



City of Phoenix
EQUAL OPPORTUNITY DEPARTMENT

Dear Business Partner:

Thank you for your interest in the City's Small Business Enterprise and/or Disadvantaged Business Enterprise Program (SBE/DBE). This packet of information includes an application form and other information that will assist you in applying for certification as a SBE/DBE.

Please read the instructions carefully, noting all of the required documentation that must be submitted with your application. A checklist is included with the instructions to assist you in compiling a complete submittal. As we cannot process your application without all of the required information, your packet will be returned if it is incomplete.

The review process normally takes twelve to fifteen weeks. However, the processing time could be shorter or longer depending on the number of applications being worked when your file is received and the completeness of your packet. Our office will remain in contact with you and keep you updated on our progress. We will also be contacting you to schedule an on-site interview at your primary place of business. This is a required part of the application process.

We look forward to receiving your application for SBE/DBE certification (complete front & back). If you have not already attended one of our monthly certification workshops, please consider attending. Information is provided that will further assist you in compiling your application packet. If you have questions or wish to enroll in a workshop, please contact our office at 602-262-6790.

Sincerely,

Joyce C. Grossman
Deputy Director
Enclosures

Arizona Unified Certification Program

Application for Certification as a Disadvantaged Business Enterprise (DBE) and/or the City of Phoenix Small Business Program (SBE)

The Arizona Department of Transportation (ADOT), the City of Phoenix, and the City of Tucson give eligible companies the opportunity to qualify and participate in contracts as a certified Disadvantaged Business Enterprise. To be in the program, a company must meet all qualifying standards and be at least 51 percent owned, operated, and controlled by the qualifying person or persons. These three agencies are members of the Arizona Unified Certification Program (AZUCP) and they provide certification reciprocity for eligible companies. Bidders who are meeting goals on FAA, FHWA, and FTA contracts being issued by other in-state entities can only use the DBE's certified by the AZUCP to receive credit towards established goals.

- Attached are:
- 1) Explanation of Certification Programs
 - 2) Application Supporting Documents Checklist
 - 3) Instructions for Completing the Certification Application
 - 4) Application for Certification with Affidavit
 - 5) Guidelines Concerning Marital Assets
 - 6) Instructions for Completing the Personal Financial Statement
 - 7) Personal Financial Statement with Affidavit
 - 8) Affirmative Action Forms

All questions in the application must be answered and the requested documents submitted with the application. Questions that do not apply to your company should be marked with “**N/A**” in the space provided.

Please return the completed application package to **one** of the following agencies listed below:

City of Phoenix

Equal Opportunity Department
251 W Washington 7th Fl
Phoenix, AZ 85003-2245
(602) 262-6790
Fax: (602) 534-1785
TTY: (602) 534-1557

If you are also applying for SBE with the City of Phoenix; please send the application to the City of Phoenix address only.

City of Tucson

Equal Opportunity Office
100 N Stone Ste 610
PO Box 27210
Tucson, AZ 85726-7210
(520) 791-4593
Fax: (520) 791-5140

Arizona Department of Transportation

Civil Rights Office
1135 N 22nd Ave 2nd Fl
Phoenix, AZ 85009
(602) 712-7761
Fax: (602) 712-8429

Explanation of Certification Programs

SBE Program – A local City of Phoenix program for small businesses with a primary/principal location in Maricopa County and where 100 percent of the owner(s) have individual personal net worth of less than \$750,000; excluding the equity interest in their primary residence and ownership interest in the applicant firm. ***This program is specific to City of Phoenix procurement and construction contracting opportunities.***

DBE Program – A federal program for small businesses (regardless of location) that are at least 51 percent owned by qualifying minorities or women, who actively participate in their businesses by controlling the day-to-day operations of the firm. The owner(s) must have a personal net worth of less than \$750,000, excluding the equity interest in their primary residence and their ownership interest in the applicant firm. ***This program is applicable to all USDOT funded business opportunities with the City of Phoenix, Arizona Department of Transportation, and the City of Tucson.***

Please place an “X” next to the certification program(s) for which you are applying.

_____ **SBE:** Small Business Enterprise Certification. This certification is a race and gender neutral program. All small business owners may apply for this program.

_____ **DBE:** Disadvantaged Business Enterprise Certification. This includes ethnic minorities and women and is specific to federally funded opportunities through the City.

Would you like to receive e-mail notifications about business opportunities? Yes _____ No _____

If yes, please provide your e-mail address _____

How did you hear about us? _____

What opportunities will certification assist you to pursue? _____

What agency requires and/or recognizes our certification? _____



City of Phoenix

EQUAL OPPORTUNITY DEPARTMENT

IMPORTANT

SUPPORTING DOCUMENTS CHECKLIST

FOR CERTIFICATION APPLICATION

In order to complete your application certification, you must attach copies of all of the following documents as they apply to you and your firm.

