Attachment 3 WOSB or EDWOSB Certification Questionnaire Screenshots

OMB Approval No: 3245-0374 Expiration Date: XX-XX-XXXX

Accept Page:

certify.SBA.gov Dashboard Programs Business Documents Profile Notifications My Account > Help

WOSB Application Program Certification

Answering the following questions online is equivalent to completing forms 2413 (WOSB) or 2414 (EDWOSB). Form ExpirationDate Date: 11/30/2017



All small businesses that are interested in submitting an offer on a solicitation that has been set aside for Women-Owned Small Businesses (WOSB) and Economically Disadvantaged Women-Owned Small Businesses (EDWOSB) under the WOSB Program must complete this certification prior to submitting the offer. This includes checking all boxes presented and having an authorized officer of the woman-owned small business or economically disadvantaged woman-owned small business electronically sign and date the certification. You must upload all other required documents as indicated here-in to the WOSB Program Repository. For questions, please e-mail wosb@sba.gov.

Please read the following certification statements. The Federal government relies on the information in this form and any documents or supplemental information submitted to determine whether the business is eligible for a contract authorized under the WOSB Program. The definitions for the terms used in this certification are set forth in the Small Business Act, U.S. Small Business Administration (SBA) regulations (13 C.F.R. Part 127), and also any statutory and regulatory provision referenced in those authorities. In addition, please note that the SBA may request further clarification or supporting documentation in order to assist in the verification of any of the information provided and that each person signing this certification may be prosecuted if they have provided false information. Any action taken with respect to this certification does not affect the Government's right to pursue criminal, civil or administrative remedies for incorrect or incomplete information given, even if correct information has been included in other materials submitted to SBA.

Accept

8(a)

Yes/No with attachment required on 'Yes'

8(a)
Is the qualifying individual(s) currently certified by the U.S. Small Business Administration as an 8(a) Business Development (BD) Program Participant and does this woman own at least 51% of the business?
○ Yes ○ No
More Information
If the qualifying individual is not currently an 8(a) BD Program Participant, please select "No". If the qualifying individual was already approved by the 8(a) BD Program and at least 51% of the business is held by women, you are eligible for the WOSB Program as an EDWOSB and you will skip forward to the "Review" section of this application. Please upload your original 8(a) Acceptance Letter and your most recent Annual Review Letter. If the qualifying individual is both 8(a) and Third-Party Certified, upload the documentation for both certifications.
Continue
If unable to proceed, please scroll up to find error message.

Third Party

Yes/No with attachment required on 'Yes'

Third Party Is the qualifying individual(s) certified as a WOSB or EDWOSB by an SBA-approved Third-Party Certifier?	
○ No	
More	Information
You m	ay self-certify for the WOSB Program through this website or you may
elect	to use the services of a Third-Party Certifier to demonstrate eligibility.
	is no requirement to use a Third-Party Certifier. However, if you have
	d with an SBA-approved Third-Party Certifier to review your business nation, please upload the current Third-Party Certifier Certificate.
Intorr	nation, please upload the current inird-rarty Certifier Certificate.
The o	nly SBA-approved Third-Party Certifiers are:
• E	I Paso Hispanic Chamber of Commerce (WOSB and EDWOSB)
• 1	ational Women Business Owners Corporation (WOSB and EDWOSB)
• (S Women's Chamber of Commerce (WOSB and EDWOSB)
• \	/omen's Business Enterprise National Council (WBENC) (WOSB only)
Refer	ence: Small Business Act ☑, 15 U.S. Code Chapter 14, 637, Section 8m
Conti	nue de la companya d
If unable	to proceed, please scroll up to find error message.

Changes in Eligibility

Yes/No

Changes in Eligibility Since receiving an SBA-approved Third-Party Certification, have there been any changes in circumstances affecting the qualifying individual(s) eligibility? Yes No More Information Changes in circumstances refer to any changes that may have been made to ownership, citizenship, financial status, corporate size or structure, or any other WOSB or EDWOSB eligibility criteria identified in the regulations governing the WOSB Program. Reference: 13 C.F.R. Part 127.504 (*a)(3) Continue If unable to proceed, please scroll up to find error message.

Non-qualification

Yes/No with attachment required on 'Yes'

N	on-qualification
	as an SBA-approved Third-Party Certifier declined WOSB or EDWOSB rtification for the qualifying individual(s)?
С) Yes
C) No
	More Information
	If yes, please upload the denial letter. Being denied eligibility by one of the
	SBA-approved certifiers does not necessarily prevent you from qualifying for a self-certification if circumstances have changed. Any business determined not
	to be qualified may request that SBA review its eligibility once it believes in good faith that it satisfies all of the requirements. Reference: 13 C.F.R. 127.305
	©
- (Continue
f u	nable to proceed, please scroll up to find error message.

Partnership

Yes/No: Attachment required on 'Yes', Comment required on 'No' (These questions show if the firm is registered as a Partnership)

Partnership	
Does the partnership agreement show that at least 51% of each class of partnership interest is unconditionally and directly owned by the qualifying individual(s)?	
○ Yes ○ No	
More Information If yes, please upload the Partnership Agreement and any amendments; the Joint Venture Agreement if applicable. Reference: 13 C.F.R. 127.201(d) ♂	

Yes/No: Attachment required on 'Yes', Comment required on 'No'

endments.

Corporation & S-Corp

Yes/No: Attachment required on 'Yes', Comment required on 'No'
(These questions show if the firm is registered as a Corporation & S-Corp)

Corporation & S-Corp Do the corporation's stock ledger and stock certificates show that the qualifying individual(s) own at least 51% of all outstanding stock?	
More Information If yes, please upload the front and back pages of all stock certificates and ledgers.	
Yes/No	
Does the corporation have more than one class of voting stock?	
YesNo	
Yes/No	
Do the corporation's stock ledger and stock certificates show that at least 51% of each class of voting stock is owned by the qualifying individual(s)?	
YesNo	

In answering the corporate questions above did you consider unexercised stock options or similar agreements held by the qualifying individual(s)?
○ Yes ○ No
More Information Do not consider unexercised stock options that are held by the qualifying individual(s). If you answered "yes" to this question, please return to the questions above and revise your answers.
Yes/No
Does the corporation have any unexercised stock options or similar agreements? Yes No
More Information In determining unconditional ownership of the business, any unexercised stock options or similar agreements held by a woman will be disregarded. However, any unexercised stock option or other agreement, including the right to convert non-voting stock or debentures into voting stock, held by any other individual or entity will be treated as having been exercised. Reference: 13 C.F.R. 127.201(f) ♂

Corporation & S-Corp

Yes/No

Are any unexercised stock options or similar agreements held by the qualifying individual(s)?
Yes
○ No

Yes/No: Attachment required on 'Yes', Comment required on 'No'

