



**U.S. SMALL BUSINESS ADMINISTRATION**  
WASHINGTON, D.C. 20416

November 22, 2006

Amy DeSantiago, President  
H2 Environmental Consulting Services, Inc.  
13122 6th Street  
Chino, CA 91710

Dear Ms. DeSantiago:

Congratulations! Your firm has been certified as a Participant in the U.S. Small Business Administration's (SBA) 8(a) Business Development Program. Your nine (9) year program term begins on the date of this letter.

Additionally, your firm has been certified as a Small Disadvantaged Business (SDB) in the Federal Government's SDB program. Your term of participation in the SDB program is concurrent with your 8(a) Business Development certification.

During participation in the 8(a) Business Development Program, you will receive business development assistance from an assigned Business Development Specialist in the Santa Ana District Office located at 200 West Santa Ana Boulevard, Suite 700, Santa Ana, California 92701. The phone number is 714/550-7420. The District office will also be able to provide you with information on the SDB program and its benefits.

Your firm will become eligible to receive 8(a) Business Development contracts after you submit a business plan using SBA Form 1010C and receive SBA's approval of the plan. We are sending a copy of this certification letter to the SBA Santa Ana District Office. That office will send you the business plan form.

SBA requires that the 8(a) participant's President or Chief Executive Officer sign a Participation Agreement to show that he or she understands the conditions of 8(a) program participation. Please read the Agreement carefully, sign and date one copy and return it to the SBA Santa Ana District Office at the address shown in the third paragraph above. The second copy is for your records.

Even though your firm's approved North American Industry Classification System (NAICS) Code is 541620, your firm may be awarded contracts under other NAICS Codes, as long as the firm is qualified to perform the required service or task. In this regard, please note that contracts awarded under 8(a) Business Development Program authority generally result from

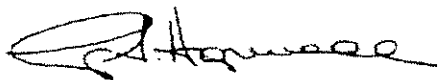
the self-marketing efforts of participating firms. While your firm's acceptance into the 8(a) Business Development Program is not a guarantee of contract support, SBA will make every effort to assist you in your marketing efforts.

During your participation in the 8(a) Business Development Program, I encourage you to take advantage of the Mentor-Protégé Program, the Federal Surplus Property Program and the extensive management and technical training available to you. Your local SBA District Office can provide additional information on these programs.

If you have not already done so, we strongly suggest that you acquire access to e-mail to enhance your communication abilities with public and private sector buyers. Also, you should consider setting up a merchant account with a credit card company, which will give you the ability to accept credit card orders for your goods and services from over 1,000 Federal buying offices. Finally, registration in the Department of Defense's Central Contractor Registration (CCR) database is a requirement to receive federal contracts. Therefore, if you have not already done so, you must register your firm, including completion of the SBA supplemental pages, in the CCR registry found online at <http://www.ccr.gov/>.

I welcome you as an 8(a) Business Development Program participant and wish you every possible success.

Sincerely,

A handwritten signature in black ink, appearing to read "Luz A. Hopewell". The signature is fluid and cursive, with a large initial "L" and "H".

Luz A. Hopewell  
Associate Administrator  
Office of Business Development



**PROCUREMENT DIVISION**

**Office of Small Business and DVBE Services**

707 Third Street, 1st Floor, Room 400 \* PO Box 989052

West Sacramento, California 95798-9052 \* (800) 559-5529

SB SAPP 20060818

August 18, 2006

Supersedes APPROVAL Letter Dated 08/04/2006

REF# 0014317  
H2 ENVIRONMENTAL CONSULTING SERVICES INC  
13122 6TH ST  
CHINO CA 91710

Dear Business Person:

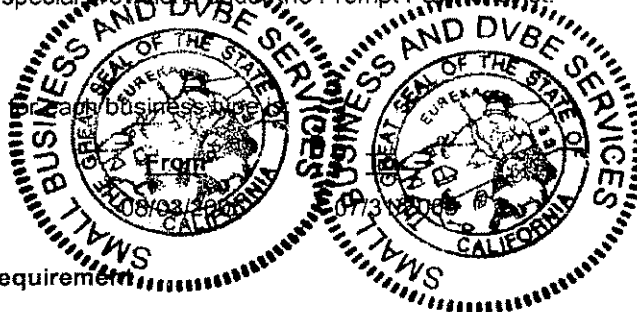
Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

**Certification period**

Your certification period is each business year from

Industry

SERVICE



**Annual Submission Requirements**

To maintain your certified status, you must annually submit to the Office of Small Business and DVBE Services (OSDS), proof of annual receipts and proof of employees for your firm and each of your affiliates (if any).

Proof of Annual Receipts

Submit to OSDS, a copy of your firm's and any affiliate firm's ENTIRE federal tax return each year following your certification. Include ALL accompanying schedules, forms, statements, and any other support documents filed with that specific tax return.

If you request a tax filing extension with the Internal Revenue Service, submit to our office a copy of the extension form. When your tax returns are filed, submit a copy of the entire federal tax return to our office.

Proof of Employees

If you have employees whose taxable wages are reported to the California Employment Development Department (EDD) on a quarterly basis, you must annually submit to our office along with your proof of annual receipts, proof of employees for your firm and any affiliates.

We will accept a copy of the EDD's "Quarterly Wage and Withholding Report" (Form DE6) or other format accepted by the EDD. Your employee documents must cover the same four quarters as the tax return you submit for your proof of annual receipts.

If you have out-of-state employees, submit the employee documentation comparable to EDD's "Quarterly Wage and Withholding Report" for the same four-quarter period.

**Maintaining Your Online Certified Firm Profile**



# Metro CALIFORNIA UNIFIED CERTIFICATION PROGRAM



May 8, 2006

*Metro File #4260*

Amy de Santiago  
**H2 Environmental Consulting Services, Inc.**  
5370 Schaefer Avenue, Suite J  
Chino, CA 91710

**RE: Disadvantaged Business Enterprise Certification**

Dear Ms. De Santiago:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulation 49 CFR Part 26, as amended. Your DBE certification status will be honored by all of the U.S. DOT recipients in California. Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific areas of expertise:

<u>NAICS (2002)</u>	<u>Description</u>	<u>Size Standard</u>
541380	Testing Laboratories	\$6.0 million
541620	Environmental Consulting Services	\$6.0 million

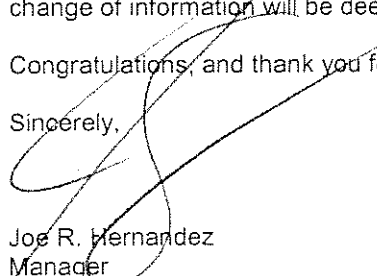
Your DBE certification is good for three years from the date of this letter and applies only for the above NAICS 2002 codes. Requests for additional or revised NAICS 2002 codes must be made in writing to Metro. After the three-year certification period, your entire file will be reviewed in order to ascertain continued DBE certification status. Prior to your firm's DBE certification expiration date, Metro will send a letter to you requesting information necessary to complete this review.

The Regulations also require annual updates during this three-year period. In order to assure continuing DBE status, you must submit annually a DBE Declaration with supporting documentation, in the format that will be sent to you. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until the three-year certification has expired.

Also, should any changes occur that could affect your certification status prior to receipt of the DBE Declaration, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. DBE certification is subject to review at any time. Failure to submit forms and/or change of information will be deemed as failure to cooperate under §26.109 of the Regulations.

Congratulations, and thank you for your interest in the CUCP.