All Applicants

- Completed application with notarized affidavit of certification
- DBE and SBA 8(a) or SDB certifications, denials, and/or decertifications, if applicable
- Signed Personal Financial Statement (form available with this application) with notarized affidavit of personal financial statement
- Work experience resumes (that include places of ownership or titles/roles & responsibilities/employment with corresponding dates), for all owners and officers of your firm
- Picture ID of all owners
- Proof of citizenship or legal residency (birth certificate, passport, or immigration card).
- Personal federal tax returns for the past three years, if applicable, for each owner (including all schedules and attachments)
- Documented proof of contributions used to acquire ownership for each owner (*e.g. both sides of cancelled checks*)
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past two years
- Your firm's tax returns (gross receipts) and all schedules for the past three years
- A new business must provide a current balance sheet indicating gross receipts if no taxes filed
- Copies of the last 3 years of business tax returns of all additional businesses in which the applicant or applicant's spouse has an ownership interest. If you are seeking SBE certification, all owners must submit the above referenced information if applicable.
- A notarized statement from an accountant or other independent financial professional as to their estimate of the value of any ownership interest in additional businesses owned by the applicant or the applicant's spouse. If applying for SBE certification, this information must be provided by all owners who have ownership interest in additional businesses. This includes a spouse who has not renounced ownership interest and the applicant business is subject to community property laws.
- Schedule of salaries (or other compensation or remuneration) paid to all officers, managers, owners, and/or directors of the firm
- All relevant licenses, license renewal forms, permits, and haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm and documented proof of ownership/signed leases
- List of equipment leased and signed lease agreements
- List of construction equipment and/or vehicles owned and titles/proof of ownership
- Copies of 3 completed, in progress contracts, proposals, or bids for each trade area in which you are seeking certification

Continue on next page

- Bank authorization and signatory cards
- Five consecutive cleared business checks
- Your firm's signed loan agreements, security agreements, and bonding forms
- Trust agreements held by any owner, if any

Partnership or Joint Venture

- Original and any amended Partnership or Joint Venture Agreements

Corporation or LLC

- Official Articles of Incorporation (*signed by the state official*)
- Both sides of all corporate stock certificates and your firm's stock transfer ledger (if certificates issued)
- Shareholders' Agreement
- Minutes of all stockholders and board of directors meetings
- Corporate by-laws and any amendments
- Corporate bank resolution and bank signature cards
- Official Certificate of Formation and Operating Agreement with any amendments (for LLCs)

Trucking Company

- Documented proof of ownership of the company
- Insurance agreements for each truck owned or operated by your firm
- Title(s) and registration certificate(s) for each truck owned or operated by your firm
- List of U.S. DOT numbers for each truck owned or operated by your firm

Regular Dealer

- Proof of warehouse ownership or lease
- List of product lines carried
- List of distribution equipment owned and/or leased

NOTE: The specific state UCP to which you are applying may have additional required documents that you must also supply with your application. Contact the appropriate certifying agency to which you are applying to find out if more is required.

INSTRUCTIONS FOR COMPLETING THE SBE/DBE UNIFORM PROGRAM CERTIFICATION APPLICATION

NOTE: If you require additional space for any question in this application, please attach additional sheets or copies as needed, taking care to indicate on each attached sheet/copy the section and number of this application to which it refers.

Section 1: CERTIFICATION INFORMATION

A. Prior/Other Certifications

Check the appropriate box indicating for which program your firm is currently certified. If you are already certified as a DBE, indicate in the appropriate box the name of the certifying agency that has previously certified your firm, and also indicate whether your firm has undergone an onsite visit. If your firm has already undergone an onsite visit/review, indicate the most recent date of that review and the state UCP that conducted the review.

NOTE: If your firm is currently certified under the SBA's 8(a) and/or SDB programs, you may not have to complete this application. You should contact your state UCP to find out about a streamlined application process for firms that are already certified under the 8(a) and SDB programs.

B. Prior/Other Applications and Privileges

Indicate whether your firm or any of the persons listed has ever withdrawn an application for a DBE program or an SBA 8(a) or SDB program, or whether any have ever been denied certification, decertified, debarred, suspended, or had bidding privileges denied or restricted by any state or local agency or Federal entity. If your answer is yes, indicate the date of such action, identify the name of the agency, and explain fully the nature of the action in the space provided.

Section 2: GENERAL INFORMATION

1. Contact Information

- (A) State the name and title of the person who will serve as your firm's primary contact under this application.
- (B) State the legal name of your firm, as indicated in your firm's Articles of Incorporation.
- (C) Indicate the primary phone number of your firm.
- (D) Indicate a secondary phone number, if any.
- (E) Indicate your firm's fax number, if any.
- (F) Indicate your firm's or your contact person's email address.
- (G) Indicate your firm's website address, if any.
- (H) State the street address of your firm (i.e. the physical location of its offices -- not a post office box address).
- (I) State the mailing address of your firm, if it is different from your firm's street address.

2. Business Profile

- (1) In the box provided, briefly describe the primary business and professional activities in which your firm engages.
- (2) Give the Federal Tax ID number of your firm as provided on your firm's filed tax returns, if you have one. This could also be the Social Security number of the owner of your firm.
- (3) Give the date on which your firm was officially established, as stated in your firm's Articles of Incorporation.
- (4) Give the date on which you and/or each other owner took ownership of the firm.

- (5) Check the appropriate box that describes the manner in which you and each other owner acquired ownership of your firm. If you checked "Other," explain in the space provided.
- (7) Check the appropriate box that indicates whether your firm is "for profit."

NOTE: If you checked "No," then you do NOT qualify for the DBE program and therefore do not need to complete the rest of this application. The DBE program requires all participating firms be for-profit enterprises.