Do the Articles of Incorporation and By-laws show that the qualifying individual(s) control the Board of Directors? Yes	
More Information	
More information	
If yes, please upload Articles of Incorporation and any an	nendments; By-laws
and any amendments; all stock certificates issued, includ	ling the front and back
copies signed in accordance with the By-laws (this also a	pplies to all cancelled
stock certificates); and the Joint Venture Agreement, if a	pplicable. Women are
considered to control the Board of Directors when either	(1) one or more
women own at least 51% of all voting stock of the busine	ss, are on the Board of
Directors and have the percentage of voting stock necess	ary to overcome any
super majority voting requirements; or (2) women comp	ise the majority of
voting directors through actual numbers or, where permi	tted by state law,

through weighted voting. Reference: 13 C.F.R. 127.202(f)

Yes/No: Attachment required on 'Yes', Comment required on 'No' (These questions show if the firm is registered as a LLC)

LLC
Do the Articles of Organization, Operating Agreements and any amendments show that at least 51% of each class of member interest is unconditionally and directly owned by the qualifying individual(s)?
○ Yes
○ No
More Information
If yes, please upload Articles of Organization (also referred to as Certificate of Organization, or Articles of Formation) and any amendments; and Operating
Agreement and any amendments; Joint Venture Agreement, if applicable.
Reference: <u>13 C.F.R. 127.201(e)</u> Ø

Yes/No: Attachment required on 'Yes', Comment required on 'No'

Do the Articles of Organization and any amendments or Operating Agree and any amendments show that the qualifying individual(s) serve as management members, with control over all decisions of the limited li company?	
	○ Yes ○ No
	More Information If yes, please upload Articles of Organization (also referred to as Certificate of Organization, or Articles of Formation) and any amendments; or Operating Agreement and any amendments that show that one or more women serve as management members, with control over all decisions; the Joint Venture Agreement if applicable. Reference: 13 C.F.R. 127.202(e) ✓

Citizenship

Yes/No: Attachment required on 'Yes'

Citizenship
Do the birth certificates, naturalization papers, or passports show the qualifying individual(s) are U.S. citizens?
○ Yes○ No
More Information If yes, please upload birth certificates, naturalization papers, or current, unexpired U.S. passports for all qualifying individual(s). A Citizen means a person born or naturalized in the United States. Resident aliens and green card holders of permanent visas are not considered to be citizens. Reference: 13 C.F.R. 127.102 Ø
Continue If unable to proceed, please scroll up to find error message.

Ownership

Yes/No

Is the following statement true? The qualifying individual(s) is not subject to any conditions, executory agreements, voting trusts, or other arrangements that cause or potentially cause ownership benefits to go to another person. Yes No More Information In order for ownership to be unconditional, there cannot be any arrangements that could pass the business to a person or entity not eligible for the WOSB Program. However, stock ownership interest pledged as collateral would be still considered unconditional if the terms follow commercial practices and the owner retains control. Reference: 13 C.F.R. 127.201(b) Output No No

Yes/No

Is the qualifying individual's ownership direct; that is the ownership is no held through another business entity (including employee stock ownershiplan) that is, in turn, owned and controlled by the qualifying individual(s)	
	Yes No
) NO
	More Information
	Under the WOSB Program, the 51% ownership must be direct and not through another business entity or a trust (including employee stock ownership plan).
	Companies which attain 51% ownership by a qualifying individual(s) through a
	Companies which attain 51% ownership by a qualifying individual(s) through a trust or other arrangement that is owned and controlled by women are

Yes/No/NA: Comment required on 'No'

If the 51% ownership is held through a trust, is the trust revocable, and does it designate the qualifying individual(s) as the grantor, the trustee, and the sole current beneficiary?
○ Yes
○ No
○ N/A
More Information If the ownership is not held through a trust, select N/A. SBA will treat ownership by a trust, such as a living trust, as the functional equivalent of ownership by the qualifying individual where the trust is revocable, and the qualifying individual is the grantor, the trustee, and the sole current beneficiary of the trust. Reference: 13 C.F.R. 127.201(c) ■
Continue If unable to proceed, please scroll up to find error message.

Management

qualifying individual(s)?

Yes/No

l () No	○ Yes		
Conti	e Information ol means that both the long-term decision making and the day-to-day gement and administration of the business operations are conducted by ualifying individuals. Reference: 13 C.F.R. 127.202(a) @		
Yes/No: Attachment required on 'Yes' Does the qualifying individual(s) hold the highest officer position in the business and does she have the managerial experience needed to run the business?			
	· ·		
○ Yes			

Are the management and daily operations of the business controlled by the

Yes/No

Does the qualifying individual(s) have ultimate managerial and supervisory control over those who possess the required licenses or technical expertise fo the business? The qualifying individual(s) herself may have the technical expertise or possess the required license for the business.		
○ Yes		
○ No		
More Information		
The woman manager does not need to have the technical expertise or possess		
the required license to be found to control the business if she can demonstrate that she has ultimate managerial and supervisory control over those who		
possess the required licenses or technical expertise. Reference: 13 C.F.R.		
127.202(b) &		

Does the qualifying individual(s) who holds the highest officer position manage the business on a full-time basis and devote full-time attention business during the normal working hours of similar businesses?		
	Yes	
	○ No	
	More Information	
	The qualifying individual(s) may not engage in outside employment that	
	prevents her from devoting sufficient time and attention to the daily affairs or the business. Reference: 13 C.F.R. 127.202(c) ☑	

Management

Yes/No

Does the qualifying individual(s) fully control the business, that is, no one else has actual control or has the power to control the business?		
○ Yes○ No		
More Information Men or other entities may be involved in the management of the business and may be stockholders, partners or limited liability members of the business, provided that no males or other entity exercise actual control or have the power to control the business. Reference: 13 C.F.R. 127.202(g) ■		

Is the qualifying individual(s) in control of long-term decision making and day-to-day operations?
○ Yes○ No
More Information Reference: 13 C.F.R. 127.202(a) ♂

SBA Exam	
Is the following statement true? The qualifying individual(s) had a decision from the SBA – in connection to an examination or p that the business does not qualify as a WOSB or an EDWOSB.	
○ Yes	
○ No	
More Information	
Any business that SBA found to be ineligible for the WOSB Program may	
request that SBA re- examine its WOSB or EDWOSB eligibility at any time if it believes in good faith that it has cured the reason(s) for its ineligibility.	
Reference: <u>13 C.F.R. 127.405(g)</u> ♂	

Review

Please review below answers and Submit.

Women-Owned Small Business Program Self-Certification Summary



Entity 84 Legal Business Name

DUNS: 111292429

Summary

CAGE: 7LBF7

8(a)

Is the qualifying individual(s) currently certified by the U.S. Small
Business Administration as an 8(a) Business Development (BD) Program
Participant and does this woman own at least 51% of the business?

