

SOLE PROPRIETORSHIP WITH EMPLOYEES

NOW, LET'S GET STARTED! We ask that you carefully complete each question. If a question is not applicable, simply answer that it is not applicable. Submit all documentation requested and cooperate with our staff should we have questions or need clarification. Your cooperation in this matter allows our certification staff to review complete applications and render a prompt decision.

A **NONREFUNDABLE** processing fee of \$50.00, payable to OMWBE, must be included in the packet in order to process this application. If you have any questions about this application or the application process, call OMWBE at (360) 753-9693 or Toll Free (866) 208-1064 and ask to speak with the Technical Assistant.

This firm is applying for certification as a:

- MBE** Minority Business Enterprise (owned and controlled by a minority)
- WBE** Women's Business Enterprise (owned and controlled by a non-minority woman)
- MWBE** Minority Women's Business Enterprise (owned and controlled by one minority woman)
- SEDBE** Socially and Economically Disadvantaged Business Enterprise (owned and controlled by a non-minority male, determined to be socially and economically disadvantaged on a case-by-case basis) **Stop: Call OMWBE for more information on how to apply for this designation.**

Why is this firm seeking certification? (Check all that apply)

- Opportunity to do business directly or indirectly with a state agency
Identify agency _____
- Opportunity to do business directly or indirectly with a local jurisdiction
Identify jurisdiction _____
- Opportunity to do business directly or indirectly in the private sector
Identify the project owner _____
- M/WBE Linked Deposit Program
- Veterans Linked Deposit Program **Stop. Go to <http://www.dva.wa.gov/Linked%20Deposit.html>.**
- Other _____

Has this firm or its owner previously applied to this office for certification? YES NO

If yes, under what name? _____

Has this firm or its owner ever applied to other states for certification? YES NO

If yes, provide the following:

State: _____	Approved? Yes/No _____	Status: _____	Cert#: _____
_____	Yes/No _____	_____	_____
_____	Yes/No _____	_____	_____

Is this firm certified with the Small Business Administration 8(a) Program? YES NO

If yes, **STOP. Contact OMWBE for streamlined application procedure.**

BUSINESS INFORMATION

1. Legal Business Name: _____

2. Trade Name (DBA): _____

3. Has this business operated under another name? YES NO Is this a joint account? YES NO
 If yes, provide the following: Date From: ___/___/___ To: ___/___/___
 Former Name: _____

4. Is this business organized for profit? YES NO **STOP! If you answer No, your business cannot be certified.**

5. Federal Tax ID Number (TIN): _____ (The 9-digit number on your federal tax return)

6. Washington UBI Number: _____ - _____ - _____ 7. Professional License Number: _____

8. Date business started: ___ / ___ / ___ 9. Contractor License Number: _____

10. Location: _____

<i>Street Address</i>	<i>Apt/Unit#/Suite</i>	<i>County</i>
<i>City</i>	<i>State</i>	<i>Zip Code</i>

11. Is this business located at a residence? YES NO

12. Mailing: Same as above _____

<i>Mailing/P.O.Box</i>		
<i>City</i>	<i>State</i>	<i>Zip Code</i>

13. Primary Phone: _____ Secondary Phone: _____ Fax: _____

14. Email: _____ Website: _____

15. Describe the primary activities of your firm. Be precise: _____

16. Does this business have a relationship with a bonding company? YES NO
 If yes, please complete the following:
 Bonding Company Name: _____
 Person responsible for signing bond: _____

17. Does the business have a bank account? YES NO
 If yes, list every person who has authority to sign checks: _____

18. List the major equipment and vehicles in which the business currently has an ownership, lease, or loan interest:

	Type of equipment/vehicle	Own, lease, or loan
1)		
2)		
3)		
4)		
5)		

(Attach additional pages as needed)

19. What was the firm's average number of employees over the last 12 months (including part time, seasonal, and temporary employees)? _____

20. Does this firm share any of the following with any other businesses? (Check Yes or No for each item.)

- | | | | | | |
|--------------------|------------------------------|-----------------------------|---------------------|------------------------------|-----------------------------|
| Owners | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Accounting Services | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Financing | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Legal Services | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Equipment | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Office Facilities | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Vehicles | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Storage Facilities | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Inventory | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Other: _____ | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Insurance Coverage | <input type="checkbox"/> YES | <input type="checkbox"/> NO | | | |

For every yes answer, explain below and attach any supporting documentation.