Sincerely,

  
Joe R. Hernandez  
Manager

C:\Documents and Settings\jgarcia\My Documents\00 - MTA Files\CERTIFICATION\Cert-Word\CERTIFICATION LETTERS\C-H Firms\H2 Environmental DBE.doc



# Metro

May 8, 2006

**Metro File #4260**

Amy De Santiago  
**H2 Environmental Consulting Services, Inc.**  
5370 Schaefer Avenue, Suite J  
Chino, CA 91710

**RE: Small Business Enterprise Certification**

Dear Ms. De Santiago:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Small Business Enterprise (SBE) as established under the Metro SBE Program. Your firm will be listed in the Metro SBE database of certified SBEs under the following specific areas of expertise:

<u>NAICS (2002)</u>	<u>Description</u>	<u>Size Standard</u>
541380	Testing Laboratories	\$6.0 million
541620	Environmental Consulting Services	\$6.0 million

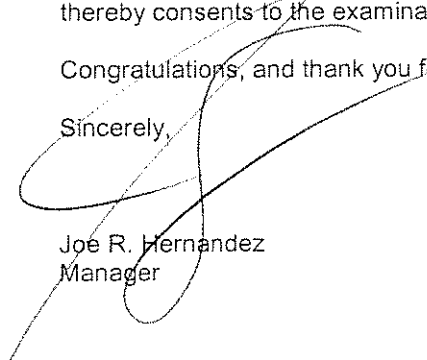
Your SBE certification is good for two years from the date of this letter and applies only for the above NAICS 2002 codes. Requests for additional or revised NAICS 2002 codes must be made in writing to Metro. After the two-year certification period, your entire file will be reviewed in order to ascertain continued SBE certification status. You will be notified of the pending SBE status review and any documentation updates necessary prior to the expiration date.

Should any changes occur that could affect your certification status, such as changes in your firm's name, business/mailling address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify Metro immediately. SBE certification is subject to review at any time.

Metro reserves the right to withdraw this certification if at any time it is determined that certification was knowingly obtained by false, misleading, or incorrect information. Metro also reserves the right to request additional information and/or conduct on-site visits at any time during the certification period. The firm thereby consents to the examination of its books, records, and documents by Metro.

Congratulations, and thank you for your interest in Metro's SBE Program.

Sincerely,

  
Joe R. Hernandez  
Manager



**Metro**

Metropolitan Transportation Authority

One Gateway Plaza  
Los Angeles, CA 90012-2952

213.922.2000 Tel  
metro.net

May 8, 2006

**Metro File # 4260**

Amy De Santiago  
**H2 Environmental Consulting Services, Inc.**  
5370 Schaefer Avenue, Suite J  
Chino, CA 91710

**RE: Minority/Women-Owned Business Enterprise Certification**

Dear Ms. De Santiago:

We are pleased to advise you that after careful review of your application and supporting documentation, the Los Angeles County Metropolitan Transportation Authority (Metro) has determined that your firm meets the eligibility standards to be certified as a Minority/Women-Owned Business Enterprise (M/WBE) as required under the Metro M/WBE Program. Your firm will be listed in the Metro M/WBE database of certified M/WBEs under the following specific areas of expertise:

<u>NAICS (2002)</u>	<u>Description</u>
541380	Testing Laboratories
541620	Environmental Consulting Services

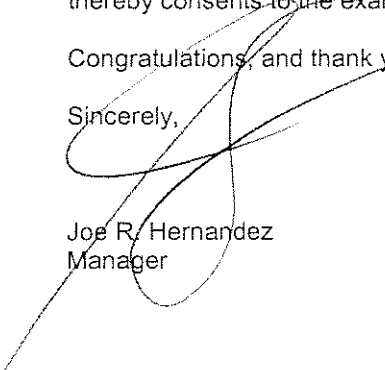
Your M/WBE certification is good for two years from the date of this letter and applies only for the above NAICS 2002 codes. Requests for additional or revised NAICS 2002 codes must be made in writing to Metro. After the two-year certification period, your entire file will be reviewed in order to ascertain continued M/WBE certification status. You will be notified of the pending M/WBE status review and any documentation updates necessary prior to the expiration date.