Change answer

Response: No

Third Party

Is the qualifying individual(s) certified as a WOSB or EDWOSB by an SBAapproved Third-Party Certifier?

Change answer

Response: No

Non-qualification

Has an SBA-approved Third-Party Certifier declined WOSB or EDWOSB certification for the qualifying individual(s)?

Change answer

Response: No

LLC

Do the Articles of Organization, Operating Agreements and any amendments show that at least 51% of each class of member interest is unconditionally and directly owned by the qualifying individual(s)?

Response: Yes

Attachments:

	File Name	Document Type	Upload Date
	<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Do the Articles of Organization and any amendments or Operating Agreement and any amendments show that the qualifying individual(s) serve as management members, with control over all decisions of the limited liability company?

Response: Yes

Attachments:

	File Name	Document Type	Upload Date
	<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Change answer

Change answer

Citizenship

Do the birth certificates, naturalization papers, or passports show the qualifying individual(s) are U.S. citizens?

Change answer

Response: Yes

Attachments:

File Name	Document Type	Upload Date
<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Ownership

Is the following statement true? The qualifying individual(s) is not subject Change answer to any conditions, executory agreements, voting trusts, or other arrangements that cause or potentially cause ownership benefits to go to another person.

Response: Yes

Is the qualifying individual's ownership direct; that is the ownership is not held through another business entity (including employee stock ownership plan) that is, in turn, owned and controlled by the qualifying individual(s)?

Change answer

Response: Yes

If the 51% ownership is held through a trust, is the trust revocable, and does it designate the qualifying individual(s) as the grantor, the trustee, and the sole current beneficiary?

Change answer

Response: Na

Management

Are the management and daily operations of the business controlled by the qualifying individual(s)?

Change answer

Response: Yes

Does the qualifying individual(s) hold the highest officer position in the business and does she have the managerial experience needed to run the business?

Change answer

Response: Yes

Attachments:

File Name	Document Type	Upload Date
qa_automation.pdf	Third Party Certification	03/12/2018

Does the qualifying individual(s) have ultimate managerial and supervisory control over those who possess the required licenses or technical expertise for the business? The qualifying individual(s) herself may have the technical expertise or possess the required license for the business.

Change answer

Response: Yes

Does the qualifying individual(s) who holds the highest officer position manage the business on a full-time basis and devote full-time attention to the business during the normal working hours of similar businesses?

Change answer

Response: Yes

Does the qualifying individual(s) fully control the business, that is, no one <u>Change answer</u> else has actual control or has the power to control the business?

Response: Yes

Is the qualifying individual(s) in control of long-term decision making and day-to-day operations?

Change answer

Response: Yes

SBA Exam

Is the following statement true? The qualifying individual(s) has not received a decision from the SBA – in connection to an examination or protest – finding that the business does not qualify as a WOSB or an EDWOSB.

Change answer

Response: Yes

Submit

If unable to proceed, please scroll up to find error message.

Privacy Statements Page



Privacy Statements

STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

Privacy Act (5 U.S.C. 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. For all forms assistance SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b) (a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information maintained in agency files and records to persons requesting it. Proprietary data, financial forms, confidential business information and personally identifiable information are exceptions and will be protected to the extent the law permits.

Executive Order 12549, Debarment and Suspension (13 C.F.R. 145)

The prospective lower tier participant certifies, by submission of the application for program participation (or participant's annual update) that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the prospective lower tier participant (or active participant) is unable to certify to any of the statements in this certification, such participants shall attach an explanation.

Continue

Signature

Women-Owned Small Business Program Self-Certification Summary



Entity 355 Legal Business Name

DUNS: 646166252				
CAGE: H6J5D				
All required documents verifying eligibility for the Woman-Owned Small Business (WOSB) or Economically Disadvantaged Woman-Owned Small Business (EDWOSB) requirements have been submitted to the WOSB Program Repository, including any supplemental documents if there have been changes since the last representation.				
All the statements and information provided in this form and any documents submitted are true, accurate and complete. If assistance was obtained in completing this form and the supporting documentation, I have personally reviewed the information and it is true and accurate. I understand that these statements are made for the purpose of determining eligibility for a WOSB Program contract.				
I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes. The certifications in this document are continuing in nature. Each WOSB or EDWOSB prime contract for which the WOSB or EDWOSB submits an offer/quote or receives an award constitutes a restatement and reaffirmation of these certifications.				

Warning: By clicking the Submit Button, you are certifying that you are representing on your own behalf, and on behalf of the woman-owned small business or economically disadvantaged woman-owned small business, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and non-procurement transactions; and 5) program termination.
I understand that the woman-owned small business or economically disadvantaged woman-owned small business may not misrepresent its status as a WOSB or EDWOSB to: 1) obtain a contract under the Small Business Act; or 2) obtain any benefit under a provision of Federal law that references the WOSB Program for a definition of program eligibility.
By submitting this certification I, Mark X, am an officer or owner of Entity 355 Legal Business Name authorized to represent it and electronically sign this certification on its behalf.
Continue
PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this information collection unless it displays a valid OMB approval number. The estimated burden for completing this form, including reading the instructions and compiling the information, is 1 hour. If you have questions or comments concerning this estimate or other aspects of this information collection, please contact the US Small Business Administration, Chief, Administrative Information Branch, Washington, D.C. 20416 and/or SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.
If unable to proceed, please scroll up to find error message

Additional Questions Required for an EDWOSB

Net Worth Page

Net Worth				
Can the qualifying individual(s) show that her personal net worth (assets - liabilities) is less than \$750,000, excluding her ownership interest in the business and her equity interest in her primary personal residence?				
○ Yes				
○ No				
More Information In order to be considered economically disadvantaged, the woman's personal net worth must be less than \$750,000, excluding her ownership interest in the business and her equity interest in her primary personal residence. Other exclusions include business income reinvested in the business or received for purposes of paying taxes and retirement funds not available until retirement age without a significant penalty. The qualifying individual(s) must provide information on the business income and retirement funds in the Financial Data				
section to claim exclusions. Reference: 13 C.F.R. Part 127.203(b) & SBA may consider a spouse's financial situation in determining a woman's access to credit and capital. When married, an individual claiming economic disadvantage must submit separate financial information for her spouse, unless the individual and the spouse are legally separated.				
Continue				
If unable to proceed, please scroll up to find error message.				