- (8) Check the appropriate box that describes the legal form of ownership of your firm, as indicated in your firm's Articles of Incorporation. If you checked "Other," briefly explain in the space provided.
- (9) Check the appropriate box that indicates whether your firm has ever existed under different ownership, a different type of ownership, or a different name. If you checked "Yes," specify which and briefly explain the circumstances in the space provided.
- (10) Indicate in the spaces provided how many employees your firm has, specifying the number of employees who work on a full-time and part-time basis.
- (11) Specify the total gross receipts of your firm for each of the past three years, as declared in your firm's filed tax returns.

3. Relationships with Other Businesses

- (1) Check the appropriate box that indicates whether your firm is co-located at any of its business locations, or whether your firm shares a telephone number(s), a post office box, any office space, a yard, warehouse, other facilities, any equipment, or any office staff with any other business, organization, or entity of any kind. If you answered "Yes," then specify the name of the other firm(s) and briefly explain the nature of the shared facilities or other items in the space provided.
- (2) Check the appropriate box that indicates whether at present, or at any time in the past:
 - (a) your firm has been a subsidiary of any other firm;
 - (b) your firm consisted of a partnership in which one or more of the partners are other firms;
 - (c) your firm has owned any percentage of any other firm; and
 - (d) your firm has had any subsidiaries of its own.
- (3) Check the appropriate box that indicates whether any other firm has ever had an ownership interest in your firm.
- (4) If you answered "Yes" to any of the questions in (2)(a)-(d) or (3), identify the name, address and type of business for each.

4. Immediate Family Member Businesses

Check the appropriate box that indicates whether any of your immediate family members own or manage another company. An "immediate family member" is any person

who is your father, mother, husband, wife, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, mother-in-law, or father-in-law. If you answered "Yes," provide the name of each relative, your relationship to them, the name of the company they own or manage, the type of business, and whether they own or manage the company.

Section 3: OWNERSHIP

Identify all individuals or holding companies with any ownership interest in your firm, providing the information requested below (if your firm has more than one owner, provide completed copies of this section for each additional owner):

A. Background Information

- (1) Give the name of the owner.
- (2) State his/her title or position within your firm.
- (3) Give his/her home phone number.
- (4) State his/her home (street) address.
- (5) Check the appropriate box that indicates this owner's gender.
- (6) Check the appropriate box that indicates this owner's ethnicity (check all that apply). If you checked "Other," specify this owner's ethnic group/identity not otherwise listed.
- (7) Check the appropriate box to indicate whether this owner is a U.S. citizen.
- (8) If this owner is not a U.S. citizen, check the appropriate box that indicates whether this owner is a lawfully admitted permanent resident. If this owner is neither a U.S. citizen nor a lawfully admitted permanent resident of the U.S., then this owner is NOT eligible for certification as a DBE owner. This, however, does not necessarily disqualify your firm altogether from the DBE program if another owner is a U.S. citizen or lawfully admitted permanent resident and meets the program's other qualifying requirements.

B. Ownership Interest

- (1) State the number of years during which this owner has been an owner of your firm.
- (2) Indicate the dollar value of this owner's initial investment to acquire an ownership interest in your firm, broken down by cash, real estate, equipment, and/or other investment.
- (3) State the percentage of total ownership control of your firm that this owner possesses.
- (4) State the familial relationship of this owner to each other owner of your firm.
- (5) Indicate the number, percentage of the total, class, date acquired, and method by which this owner acquired his/her shares of stock in your firm.
- (6) Check the appropriate box that indicates whether this owner performs a management or supervisory function for any other business. If you checked "Yes," state the name of the other business and this owner's title or function held in that business.
- (7) Check the appropriate box that indicates whether this owner owns or works for any other firm(s) that has any relationship with your firm. If you checked "Yes," identify the name of the other business and this owner's title or function held in that business. Briefly describe the nature of the business relationship in the space provided.

C. Disadvantaged Status

NOTE: You only need to complete this section for each owner that is applying for DBE qualification (i.e. for each owner who is claiming to be "socially and economically disadvantaged" and whose ownership interest is to be counted toward the control and 51% ownership requirements of the DBE program)

- (1) Indicate in the space provided the total Personal Net Worth (PNW) of each owner who is applying for DBE qualification. Use the PNW calculator form at the end of this application to compute each owner's PNW.
- (2) Check the appropriate box that indicates whether any trust has ever been created for the benefit of this disadvantaged owner. If you answered "Yes," briefly explain the nature, history, purpose, and current value of the trust(s).

Section 4: CONTROL

A. Identify your firm's Officers and Board of Directors:

- (1) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each officer of your firm.
- (2) In the space provided, state the name, title, date of appointment, ethnicity, and gender of each individual serving on your firm's Board of Directors.
- (3) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above perform a management or supervisory function for any other business. If you answered "Yes," identify each person by name, his/her title, the name of the other business in which s/he is involved, and his/her function performed in that other business.
- (4) Check the appropriate box that indicates whether any of your firm's officers and/or directors listed above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the officer or director, and the nature of his/her business relationship with that other firm.

B. Identify your firm's management personnel (by name, title, ethnicity, and gender) who control your firm in the following areas:

- (1) Making of financial decisions on your firm's behalf, including the acquisition of lines of credit, surety bonds, supplies, etc.;
- (2) Estimating and bidding, including calculation of cost estimates, bid preparation and submission;
- (3) Negotiating and contract execution, including participation in any of your firm's negotiations and executing contracts on your firm's behalf;
- (4) Hiring and/or firing of management personnel, including interviewing and conducting performance evaluations;
- (5) Field/Production operations supervision, including site supervision, scheduling, project management services, etc.;
- (6) Office management;
- (7) Marketing and sales;
- (8) Purchasing of major equipment;
- (9) Signing company checks (for any purpose); and
- (10) Conducting any other financial transactions on your firm's behalf not otherwise listed.
- (11) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above perform a management or supervisory function for any other business. If you answered "Yes," identify each person

by name, his/her title, the name of the other business in which s/he is involved, and his/her function performed in that other business.