21. List three contracts the firm has performed, is performing, or has bid during the last twelve months, if any:

	Job or Project	Name and phone number of contact person (Prime contractor or awarding authority)
1)		
2)		
3)		

(Attach additional pages as needed)

OWNERSHIP INFORMATION

22. Owner's Name: _____
Last *First* *M.I.*

23. Owner's race or socially and economically disadvantaged status:
- Black** (Having origins in any of the Black racial groups of Africa)
 - Hispanic** (Of Mexican, Puerto Rican, Cuban, Central or South American Or other Spanish or Portuguese culture or origin, regardless of race)
 - American Indian/Alaskan Native** (Having origins in any of the original peoples of North America)
 - Asian American** (Having origins in any of the original peoples of the Far East, Southeast Asia, The Indian Subcontinent, or the Pacific Islands)
 - Caucasian Female**
 - Other (Describe)** _____

24. Gender: _____ Male _____ Female

25. Citizenship: U.S. Citizen Permanent Resident If you are neither, **STOP. You are not eligible.**

26. When did your ownership interest in this firm begin? ____/____/____

27. Is your ownership: Community Property? Separate Property? Joint Property?

28. How did you acquire this business?
- Started the business myself
 - Condition of a divorce settlement
 - Condition of a separation agreement
 - Other: _____
 - It was a gift from: _____
 - I bought it from: _____
 - I inherited it from: _____

29. Was ownership interest secured under a purchase agreement, loan, or promissory note? YES NO
 (If Yes, Provide documentation)

30. Are there any loans from:
- You to the firm?
 - Financial Institution to the firm?
 - Firm to you?
 - Third party to the firm?
- If yes, explain and provide documentation: _____

31. Are you: Unmarried (single)? Married? Date: ____/____/____
 Separated? Date: ____/____/____
 Divorced? Date: ____/____/____

If you are married, complete the following:

Spouse's name: _____
Last *First* *M.I.*

Spouse's occupation: _____

Spouse's employer: _____

Spouse's race or socially and economically disadvantaged status:

- Black** (Having origins in any of the Black racial groups of Africa)
- Hispanic** (Of Mexican, Puerto Rican, Cuban, Central or South American
Or other Spanish or Portuguese culture or origin, regardless of race)
- American Indian/Alaskan Native** (Having origins in any of the original peoples of North
America)
- Asian American** (Having origins in any of the original peoples of the Far East, Southeast Asia, The
Indian Subcontinent, or the Pacific Islands)
- Caucasian**
- Other (Describe)**_____

32. Do you or your spouse have an ownership interest in any other businesses? YES NO

If yes, complete the following for each owner/spouse and each additional business:

Owner's Name or spouse's Name:_____

Name of other business:_____

Type of business:_____

Relationship to applicant business:_____

Percentage of ownership:_____%

Is this business certified by OMWBE? YES NO

(Attach additional pages as needed to identify all other businesses owned by this owner or owner's spouse)

DUTIES OF OWNERS AND KEY PERSONS

INSTRUCTIONS: Identify by name, title, race, gender, and total amount of compensation, those individuals, including owners, managers, and non-owners, who are authorized to make policy decisions and to manage the day-to-day operations of this firm. Make enough copies of this form to provide information on each and every applicable person. Circle the frequency of each person's involvement in each area.

	Person #1	Person #2
Name:	_____	_____
Title:	_____	_____
Race:	_____	_____
Percent owned:	_____	_____
Gender:	_____	_____
Salary:	_____	_____
Other benefits:	_____	_____

A = Always

F = Frequently

S = Seldom

N = Never

Setting policy on company direction/scope	A	F	S	N	A	F	S	N
Bidding & Estimating	A	F	S	N	A	F	S	N
Purchasing decisions	A	F	S	N	A	F	S	N
Marketing & Sales	A	F	S	N	A	F	S	N
Supervision of field operations	A	F	S	N	A	F	S	N
Hiring & Firing of management personnel	A	F	S	N	A	F	S	N
Designating how profits are spent	A	F	S	N	A	F	S	N
Obligating the firm by contract	A	F	S	N	A	F	S	N
Signing business checks	A	F	S	N	A	F	S	N

NON-PARTICIPATION STATEMENT

This declaration is to be completed if your ownership is based on community property and your spouse is not a minority or woman. If you are not married, initial here ___ and go immediately to the next page.

