



Supplier Clearinghouse

FAST TRACK PROCESS VERIFICATION APPLICATION

ALL APPLICANTS MUST SUBMIT A COMPLETE, NOTARIZED APPLICATION AND SUPPORTING DOCUMENTS

Fields noted by * are required in order for your application to be processed. Applications missing all required information will be returned as incomplete.

APPLICATION DOCUMENT LIST

THE FOLLOWING INSTRUCTIONS SHOULD BE READ CAREFULLY

The following checklist will guide you in compiling all supporting business documents that are required to be submitted with your Fast Track Process Verification Application in order to enable the Clearinghouse to verify ownership and control of the applicant business concern.

The checklist includes the minimum supporting documents required to be submitted with the verification application in accordance with General Order 156 and the contract between the Commission and the Clearinghouse. **If any document is missing or not available, please provide a brief written explanation.**

FAILURE TO SUBMIT ALL REQUIRED DOCUMENTS MAY DELAY THE PROCESSING OF YOUR APPLICATION.

To assist the Clearinghouse in acknowledging receipt of a complete package, please compile your supporting documents in the same sequence as the checklist, and mark each document on the upper right hand corner with the letter or number that applies to each document (e.g. A, B, C1, D, etc.).

SECTION I IS APPLICABLE TO ALL FORMS OF BUSINESS. Check the box for each document enclosed in the column designated by the letter that is applicable to your form of business, using the following key:

S: SOLE PROPRIETOR

P: PARTNERSHIP/LLC

C: CORPORATION

Section I: DOCUMENTS REQUIRED OF ALL FAST TRACK APPLICANTS	S	P	C
A. Supplier Clearinghouse Fast Track Verification Application , completed, signed by the authorized owner(s) or officer(s), and notarized. Only the original form will be accepted. Copies will not be accepted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Proof of qualifying owner(s) U.S. citizenship or legal, permanent U.S. resident alien status: (a) copy of certified birth certificate from applicable county, state or federal registrar; or, (b) copy of U.S. passport; or (c) copy of voter's registration card; or, (d) copy of U.S. military record (Form DD214); or, (e) copy of front and back of INS permanent resident visa card; or, (f) INS certificate of naturalization; or, (g) INS certificate of U.S. citizenship.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C1. Proof of qualifying owner(s)' ethnicity/minority status (required for firms applying for MBE or WMBE): <u>For applicants other than Native Americans, furnish</u> (a) copy of certified birth certificate from applicable county, state or federal registrar; or, (b) three declarations from recognized minority community organizations; or, (c) copy of parents' or grandparents' birth certificates. <u>For Native American applicants, furnish:</u> (a) copy of tribal enrollment card; or, (b) letter of Tribal Chairman; or, (c) letter from BIA if reservation is terminated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C2. Proof of qualifying owner(s)' gender (required for firms applying for WBE or WMBE):: (a) copy of certified birth certificate from applicable county, state or federal registrar; or (b) copy of U.S. driver's license; or, (c) copy of U.S. passport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p>C3. Proof of qualifying owner(s)' LGBT status (required for firms applying for LGBTBE)::</p> <ul style="list-style-type: none"> (a) Copy of valid, municipal or state license/certificate of marriage, civil union, or domestic partnership; or, (b) Proof of domestic partnership health insurance utilization; or, (c) Copy of petition for same-sex partner hospital visitation rights; or, (d) Evidence of completed or attempted parenting or family building efforts with same-sex partners including surrogacy, adoption, or in-vitro fertilization procedures; or, (e) Joint living arrangement paperwork naming same-sex partner and reference to same-sex partner status must be made in the document. Examples of acceptable documents include: property, deeds/titles, lease or rental agreement, insurance (auto, health, home, etc.), phone/utility bills, wills, retirement plans, loans, lines of credit, investment holdings, etc.; or, (f) One letter from the NGLCC affiliate chamber leader attesting to LGBT status of each business owner; or, (g) Three letters of reference from personal contacts on their company letterhead or stationery who: (a) have known owner for over one year; and (b) can vouch/attest to LGBT status; or, (h) One letter from a recognized LGBT organization attesting to LGBT status and signed by the organization leader or board member; or, (i) Physician carry letter evidencing gender reassignment or related medical procedures (for transgender applicants); or, (j) Proof of media coverage, including publications, newspapers, or articles, explicitly stating LGBT status of owner(s); or, (k) Physician or attorney letter establishing LGBT status of owner(s); or, (l) Certificates, awards, recognition of owners as outstanding members of LGBT community; or, (m) Legal petition for name/gender change (for transgender applicants). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>D. Federal tax returns for <u>2016</u> IN FULL:</p> <ul style="list-style-type: none"> (a) Form 1120, 1120A, or 1120S, include all statements and applicable schedules for Corporations; or, (b) Form 1065, include all statements and applicable schedules for Partnerships or LLCs; or, (c) Form 1040, include entire return with W2 and 1099 statements and all applicable schedules for Sole Proprietors; or, (d) Form 4562 for all businesses (if applicable). <p><i><u>If 2016 taxes have not been filed, provide a copy of the firm's 2016 extension filing AND 2015 federal tax returns IN FULL.</u></i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>E. Detailed resume OR work history of all principals and key employees, summarizing education, training, and employment history, with dates, duties, and responsibilities.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>F. Business bank account information: copy of bank account signature card or letter from your bank verifying person(s) authorized to sign checks and the number of signatures required.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>G. Evidence of personal capital contributions (such as cancelled checks) or an explanation and substantiating evidence of other consideration given to acquire ownership interest in the business (initial investment).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section II: ADDITIONAL DOCUMENTS REQUIRED OF <u>PARTNERSHIPS/LLCS</u></p>		P	
<p>H. Partnership agreements and any amendments thereto.</p>		<input type="checkbox"/>	
<p>I. Profit-sharing agreements (if not included in partnership agreement).</p>		<input type="checkbox"/>	
<p>J. Buyout rights agreements (if not included in partnership agreement).</p>		<input type="checkbox"/>	