- (12) Check the appropriate box that indicates whether any of the persons listed in (1) through (10) above own or work for any other firm(s) that has a relationship with your firm. If you answered "Yes," identify the name of the firm, the name of the person, and the nature of his/her business relationship with that other firm.

C. Indicate your firm's inventory in the following categories:

A. Equipment

State the type, make and model, and current dollar value of each piece of equipment held and/or used by your firm. Indicate whether each piece is either owned or leased by your firm.

B. Vehicles

State the type, make and model, and current dollar value of each motor vehicle held and/or used by your firm. Indicate whether each vehicle is either owned or leased by your firm.

C. Office Space

State the street address of each office space held and/or used by your firm. Indicate whether your firm owns or leases the office space and the current dollar value of that property or its lease.

D. Storage Space

State the street address of each storage space held and/or used by your firm. Indicate whether your firm owns or leases the storage space and the current dollar value of that property or its lease.

D. Does your firm rely on any other firm for management functions or employee payroll?

Check the appropriate box that indicates whether your firm relies on any other firm for management functions or for employee payroll. If you answered "Yes," briefly explain the nature of that reliance and the extent to which the other firm carries out such functions.

E. Financial Information

(1) Banking Information

- (a) State the name of your firm's bank.
- (b) Give the main phone number of your firm's bank branch.
- (c) Give the address of your firm's bank branch.

(2) Bonding Information

- (a) State your firm's Binder Number.

- (b) State the name of your firm's bond agent and/or broker.
- (c) Give your agent's/broker's phone number.
- (d) Give your agent's/broker's address.
- (e) State your firm's bonding limits (in dollars), specifying both the Aggregate and Project Limits.

F. Identify all sources, amounts, and purposes of money loaned to your firm, including the names of persons or firms securing the loan, if other than the listed owner:

State the name and address of each source, the original dollar amount and the current balance of each loan, and the purpose for which each loan was made to your firm.

G. List all contributions or transfers of assets to/from your firm and to/from any of its owners over the past two years:

Indicate in the spaces provided, the type of contribution or asset that was transferred, its current dollar value, the person or firm from whom it was transferred, the person or firm to whom it was transferred, the relationship between the two persons and/or firms, and the date of the transfer.

H. List current licenses/permits held by any owner or employee of your firm.

List the name of each person in your firm who holds a professional license or permit, the type of permit or license, the expiration date of the permit or license, and the license/permit number and issuing State of the license or permit.

I. List the three largest contracts completed by your firm in the past three years, if any.

List the name of each owner or contractor for each contract, the name and location of the projects under each contract, the type of work performed on each contract, and the dollar value of each contract.

J. List the three largest active jobs on which your firm is currently working.

For each active job listed, state the name of the prime contractor and the project number, the location, the type of work performed, the project start date, the anticipated completion date, and the dollar value of the contract.

1. AFFIDAVIT & SIGNATURE

CAREFULLY READ THE ATTACHED AFFIDAVIT IN ITS ENTIRETY. FILL IN THE REQUIRED INFORMATION FOR EACH BLANK SPACE, AND SIGN AND DATE THE AFFIDAVIT IN THE PRESENCE OF A NOTARY PUBLIC, WHO MUST THEN NOTARIZE THE FORM.

**DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
49 C.F.R. PART 26**

UNIFORM CERTIFICATION APPLICATION

ROADMAP FOR APPLICANTS

1. Should I apply?

- Is your firm at least 51%-owned by a socially and economically disadvantaged individual(s) who also controls the firm?
- Is the disadvantaged owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?
- Is your firm a small business that meets the Small Business Administration's (SBA's) size standard and does not exceed \$17.42 million in gross annual receipts?
- Is your firm organized as a for-profit business?

⇒ If you answered "Yes" to all of the questions above, you may be eligible to participate in the U.S. DOT DBE program.

2. Is there an easier way to apply?

If you are currently certified by the SBA as an 8(a) and/or SDB firm, you may be eligible for a streamlined certification application process. Under this process, the certifying agency to which you are applying will accept your current SBA application package in lieu of requiring you to fill out and submit this form. **NOTE: You must still meet the requirements for the DBE program, including undergoing an on-site review.**

3. Be sure to attach all of the required documents listed in the Documents Check List with your completed application.

4. Where can I find more information?

- U.S. DOT – <http://osdbuweb.dot.gov/business/dbe/index.html> (this site provides useful links to the rules and regulations governing the DBE program, questions and answers, and other pertinent information)
- SBA – <http://www.ntis.gov/naics> (provides a listing of NAICS codes) and <http://www.sba.gov/size/indextableofsize.html> (provides a listing of SIC codes)
- 49 CFR Part 26 (the rules and regulations governing the DBE program)

Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1999, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

Section 1: CERTIFICATION INFORMATION

A. Prior/Other Certifications

Is your firm currently certified for any of the following programs? <i>(If Yes, check appropriate box(es))</i>	<input type="checkbox"/> DBE	Name of certifying agency:
		Has your firm's state UCP conducted an on-site visit? <input type="checkbox"/> Yes, on ___/___/___ State: _____ <input type="checkbox"/> No
	<input type="checkbox"/> 8(a) <input type="checkbox"/> SDB	⊗ STOP! If you checked either the 8(a) or SDB box, you <u>may not</u> have to complete this application. Ask your state UCP about the streamlined application process under the SBA-DOT MOU.