We hereby swear or affirm that:

- We are husband and wife.
- Only the husband/wife (circle one) owns and manages this firm.
- The spouse does not participate in the management of this firm.
- We understand this form is not a separate property agreement.

We understand that “participate in the management of this firm” is defined as being an owner and/or performing day-to-day duties and functions required by the business, including, but not limited to:

- Payment of the company’s debts
- Estimating
- Marketing and sales
- Hiring and firing of management personnel
- Authorizing the purchase of major items or supplies
- Supervision of field operations
- Making company policies
- Designating how profits are spent
- Negotiating and obligating the business by contract

Signed at: _____, _____ this _____ day of _____, 20____
City State Date Month Year

Wife’s signature: _____

Printed name: _____

Husband’s signature: _____

Printed name: _____

GO TO NEXT PAGE

DECLARATION

I hereby swear or affirm that:

- All application statements I have provided to OMWBE are true and correct.
- This application packet is accurate, current and complete.
- This application packet furnished to OMWBE is subject to public disclosure except materials related to applications for Disadvantaged Business Enterprise programs. As provided in Chapter 42.56 RCW, financial records (e.g.; tax and income information) and personal information (e.g.; account numbers) are excluded in the state program.
- OMWBE is authorized to contact any companies or individuals in order to verify my application information and accompanying documents.
- Other government agencies are authorized to furnish documents, verify information, and provide additional information to OMWBE concerning my application.

I understand that false statements, omissions, or material misrepresentations will be grounds for denial, decertification as a certified firm as provided by applicable state law.

I agree that this completed application and all supporting documentation becomes the property of OMWBE when submitted.

I will provide additional requested information to OMWBE to determine my continued eligibility for certification.

I certify, or declare, under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Signed at: _____, _____ this _____ day of _____, 20____
City State Date Month Year

Owner's signature: _____

Printed name: _____ Title: _____

DOCUMENT CHECKLIST

Thank you for completing this application. Unless otherwise noted, copies of the documents listed below are required and must be included in the application packet. If they are not included, the application cannot be processed and will be returned to you. If you do not have any part of the documentation requested below, provide a written statement explaining why.

In 2008, the most frequent errors/omissions leading to the return of applications were missing Proof of Ethnicity/US Citizenship (25.88%); LLC Certificate of Formation/Operating Agreement (20.6%); Signed Affidavit (15.57%); Resume of spouse (13.6%); and Certificate of Incorporation (10.7%).

The minority/woman owner must provide all of the following:

- Photo identification (i.e., Driver's License)
- Other legal identification showing citizenship or legal residency, (e.g., Passport, Birth Certificate, Certificate of Naturalization, Permanent Resident Card)

If the minority/woman owner is married, include:

- Spouse's resume
- Original, signed, and dated Non-Participation Statement, if claiming community property
- Prenuptial agreement, separate property agreement, or other transfer agreement, if claiming separate or joint property

- Documentary proof (cancelled checks, bank deposit slips, etc.) of how this business was initially capitalized, amount of each owner's contribution of capital, and source of all capital
- Current resume for owner and other key personnel
- Complete business tax return packet filed with the IRS for each of the last three (3) years that the firm has been in business; include all pages, statements, and schedules, or a current IRS extension. (If you have been in business less than three years, provide the above information filed for the actual years/period of operations.)
- List of all equipment used by the business, leased or owned
- \$50.00 processing fee, payable to OMWBE
- Original signed and dated Declaration (Page 8 of this application package)

- Trucking firms must provide all of the following:**
 - Copy of Commercial Driver's License (CDL) for all drivers
 - Title(s), registration certificate(s) and insurance for each truck owned or operated by the firm
 - Washington Utilities and Transportation Commission (WUTC) Permits

Reminder: Please include the \$50 processing fee and supporting documentation with your completed application and mail the package to:

**OMWBE
P.O. Box 41160
Olympia, WA 98504-1160**