

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

The following represents additional documentation that is needed for each certifying agency. It is not intended to be an inclusive list. You must contact the certifying agency directly to verify the additional documentation that is required by the agency.

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Proof of US Citizenship (passport, birth certificate)		x			
Proof of ethnicity for owner(s), partner(s), shareholder(s) [driver's license, birth certificate)	x	x	x	x	x
Two years Federal Tax Returns (business)		x			
Financial statements (P&L, statement of cash flows, balance sheet)		x	x		
Notes payable (of any)	x	x	x	x	x
Applicable Operating Business License and/or permits	x	x	x	x	x
Lease agreements	x	x	x	x	x
Resume of owner(s), partners, or shareholders	x	x		x	x
Equipment rental and purchase agreements (if applicable)	x	x	x	x	x

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Contract work history for the past three years (name/type work performed or type of contract received)		x			
Equipment owned or available (include description, year acquired, and current value) if applicable	x	x	x	x	x
Proof of bonding capacity if applicable	x	x	X	x	x
Bank signature card (copy of signature card or letter from banl)	x	x	X	x	x
Indian/Native Americans Blood Degree Certificate (i.e. tribal registry, tribal roll register number) if applicable		x			
Personal taxes if in business less than 1 year		x			
Two business credit references, include names of companies, contact person, title, address, phone number	x				

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Vehicles owned and copies of memorandum of title (if applicable)	x		X		x
Dun & Bradstreet number, if any	X				
Past 3 years of signed personal Federal income tax returns for all owners (copies of all schedules and forms)	X		X	x	x
Prior DBE certification denial (if denied, provide correspondence)				x	x
Annual financial business statement from most recent year				x	x
Personal net worth statement for all owners for most recent year				x	x
Documented proof of any transfer of assets to or from firm and any of its owners			X	x	x

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Trust agreements held by any owner claiming disadvantaged status			x	x	x
History of business					
Management/consulting agreements					
Service agreements					
Affiliate/subsidiary agreements					
List of all full/part-time employees by name, position and length of service			x		
Itemized payroll for month prior to application					
W2s and 1099s for every officer, director or owner receiving compensation for most recent year					
Notarization	x		x	x	x
Application fee		\$300			
Other forms			x		

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

SOLE PROPRIETORSHIP

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Individual Federal Income taxes for the past three years	x		x	x	x
Company's Federal taxes for the past three years (all available if less than 3 years)	x		x	x	X
Company's last financial statement	x				
Sole proprietorship verification			X	x	x
List all jobs firm is currently working on include customer, name of project, location, type of work performed, start date, finish date, dollar value of project				x	x
Assumed named documents					
Documented proof of transfer of assets to/from firm to owners over past two years			X		

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

SOLE PROPRIETORSHIP

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Certificate of workers compensation			X		
Monthly expense sheet			X		
Four largest signed contracts/agreements with related purchase orders, invoices, cancelled checks, and reimbursements			x		
Social disadvantage based on HUBZone- submit copy of HUBZone listing			x		

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

PARTNERSHIPS

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Individual Federal Taxes of partners for the past three years (all available if less than 3 years)	x		x	x	x
Company's Federal taxes for the past three years (all available if less than 3 years)	x		x	x	x
Company's last financial statement	x	x			
Partnership agreement	x	x	x	x	x
Buy out rights		X	x		
Profit sharing		X	x		
Current partnership		X			
Third party agreements: management service agreements		x	x		
Proof of capital investment		x	x	x	x
Copies of all meeting minutes from the past three years				x	x
K-1s				x	X

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

PARTNERSHIPS

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Partnership return (copies of all schedules and forms)			x	x	x
Certificate of workers compensation			x		
Monthly expense sheet			x		
Four (4) largest signed contracts/agreements with related: purchase orders, invoices, cancelled checks, and reimbursements			x		
Social disadvantaged based on HUBZone- submit copy of HUBZone listing			x		
W2s and 1099 forms from every officer, director, or owner receiving compensation from firm for most recent year			x		

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

LLCs

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Income statement		x			
Balance sheet		x			
Articles of Organization		x	X	x	x
Operational agreement		x	X	x	x
Organizational agreement		x			
Copies of all meeting minutes from the last 3 years				x	x
K-1s				x	x
Corporate return (copies of all schedules and forms)				x	x
Stock certificates				x	x
Stock transfer ledger				x	x
Corporate by-laws or code of regulations				x	x
Trust agreements held by any officer			X		

**ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED
LLCs**

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Schedule of salaries paid of all officers, managers, owners, and/or directors			X		
List of all full/part-time employees by name, position, and length of service			X		
Certificate of workers compensation			X		
Monthly expense sheet			X		
Four (4) largest signed contracts/agreements with related: purchase orders, invoices, cancelled checks, and reimbursements			X		
Social disadvantaged based ob HUBZone-submit copy of HUBZone listing			X		
W2s and 1099 forms from every officer, director, or owner receiving compensation from firm for most recent year			X		

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

LLCs

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Copy of type of management/subcontracting service agreements			x		
Member list with titles			x		
Schedule of advances made to LLC by members for the preceding three years			x		

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

CORPORATIONS

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Articles of incorporation	X	x	x	x	x
Certificate of corporation		x	x	x	x
Minutes of 1 st Board meeting	X	x			
Copies of stock certificates	X	x		x	x
Current stock ledger		x		x	x
Corporate Bylaws	X	x	x	x	x
Proof of stock purchase		x			
Shareholder guarantees of any debt	X				
Schedule of advances made to corporations by shareholders for the proceeding 3 years	x				
Individual Federal Income taxes for the past three years	x				
Company's Federal taxes for the past three years (all available if less than 3 years)	x				

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CORPORATIONS

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
K-1s				x	x
Copies of all meeting minutes from the past 3 years				x	x
Corporate return (copies of all schedules and forms)				x	x
Documented proof of any transfers of assets to/from firm to owners of past two years			x		
Schedule of salaries paid to all officers, managers, owners, and/or directors			x		
Trust agreements held by any officer			x		
List of all full/part-time employees by name, position, and length of service			x		
Certificate of Workers Compensation			x		
Monthly expense sheet			x		

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CORPORATIONS

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Four (4) largest signed contracts/agreements with related: purchase orders, invoices, cancelled checks, and reimbursements			x		
Social disadvantage based on HUBZone-submit copy of HUBZONE listing			x		
Buy-Out right agreement			x		
Profit sharing agreements			x		
Member list with titles					

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

TRUCKING FIRM

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Insurance agreements for each truck owned or operated by firm				x	x
Title(s) registration certificates for each truck owned or operated by firm				x	x
List of U.S. ODOT numbers for each truck owned or operated by firm				x	x

ADDITIONAL CERTIFICATION DOCUMENTATION NEEDED

REGULAR DEALER

Certification Documentation	City of Columbus	SCOMBC	ODAS	ODOT	COTA
Proof of warehouse ownership or lease				x	x
List of product lines carried					