B. Prior/Other Applications and Privileges

Has your firm (under any name) or any of its owners, Board of Directors, officers or management personnel, ever withdrawn an application for any of the programs listed above, or ever been denied certification, decertified, or debarred or suspended or otherwise had bidding privileges denied or restricted by any state or local agency, or Federal entity? <input type="checkbox"/> Yes, on ___/___/___ <input type="checkbox"/> No If Yes, identify State and name of state, local, or Federal agency and explain the nature of the action:

Section 2: GENERAL INFORMATION

A. Contact Information

(1) Contact person and Title:	(2) Legal name of firm:		
(3) Phone #:	(4) Other Phone #:	(5) Fax #:	
(6) E-mail:	(7) Website <i>(if have one)</i> :		
(8) Street address of firm <i>(No P.O. Box)</i> :	City:	County/Parish:	State: Zip:
(9) Mailing address of firm <i>(if different)</i> :	City:	County/Parish:	State: Zip:

B. Business Profile

(1) Describe the primary activities of your firm:	(2) Federal Tax ID (if any):
(3) This firm was established on ___/___/___	(4) I/We have owned this firm since: ___/___/___
(5) Method of acquisition <i>(check all that apply)</i> : <input type="checkbox"/> Started new business <input type="checkbox"/> Bought existing business <input type="checkbox"/> Inherited business <input type="checkbox"/> Secured concession <input type="checkbox"/> Merger or consolidation <input type="checkbox"/> Other <i>(explain)</i> _____	
(6) Is your firm "for profit"? <input type="checkbox"/> Yes <input type="checkbox"/> No	⊗ STOP! If your firm is NOT for-profit, then you do NOT qualify for this program and do NOT need to fill out this application.

(7) Type of firm (check all that apply):

- Sole Proprietorship
- Partnership
- Corporation
- Limited Liability Partnership
- Limited Liability Corporation
- Joint Venture
- Other, Describe: _____

(8) Has your firm ever existed under different ownership, a different type of ownership, or a different name?
 Yes No
 If Yes, explain: _____

(9) Number of employees: Full-time _____ Part-time _____ Total _____

(10) Specify the gross receipts of the firm for the last 3 years: Year _____ Total receipts \$ _____
 Year _____ Total receipts \$ _____
 Year _____ Total receipts \$ _____

C. Relationships with Other Businesses

(1) Is your firm co-located at any of its business locations, or does it share a telephone number, P.O. Box, office space, yard, warehouse, facilities, equipment, or office staff, with any other business, organization, or entity?
 Yes No

If Yes, identify: Other Firm's name: _____
 Explain nature of shared facilities: _____

(2) At present, or at any time in the past, has your firm:	(a) been a subsidiary of any other firm? _____	___ Yes ___ No
	(b) consisted of a partnership in which one or more of the partners are other firms? _____	___ Yes ___ No
	(c) owned any percentage of any other firm? _____	___ Yes ___ No
	(d) had any subsidiaries? _____	___ Yes ___ No

(3) Has any other firm had an ownership interest in your firm at present or at any time in the past? ___ Yes ___ No

(4) If you answered "Yes" to any of the questions in (2)(a)-(d) and/or (3), identify the following for each (attach extra sheets, if needed):

	<u>Name</u>	<u>Address</u>	<u>Type of Business</u>
1.			
2.			
3.			

D. Immediate Family Member Businesses

Do any of your immediate family members own or manage another company? ___ Yes ___ No

If Yes, then list (attach extra sheets, if needed):

	<u>Name</u>	<u>Relationship</u>	<u>Company</u>	<u>Type of Business</u>	<u>Own or Manage?</u>
1.					
2.					

Section 3: OWNERSHIP

Identify all individuals or holding companies with any ownership interest in your firm, providing the information requested below *(If more than one owner, attach separate sheets for each additional owner):*

A. Background Information

(1) Name:	(2) Title:	(3) Home Phone #:
(4) Home Address <i>(street and number)</i> : _____ City: _____ State: _____ Zip: _____		
(5) Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	(6) Ethnic group membership <i>(Check all that apply)</i> :	
(7) U.S. Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Asian Pacific <input type="checkbox"/> Subcontinent Asian <input type="checkbox"/> Other <i>(specify)</i> _____	
(8) Lawfully Admitted Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No		

B. Ownership Interest

(1) Number of years as owner:	(2) Initial investment to acquire ownership interest in firm: <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="text-align: center;"><u>Type</u></td> <td style="text-align: center;"><u>Dollar Value</u></td> </tr> <tr> <td>Cash</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Real Estate</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$</td> </tr> </table>	<u>Type</u>	<u>Dollar Value</u>	Cash	\$	Real Estate	\$	Equipment	\$	Other	\$
<u>Type</u>		<u>Dollar Value</u>									
Cash		\$									
Real Estate	\$										
Equipment	\$										
Other	\$										
(3) Percentage owned:											
(4) Familial relationship to other owners:											
(5) Shares of Stock:											
<u>Number</u>	<u>Percentage</u>										
<u>Class</u>	<u>Date acquired</u>										
<u>Method Acquired</u>											
(6) Does this owner perform a management or supervisory function for any other business? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify: Name of Business: _____ Function/Title: _____											
(7) Does this owner own or work for any other firm(s) that has a relationship with this firm <i>(e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify: Name of Business: _____ Function/Title: _____ Nature of Business Relationship: _____											

