



# National Veteran Business Development Council

## App Review Checklist for Certification

### Company Tab

1. Company Name
2. Company FEIN/EIN Number
3. Company Website
4. Does your Business operate with a “Doing Business As” (DBA) Name?
  - a. If yes, please submit the DBA paperwork.
5. Business Ownership (please select one)
  - a. S-Corporation
  - b. C-Corporation
  - c. Sole Proprietorship
  - d. LLC
  - e. LLP
  - f. Partnership
  - g. Other
    - i. If other, please explain.
6. Business Geographic Market (please select one)
  - a. Local
  - b. Regional
  - c. National
  - d. International
7. Type of Business Premises (please select one)
  - a. Owned
  - b. Leased
  - c. Home-Based
  - d. Rented
8. How was the Business Acquired? (please select one)
  - a. Bought existing Business
  - b. Started Business
  - c. Merger of Consolidation
  - d. Secured a Franchise
  - e. Other
    - i. If other, please explain.
9. What year did your business begin?

10. What year did you become controlling owner?

11. Company Address

- a. Street Address
- b. Zip Code/Postal Code
- c. City
- d. County
- e. State
- f. Country

12. Mailing Address

- a. If same as Company Address, please mark yes. If no, please complete fields.
- b. Street Address
- c. Zip Code/Postal Code
- d. City
- e. County
- f. State
- g. Country

13. 2020 Gross Revenue

14. 2019 Gross Revenue

**Veteran Tab**

15. Owner SSN

16. First Name

17. Last Name

18. Title

19. Date of Birth

20. Gender

21. Ethnicity

- a. American Indian or Native Alaskan
- b. Asian
- c. Black or African American
- d. Hispanic or Latino
- e. Native Hawaiian or Pacific Islander
- f. White
- g. Other
- h. Choose Not To Identify

22. Email Address

23. Percent of Company Held

24. Phone Number

- a. Mobile
- b. Office with Extension
- c. Home

25. Owner Resume (**Required**)

26. Branch of Service (please select one)

- a. Army
- b. Air Force
- c. Marines
- d. Cost Guard
- e. Navy
- f. National Guard
- g. Reserves

27. SF-180

- a. Please complete the SF-180 and sign with a “wet signature”.
- b. Date SF-180 was mailed to NPRC
- c. **DO NOT UPLOAD DD-214; DD-256; NG22,etc.**

28. Proof of U.S. Citizenship

- a. Please submit a copy of your Birth Certificate, Naturalization Certificate, current passport with signature, Real ID Driver’s License, etc.

29. SDVOB: Benefit Summary Letter from VA.Gov

- a. Please submit your “Benefit Summary Letter” from VA.GOV that is dated from the last 12 months.

30. Points of Contact

- a. Do you have someone else that you would like us to be in contact with to complete your application? If so, please fill in the following information.
  - i. First Name
  - ii. Last Name
  - iii. Title
  - iv. Email
  - v. Phone Number

**Business Structure**

31. Capabilities Statement Free Flow Text Box

- a. Please use keywords to describe the products and services that your offer. Please be as descriptive as possible as you write the “Core Competencies”, “Skills”, “Services”, “Products”, etc., that your company offers. Corporate Members perform searches based on keyword searches; therefore, it will be beneficial to have as many keywords as possible. . Please think of this as the marketing section where you are able to market your company. (Please note: 10,000-character limit)

32. Capabilities Upload

- a. If you have a handout, brochure, flyer, etc., please submit it to be uploaded.

33. Professional Accreditation

- a. If you have Professional Accreditations, please list them here.

34. Accreditation Upload

- a. If you have documents from Accreditations, please upload them here.

35. NAICS Codes

- a. Please list all your NAICS codes

36. Staff and Responsibilities

- a. Please indicate who is responsible for each Function that is listed below. For each person listed, we will need their First & Name; Title; Email; resume; Phone #; Resume; and, if we can contact them. If the function is Not Applicable, please indicate with N/A. If the function is done by the majority owner, please indicate with M/O.
  - i. Financial Operations
  - ii. Signatory of Major Documents
  - iii. Personnel Management
  - iv. Marketing/Sale
  - v. Payroll
  - vi. Estimating
  - vii. Purchasing of Major Items
  - viii. Supervision of Filed Operations
  - ix. Job/Offer Acceptance

37. Number of Employees

- a. Full Time:
- b. Part Time:
- c. Veteran:
- d. Contractor or 1099 Recipients:

**Certification Tab**

38. Please mark all that applies to your Business.

- a. NMSDC – National Minority Supplier Development Council
- b. WBENC – Women’s Business Enterprise National Council
- c. NGLCC – National gay & Lesbian Chamber of Commerce
- d. CVE – Veteran’s Administration
- e. SBA 8(a) Socially and Economically Disadvantaged
- f. SBA – HUBZone
- g. DVBE- Disabled Veterans Business Enterprise
- h. NaVOBA – National Veteran-Owned Business Association
- i. DI-DisabilityIN
- j. None of the Above

**Finances Tab**

39. Security Deeds, Title Deed, and Property Taxes

- a. Since you selected that you own the building that you operate the company out of, please submit a copy of your property taxes, mortgage statement, etc.
- b. Since you selected that you rent the building that you operate the company from, please submit a copy of the lease agreement.
- c. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

40. Current YTD Financials

- a. Please submit your Current YTD Financials. Examples of Financials would include, but are not limited to, Profit and Loss, Statement of Cash Flow(s) or Balance Sheet(s). All Financial statements should be prepared according to GAAP (Generally Accepted Accounting Principles) Standards. If you do not have Current YTD Financials, please submit a Letter of Explanation on company letterhead, signed by the owner, and dated.

