

Annual Review Sections of the Application

Answer the questions in each section below. For critical tips, see the <u>Quick Start Guide</u> and <u>Application</u>
<u>Checklist</u>. Once all sections are complete, review and sign the annual review from this overview page.

PLEAS NOTE: According to the Psperwork Reduction Act, you are not required to respond to this information collection unless it displays a visid Old approach number. The estimated busden for completing this form, including reading the instructions and compiling the information, at Journal 479 under equisitions or comments concerning this estimates or other appears for its inharmation colorion, plasses contact the US-Small Business Administration, Chief, Administrative information Branch, Instruction, 102, 24416 and 5484 Desk Officer, Office of Hamagement and Indust, Hear Decease Office Building, Branch 2020; Washington, D. C. 25013.

Eligibility	
Status:	Not started
Last Update:	08/12/21
Started:	08/12/21
Assigned To:	Blank15 Steve



Review and sign

Before you review and sign your application, make sure each section says "Complete."









Eligibility Update Your Info Explain Any Changes Entity Ownership Tax Returns Financials Revenue Review Update Your Info Is your firm's information current in SAM.gov? Yes No

More Information

The SBA gets your firm's information from the System for Award Management website (SAM.gov), so you must keep your firm's information in <u>SAM.gov</u> $\@mathrew{c}$ up to date.

Save and continue

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In the past program year or since your firm was certified as an 8(a) Participant, has there been conduct by your firm, or any of its principals, indicating a lack of business integrity or good character, which has resulted in any of the following?

Please check anything not previously reported to SBA:

None of the above have occurred.
Other consequences from lack of business integrity or good character
A judgment or settlement in a civil lawsuit
A guilty plea or criminal conviction
Criminal indictment
An arrest

Add documents

In the past program year or since your firm was certified as an 8(a)
Participant, are/have there been pending adverse actions that may affect
your firm's business operations?

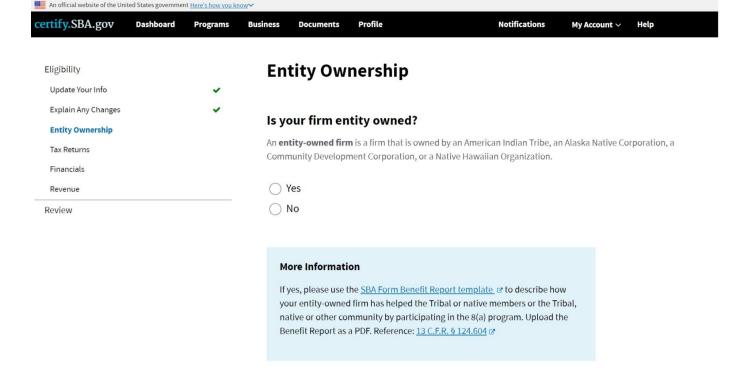
Please check all such actions not previously reported to SBA:

	Lawsuits
	Delinquent taxes
	Bankruptcy filings
	Creditor problems
	Contract disputes
	Other adverse actions
	None of the above have occurred.
O Ac	dd documents

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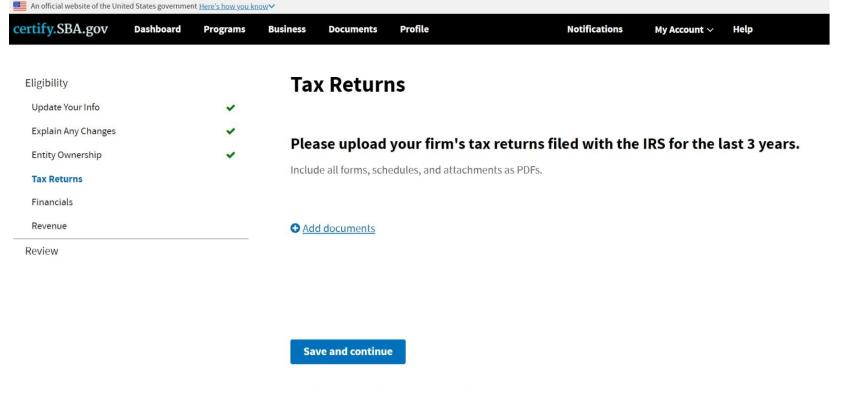
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More Information

Upload annual financial statements based on your firm's revenue:

- Firms with over \$10 million in revenue must submit audited annual financial statements prepared by a licensed CPA within 120 days of the end of the fiscal year.
- Firms with \$2-10 million in revenue may submit annual financial statements prepared and signed by a licensed CPA within 90 days of the end of the fiscal year.
- Firms with less than \$2 million in revenue may submit in-house annual statements signed and dated by a CPA or an authorized officer, partner, limited liability member, or sole proprietor of the firm within 90 days of the end of the fiscal year.

