

# DBE / ACDBE

## Supporting Documents Checklist

In order to complete your application, you **must** attach copies of all of the following **REQUIRED** documents

### **Required Documents for ALL Applicants**

- Résumés (that include places of employment with corresponding dates) for all owners, offices, & key personnel of the applicant firm
- Personal Net Worth Statement for each socially & economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm
- Personal Federal tax returns for the past 3 years, if applicable, for each disadvantaged owner
- Federal tax returns (and requests for extensions) filed by the firm and its affiliates with related schedules, for the past 3 years
- Documented proof of contributions used to acquire ownership for each owner (*e.g. both sides of cancelled checks*)
- Signed loan & security agreements, & bonding forms
- List of equipment and/or vehicles owned & leased including VIN numbers, copy of titles, proof of ownership, insurance cards for each vehicle
- Title(s), registration certificate(s), & U.S. DOT numbers for each truck owned or operated by your firm
- Licenses, license renewal forms, permits, & haul authority forms
- Descriptions of all real estate (including office/storage space, etc.) owned/leased by your firm & documented proof of ownership/signed leases
- Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years
- DBE/ACDBE & SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications, if applicable; & any U.S. DOT appeal decisions on these actions
- Bank authorization & signatory cards
- Schedule of salaries ( or other remuneration) paid to all officers, managers, owners, and/or directors of the firm
- List of all employees, job titles, & dates of employment
- Proof of warehouse/storage facility ownership or lease arrangements

### **Partnership or Joint Venture**

- Original & 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 & your firm's stock transfer ledger
- Shareholders' Agreement(s)
- Minutes of all stockholders & board of directors meetings
- Corporate by-laws & any amendments
- Corporate bank resolution & bank signature cards
- Official Certificate of Formation & Operating Agreement with any amendments (for LLCs)

### **Optional Documents to be Provided on Request**

- If requested to provide these documents, you must supply them with your application or at the on-site visit
- Proof of citizenship
- Insurance agreements for each truck owned or operated by your firm
- Audited financial statements (if available)
- Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm
- Trust agreements held by any owner claiming disadvantaged status
- Year-end balance sheets & income statements for the past 3 years (or life of firm, if less than three years)

### **Suppliers**

- List of product lines carried & list of distribution equipment owned and/or leased

Rev. 06/20