C. Disadvantaged Status – NOTE: Complete this section only for each owner applying for DBE qualification (i.e. for each owner claiming to be socially and economically disadvantaged)

(1) What is the Personal Net Worth (PNW) of the owner(s) applying for DBE qualification? <i>(Use and attach the Personal Financial Statement form at the end of this application; attach additional sheets if more than one owner is applying)</i>
(2) Has any trust been created for the benefit of this disadvantaged owner(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, explain <i>(attach additional sheets if needed)</i> :

Section 4: CONTROL

A. Identify your firm's Officers & Board of Directors (If additional space is required, attach a separate sheet):

	Name	Title	Date Appointed	Ethnicity	Gender
(1) Officers of the Company	(a)				
	(b)				
	(c)				
	(d)				
	(e)				
(2) Board of Directors	(a)				
	(b)				
	(c)				
	(d)				
	(e)				

(3) Do any of the persons listed in (1) and/or (2) above perform a management or supervisory function for any other business? Yes No

If Yes, identify for each: Person: _____ Title: _____
 Business: _____ Function: _____

(4) Do any of the persons listed (1) and/or (2) above own or work for any other firm(s) that has a relationship with this firm (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)? Yes No

If Yes, identify for each: Firm Name: _____ Person: _____
 Nature of Business Relationship: _____

B. Identify your firm's management personnel who control your firm in the following areas (If more than two persons, attach a separate sheet):

	Name	Title	Ethnicity	Gender
(1) Financial Decisions <i>(responsibility for acquisition of lines of credit, surety bonding, supplies, etc.)</i>	a.			
	b.			
(2) Estimating and bidding	a.			
	b.			
(3) Negotiating and Contract Execution	a.			
	b.			
(4) Hiring/firing of management personnel	a.			
	b.			
(5) Field/Production Operations Supervisor	a.			
	b.			
(6) Office management	a.			
	b.			
(7) Marketing/Sales	a.			
	b.			
(8) Purchasing of major equipment	a.			
	b.			
(9) Authorized to Sign Company Checks (for any purpose)	a.			
	b.			
(10) Authorized to make Financial Transactions	a.			
	b.			

(11) Do any of the persons listed in (1) through (10) above perform a management or supervisory function for any other business? Yes No
 If Yes, identify for each: Person: _____ Title: _____
 Business: _____ Function: _____

(12) Do any of the persons listed in (1) through (10) above own or work for any other firm(s) that has a relationship with this firm (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.)?
 Yes No

If Yes, identify for each: Firm Name: _____ Person: _____
 Nature of Business Relationship: _____

C. Indicate your firm's inventory in the following categories (attach additional sheets if needed):

(1) Equipment

Type of Equipment	Make/Model	Current Value	Owned or Leased?
(a)			
(b)			
(c)			

(2) Vehicles

Type of Vehicle	Make/Model	Current Value	Owned or Leased?
(a)			
(b)			
(c)			

(3) Office Space

Street Address	Owned or Leased?	Current Value of Property or Lease
(a)		
(b)		

(4) Storage Space

Street Address	Owned or Leased?	Current Value of Property or Lease
(a)		
(b)		

D. Does your firm rely on any other firm for management functions or employee payroll? Yes No

If Yes, explain: _____

E. Financial Information

(1) Banking Information:
 (a) Name of bank: _____ (b) Phone No: () _____
 (c) Address of bank: _____ City: _____ State: _____ Zip: _____

(2) **Bonding Information:** If you have bonding capacity, identify: (a) Binder No: _____
 (b) Name of agent/broker _____ (c) Phone No: () _____
 (d) Address of agent/broker: _____ City: _____ State: _____ Zip: _____
 (e) Bonding limit: Aggregate limit \$ _____ Project limit \$ _____

F. Identify all sources, amounts, and purposes of money loaned to your firm, including the names of any persons or firms securing the loan, if other than the listed owner:

Name of Source	Address of Source	Name of Person Securing the Loan	Original Amount	Current Balance	Purpose of Loan
1.					
2.					
3.					

G. List all contributions or transfers of assets to/from your firm and to/from any of its owners over the past two years (attach additional sheets if needed):

Contribution/Asset	Dollar Value	From Whom Transferred	To Whom Transferred	Relationship	Date of Transfer
1.					
2.					
3.					

H. List current licenses/permits held by any owner and/or employee of your firm (e.g. contractor, engineer, architect, etc.) (attach additional sheets if needed):

Name of License/Permit Holder	Type of License/Permit	Expiration Date	License Number and State
1.			
2.			
3.			

I. List the three largest contracts completed by your firm in the past three years, if any:

Name of Owner/Contractor	Name/Location of Project	Type of Work Performed	Dollar Value of Contract
1.			
2.			
3.			

J. List the three largest active jobs on which your firm is currently working:

Name of Prime Contractor and Project Number	Location of Project	Type of Work	Project Start Date	Anticipated Completion Date	Dollar Value of Contract
1.					
2.					
3.					

