

8(a) Certification Applications
Screening Check List and Information Sheet

Business Name:
Contact Person:
Phone Number:
Type of Certification:

SCREENING ELEMENTS:

SBA Form 1010 A 8(a) Personal Eligibility Statement, signed copy for each individual claiming disadvantage status. Deficiencies Noted:

SBA Form 1010B, Business Eligibility Statement.

2 year rule

Community Property (have 2% transfer)

Deficiencies Noted:

A resume for each officer, and key employee. Deficiencies Noted:

A brief description and history of the business. Comments.

Business organizational chart with name identification and responsibilities. Comments.

A current balance sheet, p/l statement and aging of AR and AP signed by the Chief Executive Officer.

Deficiencies Noted:

BS

Aging AP

P/L Statement

Aging AR

A balance sheet and p/l statement signed by the Chief Executive Officer for each of the three preceding year-ends. Deficiencies Noted:

Year

Year

Year

BS

BS

BS

P/L Statement

P/L Statement

P/L Statement

Statement of bonding limits from survey company, If required. Comments.

Statement of Line of Credit from bank or other financial institution. Comments.

Copies of Loan Agreement(s). Comments.

Individual Federal Income Tax Returns filed for the past two years, including W2 forms and all schedules.

Year

Year

IRS Form 4506 for all applicable individuals

Owners

Partners

Officers

Directors

Stockholders have more than 10% ownership

Individuals claiming disadvantaged status

Deficiencies Noted:

Copies of business federal Tax Returns, including all schedules for the past three years.

IRS Form 4506 for Business

Year

Year

Year

Deficiencies Noted:

Copy of current Lease Agreement(s) or proof of ownership of business facilities. Comments

Copy of Lease Agreement(s) for equipment of applicable. Comments

Copies of signature cards for all bank accounts. Comments

Copies of business license(s) – city, county, state, as required by law. Deficiencies Noted:

Copies of any special license(s), If none, check box and state "None". Deficiencies Noted:

Schedule of Business Insurance – comprehensive, liability, workman’s compensation, etc.
Deficiencies Noted:

Copies of all management and/or consulting agreements. Comments.

SBA forms 1623 “Certification Regarding Debarment Suspension, and other Responsibility Matters.” Deficiencies Noted:

SBA Form 413, Personal Financial Statement.

- Owners
- Partners
- Officers
- Directors
- Stockholders having more than 10% ownership.
- Individuals claiming disadvantage status.
- Spouses for each of the above individuals

SBA Form 912, “Statement of Personal History” for each key manager, officer and members of the governing board of business committee of the applicant company and for any other person, including a hired manager, who has authority to speak for and commit the concern on the management of business.

- Owners
- Partners
- Officers
- Directors
- Stockholders having more than 10% ownership
- Individuals claiming disadvantage status.
- Others having authority to speak for and commit the concern

Deficiencies Noted:

Partnership Agreement, If applicable. Deficiencies Noted:

Articles of Incorporation. Deficiencies Noted:

By-Laws, including all amendments. Comments/Deficiencies Noted:

Copies of all minutes of the stockholders meeting electing Board of Directors and minutes of last Board meeting.

How many Directors are authorized under the by-laws?

How many authorized Directors have been elected/appointed?

Is each elected Director identified?

Comments/Deficiencies Noted:

Copies of all minutes of the Board of Directors' meetings and Resolutions of the Board of Directors. Resolution to Seek 8(a).

Comments/Deficiencies:

Copies of all stock certificates front and back, copy of stock register. Is all issued and outstanding stock accounted for?

Comments/Deficiencies:

Current Certificate of Good Standing from the State, if required by State Law.

Deficiencies Noted:

List of affiliated. Deficiencies Noted:

Financial statements of any subsidiaries or affiliates for each of the three preceding fiscal years. Deficiencies Noted:

Information on private sector contracts and non-federal Government contracts (i.e. State, count, city) in progress and completed , including letters of reference to establish successful contract performance. Comments:

() Private Sector

() Non-Federal government