If your firm is entity owned (owned by a Tribe, ANC, NHO or CDC), please upload either:

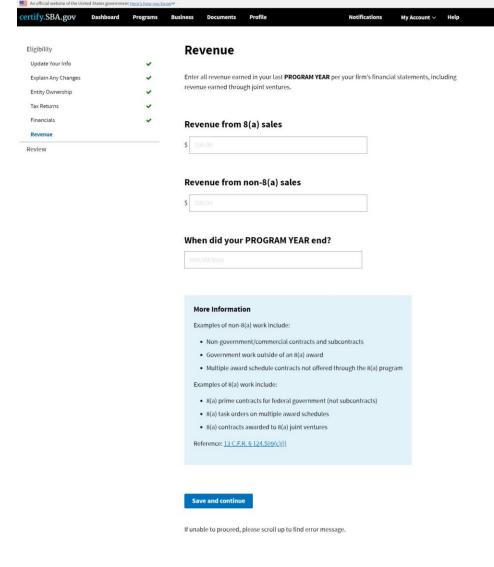
- Your fiscal year-end balance sheets and income statements showing a breakout of 8(a) and non-8(a) revenue, or
- Consolidated financial statements prepared by your parent entity that include schedules for your firm.

Reference: 13 C.F.R. § 124.602 @

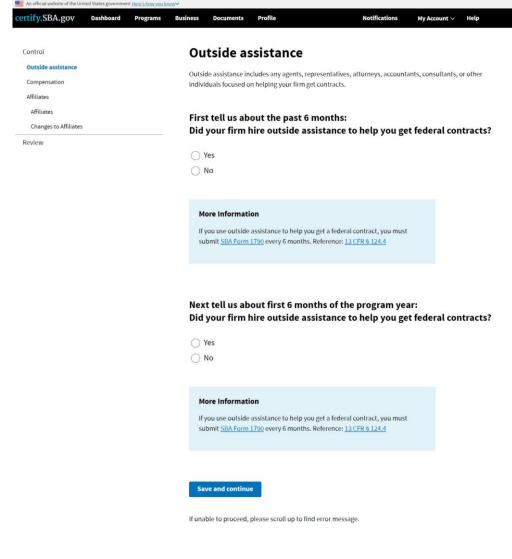
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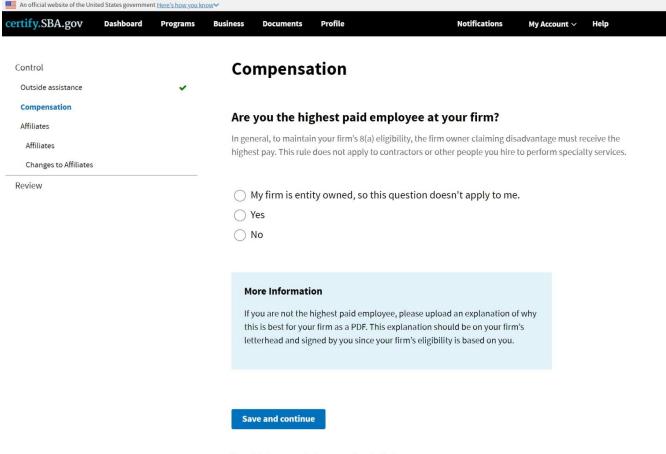






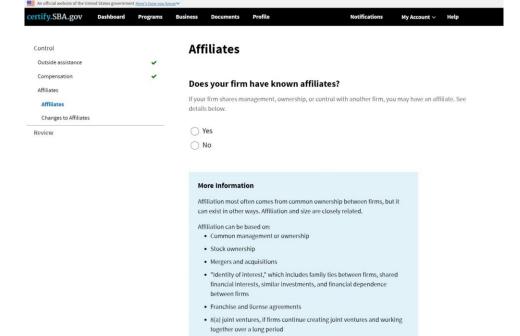






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With Mentor/Protégé Agreements (MPAs), the SBA does not find affiliation between an 8(a) firm and its mentor only because the mentor helps the

protégé per the MPA. But the firms may be affiliated for other reasons. (See list above.)