Should any changes occur that could affect your certification status, such as changes in your firm's name, business/ mailing address, ownership, management or control, please notify Metro immediately. M/WBE certification is subject to review at any time.

Metro reserves the right to withdraw this certification if at any time it is determined that certification was knowingly obtained by false, misleading, or incorrect information. Metro also reserves the right to request additional information and/or conduct on-site visits at any time during the certification period. The firm thereby consents to the examination of its books, records, and documents by the Metro.

Congratulations, and thank you for your interest in Metro's M/WBE Program.

Sincerely,

  
Joe R. Hernandez  
Manager

# CALIFORNIA UNIFIED CERTIFICATION PROGRAM DISADVANTAGED BUSINESS ENTERPRISE CERTIFICATE

**H 2 ENVIRONMENTAL**  
5370 SCHAEFER AVENUE, STE J.  
CHINO, CA 91710

**Owner :** AMY DE SANTIAGO  
**Business Structure :** CORPORATION

This certificate acknowledges that said firm is approved by the California Unified Certification Program (CUCP) as a Disadvantaged Business Enterprise (DBE) as defined by the U.S. Department of Transportation (DOT) CFR 49 Part 26, as may be amended, for the following NAICS codes:

**NAICS Code(s) \* Indicates primary NAICS code**

- \* 541380 Testing Laboratories
- 541620 Environmental Consulting Services

Work Category Code(s)		
C8721	RIGHT OF WAY ENGINEER	18073 DRUG TESTING
18734	LABORATORY TESTING AND ANALYSIS	

**Licenses**

OFFICE OF THE ATTORNEY GENERAL  
STATE OF CALIFORNIA

**CERTIFYING AGENCY:**  
LOS ANGELES COUNTY METRO TRANSPORTATION AUTHORITY (MTA)  
ONE GATEWAY PLAZA  
LOS ANGELES, CA 90012 0000  
(213) 922-2600

UCP Firm Number: 33741  
May 10, 2006

CUCP OFFICER



# PROCUREMENT DIVISION

Office of Small Business and DVBE Services

707 Third Street, 1st Floor, Room 400 \* PO Box 989052

West Sacramento, California 95798-9052 \* (800) 559-5529

SB APP 20060804

August 4, 2006

REF# 0014317  
H2 ENVIRONMENTAL CONSULTING SERVICES INC  
5370 SCHAEFER AVE STE J  
CHINO CA 91710

Dear Business Person:

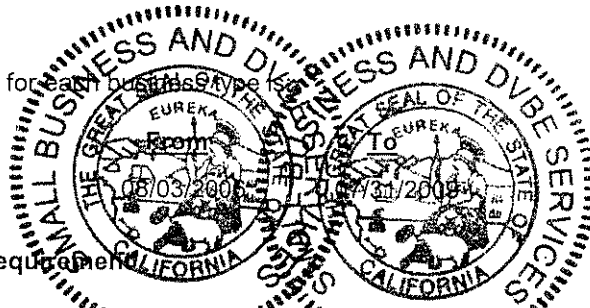
Congratulations on your certified small business status with the State of California. Your certification entitles you to benefits under the state's Small Business Participation Program within state contracting, including a five percent bidding preference and special provisions under the Prompt Payment Act.

### Certification period

Your certification period for each business year is:

Industry

SERVICE



### Annual Submission Requirements

To maintain your certified status, you must annually submit to the Office of Small Business and DVBE Services (OSDS), proof of annual receipts and proof of employees for your firm and each of your affiliates (if any).

#### Proof of Annual Receipts

Submit to OSDS, a copy of your firm's and any affiliate firm's ENTIRE federal tax return each year following your certification. Include ALL accompanying schedules, forms, statements, and any other support documents filed with that specific tax return.

