

# Equal Business Opportunity Program Certification Information

*New Certification | Recertification  
Reciprocal Certification | Reciprocal Recertification*

This guide provides an overview of documents that are mandatory to apply for certification through the City of Tampa Equal Business Opportunity (EBO) Program. Whether you are applying for the first time, renewing an existing certification, or currently certified with another agency and seeking reciprocal recognition from the City of Tampa, this checklist will help ensure your application is complete and accurate.

The EBO Program is dedicated to supporting the growth of City of Tampa Certified Firms by expanding access to City contracting and purchasing opportunities. Please review the section that matches your application type to understand what documents you'll need to submit.

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## Application Document Checklists for Certification & Recertification with the City of Tampa

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#### **New Certification Application - Mandatory Document Checklists**

Complete this application if your firm desires to be certified with the City of Tampa; is not currently certified with Hillsborough County, Orange County, City of Orlando or the Women Business Enterprise National Council (WBENC); or whose City of Tampa certification expired more than one (1) year ago. Please visit the page applicable to your business type:

- **Corporation / Joint Venture** .....4
- **Sole Proprietorship** .....5
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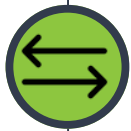
City of Tampa certification must not be expired for more than one (1) year. If the certification has been expired for more than one (1) year, a NEW certification application must be completed.



#### **Recertification Application - Mandatory Documents** .....7

Complete this application if your firm is re-certifying with the City of Tampa, who are not certified with Hillsborough County, Orange County, City of Orlando, or Women Business Enterprise National Council (WBENC).

City of Tampa certification must not be expired for more than one (1) year. If the certification has been expired for more than one (1) year, a NEW certification application must be completed.



#### **Reciprocal Certification Application - Mandatory Documents** .....7

For firms applying for the first time or renewing their City of Tampa certification, and who hold a current certification with one of the following agencies: Hillsborough County, Orange County, the City of Orlando, or the Women Business Enterprise National Council (WBENC).



#### **Reciprocal Recertification Application - Mandatory Documents** .....7

For firms applying for the first time or renewing their City of Tampa certification, and who hold a current certification with one of the following agencies: Hillsborough County, Orange County, the City of Orlando, or the Women Business Enterprise National Council (WBENC).

## Small Local Business Enterprise (SLBE) Women & Minority Business Enterprise (WMBE) Certification Eligibility Requirements

Complete and submit your application online at [tampa.diversitysoftware.com](http://tampa.diversitysoftware.com)  
For questions relating to your application, please call (813) 274-5505



### Small Local Business Enterprise (SLBE) Certification Requirements: (Certification is Race and Gender Neutral)

1. The business must have been **in operation for a minimum of one (1) year**, defined as conducting business activities such as:
  - Making sales, engaging in contracts, providing services, and submitting estimates or proposals.
2. The business must be:
  - **Independently owned and operated** for at least one (1) year.
  - Employing **25 or fewer permanent, full-time employees**.
  - Generating **average gross revenues not exceeding \$2,000,000.00** over the last three (3) years.
  - **Located in Hillsborough, Pasco, Polk, Pinellas, or Manatee counties in Florida.**
3. The business must have a permanent functioning office within the State of Florida that is lawfully licensed within the relevant jurisdiction (includes foreign registered corporations)
4. **All owners must be residents of the State of Florida.**



### Women & Minority Business Enterprise (WMBE) Certification Requirements: (Certification is Race and Gender Specific)

- African American(Male/Female) (BBE) ▪ Asian American(Male/Female) (ABE)
- Hispanic (Male/Female)(HBE) ▪ Native American(Male/Female)(NBE)
- Caucasian Woman (WBE)

1. The business must have been **in operation for a minimum of one (1) year**, defined as conducting business activities such as:
  - Making sales, engaging in contracts, providing services, and submitting estimates or proposals.
2. The business must be at least **51% owned, operated and controlled** by a woman or women, or a member of a minority group.
3. For corporations that issue stock, **at least 51% of the stock** must be owned by one of the applicable groups listed above.
4. **Majority Owner(s) must be residents of the State of Florida.**



### Certification Benefits

#### Sheltered Market

Certified businesses bid as primes within peer group for contracts/procurement below \$300,000

#### Bid Discounts

5% discount offered to support certified businesses on their bid.

#### Subcontract Goals

For projects \$50,000 or greater, certified businesses are solicited for subcontracts

#### Free Online Exposure

Featured in Tampa's certified business directory, accessible worldwide

# > City of Tampa Equal Business Opportunity

## DOCUMENTS TO SUBMIT WITH APPLICATION

**Instructions:** Please submit the following documents as part of your application. Some mandatory substantiation is specific to your business structure. Refer to the "Applicable Business Types" column to determine which items apply to your business entity.

