

Equal Business Opportunity Program Certification Information

New Certification, 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 are 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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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:

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

Page 8: Reciprocal Certification Application Mandatory Documents

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).

Page 9: Recertification Application Mandatory Documents

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 have expired for more than one (1) year. If the certification has expired for more than one (1) year, a NEW certification application must be completed.

Page 9: Reciprocal Recertification Application Mandatory Documents

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.goB2G.com. For questions relating to your application, please call (813) 274-5522.

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:
 - a. Making sales, engaging in contracts, providing services, and submitting estimates or proposals.
2. The business must be:
 - a. Independently **owned and operated** for at least one (1) year.
 - b. **25 or fewer permanent, full-time employees.**
 - c. **Generating average gross revenues not exceeding \$2,000,000.00** over the last three (3) years.
 - d. **Located in Hillsborough, Pasco, Polk, Pinellas, or Manatee counties in Florida.**
3. The business must have a permanent office functioning within the State of Florida that is lawfully licensed within the relevant jurisdiction (including 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)

1. The business must have been in operation for a minimum of one (1) year, defined as conducting business activities such as:
 - a. 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.

Types of WMBE classifications:

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

New Certification for Corporation / Joint Venture Check List

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. *****

X	#	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, full-time employees (including owners and officers). If none, complete "Affidavit of No Employees" available in the online application document section attampa.diversitysoftware.com .
	6	Last 3 Years' Business Tax Returns	Include all schedules and attachments. If you have less than 3 years in business, provide returns for the years filed and add a statement explaining missing years. If an extension has been filed for the most recent tax year due, provide a copy of the extension request
	7	Application Affidavit notarized	Downloaded from tampa.diversitysoftware.com .
	8	Proof of DemandStar & OpenGov Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.

Checklist continues to the next page.

New Certification for Corporation / Joint Venture Checklist Cont.

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. *****

X	#	Mandatory Documents	Notes/Examples
	9	Proof of Female or Minority Status for all owners	For all owners/stockholders/members (FOR WMBEAPPLICANTS ONLY): For Female and African American applicants, a clear and legible copy of a Florida Driver's license is sufficient. All other applicants must provide one of the following legal documents to verify their ethnicity and/or place of birth: a birth certificate, a passport, a certificate of naturalization, etc. 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)
	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	Canceled 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 SunBiz.org)	Actual report, not Certificate of Status.
	14	Articles of Incorporation (filed at SunBiz.org)	Include all amendments.
	15	Corporate Bylaws (if applicable)	Required for corporations only.
	16	Minutes of Organizational Meeting (if applicable)	Documentation from the first organizational meeting, including shareholders or the Board of Directors.

New Certification for Sole Proprietorship Check List

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. *****

X	#	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. If you have less than 3 years in business, provide returns for the years filed and add a statement explaining missing years. If an extension has been filed for the most recent tax year due, provide a copy of the extension request
	6	Application Affidavit notarized	Downloaded from tampa.diversitysoftware.com .
	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 WMBEAPPLICANTS ONLY): For Female and African American applicants, a clear and legible copy of a Florida Driver's license is sufficient. 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. 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)

New Certification for LLCs / Partnerships Checklist

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. *****

X	#	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. If you have less than 3 years in business, provide returns for the years filed and add a statement explaining missing years. If an extension has been filed for the most recent tax year due, provide a copy of the extension request
	6	Application Affidavit notarized	Downloaded from tampa.diversitysoftware.com .
	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 WMBEAPPLICANTS ONLY): For Female and African American applicants, a clear and legible copy of a Florida Driver's license is insufficient. 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. 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)

Checklist continues to the next page.

New Certification for LLCs / Partnerships Checklist Cont.

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. *****

X	#	Mandatory Documents	Notes/Examples
	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 SunBiz.org)	Actual report, not Certificate of Status.
	11	Articles of Organization (LLC) (filed at SunBiz.org)	Include all amendments, if any.
	12	Minutes of Organizational Meeting (if applicable)	Documentation from the first organizational meeting, including shareholders or the Board of Directors.

Reciprocal Certification Checklist

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. *****

X	#	Mandatory Documents	Notes/Examples
	1	Proof of DemandStar & OpenGov 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 the document section of the application, print, and fill it out.

Recertification Checklist

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. *****

X	#	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 of Business Tax Returns	Include all schedules and attachments. If there are less than 2 years in business, provide returns for the years filed and add a statement explaining the missing years. If an extension has been filed for the most recent tax year due, provide a copy of the extension request
	4	Proof of DemandStar & OpenGov Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
	5	Most Recent Annual Report (filed at SunBiz.org)	Actual report, not Certificate of Status.
	6	Recertification Application Affidavit Notarized	Download from the document section of the application, print, and fill it out.

Reciprocal Recertification Checklist

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. *****

X	#	Mandatory Documents	Notes/Examples
	1	Proof of DemandStar & OpenGov Subscription	Screenshots of active subscriptions, including the DemandStar expiration date for the City of Tampa.
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