41. Notes Payable

- a. Please submit your Notes Payable. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.
- b. EX: Notes Payable Upload: Examples: Loans from Bank; SBA Loans; Capital Purchase Loans; Revolving Debt

42. Occupational License

- a. Please submit your Occupational License. EX: Skilled Services defined by your State. If you do not have an Occupational License, please submit a Letter of Explanation on company letterhead, signed by the owner, and dated.

43. Operating Permits or License

- a. Please submit your Operating Permits or License. EX: dry-cleaning; chemical manufacturing; etc.,. If you do not have Operating Permits or License, please submit a Letter of Explanation on company letterhead, signed by the owner, and dated.

44. YTD Payroll – with Owner’s Name

- a. Please submit the YTD Payroll – with Owner’s Name. Year-to-date payroll is the amount of money spent on payroll from the beginning of the year (calendar or fiscal) to the current payroll date. The owner must be present within the payroll and must be a paid member of the company. If owner is not on payroll, please submit a Letter of Explanation on company letterhead, signed and dated.

45. Proof of Bonding Capacity

- a. Please submit Proof of Bonding Capacity. Proof of Bonding Capacity: Ex: construction, etc.,. If you If you do not have Proof of Bonding Capacity, please submit a Letter of Explanation on company letterhead, signed by the owner, and dated.

**Banking Tab**

46. Bank Information

- a. Bank Name
- b. Account Manager
- c. Address
- d. Bank Approved Credit Line
- e. Type of Bank Account (Please select one)
  - i. Business Checking Account
  - ii. Business Savings Account
  - iii. Business Certificate of Deposit

47. Bank Account Corporate Resolution

- a. Please submit your Bank Account Corporate Resolution. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

48. Bank Signature Card(s)

- a. Please submit your Bank Signature Card(s). If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

49. 10 Cancelled Checks/ 1 Month of Online Banking Statement

- a. Please submit the front and backs of 10 Cancelled Checks or 1 Month of Online Bank Statements. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

**Tax Tab**

50. Previous Year Business Federal Tax Return or IRS Extension Acceptance Letter (2020)

- a. Please submit your **FULL** 2020 Business taxes. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.
- b. If you submit your 2020 Extension Letter, please also submit a copy of your 2018 taxes.

51. Prior to Previous Year Business Federal Tax Return or IRS Extension Acceptance Letter (2019)

- a. Please submit your **FULL** 2019 Business Taxes. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

52. Previous Year Personal Federal Tax Return or IRS Extension Acceptance Letter (2020)

- a. Please submit your **FULL** 2020 Personal Taxes. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by the Veteran owner, and dated.
- b. If you submit your 2020 Extension Letter, please also submit a copy of your 2018 taxes.

53. Prior to Previous Year Personal Federal Tax Return or IRS Extension Acceptance Letter (2019)

- a. Please submit your **FULL** 2019 Personal Taxes. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by the Veteran owner, and dated.

**Equipment Tab**

54. Active Asset Agreement or Contracts over \$3,000

- a. Please submit your Active Asset Agreement or Contracts over \$3,000. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

55. Equipment Lease Agreement

- a. Please submit your Equipment Lease Agreement. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

56. Does your Company carry or hold any equipment or inventory at a location? If yes, continue below.

- a. Dollar Amount of Equipment or Inventory:
- b. Located At (select all that apply)
  - i. Personal Home/Residence
  - ii. Company Location
  - iii. Other warehouse or Storage Facility
  - iv. Other Garage or Maintenance Facility
  - v. Mobile Storage Unit (Container, POD, Truck, etc.)

**Articles Tab**

57. Articles of Organization

- a. Please submit your Articles of Organization. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

58. Certificate of Organization

- a. Please submit your Certificate of Organization. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

59. Foreign Entity Certificate

- a. Please submit your Foreign Entity Certificate. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

60. Minutes of the last meeting where members were identified and elected

- a. Please submit Minutes of the last meeting where members were identified and elected. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

61. Minutes of 1<sup>st</sup> member's Meeting (if business is less than 2 years old)

- a. Please submit Minutes of 1<sup>st</sup> member's Meeting (if business is less than 2 years old). If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

62. Minutes of Last Member's Meeting

- a. Please submit Minutes of Last Member's Meeting. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

63. Proof of Capital Investment by majority owner at time of company start or owner's acquisition

- a. Please submit Proof of Capital Investment by majority owner at time of company start or owner's acquisition. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

64. Proof of Unit purchase (Stock Purchase).

- a. Please submit Proof of Stock Purchase. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

65. Corporate Member/Unit Certificates

- a. Please submit Corporate Member/Unit Certificates. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

66. Current LLC Member's Unit Ledger Book

- a. Please submit Current LLC Member's Unit Ledger Book. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

67. Operational and/or Organizational Agreement

- a. Please submit Operational and/or Organizational Agreement. If this field does not apply, please submit a Letter of Explanation on Company Letterhead, signed by Veteran owner, and dated.

**Declaration Tab**

68. Declaration

- a. Please submit a signed and notarized Declaration Form.