**LBE DESIGNATION REQUEST FORM**

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**INSTRUCTIONS**

In order to be eligible for LBE participation credit, a firm must have its principal place of business located within the “Local Zones” for at least one year. “Local Zones” are defined as the following: **the municipalities of Newark and Elizabeth ("Zone 1"); as an extension of zone 1, priority zone 1A ("Zone 1A") includes all municipalities within a 5-mile radius of the outside border of the Airport (see Figure 1 below)\*\* ; as a second priority, ("Zone 2") the remaining cities in Essex, Union and Hudson counties that are not inclusive of priority zone 1 or 1A.** **“Local” or “Local Zones” shall mean from the localities included in “Zone 1,” “Zone 1A,” and “Zone 2” as defined above and in that order of prioritization**. A principal place of business is the firm’s main office or headquarters for at least one year, where high-level officers direct, control and coordinate the firm’s activities.

Firms may also be eligible for LBE participation credit if they conduct significant business activities within the “Local Zones.” In order to receive credit for a firm not having its principal place of business within the “Local Zones,” the Lessee/Contractor must submit an LBE review request to the Port Authority’s Office of Diversity, Equity, & Inclusion and Government & Community Relations Department detailing the proposed firm’s business activities both within and outside of the Local Zone, including information on the length of time they have been conducted.

The determination of eligibility for LBE credit shall be at the discretion of the Port Authority, and may be based on a number of factors, including but not limited to the significance of the activities in the Local Zones in comparison to the firm’s overall activities, and the number of employees a firm has residing in the Local Zones.

Any recent business presence established for the purpose of LBE eligibility on a Port Authority project, including but not limited to new office locations and the hiring of employees from the Local Zones , shall not be considered.

Firms that are on an LBE list provided by the ODEI or Community Outreach Offices that are not ODEI certified MWBEs or SDVOBs may still be considered for MWBE or SDVOB Participation Credit. If a Contractor or Subcontractor would like to utilize a firm that appears to meet the Port Authority's criteria for MWBE and SDVOB certification and is technically competent to perform proposed Work to be subcontracted to them, please notify the ODEI Representative for expedited request for MWBE or SDVOB certification.

A Port Authority certified MBE, WBE or SDVOB that also qualifies as an LBE is eligible for participation credit towards more than one goal.

**LBE DESIGNATION REQUEST FORM**

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| **Section 1: Basic Information** |

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| Company Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_**  |
| Contact Name: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Principal Place of Business: \_ \_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_­­\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_\_\_Telephone Number: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| ***\*If applicable, please provide the address and contact information for your office located within the Local Zone(s).***Local Office Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_\_\_Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Port Authority Certification Type: Other Certifying Agencies: Interested in obtaining certification through the PANYNJ? |  MBE WBE MWBE SDVOB ACDBE   Port Authority of New York & New Jersey (PANYNJ)  Other *please specify:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ None Yes No |

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| **Section 2: Questionnaire**  |

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| 1. Has the firm’s principal place of business been located within the Zone 1, Zone 1A, or Zone 2 Local Zone(s) for at least one year?
 | **\_\_\_\_\_\_\_** |
| 1. Does the firm have an office located within the Zone 1, Zone 1A or Zone 2 Local Zone(s)?

2a. When was this office opened? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2b. How long will this office be open? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_** |
| 1. Will the firm work on the applicable AirTrain Newark Replacement/EWR Redevelopment Projects from its office in the Local Zone(s)?3a. Describe the portion of work allocated to AirTrain Newark Replacement Program/EWR Redevelopment Projects:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3b. List additional projects the firm is working on from its office in the Local Zone(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **\_\_\_\_\_\_\_** |
| 1. What percentage of the firm’s business is from its office in the Local Zone(s)?
 | **\_\_\_\_\_\_\_** |
| 1. What percentage of the firm’s revenue is generated from within the Local Zone(s)?
 | **\_\_\_\_\_\_\_** |
| 1. What percentage of the firm’s workforce resides within the Local Zone(s)?
 | **\_\_\_\_\_\_\_** |
| 1. Does the firm have senior leadership/high-level officers and decision-makers based in the Local Zone(s)?

7a. List the titles and nature of work performed for employees based in the Local office. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **­\_\_\_\_\_\_\_** |

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| **Section 3: Supporting Documentation** |

Please provide supporting documentation such as:

* Lease agreement (of the business located in the local zone/s)

Or

* Latest tax filing (of the business located in the local zone/s)

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| **Section 4: Signature and Date of Submittal** |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Print Name and Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date

If you have any questions regarding this form, please contact and submit this form to: EWR\_LBE@panynj.gov

**EXHIBIT A**

**LOCAL BUSINESS ENTERPRISE (LBE) DESIGNATION**

A “**Local Business Enterprise**” or “**LBE**” shall mean, a business with its principal business office or a significant business presence in: as a first priority, in the municipalities of Newark and Elizabeth ("Zone 1"); as an extension of zone 1, priority zone 1A ("Zone 1A")\*\* includes all municipalities within a 5-mile radius of the outside border of the Airport; as a second priority, ("Zone 2") the remaining cities in Essex, Union and Hudson counties that are not inclusive of priority zone 1 or 1A. “Local” or “Local Zones” shall mean from the localities included in “Zone 1,” “Zone 1A,” and “Zone 2” as defined above and in that order of prioritization.



**Municipalities within a 5-Mile Radius of EWR:**

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| •       Bayonne |
| •       East Newark |
| •       East Orange |
| •       **Elizabeth (Zone 1)**  |
| •       Harrison |
| •       Hillside Township |
| •       Irvington Township |
| •       Jersey City |
| •       Kearny |
| •       Kenilworth |
| •       Linden |
| •       Maplewood |
| •       **Newark (Zone 1)**  |
| •       Orange  |
| •       Roselle |
| •       Roselle Park |
| •       South Orange |
| •       Union Township |