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Section III: ADDITIONAL DOCUMENTS REQUIRED OF <u>CORPORATIONS</u>			C
K. Articles of Incorporation , including documents issued by the Secretary of State			<input type="checkbox"/>
L. By-Laws and any amendments thereto pertaining, but not limited to, the following: stock options, stockholder agreements, stockholder voting rights, ownership of voting securities, facts pertaining to values of shares and restrictions on disposal of stock loan agreements.			<input type="checkbox"/>



Supplier Clearinghouse Participation Agreement & Affidavit

It is important that you fully understand the terms upon which verification is granted by the Clearinghouse. Verification as a woman, minority, or LGBT-owned business enterprise imposes requirements that must be adhered to during the three-year period the verification is valid ("Verification Period"). Your eligibility to become a verified firm is contingent upon reading the terms set out below and signing this Agreement in the space provided.

I/We acknowledge that my/our application for verification is subject to and contingent upon the following:

1. I/We understand that verification by the Clearinghouse confirms that the ownership, management and control of my/our company meets the eligibility standards set out in General Order 156 and applicable Clearinghouse guidelines. I/We also understand that verification does not constitute an endorsement of my/our company's technical capabilities or guarantee placement on utility bid lists or award of any utility contracts.
2. I/We understand that, if my/our company is verified, the terms of this Agreement will apply during the Verification Period. I/We also understand that FAILURE to disclose and comply with any of the terms below can result in the automatic rejection of my/our verification application or revocation of my/our verification if my/our company is granted verified status by the Clearinghouse.
 - a. I/We agree to submit to the Clearinghouse all documentation that may be requested in order to determine my/our eligibility. This may include, but not be limited to, all documents requested in the VAP and any additional documentation required by the Clearinghouse to clarify statements made in the VAP or that clearly evidence eligibility.
 - b. I/We agree to notify the Clearinghouse within thirty (30) days following any change in the ownership, management or control of my/our company.
 - c. I/We agree that I/we will not knowingly or willfully submit to the Clearinghouse information that is FALSE, MISLEADING OR INCORRECT.
 - d. I/We agree to submit to the Clearinghouse, within the required timeframe, proof of continued eligibility
 - i. Upon expiration of the three-year Verification Period (if verified under the full Supplier Clearinghouse verification procedure); or
 - ii. Upon expiration of certification by a comparable agency (if verified under the Comparable Agency Verification procedure); or
 - iii. Upon receipt of notice from the Clearinghouse that it has made a decision to reinvestigate my/our company's eligibility.
3. I/We understand that the Clearinghouse has the authority to reinvestigate, for good cause, my/our company's eligibility during the Verification Period.
4. I/We agree to cooperate fully with the Clearinghouse in the conduct of on-site field audits, before or after verification, to determine the initial and/or continuing eligibility of my/our company. The field audit may include interviews and examination of business records and any other information deemed necessary by the Clearinghouse.
5. I/We understand that if I/we cancel a scheduled field audit without good cause and without at least four (4) working days advance notice to the Clearinghouse, the Clearinghouse may not be able to schedule a new field audit due to fiscal or other constraints. Therefore, I/we understand that such cancellation may lead to a presumptive denial of verification if the Clearinghouse cannot determine the eligibility of my/our company without conducting a field audit.
6. I/We understand that verification by the Clearinghouse will be automatically revoked if my/our company ceases doing business during the Verification Period.
7. I/We understand that the Clearinghouse has the authority to revoke my/our company/s verification at any time during the Verification Period for good cause, including, but not limited to, failure to comply with any of the terms contained in paragraph 2 of this Agreement.



