

CERTIFICATION APPLICATION INSTRUCTIONS

Question #9

List the individuals responsible for the day-to-day management, policy and decision making areas indicated. If more than one, please indicate. Include resumes and duty statements for all principals.

Question #10

Provide information if applicable.

Question #11

Provide information as requested for partnerships and corporations and Limited Liability Companies.

Question #12

Identify officers with corresponding titles and other information requested.

Question #13

Provide information requested. Use additional paper if necessary.

Question #14

Identify the current Board of Directors with other information requested. If the Board of Directors has changed within the last three years, list all directors for the last three years, including their names, group membership, and date elected in Item 25 or attach additional sheets.

Question #15

Provide information requested.

Question #16

List all equipment owned by your firm. Indicate approximate market value.

Question #17

Provide information requested.

IMPORTANT: The Small Business Administration has established size criteria for small businesses. The criteria varies according to your firm's primary business classification. If your firm's average gross receipts for the previous three fiscal years exceeds these size criteria, then your firm is not eligible for the SDBE/SWBE program.