



8(a) Application Preview

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Eligibility

General Assessment

Eligibility	General Assessment
General Assessment	
Prior 8(a) Involvement	Is your company a for-profit business?
Outside Assistance	○ Yes ○ No
Business Size	
Review	More Information –
	Your company must be a for-profit business to qualify for the 8(a) Program. If your company is not a for-profit business, it is not eligible for program participation.
	Is your company operating as a broker?
	Yes No
	More Information –
	Brokers are not eligible for participation in the 8(a) Program. If your company does add material value, take ownership or possession of, or handle the item being procured with its own equipment or facilities, your company may be operating as a broker. Please note that SBA's definition of 'broker' does not include real estate or investment brokers. Reference: 13 CFR §124.108(d)
	Has your company ever generated revenue?
	Yes No N/A - Entity Owned
	Does your company have a Doing Business As (DBA) name?
	○ Yes ○ No
	More Information –
	A doing business as name may also be referred to as an assumed name, fictitious name, or trade name.

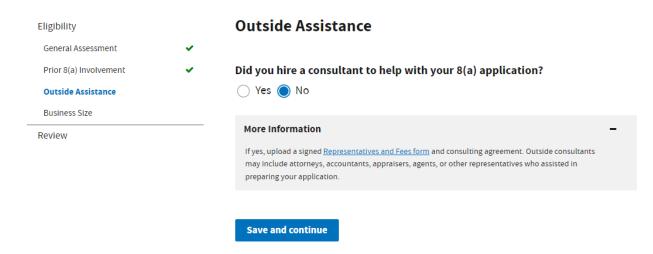


Prior 8(a) Involvement

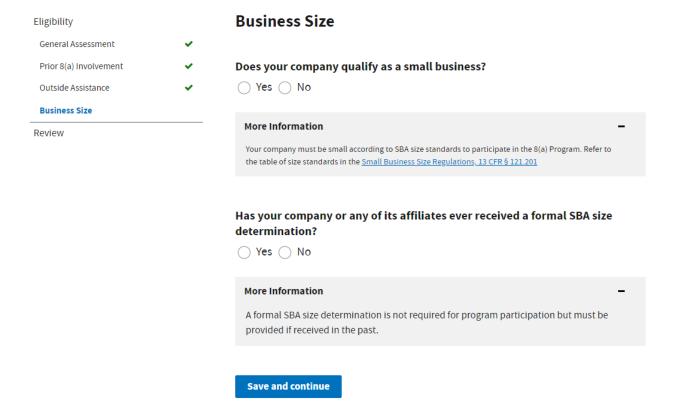
Eligibility	Prior 8(a) Involvement
General Assessment	
Prior 8(a) Involvement	Has your company ever participated in the 8(a) Program?
Outside Assistance	○ Yes ○ No
Business Size	
Review	More Information The 8(a) Program has one-time eligibility. This includes participation under another name, voluntary withdrawal, termination, or graduation.
	Has your company ever submitted an application to the 8(a) Program? Yes No
	More Information –
	If yes, describe what happened to the previous application to the 8(a) Program. Possibilities include that the application was returned because it was incomplete, your company withdrew the application prior to a formal decision, your application was closed, or your company may have been formally denied program participation. If your company received a formal decline decision, it must wait 90 days from the date of the denial letter to apply again. Please respond 'yes' if your company has ever submitted an application under another name. If your company was formally denied program participation, please provide a copy of the decline letter.
	Do the assets of a former 8(a) company make up 50% or more of your company's assets?
	○ Yes ○ No
	More Information –
	If yes, please provide an explanation above and upload all relevant documentation. The documents should contain the name of the 8(a) Program Participant. Assets may include machinery, contracts, equipment, etc. At the time of application, if the assets of a former 8(a) Program Participant constitute 50% or more of applicant firm's assets, then your business will not be eligible for participation in the program because of one-time eligibility.



Outside Assistance



Business Size





Ownership

Firm Ownership

Ownership

Firm Ownership

Ownership Details

Corporations

LLCs

Partnerships

Sole Proprietors

Review

Firm Ownership

Please detail the ownership of your company:

Type of Owner	Name	U.S. Citizen	Position in Company	Basis for Disadvantage	Claiming Disadvantage?	Ownership %	Action
No items	added yet						
Total						0%	

