



Lesbian, Gay, Bisexual, and Transgender Business Enterprise—LGBTBE™ 2013 RECERTIFICATION APPLICATION

Please provide the following information. **Unless otherwise indicated, all information is required.** If a question does not apply, write “(N/A) not applicable.” Each attachment should be clearly numbered. Attach additional paper if necessary to completely answer a question and “See Attachment # ___.” Please provide an explanation for any documentation listed on pages 6 and 7 that you cannot provide.

IMPORTANT NOTICE: Annual recertification, supported by a site visit every third year,¹ is required for an LGBTBE to maintain its certification. Recertification is not automatic. It is the business owner’s responsibility to submit the requested information and documentation in a prompt manner. Incomplete recertification applications will be returned. The NGLCC may determine that additional information is required in order to make a determination of continued eligibility. All supporting financial documentation will be kept confidential.

Please note that there is no fee associated with recertification for LGBTBEs that are members of recognized NGLCC Affiliate Chambers. There is a \$200 recertification fee for LGBTBEs that are not members of their local affiliates. Please submit proof of current affiliate membership in order to have the fee waived.

Completed recertification applications should be mailed to:

Supplier Diversity Initiative
National Gay & Lesbian Chamber of Commerce
729 15th St NW, 9th Floor, Washington D.C. 20005

For Non-Affiliate Members: Please make check or money order payable to NGLCC or provide credit card information below:

Date of Application: _____	Amount Enclosed: \$_____	Check #: _____
Credit Card Type: American Express _____	Master Card _____	Visa _____ Other: _____
Card #: _____	Expiration Date: _____	
Name as appears on card: _____		
Billing Address: _____	Phone: _____	
City: _____	State: _____	Zip: _____

For additional information regarding the recertification policies and procedures or the NGLCC please call 202.234.9181 or email SupplierDiversity@nglcc.org.

¹ In the event a site visit must be cancelled or rescheduled due to business owner/principal schedules or lack of preparation on the part of the applicant business, an additional fee could be incurred which must be paid by the applicant business.

Lesbian, Gay, Bisexual, and Transgender Business Enterprise—LGBTBE™

2013 NGLCC RECERTIFICATION APPLICATION

SECTION I: CONTACT INFORMATION

Basic Company Information	
Legal Business Name	
Former Company Name(s)	
Doing Business As (if different)	
Company Website Address	
Headquarters' Address	
Street Address 1	
Street Address 2	
City, State, Postal Code	
Phone	
Fax	
Mailing Address (if different)	
Street Address 1	
Street Address 2	
City, State, Postal Code	
Phone	
Fax	
Company Contact (person responsible for receiving communications from NGLCC)	
Name	
Title	
Office Phone	
Mobile Phone	
Fax	
Email	

SECTION II: PRINCIPAL(S)' INFORMATION**Management:**

Provide the following information for **each** proprietor, partner, officer, director, stockholder, and any other persons holding comparable authority. Authority is defined as **Stockholder** (stockholder, proprietor, partner or other equity owner), **Director** (director or person with comparable authority) and **Officer** (officer or person with comparable authority). The sum of % ownership represented should equal 100%. Attach additional sheets if necessary.

Name	
Title	
Gender (Pronoun Preference)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other (Specify)
% Ownership	
Daily Management	<input type="checkbox"/> Yes <input type="checkbox"/> No
U.S. Citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
LGBT	<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual <input type="checkbox"/> Transgender <input type="checkbox"/> N/A
Ethnicity	<input type="checkbox"/> African-American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Caucasian <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other (specify): _____
Have there been any changes in the name, ownership, management or control of your company since you were last recertified/certified (including any changes to Franchise Agreements)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If you answered yes, please</p> <p>a) include associated documentation requested on page 6 of this application, and</p> <p>b) describe those changes here (Attach additional sheets if necessary):</p>	