Adjusted Gross Income Page

Yes/No

Adjusted Gross Income Is the qualifying individual's adjusted gross income averaged over the previous three years at or less than \$350,000? O Yes O No More Information In answering this question, you may consider the adjusted gross income (AGI) on your Federal income tax return forms (Line 37 on Form 1040; Line 4 on Form 040EZ; or Line 21 on Form 1040(A). Please note that this is rough guidance and should not be construed as the official SBA's position on calculating the AGI. You will be asked to provide information on your AGI in the Financial Data Income received by an EDWOSB that is an S corporation, LLC, or partnership will be excluded from an individual's income where the EDWOSB provides documentary evidence demonstrating that the income was reinvested in the EDWOSB or the distribution was solely for the purposes of paying taxes arising in the normal course of operations of the business concern. Losses from the $\ensuremath{\mathsf{S}}$ corporation, LLC or partnership, however, are losses to the EDWOSB only, not

losses to the individual, and cannot be used to reduce a woman's personal

income. Reference 13 C.F.R. 127.203(c)(3) @

the three y woman ca in the futu earnings w	djusted gross income of the qualifying individual(s) averaged over rears preceding the certification exceed \$350,000; however, the n show that (1) this income level was unusual and not likely to occur re; (2) that losses commensurate with and directly related to the rere suffered; or (3) that the income is not indicative of lack of disadvantage?
○ Yes	
○ No	
○ N/A	
More Infor	mation
If this situati	on does not apply, select N/A.
Continue	
If unable to prod	ceed, please scroll up to find error message.

Yes/No

Assets
Is the fair market value of all the assets of the qualifying individual(s) at or less than \$6 million?
○ Yes
○ No
More Information
Assets include her primary residence and the value of the business.
Funds invested in an Individual Retirement Account (IRA) or other official
retirement account that are unavailable until retirement age without a significant penalty will not be considered in determining the qualifying
individual's assets. Reference: 13 C.F.R. 127.203(c)(4). Ø

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	Can the qualifying individual(s) confirm that no assets were transferred within two years of the date of EDWOSB certification?
	○ Yes
	○ No
	More Information
l	Assets that a qualifying individual(s) transferred within two years of the date of
	the concern's certification will be attributed to the qualifying individual(s) if
	the assets were transferred to an immediate family member, or to a trust that
	has as a beneficiary an immediate family member. The transferred assets
	within the two-year period will not be attributed to the woman if the transfer was:
	1. To or on behalf of an immediate family member for that individual's
	education, medical expenses, or some other form of essential support; or
	To an immediate family member in recognition of a special occasion, such as a birthday, graduation, anniversary, or retirement.
	Reference: <u>13 C.F.R. 127.203(d)</u> &
1	

Assets Page

If the qualifying individual(s) transferred assets within two years of the date of the certification, can she confirm that the assets were transferred: (1) to or on behalf of an immediate family member for that individual's education, medical expenses, or some other form of essential support; or (2) to an immediate family member in recognition of a special occasion, such as a birthday, graduation, anniversary, or retirement?
○ Yes
○ No
○ N/A
More Information
If this situation does not apply, select N/A.
Continue
If unable to proceed, please scroll up to find error message.

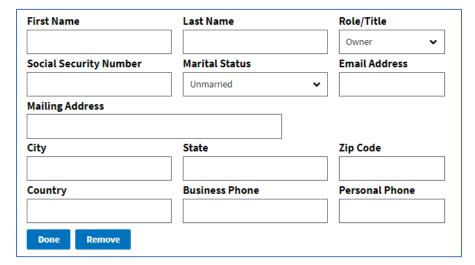
Yes/No: Attachment required on 'Yes'

Economic Disadvantage
Do the financial records of the qualifying individual(s) show that she is economically disadvantaged?
○ Yes
○ No
More Information
Please provide the last three (3) Federal Tax Returns Form 1040, schedules, W-2s, and completed IRS FORM 4506-T for the qualifying individual(s) and their spouses.
The personal financial condition of the woman claiming economic
disadvantage, including her personal net worth, her adjusted gross income for the past three years (including bonuses, and the value of company stock given
in lieu of cash), and the fair market value of all of her assets, whether
encumbered or not, will be considered in determining whether she is economically disadvantaged.
Continue
,
If unable to proceed, please scroll up to find error message.

Financial Data Page

Additional Information Required on Add New Person

Personal Information This section must be completed by each individual claiming economic disadvantage in connection with the 8(a) Program and/or the Women-Owned Small Business Federal Contract Program. If married, the spouse must complete this section, except when the individual and the spouse are legally separated. If separated, provide copy of separation document. Please divide all jointly owned assets and liabilities, as appropriate with spouse or others. Complete this form with Personal Information not Business Information.



Yes/No; Supporting Documents Required on Yes

ls anyone listed ab documents.	ove legally separated? If yes, please provide separation
○ Yes	
○ No	
Continue	
Continue	
funable to proceed please	scroll up to find error message.

Cash on Hand Page

Cash On Hand As of Date: mm/dd/yyyy **More Information** Use the date of the information provided (i.e. the last date of the previous month). The information must be no older than 30 days old. Cash on Hand \$ 100.00 **More Information** The sum of all coins and currency that are not on deposit with a financial institution.

Checking Account(s) Balance 100.00 More Information Include funds held domestically and in foreign financial institutions. Include funds held in certificates of deposit and money market accounts as part of the Savings Account(s) Balance.		rings Account(s) Balance
More Information Include funds held domestically and in foreign financial institutions. Include funds held in certificates of deposit and money market accounts as part of the	he	ecking Account(s) Balance
funds held in certificates of deposit and money market accounts as part of the		
	fu	inds held in certificates of deposit and money market accounts as part of the

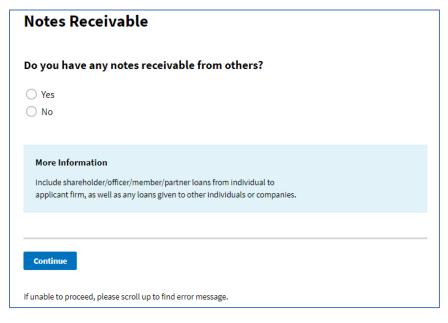
Other Sources of Income Page

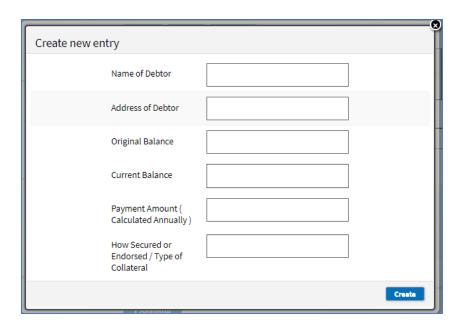
Other Sources Of Income Salary \$ 100.00 **More Information** Include yearly salary from applicant firm or other salaried positions. Other Income \$ 100.00 More Information Include income from any other sources not identified elsewhere, such as retirement/pension or disability income. Do not include investment or real estate income, which are detailed in another section. Alimony or child support payments should not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income. If you have other income, please describe the source in the comment box.