**\*\*\* If a document is NOT applicable to your business, please provide a written explanation. \*\*\***

### New Certification for Corporation / Joint Venture

✓	Mandatory Documents	Notes/Examples
	1. Applicable License(s) to do Business in Florida	Business Tax/Occupational, Professional, Trade/Permit, Specialty, DBPR, etc.
	2. Proof of Florida Residency	For all owners: Voter's ID, Property Tax Exemption Certificate, Residential Lease, or Declaration of Domicile
	3. Personal Resume	Complete, current resume outlining education, training and employment experience with dates
	4. Financial Statement	Most recent Statement of Net Worth, Balance Sheet, Annual Income Statement, or written statement if unavailable.
	5. Employer's Quarterly Wage Report (last 2 quarters)	Wage report or recent payroll for permanent, fulltime employees (include owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section at <a href="http://tampa.diversitysoftware.com">tampa.diversitysoftware.com</a> .
	6. Last 3 Years' Business Tax Returns	Include all schedules and attachments. <ul style="list-style-type: none"> <li>• If less than 3 years in business, provide returns for years filed and add statement explaining missing years</li> <li>• If an extension has been filed for the most recent tax year due, provide a copy of the extension request</li> </ul>
	7. Application Affidavit notarized	Downloaded from <a href="http://tampa.diversitysoftware.com">tampa.diversitysoftware.com</a> .
	8. Proof of DemandStar & OpenGov Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
	9. Proof of Female or Minority Status for all owners	For all owners/stockholders/members (FOR WMBE APPLICANTS ONLY): <ul style="list-style-type: none"> <li>• For Female and African American applicants, a clear and legible copy of a Florida Driver's license is sufficient.</li> <li>• All other applicants must provide one of the following legal documents to verify ethnicity and/or place of birth: birth certificate, passport, certificate of naturalization, etc.</li> <li>• Second (2nd) or Third (3rd) generation American applicants must also provide proof of lineage using the above documentation for: at least one parent and/or a grandparent (if applicable)</li> </ul>
	10. All Issued Stock Certificates (if applicable)	Include front/back and voided certificates.
	11. Stock Ledger (if applicable)	Ownership of stock documentation/report
	12. Proof of Stock Purchase/Capital Investment	Cancelled check, purchase agreement, opening bank statement, written statement explaining source and use of funds to start the business, etc.
	13. Most Recent Annual Report (filed at <a href="http://SunBiz.org">SunBiz.org</a> )	Actual report, not Certificate of Status.
	14. Articles of Incorporation (filed at <a href="http://SunBiz.org">SunBiz.org</a> )	Include all amendments.
	15. Corporate Bylaws (if applicable)	Required for corporations only.
	16. Minutes of Organizational Meeting (if applicable)	Documentation from first organizational meeting including shareholders or Board of Directors.

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**\*\*\* If a document is NOT applicable to your business, please provide a written explanation. \*\*\***

### New Certification for Sole Proprietorship

✓	Mandatory Documents	Notes/Examples
1.	Applicable License(s) to do Business in Florida	Business Tax/Occupational, Professional, Trade/Permit, Specialty, DBPR, etc.
2.	Proof of Florida Residency	Voter's ID, Property Tax Exemption Certificate, Residential Lease, or Declaration of Domicile.
3.	Personal Resume	Complete, current resume outlining education, training and employment experience with dates
4.	Financial Statement	Most recent Statement of Net Worth, Balance Sheet, Annual Income Statement, or written statement if unavailable.
5.	Last 3 Years' Personal or Business Tax Returns	Include all schedules and attachments. <ul style="list-style-type: none"> <li>• If less than 3 years in business, provide returns for years filed and add statement explaining missing years</li> <li>• If an extension has been filed for the most recent tax year due, provide a copy of the extension request</li> </ul>
6.	Application Affidavit notarized	Downloaded from <a href="http://tampa.diversitysoftware.com">tampa.diversitysoftware.com</a> .
7.	Proof of DemandStar & OpenGov Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
8.	Proof of Female or Minority Status	For all owners/stockholders/members (FOR WMBE APPLICANTS ONLY): <ul style="list-style-type: none"> <li>• For Female and African American applicants, a clear and legible copy of a Florida Driver's license is sufficient.</li> <li>• All other applicants must provide one of the following legal documents to verify ethnicity and/or place of birth: birth certificate, passport, certificate of naturalization, etc.</li> <li>• Second (2nd) or Third (3rd) generation American applicants must also provide proof of lineage using the above documentation for: at least one parent and/or a grandparent (if applicable)</li> </ul>



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## DOCUMENTS TO SUBMIT WITH APPLICATION

**Instructions:** Please submit the following documents as part of your application. Some mandatory substantiation is specific to your business structure. Refer to the "Applicable Business Types" column to determine which items apply to your business entity.