AFFIDAVIT OF CERTIFICATION

This form must be signed and notarized for each owner upon which disadvantaged status is relied.

A MATERIAL OR FALSE STATEMENT OR OMISSION MADE IN CONNECTION WITH THIS APPLICATION IS SUFFICIENT CAUSE FOR DENIAL OF CERTIFICATION, REVOCATION OF A PRIOR APPROVAL, INITIATION OF SUSPENSION OR DEBARMENT PROCEEDINGS, AND MAY SUBJECT THE PERSON AND/OR ENTITY MAKING THE FALSE STATEMENT TO ANY AND ALL CIVIL AND CRIMINAL PENALTIES AVAILABLE PURSUANT TO APPLICABLE FEDERAL AND STATE LAW.

I _____ (full name printed), swear or affirm under penalty of law that I am _____ (title) of applicant firm _____ (firm name) and that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliations thereof.

I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application, and the named firm’s bonding companies, banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm’s eligibility.

I agree to submit to government audit, examination and review of books, records, documents and files, in whatever form they exist, of the named firm and its affiliates, inspection of its places(s) of business and equipment, and to permit interviews of its principals, agents, and employees. I understand that refusal to permit such inquiries shall be grounds for denial of certification.

If awarded a contract or subcontract, I agree to promptly and directly provide the prime contractor, if any, and the Department, recipient agency, or federal funding agency on an ongoing basis, current, complete and accurate information regarding (1) work performed on the project; (2) payments; and (3) proposed changes, if any, to the foregoing arrangements.

I agree to provide written notice to the recipient agency or Unified Certification Program (UCP) of any material change in the information contained in the original application within 30 calendar days of such change (e.g., ownership, address, telephone number, etc.).

I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and debarment; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

I certify that I am a socially and economically disadvantaged individual who is an owner of the above-referenced firm seeking certification as a Disadvantaged Business Enterprise (DBE). In support of my application, I certify that I am a member of one or more of the following groups, and that I have held myself out as a member of the group(s) (circle all that apply):

Female Black American Hispanic American Native American

Asian- Pacific American Subcontinent Asian American

Other (specify) _____.

GUIDANCE FOR MARRIED APPLICANTS **OWNERSHIP INTEREST ACQUIRED THROUGH THE USE OF** **COMMUNITY PROPERTY**

A married applicant whose spouse does not qualify to participate in the certification program must provide proof that their 51% or greater ownership interest in the business cannot be revoked or challenged. An applicant can meet this requirement in the following ways:

- Providing proof that the assets/resources used to acquire ownership were the sole and separate property of the applicant
- The marital assets/resources used are not subject to community property law
- Providing an irrevocable legal document that renounces the spouse's community property interest in the business.

Applicants may wish to seek legal advice in meeting this requirement. To determine the level of proof that should be submitted with your application for certification, please answer the following questions:

1. Were marital assets (community property) used to obtain ownership interest in this business? YES
NO
2. If you responded "yes" to question #1, were the marital assets acquired while a resident of a community property state? YES NO
3. Is your spouse a member of an ethnic or gender group that qualifies for this program?
YES NO
4. Is there a pre-nuptial agreement between you and your spouse? YES NO
(Please provide if applicable)
5. Was your separate property used to obtain ownership interest in this business?
YES NO

If you responded "yes" to questions #1 and #2, and "no" to #3, #4, and #5, please provide an irrevocable document that proves that your 51% ownership interest would not be affected by any applicable community property law. The statement must be a legal document that includes the following:

1. Each party's full name and address
2. The intent of the agreement
3. The amount/kind of property involved in the renouncement
4. Current ownership status of property involved
5. Designation of specific property to be transferred and **irrevocably** renounced from community to separate property
6. Effective date of the renouncement
7. The notarized signature of both parties

If you responded "yes" to questions #5, please provide clear and convincing evidence that the resources used to gain ownership were, and will remain, your sole and separate property.

Instructions on how to complete the Personal Financial Statement (SBA Form 413) for the Unified Certification Program

Fill out all the line items to the best of your ability. Be sure to include the DATE in the upper right corner of the first page. Include all of your and, if applicable, your combined assets and liabilities; including those of your spouse, unless subject to pre or post nuptial agreement.

1. ASSETS

- a. **Cash-on-Hand & Banks:** Enter the total amount of cash-on-hand in your checking accounts.
- b. **Savings Accounts:** Enter the total cash in all savings accounts.
- c. **IRA or Other Retirement Accounts:** Enter the total value of all IRAs and other retirement accounts, including any Deferred Compensation and Pension Plans. You may be requested to provide copies of the most recent statements to substantiate the amount listed.
- d. **Accounts & Notes Receivable:** Enter the total value of all monies owed to you personally, if any. This should include shareholder loans owed to you by the applicant firm.
- e. **Life Insurance:** Enter the total cash surrender value of any life insurance policies. (Description is required in Section 8.)
- f. **Stocks and Bonds:** Enter the total current market value of your stocks/bonds. (A listing and description is required in Section 3.)
- g. **Real Estate:** Enter the total current fair market value total of all real estate owned. Be sure to include and identify which is your primary residence. (A listing and description is required in Section 4.)
- h. **Automobile:** Enter the total current fair market value of all automobiles owned.
- i. **Other Personal Property:** Enter the total current fair market value of all other personal property owned but not included in the previous sections. (i.e., household goods, collectibles, clothing and jewelry, etc.; or you may use 50% of insured contents from homeowners insurance policy)
- j. **Other Assets:** Enter the total current fair market value of other assets owned. Other assets include: vehicles, boats, trailers, etc., and other property not included in the previous sections. Exclude business seeking certification; however, include value of all other businesses owned in whole or in part. Also, include value/description of all real property, stocks, bonds, etc., held by trusts. (Itemize Other Assets in Section 5.)