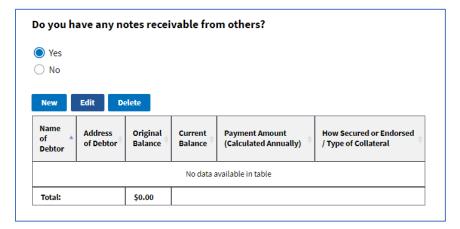
100.00					
More Informatio	n				
This is the value of applicant firm is th firm's current balar value of equity inte individual's owner	e firm seeking cert nce sheet to deterr rest equals the ap	ification with SBA nine the value of	a. Use the applican the equity interest	t . The	
ur Equity in (Other Firms				
ur Equity in (Other Firms				
More Information This is the value of applicant firm. Use value of the individinterest equals the	n the individual's ec the companies' ci ual's equity intere company's net wo	urrent balance sho sts. The value of i orth multiplied by	eets to determine of the control of	he	
More Information This is the value of applicant firm. Use value of the individual of	n the individual's ec the companies' ci ual's equity intere company's net wo age. The amount o	urrent balance sho sts. The value of it orth multiplied by on this line should	eets to determine in ndividual's equity the individual's be the sum of the	he	

Notes Payable Page

Yes/No; Additional Information Required on Yes

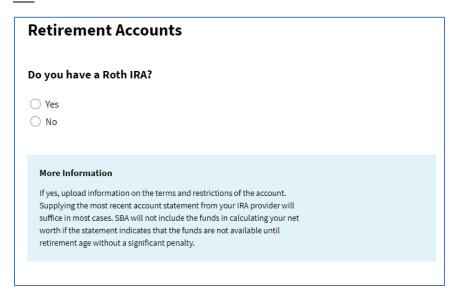


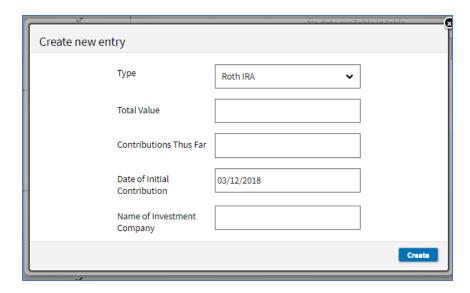


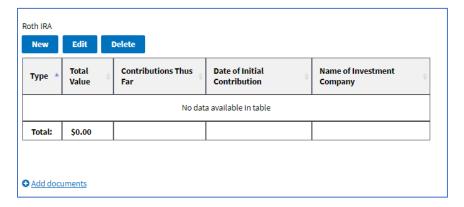


Retirement Accounts Page

Yes/No; Additional Information and Supporting Documents Required on Yes

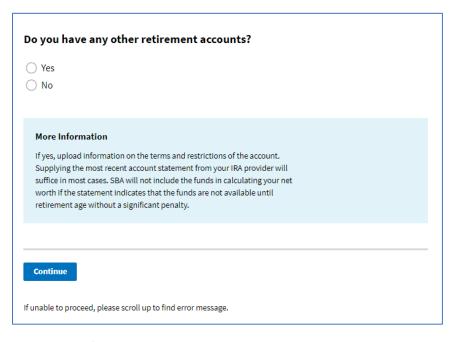


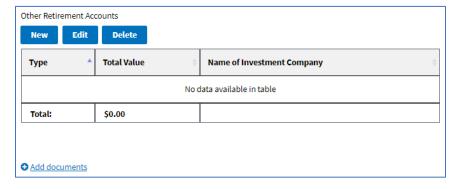




Retirement Accounts Page

Yes/No; Supporting Documents and Additional Information Required on Yes





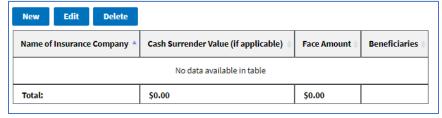


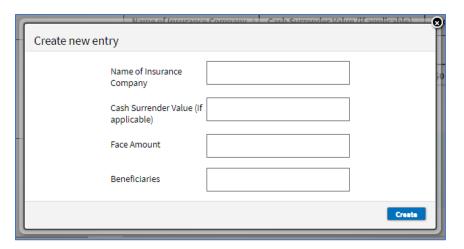
Life Insurance Page

Yes/No; Additional Information Required on Yes

Life Insurance
Do you have a life insurance policy that has a cash surrender value?
○ Yes ○ No
More Information The cash surrender value is the total received if a life insurance policy is cancelled. This does not apply to term life insurance policies.

Additional Information Required on New





Yes/No; Additional Information Required on Yes

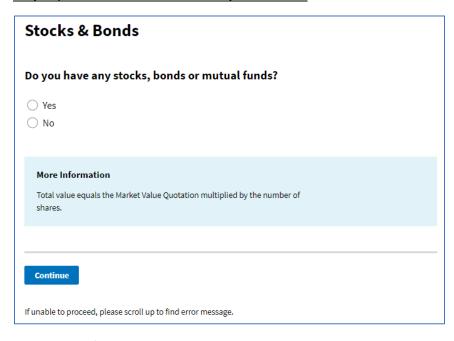
Do you ha	e any loans agains	st a life insurance p	policy?	
○ Yes				
○ No				
Continue				

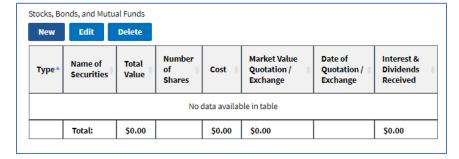
What is the current balance of any loans against life insurance?

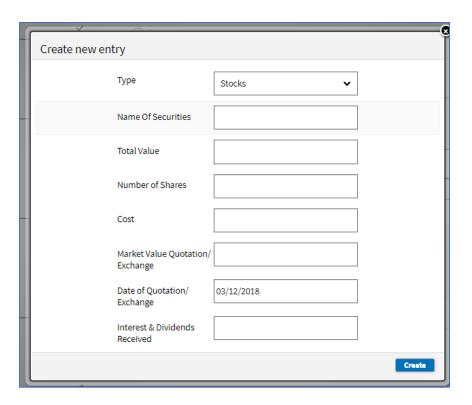
S 100.00

Stocks & Bonds Page

Yes/No; Additional Information Required on Yes







Primary Residence Page

Yes/No; Additional Information Required on Yes

What is the address of your primary residence?

