



DENVER
ECONOMIC DEVELOPMENT
& OPPORTUNITY

division of **SMALL BUSINESS** opportunity

Application Instructions

To expedite the efficient handling of your application, please read all of these instructions before you begin the [online application](#).

- **Gather all the required documents and ask all questions before starting the application.** For documents that do not apply to your company, please provide a written explanation stating which documents are not applicable and why.
- When you first start the application, it will ask you which certification your firm is seeking, the breakdown below will help assist you in selecting the correct application:
 - Your firm is seeking EBE/SBE/MWBE/SBEC and DBE certification - this is asking if you are looking to get certified with the **local program** and the **federal program**. The local program is the EBE/MWBE/SBE/SBEC and the federal certification is the DBE. These certifications are recognized by the City and County of Denver (CCD), Denver International Airport (DEN), and the Department of Transportation (DOT) projects.
 - Your firm is seeking **only** EBE/SBE/MWBE/SBEC certification – These certifications are recognized by the City and County of Denver. **Local program**
 - Your firm is seeking **only** DBE certification – These certifications are recognized by Denver International Airport, City and County of Denver and on Department of Transportation (DOT) funded projects. **Federal Program**
- **Register and complete the online application. NOTE: This application will become your company's resume once certification is granted. Please type in upper- and lower-case letters and be as thorough as possible. Make sure to use your LEGAL business name.**
- Using a PC or a MAC with Chrome **only** and your pop-up blocker turned down or off, register and complete the online application.
- Register using the owner's information.
- The owner's complete e-mail address will be automatically assigned as the User ID for the application.
- Create a password.
- **Save your user ID and password, it will be needed once certification is granted to access your profile and certification letter(s).**
- The application will open when registration is complete.
- Answer ALL questions with a red asterisk to save the page.
- Do not answer questions that are not applicable to your company.
 - If you do not know the answer to a specific question, enter an answer in the correct format that the question requires as a place holder. You can save and return to the application to update later as long as you do NOT submit the application.
 - Upload all documents or mark Not Applicable to the items that do not apply

When you complete the last page of the application the Summary View will automatically open to allow you to print it and the Sworn Affidavit. **DO NOT SUBMIT** the application until you have reviewed it for accuracy. Once you submit, you will not be able to make changes.

**ACDBE certification applications (New, Interstate, and Annual No Change Affidavits) must be submitted separately from the DBE and other City and County of Denver local certifications as they are now being processed separately by the [Denver International Airport \(DEN\) Commerce Hub](#). If you have any questions about the ACDBE certification process or submitting your application, please email the certification team at DENCommerceHub@fydenver.com.*

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Required Documents for *New Certification Applications*

All documentation must be uploaded in the [Small Business Certification and Contract Management System](#). Failure to submit the necessary documentation will result in the application being returned. Please use this document to check off all the documents needed to certify your business.

Note: The Division of Small Business Opportunity reserves the right to request additional documentation, if necessary, to determine the eligibility of your firm. If you have any questions regarding the required documents or the non-refundable processing fee, please contact Certificationinfo@denvergov.org.

Mandatory to have these documents notarized. **Your application will be returned if not complete.*

- Notarized Affidavit of Certification* (FOR DBE and MWBE only)
- Notarized New/Renewal Application Affidavit*
- Notarized Personal Net Worth Statement*
***You must first complete the web-based form before you can print and get the PNW notarized to submit.*
****DSBO utilized the USDOT PNW form for all applications—you can find an example on the [USDOT site](#).*

General— Requirements are the same for all business structures

- Non-Refundable Processing Fee
- Professional and business license(s) (if applicable)
**A license may not be required for certification but may be required in order to work with the City and County of Denver.*
- History of the Business
- Resumes of all owners, board of directors, and key management team
- Local presence—proof of 6 month in business and/or 6 months of local presence (i.e. Secretary of state, contracts, bid responses, leases, etc.)
- Owners eligibility— Evidence of U.S. citizenship or Permanent Legal Resident Alien status and if applying for MWBE proof of social disadvantage. (i.e. Copy of current U.S. Passport, U.S. Birth Certificate, naturalization papers, or Permanent Legal Resident Alien Card (green card))
- Applying for Interstate DBE— Proof of home state DBE certification

Financial

- Federal Income Tax returns and its affiliates with related schedules and pages. – **Need ALL pages and schedules. If this is incomplete, your application will be returned*
**DSBO collect taxes on the majority owner of 51% or more and collective for minority or women owners of 51% or more for the MWBE certification*
 - Signed Individual tax returns for each owner (The most recent five (5) year's of taxes)
 - Signed Business tax returns (The most recent five (5) year's of taxes)
 - If your taxes are password protected—add to the comments or attach an document with those passwords
- Please submit copies of the following documents that are currently active (listed under the Liabilities section of the company's Balance Sheet)



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Financial (cont.)

