

****THIS APPLICATION IS FOR INFORMATIONAL PURPOSES ONLY.
DO NOT SUBMIT THIS APPLICATION. APPLICATIONS MUST BE FILLED OUT ONLINE.**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT**



4. List the contract and dollar value of the firm's three (3) largest contracts over the last three years:

Contract	Dollar Amount	Date Completed	Prime/Sub Contractor

5. List the total number of employees, and corresponding number of residents of the District of Columbia, on payroll with the company for the preceding three years:

Year	Number of Employees	Number of D.C. Residents Employed	Number of Full-Time Employees	Number of Part-Time Employees

6. SINCE THE DATE OF YOUR LAST CERTIFICATION/RECERTIFICATION		YES	NO
A.	Did the legal structure of the business enterprise change?		
B.	Did your business enterprise move?		
C.	Have the officers of the business enterprise changed?		
D.	Have there been any changes in the business enterprise's stock shares?		
E.	Have there been any changes in the ownership or control of the business enterprise?		
F.	Have there been any changes in the products or services offered?		
G.	Have there been any stock transfer agreements?		
H.	Have there been any third-party agreements?		
I.	Have there been profit-sharing agreements?		
J.	Have you previously worked and/or are you currently working on any contracts with the District of Columbia?		
K.	Do you have any other locations related to this business (i.e., storage/warehouse)?		
L.	Does the business enterprise have any other affiliated entities (e.g. parent company, subsidiary, etc.)? If yes, please provide a copy of three years of Federal and State income taxes, and the most recent UC-30 of the affiliate(s).		
M.	Does the business enterprise currently hold any other certifications (e.g. SBA, MDOT, MWAA, WMATA, NMSDC, WBENC, VDOT, etc.)?		
N.	Is your business enterprise in Good Standing with the Office of Tax and Revenue?		
O.	Is your business enterprise in Good Standing with the Department of Consumer and Regulatory Affairs?		

If **YES** is checked for any of the above questions (except 5.N. and 5.O.), please submit documentation and/or amendments regarding the change(s). All questions must be answered.

ADDITIONAL DOCUMENTATION REQUIRED:

- Copy of current business, professional and/or trade license(s) (if applicable)
- District and Federal tax returns, including all schedules for the past two years (signed)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- Lease or deed for the principal office
- Certificate of Good Standing from the Department of Consumer and Regulatory Affairs
- Certificate of Good Standing from the Office of Tax and Revenue
- Current Financial Statement - Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than 90 days)
- List of Current Employees (including name and home address for each employee)
- If recertifying for DBE, DZE or ROB, please refer to the attached checklist for documentation required

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Complete and notarize affidavit and submit application to:

Department of Small and Local Business Development

441 4th Street, NW, Suite 970N

Washington, DC 20001

Tel: (202) 727-3900

Fax: (202) 724-3786

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SWORN AFFIDAVIT

The undersigned swears or affirms that the foregoing statements made as part of this recertification application and submitted to the Department of Small and Local Business Development are true and correct and include all material information necessary:

1. To identify and explain the operations of (Business Enterprise Name) _____;
2. To identify the ownership thereof; and
3. To establish the business enterprise's eligibility for recertification under the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Official Code § 2-218.01 *et seq.*

Further, the undersigned agrees that if he/she has not already done so, he/she will provide the Department of Small and Local Business Development supporting documents as may be required to substantiate the firm's eligibility for certification. The undersigned understands that the District of Columbia Office of the Attorney General may bring a civil action in the Superior Court of the District of Columbia against a business enterprise and the directors, officers or principals of a business enterprise that it reasonably believes has obtained certification by fraud or deceit or that has willfully furnished substantially inaccurate or false information to the Small and Local Business Opportunity Commission, which is punishable by a fine of up to \$100,000.

If after filing this document there are any changes (during the term of certification) in the information submitted herein, the undersigned will notify the Department of Small and Local Business Development in writing of the change within 30 days.

