

NATIVE HAWAIIAN ORGANIZATIONS

8(a) Application Checklist

SECTION I

- SBA Form 1010 and SBA Form 1010-NHO
- Evidence of firm's registration in the System of Award Management (SAM) and registration in the Dynamic Small Business Search (DSBS)
- Notarized Authorization/Signature Form
- Brief business description and history narrative, which includes any changes in ownership, legal structure, management or primary business activity
- Organizational chart
- Copies of the current lease agreements or proof of ownership for all business facilities
- Copies of all current special licenses, such as contractor's, CPA, professional engineer, etc.
- Copies of signature cards for all business bank accounts or a letter from the bank indicating who has signature authority and how many signatures are required to transact business as well as any limitations placed on the account
- Copies of all current business licenses required to conduct business, including state and local business licenses (as required by law)
- A certificate or schedule of current business insurance, including general liability and worker's compensation coverage
- Copies of all management, joint venture, indemnity, consulting, and franchise agreements
- SBA Form 1623 (Certification Regarding Debarment, Suspension, and Other Responsibility Matters)
- SBA Form 1790 (Representatives Used and Compensation Paid for Services in Connection with Obtaining Federal Contracts) and copies of agreement/contract (if any)
- A list of current and past contracts within the last two years, including the award date, client name, dollar value, and a description of work for each contract

SECTION II

Limited Liability Companies must provide copies of:

- If operating under an assumed or fictitious business name, i.e., a name other than the legal name of the LLC, provide copies of the Assumed Name Certificate, Fictitious Business Name Statement, or DBA filings
- Articles of Organization and all amendments filed with the state
- Articles of Conversion (if converting from another business structure)
- Operating Agreement, including the original and all amendments
- Minutes of all Members' meetings for the past two years (or as applicable for length of time in business)
- Any Buy/Sell agreements
- Purchase Agreements, if applicable. Documentation should include how the purchase price was derived (formula) and evidence of payment.
- Any Voting Agreements
- Current Certificate of Good Standing (from firm's state of organization)
- If the firm is outside of its state of organization, evidence of foreign status recognition and good standing in the state of operation.

Corporations must provide copies of:

- If operating under an assumed or fictitious business name, i.e., a name other than the legal name of the corporation, provide copies of the Assumed Name Certificate, Fictitious Business Name Statement, or DBA filings;
- Articles of Incorporation and all amendments filed with the state
- Articles of Conversion (if converting from another business structure)
- Corporate bylaws, including the original and all amendments
- Minutes of Shareholders' meetings for the past two years, including minutes of annual meetings involving the election of Directors

- Minutes of Board of Directors' meetings for the past two years, including minutes of annual meetings involving the election of Officers
- Organizational meeting minutes
- Any Buy/Sell agreements
- Purchase Agreements, if applicable. Documentation should include how the purchase price was derived (formula) and evidence of payment.
- Any Voting Agreements
- The front and back of all stock certificates (outstanding, transferred and cancelled)
- Any Stock Option Plans and Transfer Agreements
- The Stock Register/Ledger which accounts for the issuance, transfer and/or cancelation of all stock certificates
- Current Certificate of Good Standing (from firm's state of incorporation)
- If the firm is outside of its state of incorporation, evidence of foreign status recognition and good standing in the state of operation.

Partnerships must provide copies of:

- If operating under an assumed or fictitious business name, i.e., a name other than the legal name of the individual, provide copies of the Assumed Name Certificate, Fictitious Business name Statement, or DBA filings
- Partnership Agreement, including the original and all amendments
- Any Buy/Sell Agreements
- Purchase Agreements, if applicable. Documentation should include how the purchase price was derived (formula) and evidence of payment.
- Any Voting Agreements

SECTION III

For the NHO, copies of the following:

- Articles of Incorporation and all amendments filed with the state
- Corporate bylaws, including the original and all amendments
- Minutes of all Members' meetings for the past two years showing the election of Directors, if applicable
- Minutes of all Board of Directors' meetings and resolutions for the past two years, including minutes of annual meetings showing the election of Officers
- A list of all companies in which the NHO has ownership. Please include the name of the company; percentage of ownership by the NHO; clarification of whether it is a current or previous 8(a) participant; identification of the individuals who manage and control it by serving as officers, directors, managers, etc.; identification of its primary NAICS code at the time of 8(a) certification; and clarification of whether the majority of its revenues for the past three years are generated from the primary NAICS code at the time of 8(a) certification.
- Financial statements (including a balance sheet and income statement) and Federal business tax returns (including all accompanying schedules, forms, and statements) for the each of the past three fiscal year ends.