Add Entry

Add documents

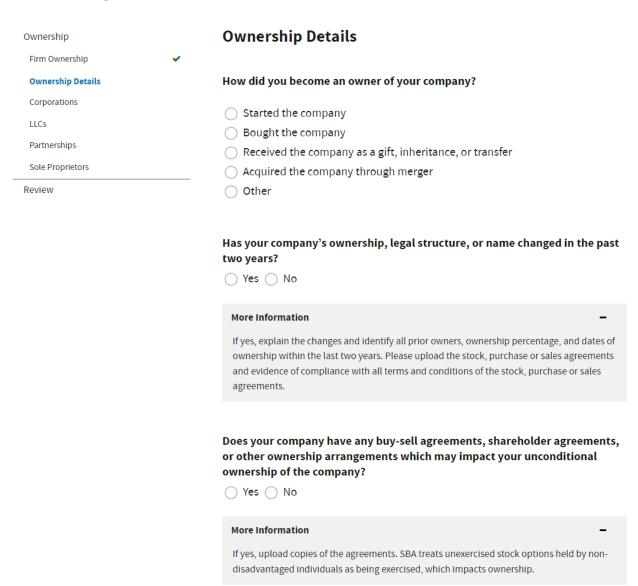
More Information

A company is considered entity-owned if it is 51% owned by an American Indian Tribe, Alaska Native Corporation, Community Development Corporation, or Native Hawaiian Organization. If your company is entity-owned, please complete and upload the relevant form 1010 from the following list:

- American Indian Tribe (AIT) form
- Alaska Native Corporation (ANC) form
- Community Development Corporation (CDC) form
- <u>Native Hawaiian Organization (NHO)</u>



Ownership Details





Does your company currently have ownership interest in any other companies?

○ Yes ○ No ○ N/A - Entity Owned

More Information

If yes, attach the following information for each company:

- Name
- Address
- Structure (LLC, Corporation, Partnership, Sole Proprietorship)
- Names of the owners, board members, and officers
- · Primary NAICS code
- Nature of relationship
- · Percentage of ownership
- Was the firm ever certified as an 8(a) Participant?
- The last five years of filed Federal tax returns, including all schedules and attachments.
- Most recent year-end financial statements
- Year-to-date financial statements

Please upload a Transmutation agreement if you are married and living in a community property State/Territory-(Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, Guam, Puerto Rico)

Add documents

More Information

Community property is owned jointly by a married couple. A transmutation agreement allows for your spouse to change the character of their ownership from community property to separate property.



Does any other company or organization have more than 10% ownership interest in your company?

○ Yes ○ No ○ N/A - Entity Owned

More Information

If yes, attach the following information for each company:

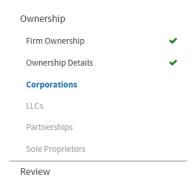
- Name
- Address
- Structure (LLC, Corporation, Partnership, Sole Proprietorship)
- Names of the owners, board members, and officers
- · Primary NAICS code
- · Nature of relationship
- · Percentage of ownership
- Was the company ever certified as an 8(a) Participant?

A non-8(a) company that owns at least 10% of a company currently in the 8(a) program may not also own more than a 10% interest in another company applying to the 8(a) program. This restriction does not apply to financial institutions licensed or chartered by federal, state or local government, including investment companies licensed under the Small Business Investment Act of 1958. Reference: 13 C.F.R. § 124.105(h)(1)

Further, a company not currently in the 8(a) program in the same or similar line of business as the company applying to 8(a) may not own more than a 10% interest in the company applying to 8(a). This restriction does not apply to former 8(a) Participants, which are permitted to own up 20% of a company applying to 8(a). Reference: 13 C.F.R. § 124.105(h)(2)



Corporations



Corporations

Please upload the following:

- Articles of Incorporation (original and current version)
- Bylaws (current version)
- Current Shareholder meeting minutes showing the election of the Board of Directors
- Current Board of Director meeting minutes showing the election of Officers

Add documents

More Information

Bylaws should show that you have complete control of the company. Common issues include supermajority or unanimous consent voting provisions that could impact complete control of the company. Shareholder and Board meetings must be held in accordance with your company's by-laws and meeting minutes must detail the election of the Board of Directors and the Officers.



Please upload the following:

- Stock Certificates (front and back)
- Stock ledger/register
- Transmutation agreements (if married and living in a community property State/Territory-Arizona, California, Idaho, Louisiana, Nevada, New Mexico, Texas, Washington, Wisconsin, Guam, Puerto Rico)
- · Voting agreements

Add documents

More Information

Community property is owned jointly by a married couple. A transmutation agreement allows for your spouse to change the character of their ownership from community property to separate property.

Please upload your company's Certificate of Good Standing (dated within one year)

Add documents

More Information

A **Certificate of Good Standing** is a state-issued document that says your firm is authorized to do business in that state. It is issued by your state's Secretary of State office. Different states use different names for the Certificate of Good Standing. It may also be called a Certificate of Existence or a Certificate of Status.



