

CERTIFICATION APPLICATION INSTRUCTIONS

Question#18

Identify all sources of loans made to the firm, amount loaned, date loan is due, and unpaid balance. Attach copies of the promissory note(s) and any other related documents outlining terms and conditions of the loan(s).

Question #19

Provide information as requested. If the answer to 19(a) or 19(b) is yes, explain in Item 25 or attach a separate sheet.

Question #20

Provide information requested. If you answered yes to either questions, you must submit a copy of your certification. If you are an out of state firm you must submit a copy of your home state M/WBE certification.

Question #21

These documents are required by all firms and must be submitted with the application. Failure to submit this information may result in closure of your file. If any of the documents are not included in the certification package, please indicate the reason for the omission.

- 1) Make sure to include all documents.
- 2) Provide documents indicated.
- 3) Provide information as required. A letter from the bank must include the authorized signatories and the required number of signatures.
- 4) Resumes for each principal, owner, or partner should include all jobs and positions held in the past and to date, the general description of their duties, the dates of employment or ownership, and the name of the employing company.
- 5) Provide current duties within the firm.
- 6) Provide copies of rental, lease, and/or purchase agreements or receipts for equipment that are used in the pursuit of business or are used by the firm's principals or personnel as a business practice. Include itemized list of major equipment you own.
- 7) Provide copies of property rental, lease and/or purchase agreements and/or receipts which are used in the pursuit of business or are used by the firm's principals or personnel as a business practice.
- 8) Provide proof of majority owner(s) initial capitalization. Please indicate how he/she acquired assets to purchase controlling interest in the firm, as demonstrated by, but not limited to, inheritance, loans, experience, or savings. Provide supporting documentation.
- 9) Provide documents indicated.
- 10) Provide documents indicated.
- 11) Provide documents indicated.
- 12) Provide documents indicated.