

# Procurement can be a daunting process. That's why we're here.

#### **Certification Quick Start Guide -**

### **Disadvantaged Business Enterprise (DBE)**

In order to complete your application for DBE certification you will be required to attach the following documents. Gathering these documents now will help the certification process go faster and more smoothly.

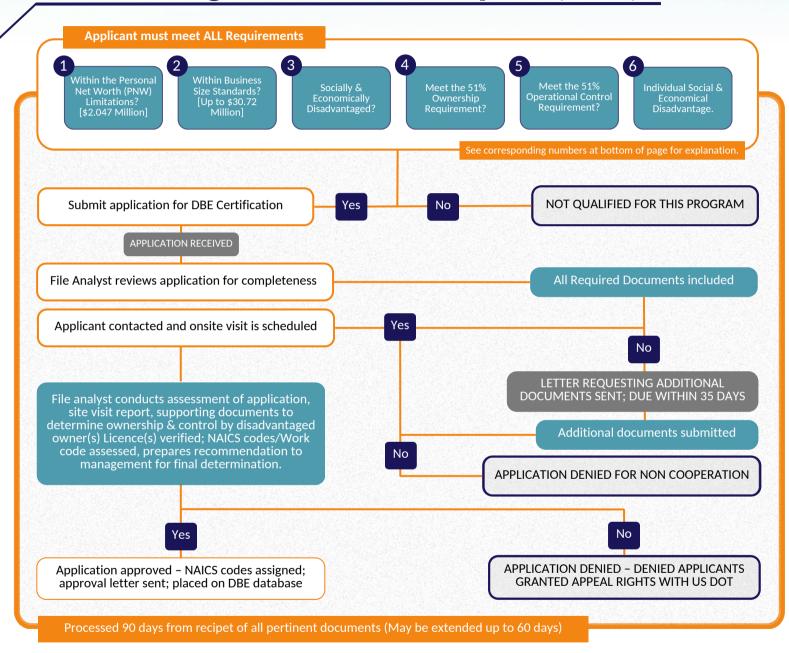
Required Documents for ALL Applicants	Suppliers
Resumes (that include places of employment with corresponding dates), for all owners, officers, and key personnel of the applicant firm	<ul><li>List of product lines carried and list of distribution equipment owned and/or leased</li></ul>
Personal Net Worth Statement for each socially and	Partnership or Joint Venture
economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.  Personal Federal tax returns for the past 3 years, if	<ul><li>Original and any amended Partnership or Joint Venture Agreements</li></ul>
applicable, for each disadvantaged owner	Corporation or LLC
Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past	<ul><li>Official Articles of Incorporation (signed by the state official)</li></ul>
<ul> <li>3 years.</li> <li>Documented proof of contributions used to acquire ownership for each owner (e.g., both sides of canceled checks)</li> </ul>	<ul> <li>Both sides of all corporate stock certificates and your firm's stock transfer ledger</li> <li>Shareholders' Agreement(s)</li> <li>Minutes of all stockholders and board of directors</li> </ul>
<ul> <li>☐ Signed loan and security agreements, and bonding forms</li> <li>☐ List of equipment and/or vehicles owned and leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle.</li> <li>☐ Title(s), registration certificate(s), and U.S. DOT numbers for</li> </ul>	meetings Corporate by-laws and any amendments Corporate bank resolution and bank signature cards Official Certificate of Formation and Operating
each truck owned or operated by your firm	Agreement with any amendments (for LLCs)
Licenses, license renewal forms, permits, and haul authority forms	Possible Requested Documents
<ul> <li>Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases</li> </ul>	The UCP to which you are applying may require the submission of the following documents. If requested to provide these document, you must supply them with your application or at the on-site visit.
Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years	Proof of citizenship
DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; and any U.S.	<ul><li>Insurance agreements for each truck owned or operated by your firm</li></ul>
DOT appeal decisions on these actions.  Bank authorization and signatory cards	<ul><li>Audited financial statements (if available)</li><li>Personal Federal Tax returns for the past 3 years, if</li></ul>
<ul> <li>Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm</li> <li>List of all employees, job titles, and dates of employment.</li> </ul>	<ul><li>applicable, for other disadvantaged owners of the firm.</li><li>Trust agreements held by any owner claiming disadvantaged status</li></ul>
	Year-end balance sheets and income statements for
Proof of warehouse/storage facility ownership or lease	the past 3 years (or life of firm, if less than three years)



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If an individual demonstrates that he/she is able to accumulate substantial wealth, the individual's claim of economic disadvantage may be denied, even though the individual's PNW is less than \$2.047million.



**Business Size Standards:** 

Set by the US Small Business Administration (SBA). Size standards are a three year average annual receipts.

Visit 13 CFR §121.201 or <a href="http://sba.gov/size">http://sba.gov/size</a> for more Information.



- 1. Hispanic
- 2. Black
- 3. Subcontinent Asian
- 4. Native American
- 5. Asian Pacific
- 6.Female

Individual Determination of Social & Economic Disadvantage:

Disadvantage Individuals who do not fall within six presumptive groups are encouraged to visit Appendix E to Part 26 for SBA regulations concerning social & economic disadvantage determinations. 13 CFR 124.103(c) & 124.104.