Character

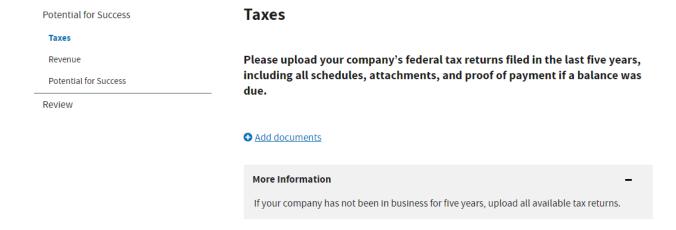
Character	Character
Review	Is your company a defendant in any pending lawsuits? Yes No
	More Information If yes, please provide a copy of the current status of the lawsuit and a copy of the complaint, answer and and/or counterclaim filed in the suit. • A summary of the current status of the lawsuit and claims, including the firm's interest in the suit • A copy of the complaint, answer, and/or counterclaim filed in the suit
	Has your company filed for bankruptcy or insolvency in the last 7 years? Yes No
	More Information — If yes, please provide a copy of the bankruptcy court's final order with all schedules and/or discharge.
	Does your company have any outstanding delinquent federal, state, or local financial obligations or liens? Yes No
	Report any obligations, including delinquent tax returns and deliquent SBA loans. If yes, provide all of the follow that apply: • Information about any tax limits and unsatified judgments • Evidence of repayment arrangements • Proof of compliance with repayment arrangements • Year of tax deliquency and an explanation If a company or any of its principals fails to pay signifiant overdue debts to the Federal Government, both the company and the principals are not eligible to participate in the 8(a) Business Development program. Examples of debts are unresolved tax liens and defaults on federal loans or other federally assisted financing.
	Has your company (under any name) ever been debarred or suspended by any Federal entity? Yes No
	More Information If yes, upload the details regarding the debarment or suspension, including any related documents. Debarred or suspended companies or companies owned by debarred or suspended individuals are not eligible for the 8(a) Business Development Program.

Continue

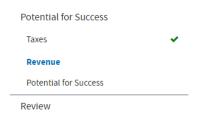


Potential for Success

Taxes



Revenue



Revenue

Continue

Are you applying for the 8(a) Program under the same primary NAICS code listed for your company on <u>SAM.gov</u> ♂

○ Yes ○ No

More Information

If no, enter your new primary NAICS code in the explanation field. You must also update your primary NAICS code in SAM.gov.

 $You \ can find \ your \ primary \ NAICS \ code \ in \ your \ business \ profile \ on \ Certify. SBA. gov \ or \ SAM. gov.$

In most cases, your company's primary NAICS code must account for the largest portion of sales during the most recently completed fiscal year.

Please upload your company's three most recent year-end and current year-to-date financial statements.

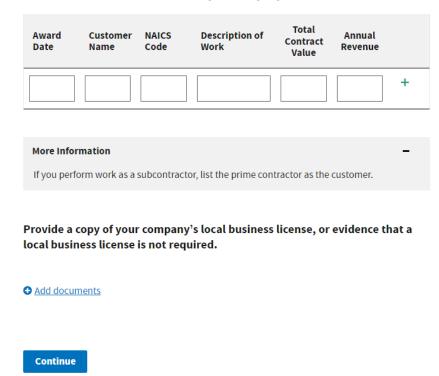
Add documents

More Information

Financial statements must include a balance sheet and a profit and loss statement. The same net income should be included on both the balance sheet and the profit and loss statement. Ensure that equity/retained earnings roll forward correctly from year-to-year. If your company has not been in operation for three years, provide all available financial statements

