

# New Certification “Schedule A” Application CHECKLIST

MBE/WBE/VBE/SDVBE/PDBE

## GENERAL DOCUMENTS

### Mandatory:

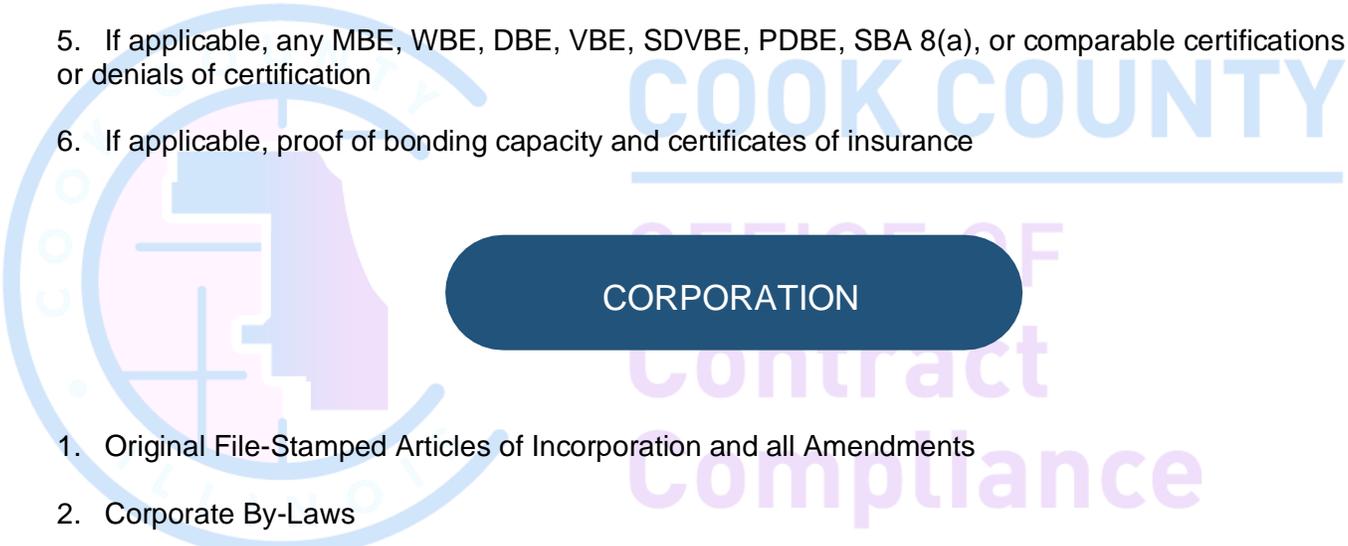
1. Affidavit of Minority and/or Women Business Enterprise (“MBE”/“WBE”) Veteran Business Enterprise/Service-Disabled Veteran Business Enterprise (VBE”/”SDVBE); Persons with Disabilities Business Enterprise (“PDBE”). **Application must be signed and dated by the qualifying owner(s) of the firm and be notarized.**
2. Business Bank Resolution and/or Bank Signature Card for the Applicant business and all affiliates
3. Initial and most recent 3 months Bank Statements for all business accounts associated with the Applicant business
4. Copies of three (3) contracts, purchase orders or invoices showing work performed by the business
5. Copies of W-2 and/or 1099 forms from all employment sources over most current three (3) years, for each owner, director, officer, manager, and check signer
6. Current certificates, licenses (Professional, Trade, City, County, State, Federal) or separate statement regarding lack of licensing requirements for the business
7. Current payroll registers or statement regarding current payroll for recent 4 pay periods
8. Evidence of ethnicity, gender, citizenship, and residency for each owner, director, officer, manager, and check signer (ex. Driver’s license/State Identification/Real ID **and** Birth certificate/Form I-551 Permanent Resident Card/Passport
9. Most recent seven (7) years of complete, signed, and dated US federal tax returns for the Applicant business and all Affiliate Companies (if applicable) including all Schedules, Statements and Attachments **(All Pages)**
10. Most recent seven (7) years of complete, signed, and dated personal US federal tax returns for all owners including all Schedules, Statements and Attachments **(All Pages)**
11. Currently dated Personal Net Worth Statement(s) for qualifying owners who represent 51% or more of ownership in the business
12. Proof of equity contribution(s) or start-up capital by owners to acquire ownership in firm (i.e. cancelled checks, loan agreement, initial business bank statement, etc.)
13. Chronological Resumes for each Owner, Director, Officer, Manager and Check Signer detailing work experience, training, and education reflective of business activities sought for certification

14. Signed copies of current leases, deeds, and/or recent tax bills for all properties utilized by the business (i.e., principal office (HQ), warehouse, storage, satellite offices, etc.)

15. Titles or lease agreements for any vehicles issued to the business

**Required, if applicable**

1. If applicable, any agreements affecting management, control or rights of any owner
2. If applicable, copies of any loan agreements or letters of credit issued to the business or any owner
3. If applicable, any equipment lease agreements
4. If applicable, any management service agreements
5. If applicable, any MBE, WBE, DBE, VBE, SDVBE, PDBE, SBA 8(a), or comparable certifications or denials of certification
6. If applicable, proof of bonding capacity and certificates of insurance



CORPORATION

1. Original File-Stamped Articles of Incorporation and all Amendments
2. Corporate By-Laws
3. Copies of all stock certificates issued (front and back)
4. Stock Ledger
5. Minutes of the first and the two most recent Stockholders' Meetings documenting the election of Directors
6. Minutes of the first and the two most recent Board of Directors' Meetings documenting the election of Officers
7. State of Illinois Letter of Good Standing

## LIMITED LIABILITY COMPANY (LLC)

1. Original File-Stamped Articles of Organization and all Amendments
2. Operating Agreement
3. Most Recent Managers/Members Meeting Minutes
4. State of Illinois Letter of Good Standing

## PARTNERSHIP

1. Partnership Agreement
2. Assumed Name Certificate or Certificate of Limited Partnership (must file with Cook County Clerk's office)

## SOLE PROPRIETORSHIP

1. Assumed Name Certificate (Cook County Clerk's Office)

## FRANCHISE

1. Franchise Agreement
2. Any additional documents requested such as corporate correspondence, employee hiring, and termination letters, a signed letter detailing the owner's role in the firm, or other records that demonstrate:
  - a. That the firm's qualifying owner(s) possess(es) the power to direct the management, policies, and objectives of the firm and to make all substantive day-to-day decisions of the firm and manage its essential operations, and
  - b. That the owner(s) maintain(s) full-time participation in the management of the company's day-to-day decision and operations.

## START-UP BUSINESSES

1. Business Plan
2. Three (3) Proposals to prospective clients

## DISTRIBUTORS/SUPPLIERS

1. Complete signed and dated Distribution Agreement from a Manufacturer or Suppliers, (including Exclusive Right to Sell Agreements)
2. List of Inventory **for sale** (description, quantity, and value) for past 6 months
3. Copy of purchase orders for inventory (for sale) for past 6 months
4. Provide brief detailed explanation of logistics: how customers receive their orders
5. Signed copies of current leases, deeds, and/or recent tax bills for all properties where inventory is housed

## VBE/SDVBE or PDBE

(If expanding to an additional certification)

1. ***If applicable, provide the required supporting documentation if adding one or more classifications.***

**VBE-** Provide a DD214

**SDVBE-** Provide a DD214, and a fully executed Cook County Disability Declaration Affidavit for Persons with Disabilities owned Business Enterprise

**PDBE-** Provide a fully executed Cook County Disability Declaration Affidavit for Persons with Disabilities owned Business Enterprise