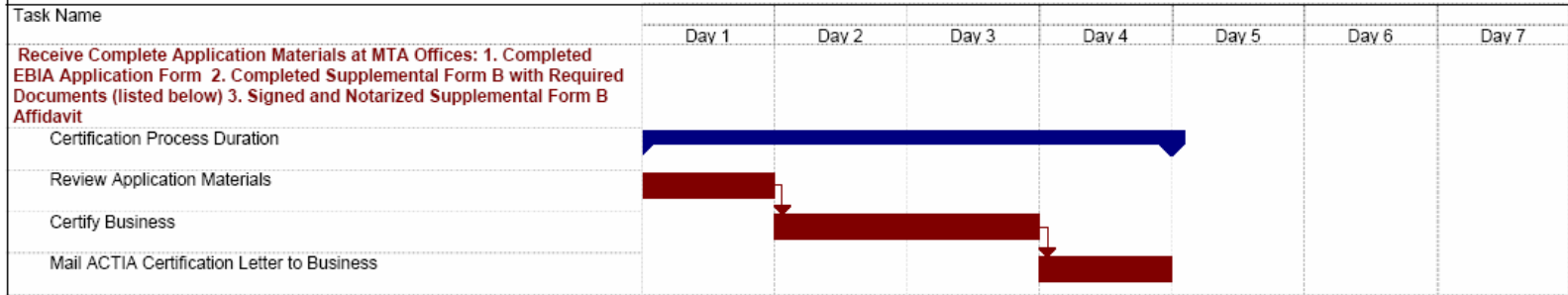


**Alameda County Transportation Improvement Authority
Local Business Contract Equity Program Certification Timeline**

Complete Application Certification Timeline



Required Supplemental Application Materials

1. Current local Business License or current local Business Tax Certificate		
2. Lease or proof of ownership of real property for business location		
3. Signed purchase agreement or a contract to provide goods/ services reflecting the local business address		
4. Applicable licenses and / or permits		
5. Proof of business income in the form of one of the following for the <u>previous three years</u> :		
Only SLBE and VSLBE Applicants Must Submit Business Tax Returns		
Sole Proprietorship Federal Tax Form 1040, including Schedule C	Partnership Federal Tax Form 1065, including Schedule K	Corporations Financial statement for the corporation Federal Tax Form 1120S, including Schedule E Federal Tax Form 4562

Send complete applications to:
Mason Tillman Associates, Ltd.
1999 Harrison Street Suite 1440
Oakland, CA 94612.

Applications sent to ACTIA’s offices will delay the certification process.

Applications which do not contain the above listed items will not be considered complete, and will therefore not be reviewed in accordance with the stated timeline illustrated above. If an incomplete application is received, the business will be contacted within 48 hours to provide outstanding information necessary to complete their certification application. Upon receipt of the required documents the certification process will proceed in accordance with the timeline above.

Questions and inquiries regarding certification should be directed to: Joel Powell, Certification Coordinator, 510.835.9012 or jpowell@mtaltid.com