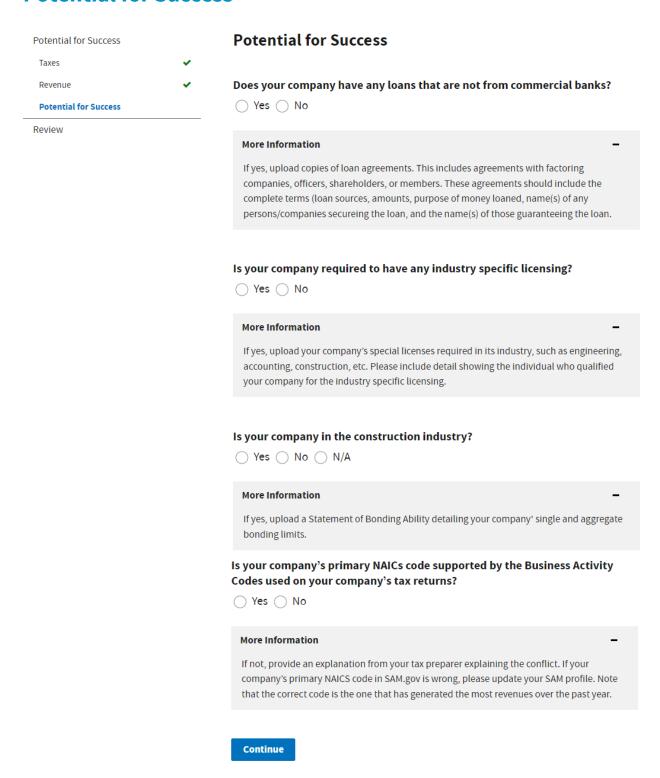


Please list all contracts awarded to your company in the last 12 months.





Potential for Success





Control

Firm Control



Firm Control

Does your company have any agreements that may impact ownership or control? These may include:

- joint venture
- mentor protégé
- indemnity
- consulting
- distributorship
- licensing
- trust
- franchise
- management
- certifications
- permits
- Yes No

More Information

If yes, upload the agreements.



company?	
○ Yes ○ No	
More Information	-
If yes, provide details of the relationship including nature of assistance and copies of any related agreements. Examples include loans, lines of credit, or any other financial support.	
Are you the highest componented person in your company?	
Are you the highest compensated person in your company? Yes No N/A - Entity Owned	
More Information	-
Please provide evidence of who the highest compensated member of your company is. If it is not you, please provide an explanation why that is in the best interest of your company.	
Please upload your company's business bank account signature card(s).	
rease aprodu your company s business bank account signature cara(s).	'
◆ Add documents	
More Information	-
A signature card is a document your bank keeps with the signatures of all of the people authorized to access your account. The bank compares future signatures against these signatures to prevent forgeries.	
If your bank does not have a signature card for your account, upload a letter from the bank that shows everyone authorized to sign for each of your firm's bank accounts	
If there are other individuals included on the signature card, provide an explanation of why they need access to the business bank account. You will also need to add them as a contributor at the end of your application because they are identified as a key employee.	
Does your company share any locations or resources with any other companies?	
○ Yes ○ No	
More Information	-
If so, upload the terms of the agreement. Resources may include may include facilities, equipment, employees, telephone, fax, P.O. Box, office space, or warehouse.	
Does your company lease or use office space or other facilities from any company?	other
○ Yes ○ No	
More Information	-
If so, upload the terms of the agreement.	



Continue

Leased Facility



Leased Facility

Do any principals of your company have any financial or familial interest or relationship with the owner of the leased facility?

○ Yes ○ No

More Information

If yes, provide the name of the other business and the name of the principal who has an interest in or familial relationship with the owner of the leased facility.



Contributors

<< Back to application overview

Individual Contributors

Your contributors

Please complete your firm owner questionnaire and invite your contributors to complete theirs. Each person you invite to contribute will receive an email with instructions for creating their profile and submitting their information.

Attention! Your new individual Contributor invite will have 30 days to sign up as a contributor when you send your invitation. The 30 days limit only applies to the contributor who hasn't signup from the previous or current year. They will receive an email sent to the address you entered. After that, the applicant must submit a help ticket with <u>Certify Help Desk</u>

Entity-owned firms: You are not required to answer all of these sections or questions. Please follow the supplemental instructions for entity-owned firms.

Thong Nguyen - firm owner (disadvantaged individual)

As the firm owner applying for the 8(a) program, you are claiming economic disadvantage and must submit this section about your personal financial information.

Status: NOT STARTED

Go to questionnaire

Other disadvantaged owners (disadvantaged individual)

Your firm must be at least 51% owned by one or more economically disadvantaged individuals to qualify for the 8(a) program. If you do not own 51% or more of the firm, send the other owner(s) who are claiming economic disadvantage an invitation to submit this section.

Note: An individual can only claim disadvantage for 8(a) certification once in their lifetime. If you own 51% or more of the firm, the other owner(s) do not need to submit this section.

Invite other disadvantaged owners



Spouses

If your spouse is a key employee, officer, or holds more than 10% interest in your company, they must register as a Nondisadvantaged applicant as well as your spouse.

Invite spouses

People involved with your firm

Each of the following people involved with your firm must complete this section.

- Everyone who owns at least 20% of your firm
- Officers
- Directors
- · Board members
- Managers
- Partners

Invite people involved with your firm

