

The Virginia Department of Transportation's Small Business Enterprise Program (VSBEP) is a race neutral program in accordance with 49 CFR 26.39 and is designed to provide select contracting opportunities to small and disadvantaged business enterprises on federally funded projects not to exceed \$1 M. To qualify and participate in the VDOT Small Business Enterprise Program a firm must meet the following requirements:

- 1) Firm must be certified as a Small, Woman, and Minority-owned (SWaM) Business or a Disadvantaged Business Enterprise (DBE) by the Virginia Department of Minority Business Enterprise.
- 2) Firm must be small business as defined by SBA standards. Annual gross receipts shall not exceed an average of \$23.98 M over the previous three fiscal years.
- 3) Firm's majority ownership must be at least 51% by one or more persons whose individual personal net worth does not exceed \$1.32 M excluding their primary residence and stock equity in the applicant firm.

VSBEP APPLICATION SUPPORTING DOCUMENTS CHECKLIST

In order to complete your application to participate in the VDOT Small Business Enterprise Program you must attach copies of all of the following documents.

- ✓ Certification approval letter from certifying agency.
- ✓ Firm's signed tax returns and all related schedules for the past three years or life of firm if less than three years.
- ✓ Personal financial statement.
- ✓ Certification of Documents

First Name Business Phone

Last Name Cell Phone

Company Email

Business Address VDOT Vendor ID #

City State Zip Code VDOT Pre-qualified? Yes No

Bidding Interest (Check all that apply)

Consultant Supplier

Contractor

Manufacturer

Service Provider

Average Annual Dollar Volume for Past 3 Years

Bondable? Yes No Not Certain

Virginia Small Business Enterprise Program Application
Small, Women, and Minority (SWaM) Firms Only

State SWaM Certification Information

SWaM Minority-owned

SWaM Woman-owned

SWaM Small

If you checked Minority-owned, please indicate the owner's ethnicity:

Black

Hispanic

Native American

Asian Pacific

Subcontinent Asia

Other

SWaM Certification #

Expiration Date

MM/DD/YYYY

State SWaM Certification Information

List all NIGP codes and descriptions that your firm is certified to perform:

NIGP Code #1

NIGP Code #1 Description

NIGP Code #2

NIGP Code #2 Description

NIGP Code #3

NIGP Code #3 Description

NIGP Code #4

NIGP Code #4 Description

NIGP Code #5

NIGP Code #5 Description

CERTIFICATION OF DOCUMENTS

The undersigned does hereby swear that he/she is a duly authorized representative of (company name) _____, holding the position of _____ (title) and that the foregoing statements and attachments are true, accurate, complete and include all the information necessary to complete this application. Further, he/she understands that any misrepresentation will be grounds for denial, decertification and/or grounds for consideration of termination of any contracts, which may have been awarded, and possible action under Federal or State law concerning fraud and deception.

If after filing this application, there are any changes in the ownership of this business or in any information submitted, he/she will notify the Civil Rights Division within 14 calendar days; and he/she understands that failure to do so may result in the loss of the firm to participate in the VDOT Small Business Enterprise Program.

Signature of Applicant

Printed Name of Applicant: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____, 20 _____ .

SEAL

Notary Public: _____

Print and send application and supporting documents to:

VDOT Small Business Enterprise Program
Civil Rights Division
Virginia Department of Transportation
1401 E. Broad Street
Richmond, VA 23219
or fax to 804-371-8040
or send by e-mail to: VSBE@VDOT.Virginia.gov