



Minority, Women, and Small Business Enterprise CERTIFICATION APPLICATION

INSTRUCTIONS: Please complete this Certification Application in its entirety. If a question does not apply to your business, mark "N/A" in the space provided. If you do not have sufficient space to answer a question completely, attach additional sheets as necessary and reference the appropriate letter. Unanswered questions may be reason for denial. **FAX COPIES ARE NOT ACCEPTED.**

NOTE: The firm's location and the residence of the owner(s) must reside within the Local Market of Gadsden, Jefferson, Leon, or Wakulla counties.

A. Name of Business: _____
Owner of Business: _____
Primary Contact: _____
Business Street Address: _____ City /State/Zip: _____
Mailing Address (If Different): _____
Phone Number: _____ Fax: _____
E-Mail Address: _____ Web Site: _____

B. Check Appropriate MBE/WBE Status and indicate percentage amount:
[____%] African/Black American [____%] Native American Indian, American Aleut
[____%] Hispanic American [____%] Non-Minority Woman
[____%] Asian American

[____] Small Business Enterprise (SBE Applicant)

C. Are you a U S Citizen: Yes [] No []

D. Federal Tax I.D./EIN No. or Social Security No. of Owner: _____

E. Type of Business (Check one):
[] Sole Proprietorship [] Partnership [] Corporation [] Limited Liability Corporation
[] Limited Liability Partnership

Date Established and/or Incorporated: _____

F. Number of full-time employees: _____ Number of part-time employees: _____

Name of Business: _____

G. Identify specific products/services in your Business's area of expertise that you wish to certify:

H. Nature of Business:

- Wholesale Distribution Professional Services Goods & Services
 Manufacturer or Production Construction Related Retail Dealer
 Consultant (Please Specify) _____ Other _____

I. Has applicant or business been denied M/WBE or SBE (if applicable) certification within the past three years?

Yes No N/A

J. If "Yes", name the certification type, certifying agency, and circumstances resulting in denial:

K. List other agencies that have certified your business as an M/WBE or SBE (attach certificates) or where you currently have an application pending.

L. Number of Years in Business: _____

M. Ownership of Business:

Identify all partners, proprietors, and stockholders by name, sex, ethnic group, percentage of ownership and number of shares.

1)

| Name | Sex | Race/Ethnic Group | # of Shares Owned | % of Ownership | Date of Birth |
|------|-----|-------------------|-------------------|----------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |

2) If any owners are related, please specify relationship (Husband, Wife, Sister, Brother, etc.):

Number of shares of stock authorized: _____

Number of shares of stock issued: _____

Indicate status of any stock not accounted for above: _____

Name of Business: _____

- 3) Identify the Business's *current* Board of Directors as specified below. (If applicable)
Use an additional sheet of paper if necessary.

| Name | Ethnic Group | Title/Position | Length of Service |
|------|--------------|----------------|-------------------|
| | | | |
| | | | |
| | | | |

- 4) Identify each officer or owner of the Business (by title) and state his/her current employment by another Business, if any:

| Title | Name | Other Employer | Weekly Work Hours |
|----------------|------|----------------|-------------------|
| President | | | |
| Vice President | | | |
| Secretary | | | |
| Treasurer | | | |
| Other | | | |

N. Who controls management & daily operations of the business?

O. Business Office:

Does the Business own its offices? Yes No *(If no, please attach current lease)*

P. Control of Business:

1) **Financial Decisions**

| Name | Ethnic Group | Sex | Title |
|-------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

2) **Management/Operational Decisions**

| Name | Ethnic Group | Sex | Title |
|-------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

3) **Hiring & Firing of Personnel**

| Name | Ethnic Group | Sex | Title |
|-------|--------------|-------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Name of Business: _____

4) Identify those individuals (owners and non-owners) who carry out the following functions in the Business:

The Person(s) who signs the Payroll

(Name) (Title)

(Name) (Title)

The Person who signs the Application/Agreement for Security Bonds & Insurance

(Name) (Title)

(Name) (Title)

Q. Business Relationships:

| | <u>Name</u> | <u>Address</u> | <u>Limit</u> |
|---------------------|-------------|----------------|--------------|
| 1) Bonding Company: | _____ | _____ | _____ |

2) Bank(s): (List all banks and contact persons)

| <u>Bank</u> | <u>Contact Person</u> |
|-------------|-----------------------|
| _____ | _____ |
| _____ | _____ |

3) Sources of letters of credit, if any: _____

R. Specify the business' net income after federal income taxes, excluding any carryover losses, for the previous two years.

20 _____ \$ _____ 20 _____ \$ _____

If applying for Small Business Enterprise Certification (SBE), SBE Applicants must submit net income after federal taxes, excluding any carryover losses for the previous three years.

20 _____ \$ _____ 20 _____ \$ _____ 20 _____ \$ _____

S. What is the business' current net worth? \$ _____
(For a sole proprietorship, include both personal and business assets.)

T. Distributor/Supplier (Complete this question only if the business is a distributor or supplier)
Average dollar value of inventory: \$ _____

U. List the broad categories of inventory:

Major equipment owned or lease: _____

Please attach title(s) or lease agreement(s).