SBA does not consider entity-owned firms affiliates of the entities that own them — or affiliates of their sibling companies. But entity-owned firms may be affiliated with outside firms. (See list above.)

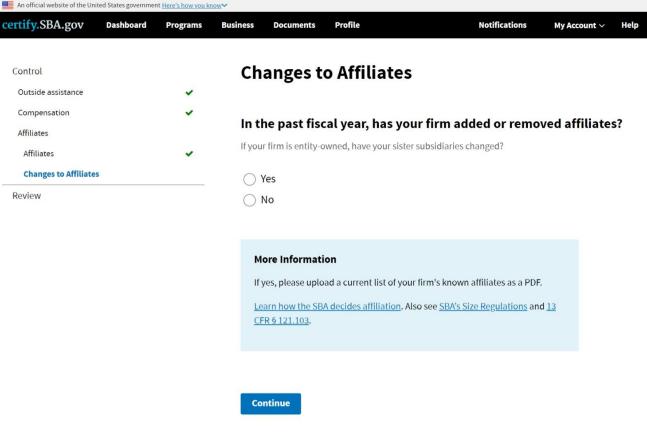
<u>Learn how the SBA decides affiliation</u>. Also see <u>SBA's Size Regulations</u> and <u>13</u> <u>CFR § 121.103</u>.

Continue

Other factors

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Ownership

Payments and Excessive Withdrawals

Review

Payments and Excessive Withdrawals

List all salaries, bonuses, advances, loans, distributions, or dividends paid in the past fiscal year to:

- Your firm's owners, officers, or directors
- Outside firms that your firm's officers or directors own at least 10% of
- Outside firms with an officer, partner, or director who is also an owner, officer, or director of your firm

Payments, Distributions, and Compensation

Name	Title	Equity Interest	Reasons for Payment	Total Payments	Actions
No items	added yet	I.			

Add item

Please explain why you made this choice.

In the past fiscal year, has your firm made outstanding loans to any of the following?

- Your firm's owners, officers, or directors
- Shareholders who own more than 10% of your firm's stock
- Outside firms that your firm's officers or directors own at least
 10% of
- Outside firms with an officer, partner, or director who is also an owner, officer, or director of your firm

() Yes

O No

More Information

If yes, please upload all promissory notes or letters describing the loan as PDFs.

In the past fiscal year, has your firm made payments to any of the following people — payments that in total exceed the excessive withdrawal thresholds?

- · Your firm's owners, officers, or directors
- Outside firms that your firm's officers or directors own at least 10% of
- Outside firms with an officer, partner, or director who is also an owner, officer, or director of your firm

O Yes

O No

More Information

During any fiscal year of the firm, withdrawals are excessive if they total more than:

- \$250,000 for firms with sales up to \$1,000,000
- \$300,000 for firms with sales between \$1,000,000 and \$2,000,000
- \$400,000 for firms with sales exceeding \$2,000,000

The term "withdrawal" includes, but is not limited to:

- Cash dividends
- Distributions that exceed amounts needed to pay S Corporation, LLC or partnership taxes
- Cash and property withdrawals
- Payments to immediate family members not employed by your firm
- · Bonuses to officers
- · Investments on behalf of an owner

Although officers' salaries are generally not considered withdrawals for purposes of this definition, SBA will count those salaries as withdrawals where SBA believes that a firm is attempting to avoid the excessive withdrawal limitations through the payment of officers' salaries. SBA will look at the totality of the circumstances in determining whether to include any specific amount as a withdrawal.

Reference: 13 C.F.R § 124.112(d)

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Business Development 8(a) Mentor-Protégé Program Business Plan Upload Business Plan Updates to Business Plan Stage of the Program Determine Stage of the Program **Business Activity Targets** Steps for Growth Marketing Capability Statement Joint Ventures Your 8(a) Joint Ventures Joint Venture Information Contracts Contract Forecast Review

8(a) Mentor-Protégé Program

Is your firm in the 8(a) Mentor-Protégé program?