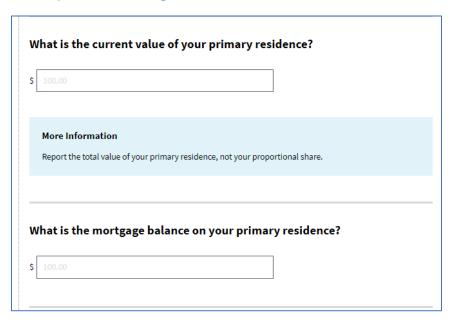
Real Estate - Primary Residence
Do you own your primary residence?
○ Yes
○ No
Continue
If unable to proceed, please scroll up to find error message.
Primary Residence Details

Yes/No; Additional Information Required on Yes

Is your primary residence jointly owned? Yes No	
What percentage of ownership do you have	
50.00	96

Is your name on t	he mortgage?	
○ Yes		
○ No		
What percentage residence?	of the mortgage are you	u responsible for in your primary
50.00		96
	·	

Primary Residence Page



Yes/No; Additional Information Required on Yes

Is there a l primary re	ien, 2nd mortgage or Home Equity Line of Credit on your esidence?
○ Yes	
○ No	

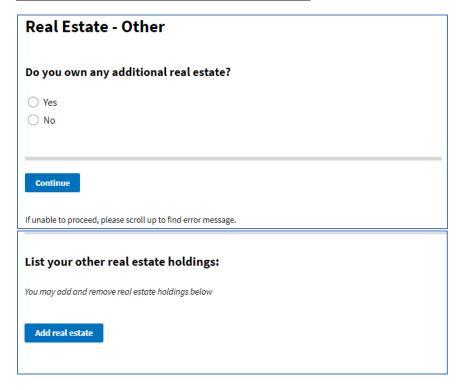
Is your name on the lie	en, 2nd mortgage or Home Equity Line of Credit residence?
○ Yes ○ No	
I :	ne lien, 2nd mortgage or Home Equity Line of Credit or in your primary residence?
What is the current bal	lance of the lien(s)?

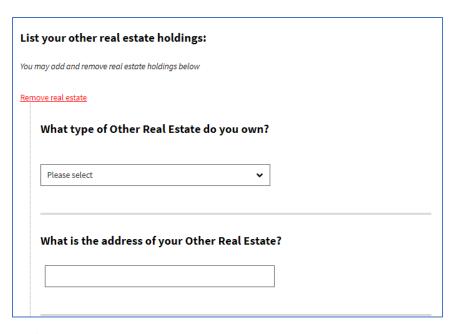
Primary Residence Page

Do you receive income from your primary residence (rent, etc.)? Yes No
What is the income YOU receive from your primary residence (calculated annually)? S 100.00

Other Real Estate Page

Yes/No; Additional Information Required on Yes





Is your Other Real Es	ate jointly owned?
○ Yes	
○ No	
What percentage of o	wnership do you have in your Other Real Estate?
50.00	96

Other Real Estate Page

Yes/No; Additional Information Required on Yes

Is your name o	on the mortgage?	
○ Yes		
○ No		
What percenta Real Estate?	ge of the mortgage are you responsible for in your Othe	r
50.00	96	

Wha	at is the current value of your Other Real Estate?
\$ 10	00.00
	ore Information Port the total value of your primary residence, not your proportional share.
Wha	at is the mortgage balance on your Other Real Estate?
\$ 10	00.00

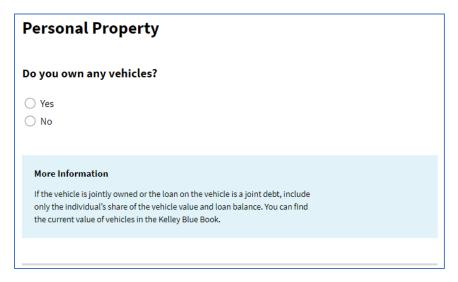
_	
	Is there a lien, 2nd mortgage or Home Equity Line of Credit on your Other Real Estate?
	○ Yes
	○ No
Y	es/No; Additional Information Required on Yes
	Is your name on the lien, 2nd mortgage or Home Equity Line of Credit against your other real estate?
	○ Yes
	○ No
	0
	What percentage of the lien, 2nd mortgage or Home Equity Line of Credit are you responsible for in your other real estate?
L	
	What is the current balance of the lien(s)?
	\$ 100.00
1 3	

Other Real Estate Page

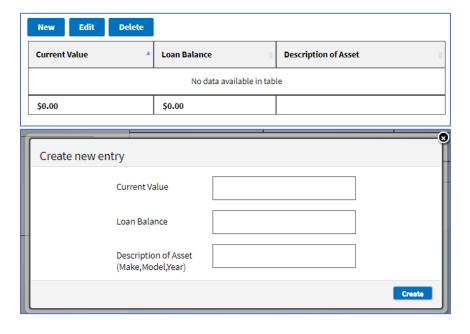
Do you receive in Yes No	come from your	Other Real Est	ate (rent, etc.)?	
What is the incor annually)?	ne YOU receive fr	om your Othe	r Real Estate (calcula	ited

Personal Property Page

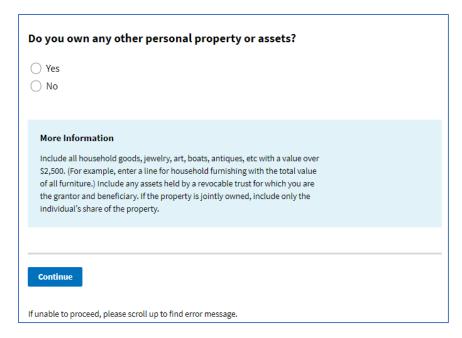
Yes/No; Additional Information Required on Yes

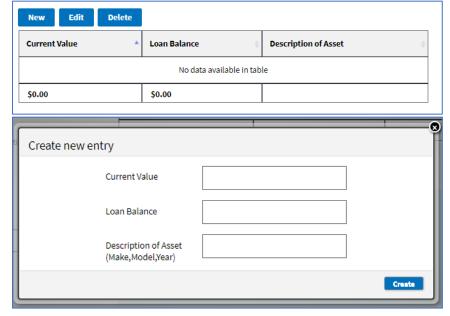


Additional Information Required on New



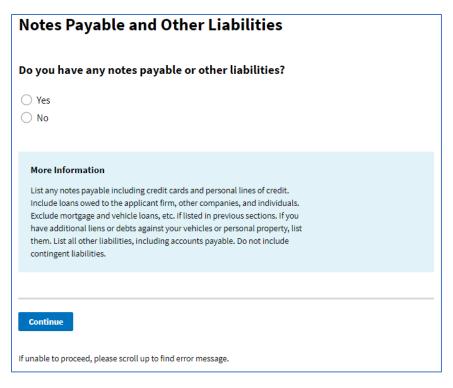
Yes/No; Additional Information Required on Yes