- Debt instruments (i.e. Loan Agreements, Note Payables, Promissory Notes, Surety Agreements, Security Agreements)
- Equipment rental and purchase agreements or proof of equipment purchase
- Real estate leases

- Year-end balance sheets and income statements for the past three (3) years
- Schedule of salaries (or other compensation or remuneration) paid to all owners and/or directors of the firm
- Copy of bank signature authorization card or corporate resolution or Bank Verification of Authorized Signer(s) form
(This document should be provided by or signed by your financial institution)
- Documented proof of contributions used to acquire ownership for each owner (documented proof of contributions used to acquire ownership). For the documented proof of contribution, we are looking for:
 - Cancelled check(s), receipt(s) or documents that show the funds involved in how you started or acquired your firm or a statement where the funds came from (i.e. Cost of Secretary of State documents, cost of equipment, etc.) including a description of items contributed (if any).

Personnel

- List of all full and part time employees by name, position and length of service or date of hire, including all owners
- For each employee, list his/her name, title/position, gross pay for the pay period indicated, hourly pay rate and/or commission earned in period (if applicable)
- W-2s and/or 1099 forms from every officer, director or owner receiving compensation from the company for the most recent year

Management Information

- Trust agreement(s) (if applicable)
- Employee Stock Ownership Plan Agreements (ESOPs) (if applicable)
 - Submit copies of the following documents that are currently active (if applicable):
 - Management/consulting agreements
 - Any agreements with individuals and/or vendors who are providing management/consulting services to the applicant company
 - These are agreements that influence the management and/or operations of the applicant company
- Master Service Agreements (if applicable)
- Affiliate/subsidiary agreements (if applicable)
- Franchise Agreements (if applicable)



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Governance Information – Requirements DIFFER by business structure

**Governance documents should be signed, and all amendments and/or changes should be included*

Sole Proprietorships

- Assumed Name Documents

Partnerships

- Partnership Agreements
- Limited Partnership Certificate
- Buy-Out Rights Agreement
- Profit Sharing Agreements

Corporations

- Certificate of Incorporation
- Articles/Charter of Incorporation
- Current corporate bylaws with all amendments
- Minutes from shareholders' first organizational meeting
- Minutes from first meeting of board of directors
- Minutes from shareholders' meeting establishing current ownership
- Minutes from board of directors' meeting establishing current ownership
- Minutes from most recent meeting of shareholders
- Minutes from most recent meeting of board of directors
- Both sides of ALL stock certificates issued, including voided and/or cancelled
- Stock Transfer Ledger (Record of stock certificates issued and transferred)
- Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal
- Schedule of advances made to corporation by shareholders for the preceding three years

Limited Liability Company

- Certificate of Organization/Existence/Formation (for businesses in states that issue certificates)
- Articles of Organization or Articles of Formation and any amendments
- LLC Regulations, Operating Agreement and/or Member Agreement
- Membership Units
- Member List with Titles
- Schedule of Advances made to LLC by members for the preceding three years



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Required Documents for **Local No-Change Applications***

**This is based of the first and second year as indicated in your certification approval letter*

No-Change Affidavit *

**If there has been a change in the company, anything that affects the structure, ownership, operation, and/or control that are necessary to the firm's certification, you will need to submit a new application.*

Business tax returns for the most current year with ALL pages and schedules or IRS Extension documentation
**If the taxes are password protected include that information in the comment section or in a sperate document.*

Required Documents for **Renewal Applications**

**Every three (3) years & will require an on-site review. Please reverence your certification approval letter for the dates.*

**If there has been a change in the company, anything that affects the structure, ownership, operation, and/or control that are necessary to the firm's certification, you will need to submit a new application.*

Notarized Renewal application affidavit

Notarized Affidavit of Certification

Notarized Personal Net Worth Statement

Business tax returns for the most current year with ALL pages and schedules or IRS Extension documentation
**If the taxes are password protected include that information in the comment section or in a sperate document.*

Personal tax returns for the most current year with ALL pages and schedules or IRS Extension documentation
**If the taxes are password protected include that information in the comment section or in a sperate document.*

Current license(s) (If applicable)