Small Business Certification Application

Civil Rights Division
200 N.E. 21st Street, Room 1-C1
Oklahoma City, OK 73105
Phone: (405) 521-3186
Fax: (405) 522-2136

The Oklahoma Department of Transportation's Small Business Program (SBP) applies to firms in Oklahoma which participate in U.S. DOT assisted contracts. This certification applies to all U.S. DOT recipients who are members of the Oklahoma Unified Certification Program. Businesses interested in pursuing this certification must meet the U.S. Small Business Administration (SBA) size standards and submit a completed application.

INSTRUCTIONS:
*All questions must be answered and all information requested must be submitted;
*Do not leave any space blank; enter N/A for not applicable;
*If your application is not legible, complete, signed dated, notarized and accompanied by all required documentation, it will not be processed and will be returned.
*Please submit the original signed, dated and notarized document.
For assistance, contact the Civil Rights Division at 405-521-3186.

1. Primary Owner: _____ Title: _____

Address: _____ Email: _____

City: _____ Zip Code: _____ Phone Number: _____

2. Company Name: _____ Date Established _____

Address: _____ Email: _____

City: _____ Zip Code: _____ Phone Number: _____

3. Primary Owner (check appropriate box): CITIZENSHIP:

☐ U.S. Citizen ☐ Lawfully admitted Permanent Resident Other (please explain): _____

4. Business Structure (check appropriate box):

☐ Sole Proprietorship ☐ Partnership ☐ Limited Liability Corporation ☐ Limited Liability Partnership ☐ Corporation

5. Ownership (Provide information for ALL owners). For additional space, attach a continuation sheet in the format below:

Name(First, MI, Last): _____ Title: _____ % Ownership _____

Name(First, MI, Last): _____ Title: _____ % Ownership _____

Name(First, MI, Last): _____ Title: _____ % Ownership _____

6. Gross Receipts and Employment Levels: Beginning with the most recent year in which the business filed a federal income tax return with the Internal Revenue Service (IRS) and going back three previous years, provide the gross receipts figures as they were reported on the federal income tax returns. Also, provide the total number of employees that were reported at least once on the business federal and state employer's quarterly reports for each of the respective tax filing reporting periods. Attach copies of three years of the firm's most current federal income tax returns.

	GROSS RECEIPTS	# EMPLOYEES	TAX FILING YEAR	GROSS RECEIPTS	# EMPLOYEES	TAX FILING YEAR
(1)						
(2)						
(3)						

Business size will be determined by the Business Activity and Service listed on your firm's tax return, Schedule C or Schedule K.

7. Does our Company own Major Equipment? ☐ Yes ☐ No

Does your Company have Leased Equipment? ☐ Yes ☐ No

List owned/leased equipment by type and quantify:

8. PAYEE IDENTIFICATION NUMBER: List the Federal Identification Number assigned to the business for tax filing purposes.

9. List any Affiliates or Subsidiaries:

10. List Firm's NAICS Code(s):

11. List the Three (3) largest contracts that your firms has received.

Date:

Contract: Amount: Contact Person:

Phone Number: Type of Work:

Date:

Contract: Amount: Contact Person:

Phone Number: Type of Work:

Date:

Contract: Amount: Contact Person:

Phone Number: Type of Work:

12. Nature of Business: Check the type of work your business performs. Should your firm's type not be listed below, indicate service provided and percent of dollar value.

- ☐ Asphalt: includes seal coats and surface treatments, limestone rock asphalt, cold-mix asphaltic concrete pavement, hot mix asphaltic concrete pavement, milling, etc.
- ☐ Concrete Paving and Incidentals: Includes jointed concrete pavement and continuously reinforced concrete pavement.
- ☐ Earthwork, Base and Sub-base: includes preparing ROW, clearing, removing old concrete, roadway and channel excavation, embankments, sub-base courses, base courses, etc.
- ☐ Fencing: includes wire, chain link and metal beam guard fence, metal bridge railing, etc.
- ☐ Hauling: includes hauling of base material, gravel, sand, hot mix, etc.
- ☐ Illumination: includes placement of conduit and wire, poles, roadway and bridge lights, airfield lighting, etc.
- ☐ Landscaping: includes roadside planting, erosion control, sodding, seeing, etc., along roadway or airfield pavements.
- ☐ Major Structures: includes structural excavation, drill shafts, piling, concrete for columns, bents, abutments, slabs, structural steel, rebar, etc.
- ☐ Major Suppliers: suppliers of construction materials kept in inventory for public sale (60% credit). Manufacturers and suppliers (100% credit).
- ☐ Minor Structures and Miscellaneous Concrete: includes CGM and RC pipe, inlets, manholes, sewers, box culverts, sidewalks, driveways, riprap, curb and gutter, concrete bridge railing, concrete median barrier, etc.
- ☐ Painting: includes painting of structural steel and concrete structures.
- ☐ Professional Services : includes engineers, architects, surveyors, accountants, planners, inspection services, research, translation, etc.
- ☐ Rest Areas : includes steel, masonry or wood fabrication and erection, electrical wiring, plumbing, etc.
- ☐ Traffic Control Device: includes traffic signals, signs, barricades, pavement markers, buttons, edge lines, striping for roadway or airfield, etc.
- ☐ Underground and Utility Work: includes PVC pipe, underground conduit, utility telephone lines, water lines, etc.
- ☐ Transit or Other (Please explain)

The Oklahoma Department of Transportation (ODOT) ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by ODOT, its recipients, sub-recipients, and contractors.

AFFIDAVIT OF ELIGIBILITY

This form must be signed and notarized for each owner

I, _____ (full name printed), swear or affirm under penalty of law that I am

_____ (title) of applicant firm _____ (firm name)

that I have read and understood all of the questions in this application and that all of the foregoing information and statements submitted in this application and its attachments and supporting documents are true and correct to the best of my knowledge, and that all responses to the questions are full and complete, omitting no material information. The responses include all material information necessary to fully and accurately identify and explain the operations, capabilities and pertinent history of the named firm as well as the ownership, control, and affiliation thereof.

A material or false statement or omission made in connection with this application is sufficient cause for denial of certification, revocation of a prior approval, initiation of suspension or debarment proceedings, and may subject the person and/or entity making the false statement to any and all civil and criminal penalties available pursuant to applicable Federal and State law.

Printed Name of Majority Small Business Owner(s) _____

Signature of Majority Small Business Owner(s) _____

Printed Name of Majority Small Business Owner(s) _____

Signature of Majority Small Business Owner(s) _____

Subscribed and sworn to me the undersigned notary public on this _____ day of _____

at _____ *(city and state)*

(seal)

_____

My Commission Expires

_____ _____

My Commission Number Notary Public

Print Form

6/2016