



## New Certification Application Instructions

To expedite the efficient handling of your application, please read all of these instructions before you begin the [online application](#).

**GATHER ALL THE REQUIRED DOCUMENTS AND ASK QUESTIONS BEFORE STARTING THE APPLICATION:** Contact the DSBO certification team at (720) 913-1714 or [certificationinfo@denvergov.org](mailto:certificationinfo@denvergov.org).

**REGISTER AND CREATE A VENDOR PROFILE ON THE [Small Business Certification and Contract Management System](#) (B2G):**

- **NOTE:** If you are certified with another agency or B2G client, you may already have a vendor profile. You will need to login with those credentials on the City's [certification website](#).
- **NOTE:** Company information included in your vendor profile is auto-generated from your application. Please enter your information how you would like it to appear, type in upper- and lower-case letters, and be as thorough as possible. Make sure to use your LEGAL business name.
- DSBO recommends using the Google Chrome web browser on Macs or PCs with the popup blockers turned off.
- If you are not the owner, register using the majority owner's information. The owner's complete e-mail address will be automatically assigned as the User ID for the application.
- **Save your user ID and password, it will be needed to return to your application and once certification is granted to access your profile and certification letter(s).**
- Only the user that created the application will be able to access and complete the application in the future.
- The application will open when registration is complete.

### START A NEW APPLICATION:

- After you have registered, select "Your firm is not currently certified by the City and County of Denver". *For users with an existing account: From your home page, select "Renew/Apply for Certification".*
- Follow the prompts to select your location and directed to the correct application.
- You will be asked to select which certification program(s) your firm is applying to:
  - Your firm is seeking EBE/SBE/MWBE/SBEC and ACDBE/DBE certification - Select if you are applying to **both** the City and County of Denver's certification programs (EBE/SBE/MWBE/SBEC) and the Federal U.S. Dept. of Transportation's (USDOT) Disadvantaged Business Enterprise (DBE) Program.
  - Your firm is seeking only EBE/SBE/MWBE/SBEC certification - Select if you are applying **only** to the City's certification program(s). These certifications are recognized by CCD including DEN for city funded projects.
  - Your firm is seeking only ACDBE/DBE certification - Select if you are applying **only** the federal ACDBE/DBE certification program. This certification is recognized by DEN, CCD, and all other USDOT funded projects in Colorado.
  - There is a non-refundable \$200 processing fee if applying for one or more of the City's certification programs.
- Answer all questions with a red asterisk to save the page and continue the application. You can save and return to the application as long as you do not submit it. However, you must submit it within 90 days or it will be purged from the system and you will have to start over.
- Upload all documents. If a document is not applicable, check the box under "Mark as Not Applicable" or upload a brief statement of why it does not apply/you do not have the document.
- When you complete the last page of the application the Summary View will automatically open to allow you to print it.
- A popup window will redirect you to our payment portal. Once you have completed the payment, you must go back into the system and submit the application. **ONLY SUBMIT** the application after you have reviewed it for accuracy.

\*ACDBE certification applications are processed by the [DEN Commerce Hub](#). If you have any questions about the ACDBE certification program or application, contact [DEN-ACDBE@flydenver.com](mailto:DEN-ACDBE@flydenver.com).



## Required Documents for New Certification Applications

All supporting documentation must be securely uploaded with your application through the [Small Business Certification and Contract Management System](#). **Do Not** send to DSBO via email. Failure to submit any documentation requested during the process may result in closure or denial of the application due to lack of cooperation.

*Note: The Division of Small Business Opportunity reserves the right to request additional documentation, if necessary, to determine the eligibility of your firm. If you have any questions regarding the required documents or the non-refundable processing fee, please contact [Certificationinfo@denvergov.org](mailto:Certificationinfo@denvergov.org).*

### MANDATORY DOCUMENTS - ALL APPLICANTS MUST PROVIDE THE FOLLOWING:

**\* For documents listed as 'mandatory,' you must provide the document OR a written statement detailing the reason(s) it is being omitted and/or not applicable to the applicant company.**