SECTION IV

For each individual claiming economic disadvantage status for the NHO:

- SBA Form 1010-IND
- Proof of United States citizenship, if born outside of the U.S. (copy of U.S. Passport or Certificate of Naturalization)
- Evidence of Native Hawaiian heritage, such as copies of birth certificates
- SBA Form 413 (Personal Financial Statement) for individual and spouse containing information no older than 30 days. Per regulations, forms must reflect individual's respective assets and liabilities. Only jointly owned items should be halved. SBA does not take into consideration community property when evaluating economic disadvantage.
- Copy of trust agreement, if applicable

- Copies of the three most recent Federal personal tax returns with all corresponding schedules, attachments and W-2 forms for individual and spouse.
- IRS Form 4506-T (Request for Transcript of Tax Return) for the personal tax returns
- SBA Form 912 (Statement of Personal History). If individual indicates an arrest history, the following must be provided: complete details for each arrest (date of arrest, charge, misdemeanor/felony, disposition, etc.), court documents, and SBA-specific Fingerprint Card (FD-258).
- Resume with complete education and employment history

For all principals identified in Section II of the Form 1010, such as all owners of 10% interest or more, LLC management members, LLC managers, officers, Board of Directors, partners, managers, general managers:

- SBA Form 1010-IND
- SBA Form 912 (Statement of Personal History). If individual indicates an arrest history, the following must be provided: complete details for each arrest (date of arrest, charge, misdemeanor/felony, disposition, etc.), court documents, and SBA-specific Fingerprint Card (FD-258).
- Resume with complete education and employment history
- Copies of the three most recent Federal personal tax returns with all corresponding schedules, attachments and W-2 forms for individual and spouse
- IRS Form 4506-T (Request for Transcript of Tax Return) for the personal tax returns

For key employees (not identified above), such as bank account signatories and qualifiers for special licenses:

- SBA Form 912 (Statement of Personal History). If individual indicates an arrest history, the following must be provided: complete details for each arrest (date of arrest, charge, misdemeanor/felony, disposition, etc.), court documents, and SBA-specific Fingerprint Card (FD-258).
- Resume with complete education and employment history

SECTION V

For applicant firm:

- Business Financial Statements (balance sheet, income statement, and aging of accounts receivable and accounts payable) for the interim period no older than 90 days
- Business Financial Statements (balance sheet and income statement) for the three most recent year-ends
- A breakdown of revenues (percentage) by client on the income statements.
- Copies of the Federal business tax returns for the three most recent years, including all forms, schedules, and attachments
- IRS Form 4506-T (Request for Transcript of Tax Return) for the firm's business tax returns
- Bonding – (For construction firms) a statement of single and aggregate bonding limit from the firm's surety, if applicable
- Copies of all business loan agreement(s) and lines of credit, including shareholder, officer, or partner loans and/or inter-company loans
- Documentation to evidence the firm meets the potential for success requirement through one of the following methods:
 - (1) It has been in business for at least two years, as evidenced by income tax returns (individual or consolidated) for each of the two previous tax years showing operating revenues in the primary industry in which it is seeking 8(a) BD certification; or
 - (2) The individual(s) who will manage and control the daily business operations of the firm have substantial technical and management experience, the firm has a record of successful performance on contracts from governmental or nongovernmental sources in its primary industry category, and the firm has adequate capital to sustain its operations and carry out its business plan as a Participant; or
 - (3) The NHO has made a firm written commitment to support the operations of the firm and it has the financial ability to do so.