

SUPPORTING DOCUMENTS REQUIRED FOR AN 8(a) APPLICATION

1. A list of contracts awarded within the past 12 months either Federal or non-Federal.
2. Interim or year-end balance sheet and profit and loss statement that is no older than 90 days from the date of your application.
3. The last three years of tax returns for the Applicant Firm including schedules and attachments. If your tax return is on extension, then a copy of the extension is also required.
4. The last three years of tax returns for any affiliate firms of the applicant.
5. Certificate of Good Standing (for Corporations and LLCs, if applicable), from the state where the applicant firm is incorporated/organized.
6. Stock certificates (front and back), stock ledgers, registers, as well as any transmutation agreements and voting agreements.
7. Business bank account signature cards.
8. Business licenses for where the applicant firm operates. Additionally, any industry related licenses, including the name(s) of the qualifying party or individual.
9. Applicant Firm's current lines of credit or loan agreements as well as shareholder loan(s).
10. Copies of buy/sell agreements between the shareholders or other arrangements which may impact/impair the unconditional ownership of the disadvantaged individual(s).
11. List of all transfers or contributions of assets to/from the Applicant Firm and to/from any of its owners over the past two years.
12. Management and joint venture agreements, as well as any mentor-protégé agreements, teaming agreements, shared services agreements, indemnity agreements and consulting agreements. Consulting agreements shall include any agreements for assistance in completing the 8(a) application.
13. Statements of bonding ability if applicable, from the Applicant Firm's surety specifying single job limit and aggregate limit. (Generally, this provision is for construction or engineering firms).
14. A completed Individual Information Form (SBA Form 1010-IND), SBA Form 912, and all supporting documents required by those forms for all individuals owning 10% or more of the business and each director, management member, partner and officer.
15. A completed Personal Financial Statement (SBA Form 413) for all Individual(s) claiming disadvantaged status to qualify the Applicant Firm and for those individuals' spouses.
16. The last three years of filed Individual Federal tax returns including all schedules and attachments for the individual(s) claiming disadvantaged status.
17. The Applicant Firm's governing documents (copies),

For Corporations:

Articles of Incorporation (original and current version)

Bylaws (current version)

Most recent Stockholder and/or Board Member Meeting Minutes

Limited Liability Companies:

Articles of Organization (original and current version)

Operating Agreement (current version)

Resolution or other documentation designating officers and directors.

Partnerships:

Partnership Agreement.

Sole Proprietorships:

Copies of Fictitious Business Name Filing.

18. Potential for success is demonstrating by your business having been in business in its primary industry for two years,

-or-

A waiver of this requirement must be requested.

Note: If the business concern has not yet generated revenues, you will not be successful in obtaining a waiver.

Applicant Firm must demonstrate the following for a waiver:

- The individual or individuals upon whom eligibility is based have substantial business management experience.
- The Applicant Firm has needed technical experience.
- The Applicant Firm has adequate capital to sustain continued operations.
- The Applicant Firm has a record of performance on contracts from governmental or nongovernmental sources in its primary industry category.
- The applicant has, or can demonstrate the ability to obtain, the personnel, facilities, equipment, and any other requirements needed to perform contracts.