### ELIGIBILITY INFORMATION:

- Signed** Declaration of Eligibility for each owner necessary for certification (MWBE/DBE)
- Signed** SBE Only Affidavit (SBE/SBEC)
- Signed** Personal Net Worth Statement for each owner necessary for certification (all certifications)  
*\*You must first complete the web-based form before you can print the PNW statement to be signed.*  
*\*\*DSBO utilized the USDOT PNW form for all applications—you can find an example on the [USDOT site](#).*  
*\*\*\*For help on the PNW check out the [PNW Guide](#).*
- Proof of each eligible owner's U.S. citizenship or Legal Permanent Residence (i.e. birth certificate, U.S. passport, naturalization paperwork, Permanent Legal Residence Card (green card)).
- Proof that the applicant firm has been in business for at least six months prior to certification (all City certifications). For the MWBE, you must also submit proof of sustained business activity **in Colorado** in the six months prior to certification (i.e. Article of Organization filed with Colorado Secretary of State, contracts, bid responses, leases)
- Business registration with Colorado Secretary of State (if applying for any City certification)

### FINANCIAL INFORMATION:

- Financial Institution Authorization Form  
*\*You can download this form from the application*  
*\*\*Must be completed by the financial institution*
- Federal Income Tax Returns for applicant firm for previous 5 years  
*\*Need ALL pages and schedules.*  
*\*\*Include password in notes section if password protected*
- Federal Income Tax Returns for all affiliate businesses and joint ventures for previous 5 years.
- Personal Federal Income Tax Returns for previous 5 years for all owners necessary for certification.
- Firm's Financial Documents (i.e. year end balance sheets, income statements, profit and loss statements) for previous 5 years if unable to provide federal tax returns.



## **MANDATORY DOCUMENTS - CONTINUED:**

### **FOUNDATION, GOVERNANCE AND PERSONNEL INFORMATION:**

- Documented proof of contribution used to start the firm or acquire ownership for every owner (i.e. purchase agreement, loan or promissory notes, stock ledger, canceled check, list of start-up expenses, initial business account deposit).
- Schedule of salaries (or other remuneration) paid to all owners, officers, managers, directors, and/or key personnel.
- List of all employees, job titles, and dates of employments.
- Resumes of all owners, officers, managers, directors, and/or key personnel.
- Governing documents (i.e. Operating Agreement, Partnership Agreement, By-Laws, Shareholder Agreements, Meeting Minutes (depending on your firm's structure-see next page)

### **FOUNDATION AND GOVERNANCE DOCUMENTS BASED ON BUSINESS TYPE:**

#### **SOLE PROPRIETORSHIPS**

- Assumed Name or Trade Name Documents

#### **PARTNERSHIPS**

- Limited Partnership Certificate
- Partnership Agreement
- Buy-Out Rights Agreement
- Profit Sharing Agreement

#### **CORPORATIONS**

- Certificate of Incorporation
- Articles/Charter of Incorporation
- Current corporate bylaws with all amendments
- Minutes from shareholders' first organizational meeting
- Minutes from first meeting of board of directors
- Minutes from shareholders' meeting establishing current ownership
- Minutes from board of directors' meeting establishing current ownership
- Minutes from most recent meeting of shareholders
- Minutes from most recent meeting of board of directors
- Both sides of ALL stock certificates issued, including voided and/or cancelled
- Stock Transfer Ledger (Record of stock certificates issued and transferred)
- Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal
- Schedule of advances made to corporation by shareholders for the preceding three years



#### LIMITED LIABILITY COMPANY

- Certificate of Organization/Existence/Formation (for businesses in states that issue certificates)
- Articles of Organization or Articles of Formation and any amendments
- LLC Regulations, Operating Agreement and/or Member Agreement
- Membership Units
- Member List with Titles
- Schedule of Advances made to LLC by members for the preceding three years

#### EMPLOYEE STOCK OWNERSHIP PLAN (ESOP)

- Register of Employee Stock Options
- Articles of Association
- Trust Documents

#### REQUIRED DOCUMENTS-DEPENDING ON BUSINESS STRUCTURE AND APPLICABILITY:

*\*If a question does not apply to your firm, select NA in the application*

- Proof of registered Assumed Name, Trade Name, or DBA (from Colorado Secretary of State)
- Professional and business license(s) or certifications
- Documented proof of any transfers of assets to/from firm to/from any owner within past two years
- Debt instruments (i.e. loan agreements, note payables, promissory notes, surety agreements, security agreements)
- Description of all real estate owned/leased by the firm including any leases or ownership documents
- List of equipment and vehicles owned or leased by the firm
- Proof of other small business and/or minority owned business certifications held, including any denial of certification applications (i.e. SBA 8(a), DBE, MWBE, etc.)
- Trust Agreements
- Franchise Agreement (upload under additional supporting documentation)
- Affiliate/Subsidiary Agreements (upload under additional supporting documentation)
- Master Service Agreements (upload under additional supporting documentation)

*\*Additional documents will apply for trucking, suppliers and manufacturing companies*