

**LOCAL-STATE DISABLED VETERANS BUSINESS ENTERPRISE (DVBE)(LAWA) PROGRAM
FREQUENTLY ASKED QUESTIONS**

1. How can I get certified as a DVBE (LAWA)?

In order to get certified as a DVBE (LAWA), your firm must first be certified as a disabled veteran business by one of the three agencies listed below. Your firm can then upload the online DVBE (LAWA) Affidavit of Eligibility, which will be processed by LAWA to determine eligibility for DVBE (LAWA) certification.

Please visit the following websites and follow the links. There is contact information for each agency on the home page.

- For U.S. Department of Veterans Affairs: <https://www.vip.vetbiz.gov/>
- For U.S. Small Business Administration: <http://www.sba.gov>
- State of California, Department of General Services: <https://caleprocure.ca.gov/pages/sbdvbe-index.aspx>

2. Your firm must be currently certified with one of the following agencies in order to apply for DVBE (LAWA) Certification:

CERTIFYING AGENCY	CERTIFICATION
U.S. Department of Veterans Affairs*	Service-Disabled Veteran-Owned Small Business (SDVOSB)
U.S. Small Business Administration (SBA)*	Service-Disabled Veteran-Owned Small Business (SDVOSB)
State of California	Disabled Veteran Business Enterprise (DVBE)

***The Federal SDVOSB must be headquartered or have employees working at a business workspace in California in order to be certified as a DVBE (LAWA)**

Please note: If a firm uploads a completed Affidavit and is verified as being certified by one of the Federal agencies as an SDVOSB and is also verified as certified as a City of Los Angeles LBE, that firm will be granted DVBE (LAWA) certification.

3. What other criteria must I meet to get certified as an DVBE (LAWA)?

In order to qualify as a DVBE (LAWA), in addition to being certified by one of the three agencies and types of certifications listed in the table, a firm must also demonstrate that it meets the following criteria:

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

To start the certification process, register your firm at <http://www.labavn.org> and upload a completed DVBE (LAWA) Enterprise Affidavit of Eligibility. After review, an analyst will contact you via email for submission of required supporting documentation.

4. Will you accept my DVBE certification from the County of Los Angeles?

No. The County of Los Angeles does not have a DVBE certification process. They recognize the same Federal and State DVBE certifications as LAWA does for DVBE (LAWA) certification.

5. If I am a DVBE (LAWA), how does my participation count?

If the prime contractor is a certified DVBE (LAWA), the prime's participation in the contract will count as 100% DVBE (LAWA). If the DVBE (LAWA) prime contractor also utilizes DVBE (LAWA) subcontractors, the total DVBE (LAWA) participation will be counted as 100% DVBE (LAWA). If the prime contractor is not a DVBE (LAWA) but uses DVBE (LAWA) subcontractors on the contract, LAWA will credit the prime contractor with the percentage of total dollars paid to the DVBE (LAWA) subcontractors versus the total dollars paid to the prime contractor.

6. How does LAWA track my DVBE (LAWA) participation level?

Prime contractors will be required to submit monthly Subcontractor Utilization forms to LAWA's Procurement Services Division (PSD). At the end of the contract, the prime contractor will submit a Final Subcontracting Report to PSD indicating the dollar amounts paid to each subcontractor. PSD will verify with all subcontractors the amount of compensation paid to them. The DVBE (LAWA) achievement level will be calculated as the percentage of the total dollars paid to DVBE (LAWA) subcontractors versus the total dollars paid to the prime contractor.

7. If I am awarded a contract with a DVBE(LAWA) participation level, can I be penalized for failing to meet my pledged DVBE (LAWA) level?

Yes. The DVBE (LAWA) Program is a mandatory program; therefore, the DVBE(LAWA) participation level pledged by the prime contractor will become part of the contract. The prime contractor may be assessed a penalty of up to 10% of the amount of the Subcontract(s) involved. Prime contractors must receive written approval from PSD for any reduction, increase, or other change to any DVBE (LAWA) Subcontract amount. If a DVBE(LAWA) subcontractor's scope of work is reduced or eliminated as a result of a Change Order issued by LAWA, the resulting change in the DVBE(LAWA) participation will not be subject to a penalty.

8. How can I find DVBE (LAWA)s?

You can search for DVBE (LAWA)s on LABAVN: <https://www.labavn.org/>