

NEW CERTIFICATION APPLICATION [SCHEDULE A]

- I. Required Documents for all Applications
 - a. Affidavit of Minority and/or Woman and/or Veteran and/or Service-Disabled Veteran and/or Person with a Disability. **Must be signed by each qualifying owner of the business and be notarized.**
 - b. Bank Resolution and/or Bank Signature Card for the business
 - c. Copies of three (3) contracts, purchase orders or invoices showing work performed by the business
 - d. Copies of W-2 and/or 1099 forms (previous three (3) years for each owner, director, officer, manager and check signer)
 - e. Current licenses (Professional, city, county, state, federal or separate statement regarding lack of licensing requirements for the business)
 - f. Current payroll registers or statement regarding current payroll for recent 4 pay periods
 - g. Evidence of US citizenship or Legal Permanent Residency for each owner, director, officer, manager and check signer (ex. Birth certificate, Form I-551 Permanent Resident Card, Passport)
 - h. Evidence of ethnicity and gender for each owner, director, officer, manager and check signer
 - i. Most recent and four (4) prior US federal tax returns for the business and for any Affiliate Company (if applicable) including all Schedules, Statements and Attachments.
 - j. Most recent and four (4) prior US federal tax returns for the qualifying owners who represent 51% or more of ownership in the business including all Schedules, Statements and Attachments.
 - k. Current Personal Net Worth Statement(s) for qualifying owners who represent 51% or more of ownership in the business.
 - l. Proof of contribution(s) by qualifying owners to acquire said ownership in the business, or investment of start-up capital (ex. Cancelled checks, loan agreements)
 - m. Resumes for each owner, director, officer, manager and check signer detailing work experience relevant to the business
 - n. Signed copies of current leases and/or recent tax bills for properties utilized by the business
 - o. Five (5) most recent year-end balance sheets and income statements for the business (if business has existed fewer than five years, then include year-end balance sheets and income statements for all years of existence)
 - p. If business is a distributor, include distribution agreement from a manufacturer.
 - q. If applicable, any contingent agreements affecting management, control or rights of any owner
 - r. If applicable, copies of any loan agreements or letters of credit issued to the business or any owner
 - s. If applicable, any equipment lease agreements
 - t. If applicable, any management service agreements
 - u. If applicable, and MBE, WBE, DBE, VBE, SDVBE, PDBE, SBA 8(a), or comparable certifications or denials of certification
 - v. If applicable, proof of bonding capacity and certificates of insurance

- w. Titles or lease agreements for any vehicles issued to the business
- II. Documents Specific to Corporations
 - a. Articles of Incorporation
 - b. Corporate by-Laws
 - c. Copies of all stock certificates issued (front and back)
 - d. Stock Ledger
 - e. Minutes of the first and the two most recent Stockholders' Meetings documenting the election of Directors
 - f. Minutes of the first and the two most recent Board of Directors' Meetings documenting the election of Officers
 - g. State of Illinois Letter of Good Standing
- III. Documents Specific to Partnerships
 - a. Partnership Agreement
 - b. Assumed Name Certificate or Certificate of Limited Partnership
- IV. Documents Specific to Limited Liability Companies
 - a. Articles of Organization
 - b. Operating Agreement
 - c. Most recent Managers/Members Meeting minutes
 - d. State of Illinois Letter of Good Standing
- V. Documents Specific to Sole Proprietorships
 - a. Assumed Name Certificate
- VI. Documents specific to Veteran Business Enterprises
 - a. DD214
- VII. Documents specific to Service-Disabled Veteran Business Enterprises
 - a. DD214
 - b. Department of Defense Form 214 and Veterans Administration issued disability letter stating that the veteran has a service-related disability.
- VIII. Documents specific to Person with a Disability Business Enterprises
 - a. A Physician's Certification Regarding Disability form for all owners that are individuals with disabilities. This includes a narrative from each individual's physician, on letterhead from the physician's practice, group, or hospital, certifying the individual's disability and clearly describing the functional limitation of the declared disability.
- IX. Documents specific to Start-up Businesses
 - a. Business Plan
 - b. Proposals