**\*\*\* If a document is NOT applicable to your business, please provide a written explanation. \*\*\***

### New Certification for LLCs / Partnerships

✓	Mandatory Documents	Notes/Examples
	1. Applicable License(s) to do Business in Florida	Business Tax/Occupational, Professional, Trade/Permit, Specialty, DBPR, etc.
	2. Proof of Florida Residency	For all owners: Voter's ID, Property Tax Exemption Certificate, Residential Lease, or Declaration of Domicile
	3. Personal Resume	Complete, current resume outlining education, training and employment experience with dates
	4. Financial Statement	Most recent Statement of Net Worth, Balance Sheet, Annual Income Statement, or written statement if unavailable.
	5. Last 3 Years' Business Tax Returns	Include all schedules and attachments. <ul style="list-style-type: none"> <li>• If less than 3 years in business, provide returns for years filed and add statement explaining missing years</li> <li>• If an extension has been filed for the most recent tax year due, provide a copy of the extension request</li> </ul>
	6. Application Affidavit notarized	Downloaded from <a href="http://tampa.diversitysoftware.com">tampa.diversitysoftware.com</a> .
	7. Proof of DemandStar & OpenGov Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
	8. Proof of Female or Minority Status for all owners	For all owners/stockholders/members (FOR WMBE APPLICANTS ONLY): <ul style="list-style-type: none"> <li>• For Female and African American applicants, a clear and legible copy of a Florida Driver's license is sufficient.</li> <li>• All other applicants must provide one of the following legal documents to verify ethnicity and/or place of birth: birth certificate, passport, certificate of naturalization, etc.</li> <li>• Second (2nd) or Third (3rd) generation American applicants must also provide proof of lineage using the above documentation for: at least one parent and/or a grandparent (if applicable)</li> </ul>
	9. Proof of Membership or Partnership Investments	Canceled check, purchase agreement, opening bank statement, written statement explaining source and use of funds to start the business, etc.
	10. Most Recent Annual Report (filed at <a href="http://SunBiz.org">SunBiz.org</a> )	Actual report, not Certificate of Status.
	11. Articles of Organization (LLC) (filed at <a href="http://SunBiz.org">SunBiz.org</a> )	Include all amendments, if any.
	12. Minutes of Organizational Meeting (if applicable)	Documentation from first organizational meeting including shareholders or Board of Directors.

# > City of Tampa Equal Business Opportunity

## DOCUMENTS TO SUBMIT WITH APPLICATION

**Instructions:** Please submit the following documents as part of your application. Some mandatory substantiation is specific to your business structure. Refer to the "Applicable Business Types" column to determine which items apply to your business entity.

**\*\*\* If a document is NOT applicable to your business, please provide a written explanation. \*\*\***

### Recertification

✓	Mandatory Documents	Notes/Examples
	1. Applicable License(s) to do Business in Florida	Business Tax/Occupational, Professional, Trade/Permit, Specialty, DBPR, etc.
	2. Financial Statement	Most recent Statement of Net Worth, Balance Sheet, Annual Income Statement, or written statement if unavailable.
	3. Last 2 Years Business Tax Returns	Include all schedules and attachments. <ul style="list-style-type: none"> <li>• If less than 2 years in business, provide returns for years filed and add statement explaining missing years</li> <li>• If an extension has been filed for the most recent tax year due, provide a copy of the extension request</li> </ul>
	4. Proof of <a href="#">DemandStar</a> & <a href="#">OpenGov</a> Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
	5. Most Recent Annual Report (filed at <a href="#">SunBiz.org</a> )	Actual report, not Certificate of Status.
	6. Recertification Application Affidavit Notarized	Download from document section of application, print, fill out.

### Reciprocal Certification

✓	Mandatory Documents	Notes/Examples
	1. Proof of <a href="#">DemandStar</a> & <a href="#">OpenGov</a> Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
	2. Current Certificate	Certificate or approval letter(s) from approved qualifying agency (Hillsborough County, Orange County, City of Orlando or WBENC)
	3. Reciprocal Application Affidavit Notarized	Download from document section of application, print, fill out.

### Reciprocal Recertification

✓	Mandatory Documents	Notes/Examples
	1. Proof of <a href="#">DemandStar</a> & <a href="#">OpenGov</a> Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
	2. Current Certificate	Certificates or approval letter(s) from approved qualifying agency (Hillsborough County, Orange County, City of Orlando or WBENC)
	3. Reciprocal Application Affidavit Notarized	Download from document section of application, print, fill out.