

MBE/EDGE Application Supporting Document Checklist

To complete your inquiry, supporting documentation is required as it applies to your business. Applicants must mail **copies** of the pertinent documentation. There may be additional documentation requested during an onsite or phone review.

PLEASE NOTE: Documents not returned. Please submit copies only. Any items that are not applicable, submit a written statement declaring the reason. Failure to provide a statement, will delay the processing of your application.

Documents Required of All Applicants

- Printed copy of the submitted Application
- Certificate of registration signed by the Ohio Secretary of State. If sole proprietor, submit registered trade name, fictitious name statement.
- Experience resume(s) for all owner(s) that include places of ownership/employment with corresponding dates, titles and responsibilities.
- List of continuing training, seminars or affiliation certifications received by the owner(s) relative to the company's scope of company.
- Proof of U.S. citizenship for all owner(s); i.e., U.S. passport, birth certificate, U.S. Certificate of Naturalization
- Proof of race. Submit copy of birth certificate (showing race) or parent's birth certificate (showing race); Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only).
- Personal (Federal) tax returns for all owner(s) for the last three years. Include all schedules.
- Personal (State) tax returns for all owner(s) for the last three years. Include all schedules.
- Personal W-2s and 1099 forms for all personal income tax returns for the last three years.
- Company (Federal) tax returns and all related schedules for the last three years. If in company for less than three years, provide returns for applicable years.
- Documented proof of contributions used to acquire ownership for all owner(s); e.g., both sides of cancelled checks.
- Signed loan agreements, security agreements, bonding forms, trusts agreements, company/personal and promissory notes (both private and public) for at least the last three years.
- Description of all real estate (including office/storage space, etc.) owned/leased/used by the company and copies of proof of ownership/signed leases.

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Documents Required of All Applicants

- Company year-end balance sheets and profit/loss statements for the last three years (or life of company, if less than three years); a new company must provide a current balance sheet.
- Company account signature authorization card, corporation resolution or letter indicating authorized signers and date account opened on bank letterhead and signed by a representative of the issuing bank for all bank accounts.
- List of salaries (or other compensation or remuneration) paid to all owner(s) for the last three years.
- Any monthly expense sheet to include expenditure type and average monthly payment amount.
- All relevant required licenses held in the name of the owner(s) and those held in the company's name; i.e., vendors, CLD, construction specialty disciplines, professional, etc.
- Any type of management/subcontracting/service agreement or contract (both private and public) for the last three years.
- Certificate of liability insurance coverage.
- List of equipment and vehicles owned, purchased, leased and/or rented. Include pertinent titles, registration, license plate numbers, purchase, lease and rental agreements.
- Company facility lease, rental, ownership documentation. If private residence, warranty deed or mortgage payment invoice.
- Any documented proof of any transfers of assets to/from your company and/or to/from any of its owner(s) for the last three years.
- List of subcontractors used year to date (YTD). Provide subcontractor name(s), service(s) provided and monies spent.
- List of suppliers used year to date (YTD). Provide supplier name(s), service/product(s) provided and monies spent.
- Any distributorship agreement(s).
- Three most recent signed contracts completed or held; any agreements, cancelled checks (to show proof of payment), purchase orders (received and sent) and invoices (received and sent) for each contract.
- List of all active full-/part-time employees listed by name, position, rate of pay and length of service or a 941 Quarterly Report.
- W-2s/1099s for all employees for the last tax year.
- Any certifications with other governmental agencies or entities.

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Additional Required Documentation: *Corporations*

- Certificate of registration signed by the Ohio Secretary of State
- Official Articles of Incorporation
- Corporation bylaws and/or Code of Regulation and any amendments
- Copy of both sides of all stock certificates issued by the company
- Stock Transfer Ledger or Journal
- Stock subscription, purchase and buy-sell agreements
- Voting agreements and other equity interests including stock option agreements
- Documented proof of any transfers/advances of assets to/from the corporation and/or to/from any of its owner(s) for the last three years
- Experience resume(s) for all current board members and executive officers that include places of ownership/employment with corresponding dates, titles and responsibilities
- Minutes from the initial meeting of shareholders
- Minutes from the most recent fiscal year meeting of shareholders
- Minutes from the initial meeting of Board of Directors
- Minutes from the most recent meeting of Board of Directors
- W-2 and 1099 forms from every officer and director or owner receiving compensation from the company for the most recent year
- List of salaries (or other compensation or remuneration) paid to all current officers and directors of the company for the last three years
- Workers' Compensation Certificate

Additional Required Documentation: *LLC*

- Certificate of registration signed by the Ohio Secretary of State
- Official Articles of Incorporation
- LLC Operating Agreement or Written Declaration and any amendments
- Membership Interest Roster, Exhibit, Schedule (to include name, title and ownership percentage)

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Additional Required Documentation: *LLC*

- Documented proof of any transfers/advances of assets to/from the company and/or to/from any of its owner(s) for the least three years
- Minutes from the initial meeting of membership
- Minutes from the most recent fiscal year meeting of membership
- W-2 and/or 1099 forms from every officer and director receiving compensation from the company for the most recent year
- List of salaries (or other compensation or remuneration) paid to all current officers and directors of the company for the last three years
- Workers' Compensation Certificate

Additional Required Documentation: *Partnership*

- Partnership/Statement of Partnership Authority signed by the Ohio Secretary of State
- Partnership Agreement
- Documented proof of any transfers/advances to/from the partnership and/or to/from any of its owner(s) for the last three years
- W-2 and/or 1099 forms from every partner receiving compensation from the company for the most recent year
- List of salaries (or other compensation or remuneration) paid to all partners of the company for the last three years
- Workers' Compensation Certificate

Additional Required Documentation: *Joint Venture*

- Copy of original and any amended Joint Venture Agreements

Additional Required Documentation: *All EDGE Applications*

- Proof of social disadvantage. Submit for at least one (1) of the following categories:
 - Race or Gender: Birth Certificate (showing race or sex) or parent's Birth Certificate (showing race); Federally recognized Tribal Membership Certificate and/or Bureau of Indian Affairs Role card (used to establish Native American race only);

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Additional Required Documentation: *All EDGE Applications*

- HUBZone Location: Company listing indicating company is in a HUBZone;

- Physical/Mental Disability: Completed Disability Verification Form and a statement or submission of documents that demonstrate personal experiences of *substantial and chronic* disadvantage not common to other company enterprises of similar type and location, evidence of difficulty on entering or succeeding in the company world because of disadvantages such as limited access to education, unequal treatment in employment of promotional opportunities, limited access to credit or capital under commercially favorable circumstances or exclusion from company or professional organizations;

- Geographic/Economic Isolation: Prove ten years or more of continued recent residency with the following:
 - Apartment rental receipts
 - Cancelled checks for rented property
 - Any document(s) establishing home ownership over time
 - Notarized statement from a governmental agency establishing residency
 - Cancelled checks for mortgage payments
 - Other acceptable document establishing ten years or more residency

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For additional information, contact the Equal Opportunity Division at 614.466.8380.