Name of Business: _____

V. Licenses required to conduct business: Attach copies of any required local, county, and state active business, occupational, or professional licenses and permits (i.e., contractor, PUC, A&E, HVAC, registration) for each license/permit.

| Name of Licensing Entity | Type of License | Date of Expiration | Name of Licensee/Qualifying Individual | Minority Status (If applicable) | % of Ownership |
|--------------------------|-----------------|--------------------|--|---------------------------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

W. Project References (SBE ONLY)

A signed letter of reference documenting Satisfactory Performance during the past twelve (12) months on a minimum of three (3) commercial and/or residential projects in the business area for which certification is being sought.

Name of Business: _____

PLEASE REVIEW THE APPLICATION AFFIDAVIT CAREFULLY IN WHICH YOU WILL ATTEST TO THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DOCUMENT.

AFFIDAVIT

The undersigned does hereby swear that the foregoing statements and attachments are true, accurate and include all information requested to completely identify and explain the ownership, control and operation of _____ (Name of Business) and that none of the information supplied was for the purpose of misrepresenting the matters stated.

It is recognized and acknowledged that the statements herein are being given under oath and any misrepresentation may be grounds for terminating any contract awarded in reliance hereon and may be grounds for disqualification of the business for other contracts. It is further recognized and acknowledged that M/WBE or SBE Certification with the City of Tallahassee and Leon County Government will automatically terminate by the sale, exchange, or transfer of ownership of the business by minority/women group members (if applicable). The undersigned further agrees to immediately report all sales, exchange or transfer of ownership to the City of Tallahassee-Leon County Office of Economic Vitality MWSBE Division.

It is further recognized and acknowledged that falsifying or misrepresenting any information or document furnished to the City of Tallahassee-Leon County Office of Economic Vitality MWSBE Division may result in the revocation or denial of MWBE or SBE (whichever is applicable) Certification of the above named minority/woman-owned business or Small Business and/or any other minority/woman-owned business or Small Business in which owner(s) have an interest. In addition, it may also result in the barring of any business in which such owner(s) have an interest from performing any contracting or procurement business with the City of Tallahassee/Leon County.

By submitting this application the above named business hereby agrees to furnish all documents/records and other information that at any time may be requested by the City of Tallahassee-Leon County Office of Economic Vitality MWSBE Division in order to review, investigate or to confirm the minority-owned, women-owned or small business owner(s) for Certification as a minority-owned, woman-owned, or small business enterprise. Any failure to comply with such a request shall be grounds for denial or revocation of Certification of the business.

I do solemnly declare and affirm under penalty of applicable state and federal laws of perjury that the statement furnished herein and the documents herewith are true and correct, and that I am authorized, on behalf of the above Business, to make this affidavit.

Signature of Business Owner

Title

On this ____ day of _____, 20____ before me appeared _____ to me personally known ____ or provided identification ____, who being duly sworn, did execute the foregoing affidavit, and did state that he/she was properly authorized by (Name of Business) _____ to execute the affidavit and did so as a free act and deed.

Notary Public

My Commission Expires

This application is not deemed complete until the above Affidavit has been signed and notarized.

Name of Business: _____

Checklist of Documents for Submittal

Copies of these documents are required only if they are applicable to your business operations. If any document descriptions do not apply to your business, write **N/A** for each category that does not apply. Be sure that you attach copies of all documents, which are applicable.

- ___ Proof of **minority status** for all owners (birth certificates, court records, tribal records, passports, naturalization, voter registration cards)
- ___ Proof of **residency** of all owners/directors (driver license, homestead exemption, voter registration)
- ___ Driver License
- ___ Detailed resumes of all principals and owners
- ___ Fictitious Name Registration
- ___ Professional License(s)
- ___ Occupational License, if your business location is in Gadsden, Jefferson, or Wakulla County **only**. Leon County and the City of Tallahassee have repealed their business tax certificate requirements for businesses operating in their jurisdictions.
- ___ Copy of bank signature card or letter from bank
- ___ **MWBE** Applicants must submit the last two years' Income Tax Returns and Schedule K-1 or Schedule C; or financial statements for the prior two years
- ___ **SBE** Applicants must submit the last three years' Income Tax Returns and Schedule K-1 or Schedule C; or financial statements for the prior three years
- ___ Detailed list of inventory available for resale to the public
- ___ All stock certificates issued, including cancelled certificates
- ___ Stock Ledger
- ___ Articles of Incorporation or Articles of Organization
- ___ Corporate Bylaws
- ___ Operating Agreement
- ___ Minutes of organizational meetings
- ___ Business Insurance Certificate
- ___ Current Lease Agreement or Proof of Ownership for Business Address
- ___ Business Development Support from Florida A&M University (Proof of receiving client assistance or proof of graduation of the Jim Moran's Small Business Executive Program
- ___ 3 Project References/Documentation (**SBE Applicants Only**)

Return Application to:

Tallahassee-Leon County Office of Economic Vitality
Minority, Women, and Small Business Enterprise Division
315 South Calhoun Street, Suite 450
Tallahassee, Florida 32301
850/219-1060

ALL CERTIFICATIONS ARE VALID FOR TWO (2) YEARS)