2. LIABILITIES

- a. **Accounts Payable:** Enter the total value of all unpaid accounts payable that are your responsibility (i.e. gas, electric, telephone bills, etc.).
- b. **Notes Payable to Banks and Others:** Enter the total amount due on all notes payable to banks and others, paid on an installment basis. Please be sure to indicate the total monthly payment in the space provided. This should include the amount of any loans from the applicant firm. This should not, however, include any mortgage balances. (Description is required in Section 2.)
- c. **Loans on Life Insurance:** Enter the total value of all loans due on life insurance policies. (Description is required in Section 8.)
- d. **Mortgages on Real Estate:** Enter the total value due on all mortgage(s) payable on real estate. (Listing is required in Section 4.)
- e. **Unpaid Taxes:** Enter the total amount of all taxes that are currently due, but are unpaid. Contingent tax liabilities or anticipated taxes for current year should not be included. (Description is required in Section 6.)
- f. **Other Liabilities:** Enter the total value on all other liabilities not classified in the previous sections. (Description is required in Section 7.)

3. SECTION 1.

a. SOURCE OF INCOME

- i. **Salary:** Enter the amount of your total annual salary. This includes any salary from the applicant firm and, if applicable, any salary from outside employment.
- ii. **Net Investment Income:** Enter the total amount of all investment income. (i.e., dividends, interest, etc.)
- iii. **Real Estate Income:** Enter the total amount of all real estate income received from the sale, rental, lease, etc. of real estate held.
- iv. **Other Income:** Enter the total amount of all other income received. (i.e., alimony, Social Security, pension, etc.) Please be sure to describe the source of the other income in the space provided below Section 1.

b. CONTINGENT LIABILITIES

- i. **As Endorser or Co-Maker:** Enter the total potential liabilities due as a result of being co-signer for a loan or other commitments.
- ii. **Legal Claims and Judgments:** Enter the potential liabilities due as a result of legal claims from judgments, lawsuits, etc.
- iii. **Provisions for Federal Income Tax:** Enter the total amount of all federal taxes for which you are potentially liable due to an anticipated gain on the pending sale of an asset or other circumstances, such as pending disputes or litigation which could possibly result in a personal tax liability.
- iv. **Other Special Debt:** Enter the total amount due on all remaining potential debts not accounted for.

MAKE SURE YOU AND YOUR SPOUSE, (if applicable), SIGN AND DATE THE PERSONAL FINANCIAL STATEMENT.



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name Business Phone

Residence Address Residence Phone

City, State, & Zip Code

Business Name of Applicant

ASSETS (Omit Cents)	LIABILITIES (Omit Cents)
Cash on hand & in Banks.....\$ _____	Accounts Payable.....\$ _____
Savings Accounts.....\$ _____	Notes Payable to Banks and Others.....\$ _____ (Describe in Section 2)
IRA or Other Retirement Account.....\$ _____	Installment Account (Auto).....\$ _____ Mo. Payments \$ _____
Accounts & Notes Receivable.....\$ _____	Installment Account (Other).....\$ _____ Mo. Payments \$ _____
Life Insurance-Cash Surrender Value Only.....\$ _____ (Complete Section 8)	Loan on Life Insurance.....\$ _____
Stocks and Bonds.....\$ _____ (Describe in Section 3)	Mortgages on Real Estate.....\$ _____ (Describe in Section 4)
Real Estate.....\$ _____ (Describe in Section 4)	Unpaid Taxes.....\$ _____ (Describe in Section 6)
Automobile-Present Value.....\$ _____	Other Liabilities.....\$ _____ (Describe in Section 7)
Other Personal Property.....\$ _____ (Describe in Section 5)	Total Liabilities.....\$ _____
Other Assets.....\$ _____ (Describe in Section 5)	Net Worth\$ _____
Total\$ _____	Total\$ _____

Section 1. Source of Income	Contingent Liabilities
Salary.....\$ _____	As Endorser or Co-Maker.....\$ _____
Net Investment Income.....\$ _____	Legal Claims & Judgments.....\$ _____
Real Estate Income.....\$ _____	Provision for Federal Income Tax.....\$ _____
Other Income (Describe below)*.....\$ _____	Other Special Debt.....\$ _____

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned.	(List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)		
	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets.	(Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes.	(Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities.	(Describe in detail.)

Section 8. Life Insurance Held.	(Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

**CITY OF PHOENIX SBE CERTIFICATION
and/or
ARIZONA UNIFIED DBE CERTIFICATION**

Personal Financial Statement Affidavit

By my signature I recognize and accept the attached Personal Financial Statement governing the consideration of this application and/or the continuation of my firm's certified status.

Printed name of Owner: _____

Owner's Signature: _____

NOTARY PUBLIC:

State of _____)
)
County of _____)

On this _____ day of _____, 20____, before me personally appeared _____ (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed the above/attached document.

(seal)

Notary Public