your application for LBPP or DVBE(LAWA) is under review. The Administrator will be contacted with further instructions.
Verified	The verification request of your current certification has been approved. OR Your application for LBPP or DVBE(LAWA) has been approved.
Rejected	The verification request or application has been denied.

For questions about certification, contact [bca.certifications@lacity.org](mailto:bca.certifications@lacity.org)

For more information, visit: <https://bca.lacity.org/certification>

For questions regarding Certifications on RAMP, please reach out to RAMP Support by submitting a SNow web form: <http://snow.lacity.org/rampla>