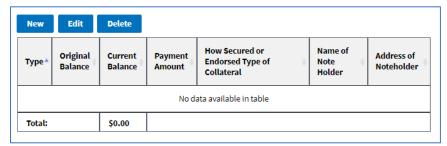


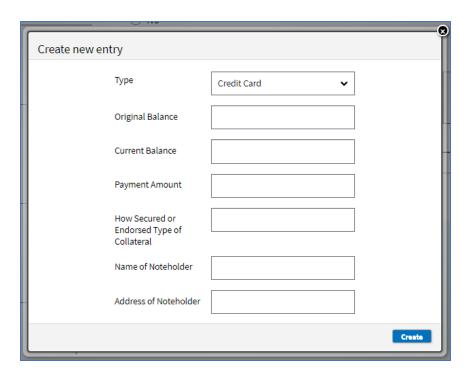


Notes Payable and Other Liabilities Page

Yes/No; Additional Information Required on Yes

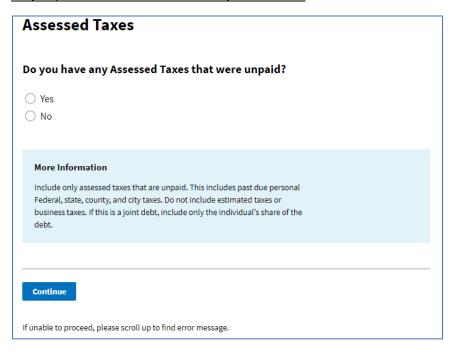


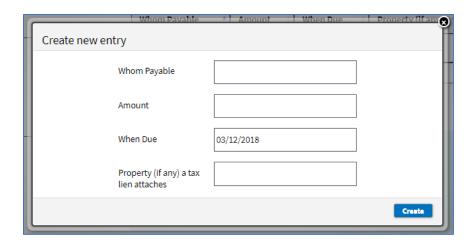




Assessed Taxes Page

Yes/No; Additional Information Required on Yes







Adjusted Gross Income Page

Adjusted Gross Income
Adjusted Gross Income (As shown on tax returns for Most Recent tax year)
\$ 100.00
Adjusted Gross Income (As shown on tax returns for previous tax year)
\$ 100.00
Adjusted Gross Income (As shown on tax returns for year before previous tax year) \$ 100.00
More Information
Use the adjusted gross income (AGI) on your Federal income tax return forms (Line 37 on Form 1040; Line 4 on 1040EZ; or Line 21 on Form 1040(a). Please note that this is rough guidance and should not be construed as SBA's official position on calculating the AGI.
Continue
If unable to proceed, please scroll up to find error message.

Financial Data Summary Page

Jane Doe

As of Date: 03/12/2018

Business Phone: 202-555-6699

Name: Jane Doe Home Phone: 202-205-4444

Address: 409 3rd Street SW Email: jane@abc.com

City, State, Zip:

Washington, DC, 20416	
Assets	
Cash on Hand	\$120.00
Savings Account(s) Balances	\$3,000.00
Checking Account(s) Balances	\$1,200.00
Accounts & Notes Receivable	\$20,000.00
IRA, 401K or Other Retirement Account	\$200,000.00
Roth IRA	\$0.00
Cash Surrender Value of Whole Life Insurance	\$80,000.00
Stocks and Bonds or Mutual Funds?	\$200,000.00
Real Estate (Primary Residence)	\$230,000.00
Other Real Estate	\$260,000.00
Automobiles	\$5,000.00
Other Personal Property/Assets	\$6,000.00
Applicant's Business Equity	\$5,000.00
Applicant's Equity in Other Firms	\$0.00
Total Assets	\$1,010,320.00

Liabilities	
Accounts Payable	\$0.00
Notes Payable to Banks & Others	\$1,000.00
Installment Account (Auto)	\$0.00
Installment Account (Other)	\$0.00
Loan(s) Against Life Insurance	\$40,000.00
Mortgage (Primary Residence)*	\$90,000.00
Mortgages on other Real Estate	\$150,000.00
Unpaid Taxes	\$5,000.00
Other Liabilities	\$0.00
Total Liabilities	\$286,000.00
Net Worth Total Assets - Total Liabilities	\$724,320.00

Sources of Income	
Salary	\$50,000.00
Investment Income	\$2,000.00
Real Estate Income	\$1,500.00
Other Income	\$0.00

Adjusted Gross Income (AGI) (As shown on Federal Tax Returns)		
Most Recent Tax Year	\$130,000.00	
Year 2	\$120,000.00	
Year 3	\$100,000.00	
Total (Avg)	\$116,666.67	

MORE INFORMATION

Mortgage balances are adjusted to include any liens.

Continue

If unable to proceed, please scroll up to find error message.

Privacy Statements Page



Privacy Statements

STATEMENTS REQUIRED BY LAW AND EXECUTIVE ORDER

Privacy Act (5 U.S.C. 552a)

Any person can request to see or get copies of any personal information that SBA has in his or her file when that file is retrieved by individual identifiers such as name or social security numbers. Requests for information about another party may be denied unless SBA has the written permission of the individual to release the information to the requestor or unless the information is subject to disclosure under the Freedom of Information Act.

Under the provisions of the Privacy Act, you are not required to provide your social security number. Failure to provide your social security number may not affect any right, benefit or privilege to which you are entitled. Disclosures of name and other personal identifiers are, however, required for a benefit, as SBA requires an individual seeking assistance from SBA to provide it with sufficient information for it to make a character determination. In determining whether an individual is of good character, SBA considers the person's integrity, candor, and disposition toward criminal actions. For all forms of assistance SBA is authorized to make all investigations necessary to ensure that a person has not engaged in acts that violate or will violate the Act or the Small Business Investment Act, 15 USC Sections 634(b)(11) and 687(b) (a), respectively. For these purposes, you are asked to voluntarily provide your social security number to assist SBA in making a character determination and to distinguish you from other individuals with the same or similar name or other personal identifier.

The Privacy Act authorizes SBA to make certain "routine uses" of information protected by that Act. One such routine use is the disclosure of information maintained in SBA's investigative files system of records when this information indicates a violation or potential violation of law, whether civil, criminal, or administrative in nature. Specifically, SBA may refer the information to the appropriate agency, whether Federal, State, local or foreign, charged with responsibility for, or otherwise involved in investigation, prosecution, enforcement or prevention of such violations. Another routine use is disclosure to other Federal agencies conducting background checks; only to the extent the information is relevant to the requesting agencies' function. See 74 F.R. 14890 (2009), and as amended from time to time for additional background and other routine uses.

Freedom of Information Act (5 U.S.C. 552)

This law provides, with some exceptions, that SBA must supply information maintained in agency files and records to persons requesting it. Proprietary data, financial forms, confidential business information and personally identifiable information are exceptions and will be protected to the extent the law permits.

Executive Order 12549, Debarment and Suspension (13 C.F.R. 145)

The prospective lower tier participant certifies, by submission of the application for program participation (or participant's annual update) that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the prospective lower tier participant (or active participant) is unable to certify to any of the statements in this certification, such participants shall attach an explanation.

Continue

Review

Please review below answers and Submit.

Economically Disadvantaged Women-Owned Small Business Program Self-Certification Summary



Entity 84 Legal Business Name

DUNS: 111292429

CAGE: 7LBF7

Summary

Jane Doe Financial

8(a)

Is the qualifying individual(s) currently certified by the U.S. Small Business Administration as an 8(a) Business Development (BD) Program Participant and does this woman own at least 51% of the business?

