

ACDBE Application Process

To expedite the efficient handling of your application, please read all instructions before you begin the online application.

Technology:

Use Chrome and turn off your pop-up blocker for <https://denver.mwdbe.com/>.

Document preparation:

Gather all the required documents. For documents that do not apply to your company, please provide a written explanation stating which documents are not applicable and why.

Completing online application - <https://denver.mwdbe.com/>:

- When you begin the application, you will be asked which certification your firm is seeking.
<<Select ACDBE>>
- 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.
- 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 placeholder. You can save and return to the application to update later if 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

Required Documents for New Certification Applications

All documentation must be uploaded to 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 Commerce Hub 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, please contact DENCommerceHub@flydenver.com.

These documents must be notarized.

**Your application will be returned if not complete.*

- Notarized Affidavit of Certification*
- Notarized New/Renewal Application Affidavit*
- Notarized Personal Net Worth Statement*

General— Requirements are the same for all business structures

- There is no Processing Fee for ACDBE applications or reviews
- Professional and business license(s) (if applicable)
- History of the Business
- Resumes of all owners, board of directors, and key management team
- Proof of business - Secretary of State
- Applicant's eligibility— Evidence of U.S. citizenship or Permanent Legal Resident Alien status. (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 ACDBE— Proof of home state ACDBE certification

Financial

- The most recent three (3) years' Federal Income Tax returns and its affiliates/joint ventures with related schedules – *Need ALL pages and schedules. If this is incomplete, your application will be returned
 - Signed Individual tax returns for each owner
 - Signed Business tax returns
- Please submit copies of the following documents that are currently active (listed under the Liabilities section of the company's Balance Sheet)
 - 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 lease
 - 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 financial institution authorization (This document should be provided 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:
 - Canceled check(s), receipt(s), or documents that show the funds involved in how you started or acquired your firm and where the funds came from (i.e., Cost of Secretary of State documents, cost of equipment, etc.)

Personnel

- List 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 the 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)
- 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
 - Franchise Agreements (if applicable)

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 the first meeting of the board of directors
 - Minutes from shareholders' meeting establishing current ownership

- Minutes from the board of directors' meeting establishing current ownership
- Minutes from the most recent meeting of shareholders
- Minutes from the most recent meeting of the board of directors
- Both sides of ALL stock certificates issued, including voided and/or canceled
- 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 the 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

Annual/3-Year Reviews

Documentation Needed	Notarization Required	Annual Review	3-Year Review
ACDBE No Change Affidavit	X	X	X
Affiliate Tax Returns If Applicable		X	X
JV Partnership Tax Returns If Applicable		X	X
Personal Tax Return			X
Personal Net Worth Statement	X		X

NOTE: The ACDBE No Change Affidavit must be completed in its entirety, including gross receipts for affiliates/joint ventures. (Gross receipts for Joint Ventures partnerships are the total of gross receipts multiplied by the percentage of ownership.)

- *If there are no affiliate/joint ventures, enter N/A.*
- *If there are affiliates/joint ventures, but there are no gross receipts for them, enter \$0.00.*