○ Yes

O No

More Information

For each of your 8(a) MPP mentors, you must complete and upload a <u>Mentor-Protégé Worksheet</u>.

The SBA has two different mentor-protégé programs (MPPs):

- The 8(a) Mentor/Protégé Program
- The All-Small Mentor/Protégé Program

The <u>8(a) MPP</u> has served only 8(a) firms since 1998. 8(a) MPP mentors help guide 8(a) protégé firms in competing for and performing on non-8(a) contracts so 8(a) protégé firms build their capabilities. Reference: <u>13 C.F.R. §</u> 124.520

The <u>All-Small MPP</u> has served both 8(a) firms and non-8(a) firms since late 2016. Reference: <u>13 C.F.R. § 125.9</u>

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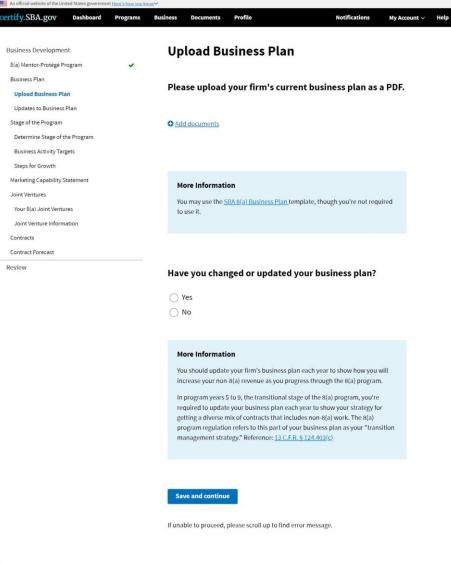
Your experience is important to us! Please visit the Certify Knowledge Base for assistance.

SBA.gov/contracting WhiteHouse.gov Regulations.gov BusinessUSA.gov USA.gov

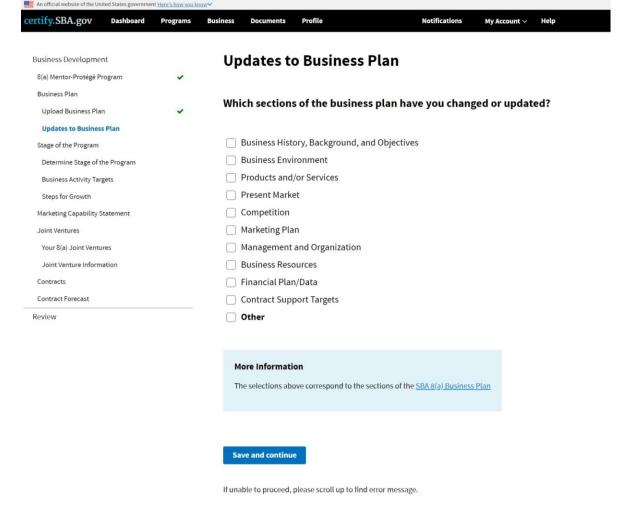
Contact SBA Administration

Certify Help Desk

Branch: Commit:



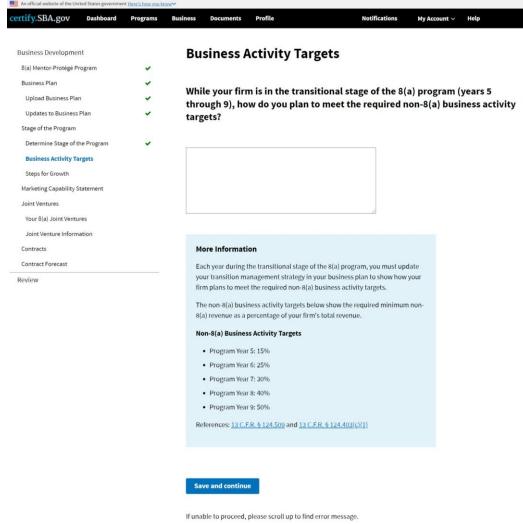




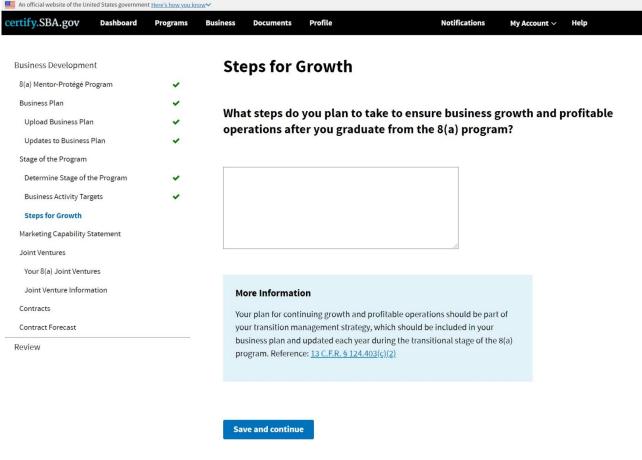


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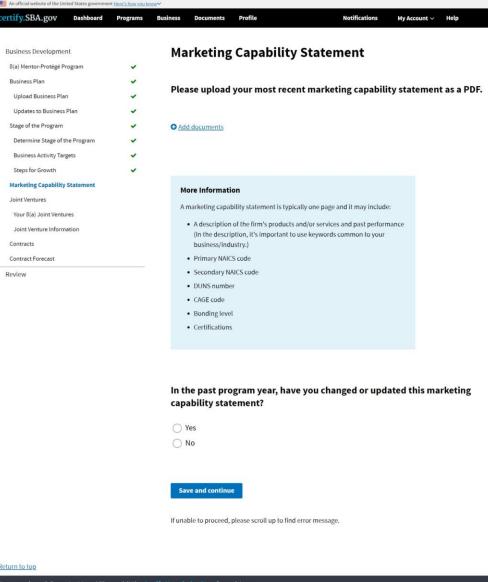






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Business Development 8(a) Mentor-Protégé Program Business Plan ~ Upload Business Plan Updates to Business Plan Stage of the Program Determine Stage of the Program **Business Activity Targets** Steps for Growth Marketing Capability Statement ~ Joint Ventures Your 8(a) Joint Ventures Joint Venture Information Contracts Contract Forecast Review

Your 8(a) Joint Ventures

Does your firm have any active 8(a) Joint Ventures?

All 8(a) joint ventures must be approved by your Business Opportunity Specialist.

O Yes

○ No

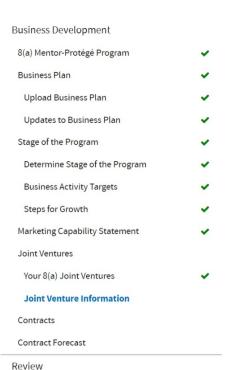
More Information

Your SBA District Office approves JV agreements only when an 8(a) firm can't perform the contract by itself, and the JV agreement is fair and benefits the 8(a) firm substantially. Reference: 13 C.F.R. § 124.513

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Joint Venture Information

Please list all your active 8(a) joint ventures.

Add Joint Venture

Save and continue

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contract's NAICS code.

Save and continue

contracts.

121.103(b)

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performed over 40% of the work.

Similarly situated entities are 8(a) subcontractors you work with on a contract. The work they do can be counted towards your firm's percentage of work for a contract. A similarly situated entity must be considered small for the

For example, on a services contract, your firm may subcontract only 50% of the work to a non-8(a) firm. Your firm or a similarly situated entity subcontractor must perform at least 50% of the work.

For joint venture contracts, your firm or a similarly situated entity must perform at least 40% of the total work performed by the joint venture.

For example, your joint venture got a construction contract with the Parks Department. Your firm performs 20% of the work, your joint venture partner performs 50%, and a similarly situated 8(a) subcontractor performs 50%. You are in compliance because similarly situated 8(a) firms

Per the 3/2 Rule, an 8(a) joint venture may not get more than 3 contracts in 2 years. The 2-year period starts the day of the first award, But the same firms can form additional joint ventures, and each joint venture may get up to 3 contracts in 2 years. Until the first award, each JV may continue to bid on

References: 13 C.F.R. § 125.1, 13 C.F.R. § 125.8, 13 C.F.R. § 125.6, and 13 C.F.R. §