Supplier Clearinghouse Participation Agreement & Affidavit

8. I/We understand that if my/our company is denied verification, neither its owner(s), officers, nor any key employee may reapply to the Clearinghouse for verification during the twelve (12) months following the date of the final denial by the Clearinghouse. Notwithstanding the above, if my/our company rebuts any denial of verification through the Clearinghouse appeals process and exhausts its administrative remedies at the CPUC, and there has been a real demonstrable change in my/our company's ownership, management, and/or control, my/our company may reapply for verification within the 12- month period.
9. I/We understand that only documents submitted with the application as of the date of my/our affidavit will be considered during the review of the application in response to written requests from the Supplier Clearinghouse.
10. I/We understand that if my/our company elects to appeal a denied verification, that the review of my/our appeal will be based solely on the documents submitted with the original application as of the date of my/our affidavit. I /We understand that the Supplier Clearinghouse will not accept updated, revised, or new documents when reviewing my/our appeal.
11. I/We understand that if my/our company is denied verification and if I/we do not file a complaint with the CPUC within ninety (90) days following the date of final denial by the Clearinghouse, my/our VAP will be deemed closed.
12. I/We understand that the Clearinghouse may release the following information to the public:
 - a. Name of firm, address, and telephone number
 - b. Ethnicity of owner(s) and/or controlling members
 - c. Gender of owner(s) and/or controlling members
 - d. Name of the agency and party that performed a site visit and date of site visit, if applicable
 - e. Name of agency that conducted the verification process
 - f. Product or service categories
 - g. Geographical area
 - h. Type of ownership
 - i. Any additional local requirements met by the enterprise, if applicable
 - j. A record of actions by a participating state or local agency resulting in verification denial or de-verification
13. I/We understand that my/our entire verification file may be made available to other agencies which perform verification, as necessary to comply with the Public Utilities Contract Code Sections 2050 through 2057.
14. I/We understand that, SUBJECT TO THE ABOVE, the Clearinghouse will seek to protect the confidentiality of information submitted as part of the verification application process, including, but not limited to, the application form, supporting documents, and any subsequent information as part of any protest, or verification procedure, to the extent permitted by law and the Agreement with the CPUC. The CPUC cannot be held liable for release of information pursuant to requests from participating utility companies, or parties authorized by the CPUC, or pursuant to any administrative, judicial or regulatory proceedings.

WARNING

Any applicant for Clearinghouse verification who misrepresents or falsifies information or documentation requested in this verification application process is subject to the penalties provided by the Public Utilities Code, Section 8285:

Any person or corporation, through its directors, officers, or agents, which falsely represents a business as a women, minority, disabled veteran, or LGBT business enterprise in the procurement of, or attempt to procure, contracts from an electrical, gas, water or telephone corporation with gross annual revenues exceeding twenty-five million dollars (\$25,000,000), or a commission-regulated subsidiary or affiliate subject to this article, shall be punished by a fine of not more than five thousand dollars (\$5,000), by imprisonment in a county jail for not more than one (1) year or in the state prison, or by both that fine and imprisonment. In the case of corporation, the fine or imprisonment, or both, shall be imposed on every director, officer, or agent responsible for the false statements.



Supplier Clearinghouse Participation Agreement & Affidavit

AFFIDAVIT

I/We, the undersigned, swear that all the information provided by me/us in this application package, including all supporting documentation submitted by me/us, is true and correct. I/We have read Section 8285 of the Public Utilities Code, State of California, contained in the application package, and understand the penalties for violation of this code.

I/We agree to release any documents or information required by the Clearinghouse to determine eligibility. Additionally, the Clearinghouse may conduct an on-site field audit of this business at any time during the application and/or eligibility periods to verify eligibility.

I/We understand further that it is my/our responsibility to notify the Clearinghouse within thirty (30) days of any change of ownership, operation, or control in the business herein applying for Clearinghouse verification. Failure to do so may cause for reapplication and/or determination of ineligibility.

I/We state that I/we are properly authorized for _____ (name of firm) to execute this affidavit.

<i>Name of Qualifying Owner (print)</i>	<i>Signature of Qualifying Owner</i>	<i>Title of Qualifying Owner</i>	<i>Date</i>

ALL QUALIFYING MINORITY, WOMAN, AND LGBT OWNERS OF THE FIRM WHOSE TOTAL OWNERSHIP REPRESENTS AT LEAST 51% OWNERSHIP IN THE FIRM ARE REQUIRED TO SIGN THIS AFFIDAVIT. MULTIPLE AFFIDAVITS CAN BE SUBMITTED FOR DIFFERENT QUALIFYING OWNERS. NON-QUALIFYING OWNERS ARE NOT REQUIRED TO SIGN.

NOTARY

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Notary Stamp

Notary Public

Commission Expires

Note: THIS APPLICATION IS INVALID WITHOUT A NOTARIZED SIGNATURE