

CERTIFICATION CHECKLIST

Section I Documents required of all sole proprietorships, partnerships, limited liability corporations, and corporations.

- _____ 1. Proof of minority status for each owner (birth certificate, driver license, etc.).
- _____ 2. Business license and fictitious business name statement, if applicable.
- _____ 3. Copies of any special licenses, permits and/or accreditations required to do business.
- _____ 4. History of business.
- _____ 5. Copy of Articles and minutes of first organizational meeting, along with addendums.
- _____ 6. For disadvantaged individuals residing in community property states or territories: proof of the transfer or relinquishment of interest in the non-disadvantaged spouse if only one spouse claims disadvantaged status.
- _____ 7. Detailed resume or employee profile of all principals and key employees, summarizing education, training, and employment history, with dates, duties, and responsibilities.
- _____ 8. (a) Lease/rental agreement for business site(s)/office(s), or (b) copy of trust deed and/or purchase loan agreement for ownership of business site (s) office(s), or (c) if residence is used for business site/office, a letter so stating.
- _____ 9. Business bank account information, consisting of (a) copy of bank account signature card, or (b) letter from your bank, verifying parties (names and titles) authorized to sign checks and the number of signatures required.
- _____ 10. Copies of current payroll and 3 copies of cancelled checks for accounts payable.
- _____ 11. Three recent Federal tax returns, including, but not limited to (a) Form 1120, 1120A, or Schedule 1120s, including Schedule E, for corporations; (b) Form 1065 and Schedule K-1, for partnerships; (c) Schedule C – Form 1040, for sole proprietorships; (d) Form 4562, for all businesses (if applicable).
- _____ 12. A current balance sheet and profit and loss statement, including an aging of accounts, no older than 90 days from the filing date of this application, signed, certified and dated by the concern's highest officer, CEO or President.
- _____ 13. Copy of Personal Financial Statement.
- _____ 14. Documented proof of contributions to acquire ownership in firm.
- _____ 15. Explanation of sole proprietor's involvement in any other business.
- _____ 16. Personal income tax returns including all schedules and W-2 Forms for all individuals claiming disadvantaged status, and all owners, directors, officers, managing members and key employees of the firm.
- _____ 17. A balance sheet and profit and loss statement for each of the two preceding fiscal year-end periods, signed, certified and dated by the concern's highest officer.

- _____ 18. Copies of franchise or trust agreements or outstanding loans.
- _____ 19. List of current projects and completed projects.

Section II Documents required of Partnerships

- _____ 1. Partnership agreements and any amendments thereto.
- _____ 2. Profit-sharing agreements (if not in partnership agreements).
- _____ 3. Buyout rights agreements (if not in partnership agreements).

Section III Documents required of Corporations

- _____ 1. Bylaws and any amendments thereto (if applicable).
- _____ 2. Minutes of stockholder's meetings for past 2 years.
- _____ 3. Copies of all stock certificates ever issued. Include front and back of all certificates including those that have been canceled, transferred or surrendered. Copy of Agreement of interest for each member.
- _____ 4. Copy of stock transfer registers/stock registers or Certificate of Resolution.
- _____ 5. Copy of most recent Certificate of Good Standing or Certificate of Status issued by the State.
- _____ 6. Any other agreements, which may impact the unconditional ownership or control of individual(s) claiming disadvantaged status, including agreements regarding: (a) stock options; (b) shareholder voting rights; (c) restriction on the disposal of stock loan agreements; (d) facts pertaining to the value of shares; (e) but-out rights; and, (f) restrictions on the control of the corporation.
- _____ 7. Resolutions affecting rights and responsibilities of officers and directors.
- _____ 8. If a foreign corporation, copy of authority to do business in the State.

Section IV Documents required of Limited Liabilities Corporations

- _____ 1. Copy of Operating Agreement.
- _____ 2. Copy of Certificate of Resolution or Membership Certificate, if applicable.
- _____ 3. Any other agreements, which may impact the unconditional ownership or control of individual(s) claiming disadvantaged status, including agreements regarding: (a) buy-out rights; and (b) restrictions on the control of the LLC.