



Annual Update Instructions & Required Documents

*For firms certified with City certifications (EBE/MEBE/SBE/SBEC) and/or ACDBE/DBE with their principle place of business/Jurisdiction of Certification (JOC) in Colorado.

*If you are an Interstate Certified Firm, please reference the Interstate Instructions.

Once you are certified, your certifications will not expire. However you must submit an Annual Update and/or a 3-Year Review, within 60 days of your certification anniversary date*.

- If it has been 1 or 2 years since your original certification or prior 3-Year Review you will submit and Annual Update.
- If it has been 3-years since your original certification or prior three-year review, reference the 3-Year Review Instructions.

** If you are not sure when your application is due, or which application to submit, reference your most recent certification approval letter.*

*NOTE: If you have started an application but not submitted it, the system will continue to send notifications.

If there are any changes to your firm's ownership, structure, control or any other circumstances which might affect your eligibility, you must inform DSBO within 30 days, by submitting a Material Change Application.

All applications must be completed and submitted through the [Small Business Certification and Contract Management System](#).

*There is a non-refundable \$50 processing fee if certified in one or more of the City's certification programs.

Failure to submit the Annual Update and required documentation may result in revocation of your certification(s) and removal of your firm from the online directory.

FOR ANY QUESTIONS: Contact the DSBO certification team at (720) 913-1714 or certificationinfo@denvergov.org.



TO SUBMIT AN ANNUAL UPDATE:

- Login to the [Small Business Certification and Contract Management System](#) (B2G).
 - If you don't know your username or password, select "Forgot Username / Account Lookup," or "Forgot Password." If you have any problems logging in, please click the Customer Support button (located at the top right of the screen) for assistance.
- Once logged in, under key actions select the "Renew/Apply for Certification," located on the top right of your screen.
- Select "Your firm is currently certified by the City and County of Denver", at the bottom of the screen. Select the appropriate choice for your firm's current certifications.
 - You would like to submit an Annual Update
 - Your firm is **ONLY** ACDBE/DBE certified
 - Your firm is **ONLY** EBE/MWBE/SBE/SBEC certified
 - Your firm is **BOTH** ACDBE/DBE **and** EBE/MWBE/SBE/SBEC certified
 - From the drop down of the appropriate certifications select Submit Annual Update.
- NOTE: You will have an option to copy over all the information from your previous application. **Verify** all information to make sure that it is correct and up to date before submitting.

MANDATORY DOCUMENTS FOR ANNUAL UPDATES:

- Signed** [Declaration of Eligibility](#) and affidavit for each owner necessary for certification (MWBE/DBE)
- Signed** [Denver Annual Affidavit](#) (EBE/MWBE/SBE/SBEC)
- Past year's Federal Income Tax Return for certified firm and any affiliate businesses & joint ventures.
**Need ALL pages and schedules.*
***Include password in notes section if password protected*

****If you have not yet filed the previous year's taxes, submit the IRS extension and a P&L showing the years gross receipts*