

****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**



2. Please provide evidence of the contracts your company has performed demonstrating capabilities to offer the products/services you identify above in Item No. 1. (i.e., receipts from customers, invoices with proof of payment, and paid contracts including proof of payment) related to the requested codes)

New Product/Service _____
Name of Customer/Project _____
Customer's Address _____
Customer's Phone Number _____
Contact Person _____
Description of work that your company performed _____

Date Started _____ Date Completed _____
Dollar amount of contract _____
Work was as Prime or subcontractor _____

New Product/Service _____
Name of Customer/Project _____
Customer's Address _____
Customer's Phone Number _____
Contact Person _____
Description of work that your company performed _____

Date Started _____ Date Completed _____
Dollar amount of contract _____
Work was as Prime or subcontractor _____

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3. If you cannot provide contractual evidence, list the name(s) and title(s) of personnel on your staff with expertise in the areas indicated in Item No. 1. Attach resumes/degrees/certifications of the personnel listed below.

Name and Title _____

Name and Title _____

Name and Title _____

4. Has your company become a goods and supplies dealer in light of the upgrade?

Yes ____ No ____ . If yes, please answer the following question:

Do you own, operate and maintain a store, warehouse, or other establishment in which articles, equipment or supplies relating to your product is/are kept in stock and sole to the public on a wholesale and/or retail basis? Yes ____ No ____ . If yes, please describe your facilities. If no, please explain any arrangements that eliminate this necessity.

5. Do you have the necessary license from DCRA (if applicable) for the upgrade?

Yes ____ No ____ N/A ____

Name of Applicant

Signature of Applicant

Date

Note: You may attach documentation (i.e., brochures, resumes, contracts or certificates and degrees).

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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