Response: No

Third Party

Is the qualifying individual(s) certified as a WOSB or EDWOSB by an SBAapproved Third-Party Certifier?

Response: No

Non-qualification

Has an SBA-approved Third-Party Certifier declined WOSB or EDWOSB certification for the qualifying individual(s)?

Change answer

Change answer

Change answer

Response: No

LLC

Do the Articles of Organization, Operating Agreements and any amendments show that at least 51% of each class of member interest is unconditionally and directly owned by the qualifying individual(s)?

Response: Yes

Attachments:

File Name	Document Type	Upload Date
<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Do the Articles of Organization and any amendments or Operating Agreement and any amendments show that the qualifying individual(s) serve as management members, with control over all decisions of the limited liability company?

Response: Yes

Attachments:

File Name	Document Type	Upload Date
<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Change answer

Change answer

Citizenship

Do the birth certificates, naturalization papers, or passports show the Change answer qualifying individual(s) are U.S. citizens?

Response: Yes

Attachments:

File Name	Document Type	Upload Date
qa_automation.pdf	Third Party Certification	03/12/2018

Ownership

Is the following statement true? The qualifying individual(s) is not subject Change answer to any conditions, executory agreements, voting trusts, or other arrangements that cause or potentially cause ownership benefits to go to another person.

Response: Yes

Is the qualifying individual's ownership direct; that is the ownership is not held through another business entity (including employee stock ownership plan) that is, in turn, owned and controlled by the qualifying individual(s)?

Response: Yes

If the 51% ownership is held through a trust, is the trust revocable, and does it designate the qualifying individual(s) as the grantor, the trustee, and the sole current beneficiary?

Response: Na

Change answer

Change answer

Management

Are the management and daily operations of the business controlled by the qualifying individual(s)?

Change answer

Response: Yes

Does the qualifying individual(s) hold the highest officer position in the business and does she have the managerial experience needed to run the

Change answer

business? Response: Yes

Attachments:

File Name	Document Type	Upload Date
<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Does the qualifying individual(s) have ultimate managerial and supervisory control over those who possess the required licenses or technical expertise for the business? The qualifying individual(s) herself may have the technical expertise or possess the required license for the business.

Response: Yes

Does the qualifying individual(s) who holds the highest officer position manage the business on a full-time basis and devote full-time attention to the business during the normal working hours of similar businesses?

Change answer

Change answer

Response: Yes

Does the qualifying individual(s) fully control the business, that is, no one Change answer else has actual control or has the power to control the business?

Response: Yes

Is the qualifying individual(s) in control of long-term decision making and day-to-day operations?

Change answer

Response: Yes

SBA Exam

Is the following statement true? The qualifying individual(s) has not received a decision from the SBA – in connection to an examination or protest – finding that the business does not qualify as a WOSB or an EDWOSB.

Change answer

Response: Yes

Net Worth

Can the qualifying individual(s) show that her personal net worth (assets – liabilities) is less than \$750,000, excluding her ownership interest in the business and her equity interest in her primary personal residence?

Change answer

Response: Yes

Adjusted Gross Income

Is the qualifying individual's adjusted gross income averaged over the previous three years at or less than \$350,000?

Change answer

Response: Yes

Does the adjusted gross income of the qualifying individual(s) averaged over the three years preceding the certification exceed \$350,000; however, the woman can show that (1) this income level was unusual and not likely to occur in the future; (2) that losses commensurate with and directly related to the earnings were suffered; or (3) that the income is not indicative of lack of economic disadvantage?

Change answer

Response: Na

Assets

Is the fair market value of all the assets of the qualifying individual(s) at or less than \$6 million?

Change answer

Response: Yes

Can the qualifying individual(s) confirm that no assets were transferred within two years of the date of EDWOSB certification?

Change answer

Response: Yes

If the qualifying individual(s) transferred assets within two years of the date of the certification, can she confirm that the assets were transferred:

Change answer

(1) to or on behalf of an immediate family member for that individual's education, medical expenses, or some other form of essential support; or

(2) to an immediate family member in recognition of a special occasion, such as a birthday, graduation, anniversary, or retirement?

Response: Na

Economic Disadvantage

Do the financial records of the qualifying individual(s) show that she is economically disadvantaged?

Change answer

Response: Yes

Attachments:

File Name	Document Type	Upload Date
<u>qa_automation.pdf</u>	Third Party Certification	03/12/2018

Financial Data

Business Partners:

Change answer

First Name	Last Name	Title	Marital Status
JaneJane	Doe	Owner	Unmarried

Is anyone listed above legally separated? If yes, please provide separation documents.

Change answer

Response: No

Submit

Signature

DUNS: 111292429

Economically Disadvantaged Women-Owned Small Business Program Self-Certification Summary



Entity 84 Legal Business Name

CAGE: 7LBF7

All required documents verifying eligibility for the Woman-Owned Small Business (WOSB) or Economically Disadvantaged Woman-Owned Small Business (EDWOSB) requirements have been submitted to the WOSB Program Repository, including any supplemental documents if there have been changes since the last representation.

All the statements and information provided in this form and any documents submitted are true, accurate and complete. If assistance was obtained in completing this form and the supporting documentation, I have personally reviewed the information and it is true and accurate. I understand that these statements are made for the purpose of determining eligibility for a WOSB Program contract.

I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes. The certifications in this document are continuing in nature. Each WOSB or EDWOSB prime contract for which the WOSB or EDWOSB submits an offer/quote or receives an award constitutes a restatement and reaffirmation of these certifications.

Warning: By clicking the Submit Button, you are certifying that you are representing on your own behalf, and on behalf of the woman-owned small business or economically disadvantaged woman-owned small business, that the information provided in this certification, and any document or supplemental information submitted, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and non-procurement transactions; and 5) program termination.
I understand that the woman-owned small business or economically disadvantaged woman-owned small business may not misrepresent its status as a WOSB or EDWOSB to: 1) obtain a contract under the Small Business Act; or 2) obtain any benefit under a provision of Federal law that references the WOSB Program for a definition of program eligibility.
By submitting this certification I, John X, am an officer or owner of Entity 84 Legal Business Name authorized to represent it and electronically sign this certification on its behalf.
Continue
PLEASE NOTE: According to the Paperwork Reduction Act, you are not required to respond to this information collection unless it displays a valid OMB approval number. The estimated burden for completing this form, including reading the instructions and compiling the information, is 1 hour. If you have questions or comments concerning this estimate or other aspects of this information collection, please contact the US Small Business Administration, Chief, Administrative Information Branch, Washington, D.C. 2018 and/or SBA Desk Officer, Office of Nanagement and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.
If unable to proceed, please scroll up to find error message.