Sign only in the presence of a Notary Public

Name of Business Enterprise _____

Signature _____ Title _____

Name (please print) _____

Sworn to and subscribed before me this ____ day of _____, 20____

Before me personally (name of Notary Public) _____
(Please Print)

City of _____ State of _____

Notary Signature _____ Commission expires _____

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CHECKLISTS

Sole Proprietorship

- Affidavit
- Business, professional and/or trade licenses
- Certificate of occupancy or home occupancy permit
- Most recent Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Company capability statement, including a brief description of products or services
- District or state and federal tax returns, last three years, and all schedules (signed)
- Dun & Bradstreet Number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older that 90 days)
- Lease or deed for business site (signed)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Proof of citizenship (e.g. birth certificate, passport or permanent resident card)
- Proof of residency (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)
- Resumes of key personnel

Partnership

- Affidavit
- Company capability statement, including a brief description of products or services
- Business, professional and/or trade licenses
- Most recent Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Most recent Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- Certificate of occupancy or home occupancy permit
- District or state and federal tax returns for each partner, or Business Partnership Tax Returns, last three years, and all schedules (signed)
- Dun & Bradstreet Number (DUNS)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older that 90 days)
- Lease or deed for business site (signed)
- Partnership agreement, buy-out rights and profit sharing agreement
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Proof of citizenship (e.g. birth certificate, passport or permanent resident card—submit only one)
- Proof of residency (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)
- Resume for each partner

Corporation

- Affidavit
- Articles of incorporation
- Business, professional and/or trade license(s)
- By-laws of corporation and any amendments
- Certificate of incorporation
- Certificate of occupancy or home occupancy permit
- Company capability statement, including a brief description of products or services
- District or state and federal tax returns, last three years, and all schedules (signed)
- Copy of each stock certificate issued (front and back) and stock ledger
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older that 90 days)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Minutes of first and most recent organizational meeting
- Most recent Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Most recent Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Proof of citizenship of principal owner(s) (e.g. birth certificate, copy of passport, or permanent resident card)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)

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Limited Liability Corporation (LLC)

- Affidavit
- Articles of organization
- Operating agreement
- Business, professional and/or trade license(s) (if applicable)
- Certificate of organization
- Certificate of occupancy or home occupancy permit
- Company capability statement, including a brief description of products or services
- District or state and federal tax returns, last three years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older that 90 days)
- Dun & Bradstreet number (DUNS)
- Lease or deed for business site (signed)
- Minutes of first and most recent organizational meeting
- Most recent Certificate of Good Standing or Notice of Tax Registration issued by Office of Tax and Revenue
- Most recent Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)
- Resumes of key personnel
- Proof of citizenship of principal owner(s) (e.g. birth certificate, copy of passport, or permanent resident card)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)

Disadvantaged Business Enterprise (DBE)

- DBE Form
- DBE Narrative Letter (on letterhead, signed and dated)
- Submit personal District or state and federal tax returns for the last year (signed)
- Personal Financial Statement

Resident Owned Business (ROB)

- Residential lease or deed
- Submit personal District or state and federal tax returns for the last year (signed)
- Proof of residency of principal owner(s) (e.g. copy of driver's license or DMV picture ID **and** copy of current residential utility bill or voter registration card)

Local Business with a Principal Offices Located within an Enterprise Zone (DZE)

- Verification from the Enterprise Zone Finder Map (please verify at <http://dslbd.dc.gov>)

Longtime Resident Business (LRB)

Business which has been continuously eligible for certification as a local business enterprise for twenty (20) consecutive years, or a small business which has been continuously eligible for certification as a local business for fifteen (15) years

- Submit Twenty (20) or Fifteen (15) years of District tax returns as proof of continuous eligibility

All Businesses Less Than One Year Old

- Business Plan
- Proof of capital injection (e.g. current bank statement)

Recertification

- Business, professional and/or trade licenses
- Most recent Certificate of Good Standing issued by Office of Tax and Revenue
- Most recent Certificate of Good Standing issued by Department of Consumer and Regulatory Affairs
- District or state and federal tax returns, last two years, and all schedules (signed)
- Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older that 90 days)
- Lease or deed for business site (signed)
- Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report) (if applicable)
- List of Current Employees (including name and home address for each employee)

Upgrade

- Additional NIGP Codes
 - Submit proof of capabilities (i.e., receipts from customers, invoices with proof of payment, paid contracts including proof of payment, resumes/degrees/certifications) related to the requested codes)
- Address Change
 - Copy of lease or deed for business location
 - Certificate of occupancy or home occupation permit