

Document Description	LLC	Partnership	Corporation	Sole Proprietor
Articles of Organization	✓			
Basic Business License issued by the Department of Licensing and Consumer Protection (DLCP) or professional/occupational license(s)	✓	✓	✓	✓
Articles of Incorporation			✓	
Certificate of Incorporation			✓	
Certificate of Clean Hands (formerly Good Standing) or Notice of Tax Registration issued by Office of Tax and Revenue (no older than 6 months)	✓	✓	✓	✓
Certificate of occupancy or home occupation permit issued by the Department of Buildings (DOB)	✓	✓	✓	✓
Certificate of Good Standing issued by the Department of Licensing and Consumer Protection (DLCP) (no older than 6 months)	✓	✓	✓	
Operating Agreement	✓			
Federal Employer ID Number (FEIN) confirmation notice from the Internal Revenue Service (IRS)	✓	✓	✓	✓
Certification of Organization	✓			
Current financial statement – Balance Sheet, Profit and Loss Statement, and Fixed Asset Inventory (no older than the 90-days before submission)	✓	✓	✓	✓
Lease or deed for business site (minimum 12 months – signed)	✓	✓	✓	✓
Minutes from most recent organizational meeting			✓	
Dun & Bradstreet number (DUNS)	✓	✓	✓	✓
Most recent Form UC-30 (Employer's Quarterly Contribution and Wage Report- if applicable)	✓	✓	✓	✓
By-laws of Corporation			✓	
List of Current Employees (including name and home address for each employee)	✓	✓	✓	✓
Resumes of key personnel or each Partner (i.e. highest level manager(s))	✓	✓	✓	✓
Partnership agreement, buy-out rights and profit sharing agreement		✓		
Company Capability Statement	✓	✓	✓	✓

CBE Category	Required Documents
Disadvantaged Business Enterprise (DBE)	<ul style="list-style-type: none"> • DBE Form (Notarized) • DBE narrative (on business letterhead , signed and dated) • Personal district or state and federal tax returns for the last year (signed)
Resident Owned Business (ROB)	<ul style="list-style-type: none"> • Proof of Residency (i.e., DMV license or picture ID and voter registration card or utility bill) • Residential Lease (minimum 12 months) or Deed • Personal <u>district</u> income tax returns for the last year (signed)
Small Business Enterprise (SBE)	<ul style="list-style-type: none"> • Business district or state and federal income tax returns for the last 5 years (signed)
Longtime Resident Business (LRB)	<ul style="list-style-type: none"> • Business District tax returns for last 15 years (SBE) or 20 years for (LBE). The submission of DSLBD issued certification approval letters or verification from the Office of Tax and Revenue (OTR) can also be used as evidence of continued eligibility.
Veteran Owned Business (VOB)	<ul style="list-style-type: none"> • DD Form 214 Certificate of Release or Discharge from Active Duty
Enterprise Zone (DZE)	<ul style="list-style-type: none"> • Enterprise Zone Map Link to Enterprise Zone Finder

ONLY