If you request a tax filing extension with the Internal Revenue Service, submit to our office a copy of the extension form. When your tax returns are filed, submit a copy of the entire federal tax return to our office.

#### Proof of Employees

If you have employees whose taxable wages are reported to the California Employment Development Department (EDD) on a quarterly basis, you must annually submit to our office along with your proof of annual receipts, proof of employees for your firm and any affiliates.

We will accept a copy of the EDD's "Quarterly Wage and Withholding Report" (Form DE6) or other format accepted by the EDD. Your employee documents must cover the same four quarters as the tax return you submit for your proof of annual receipts.

If you have out-of-state employees, submit the employee documentation comparable to EDD's "Quarterly Wage and Withholding Report" for the same four-quarter period.

### Maintaining Your Online Certified Firm Profile



A secure access feature on our website enables you to maintain certain company profile information, including customizable keywords to best describe your business specialties with. Details about the Certified Firm Profile and your secure logon information are available on the final page of this letter. Please keep your logon information page in a secure place and DO NOT share it with anyone or include it with any of your bid documents or submittals.

### **Reporting Business Changes**

You must notify OSDS of all business changes or your certification status will be subject to revocation. The enclosed "Certification Information Change" form identifies specific items that may be reported using the change form and it identifies other changes that require a new certification application submittal.

### **Prompt Payment Rubber Stamp**

The Prompt Payment Act requires state agencies to pay the undisputed invoices of certified small businesses and registered nonprofit organizations on a timely basis. Prompt payment is reinforced by adding interest penalties for late payment. Covered under the Act are certified small businesses that are either a service, manufacturer, or non-manufacturer firm, and nonprofit organizations registered with OSDS.

Compensation on late or unpaid progress payments for certified construction firms is addressed in Public Contract Code, Section §10261.5.

Use of the prompt payment rubber stamp alerts state agencies of a firm's certified small business or registered nonprofit status.

#### Ordering a rubber stamp

To purchase a prompt payment rubber stamp, complete and submit the enclosed Prompt Payment Rubber Stamp Order Form.

### **Proof of Eligibility**

Maintain this original certification letter for future business needs. To demonstrate your firm's small business eligibility, include a copy of this letter in your state contract bid submittals.

*Prior to contract award, agencies will assure the vendor is in compliance with Public Contract Code, Section 10410 et seq. addressing conflict of interest for state officers, state employees or former state employees.*

### **Certification Renewal**

A renewal application will be mailed to you prior to the expiration of your small business certification. If you do not receive an application, please call us so that you may timely renew your certification.

Office of Small Business and DVBE Certification

REF# 0014317 H2 ENVIRONMENTAL CONSULTING SERVICES INC

August 4, 2006  
SB APP 20060804

3

If you have any questions, please contact me at 800.559.5529 (Procurement Division receptionist) or 916.375.4940 (OSDS receptionist), by e-mail [cleta.gidcumb@dgs.ca.gov](mailto:cleta.gidcumb@dgs.ca.gov), or by fax 916.375.4950. The Procurement Division oversees many programs to further state contracting participation. For more information regarding these programs, visit our website at [www.pd.dgs.ca.gov/smbus](http://www.pd.dgs.ca.gov/smbus), or visit the Procurement Division's website at [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd).

Sincerely,



Cleta Gidcumb  
Certification Officer  
Office of Small Business and DVBE Services

**Standard Industrial Classification (SIC) Code(s)  
Certification Approval Attachment**

You selected the following Standard Industrial Classification (SIC) codes and/or contractor's license classifications to describe your firm's business:

**\*Construction firms are classified by their California contractor's license classification(s).**

<u>Industry</u>	<u>4-Digit SIC Code*</u>	<u>SIC Code Description</u>
SERVICE	8713	Surveying services
	8742	Management consulting services
	8748	Business consulting services, n.e.c.
	8999	Services, n.e.c.