SECTION III: BUSINESS AND FINANCIAL INFORMATION

Total Number of Employees	
Most Recent Fiscal Year	
Gross Annual Revenue for That Year	
Net Income for That Year	
Bonding Capacity (if applicable)	
<p>Have there been any changes to the company's core competency, or its product(s) or service(s)? If so, please provide a concise description in the space below. If your company offers more than one product/service, list the primary product/service first. The description you provide below will be placed in our database for corporate sourcing.</p>	
<p>List any professional / business license(s) acquired since last certification. Attach additional sheets as needed.</p>	
Individual or Firm Name	
Type of License	
License No	
Exp. Date	
<p>Please list number of new contracts with NGLCC Corporate Partners or fellow LGBTBEs since your last certification and, if contract allows disclosure, include the corporation name(s) and dollar amount(s). Attach additional sheets as needed.</p>	
Total Number of Contracts	
Name of Other Business(es)	
Contract Amount(s)	

RECERTIFICATION AFFIDAVIT

I have completed the NGLCC Recertification Application as requested by the National Gay & Lesbian Chamber of Commerce (NGLCC) and hereby certify that the information contained herein and on all attachments submitted is true, correct, and accurate to the best of my knowledge and belief. I understand that the certification eligibility criteria have been developed according to guidelines established by the NGLCC. I further understand that completion and submission of this recertification application, together with all attachments hereto, is not necessarily the sole criteria for determining recertification as an LGBTBE.

I acknowledge that if the NGLCC discovers that a statement has been made herein which the applicant knows to be false, the recertification process will be terminated immediately and no refund will be given.

I agree that all materials submitted with this package shall become the property of the NGLCC.

I agree that recertification will be determined according to the NGLCC's guidelines, rules, and regulations which may be amended from time to time. Revocation of certification may be based on, but not necessarily limited to, any one of the following:

1. Cessation of business operation by the LGBTBE.
2. Discovery that any false information was knowingly supplied to the NGLCC in this recertification application or the attachments submitted herewith, any prior recertification application or the attachments submitted therewith, the Supplier Certification Application or any attachments submitted therewith, or in response to any request for information from the NGLCC.
3. Failure to provide timely notice to the NGLCC regarding the sale, exchange, transfer, or loss of ownership, management, or control of the business by LGBT persons.
4. Failure or refusal to allow the NGLCC and/or its representative access to the company's place of business upon reasonable notice and demand for the purpose of a site visit.

I understand and agree that the NGLCC reserves the right to request any additional information that it may deem necessary to substantiate the information and representations made herein for recertification. I declare that the company is at least fifty-one percent (51%) owned by one or more LGBT individuals (as defined herein) and such individuals control, operate, and manage the company.

I understand that information about the company will be accessible by NGLCC corporate partners as well as included in a publication of NGLCC certified LGBTBEs accessible to the general public.

The NGLCC understands that the confidentiality of the information you provide in connection with your application for certification is of the highest importance. The NGLCC, the NGLCC Certification Committee members and Site Visitors hold this information in the strictest confidence and each member with access to your information has pledged not to disclose or disseminate that information unless ordered by a court of competent jurisdiction or the government.

The undersigned hereby agrees to hold the NGLCC free and harmless from any and all claims, demands, and damages whatsoever arising out of the presentation of this recertification application and agrees to indemnify and hold harmless the NGLCC for any and all liability arising in connection with this recertification application.

The undersigned hereby declares under penalty of perjury that all statements made in this recertification application and any attachments hereto are true and correct. I understand that the processing fee is non-refundable and is assessed on an annual basis. Requirements for recertification are available from the NGLCC.

Business Name:

Signature(s) of Proprietor, all Partners or President of the Applicant Company:

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Please have this form SIGNED and WITNESSED, retain a copy of this application for your files, and return the original completed application (including attachments) to:

Supplier Diversity Initiative
National Gay & Lesbian Chamber of Commerce
729 15th St NW, 9th Floor
Washington, DC 20005

On this ____ day of _____, 20____, before me appeared (name[s]) _____ to me personally known, who being dully sworn, did execute the following affidavit, and did state that he or she was properly authorized by _____ (name of firm) to execute the affidavit and did so as his or her free act deed.

WITNESS my hand.

Printed Name: _____ Date: _____

Signature: _____

Public Law 99-272, the "Consolidated Omnibus Budget Reconciliation Act of 1985," which amends Section 16 of the Small Business Act, established penalties of up to a \$50,000 fine or imprisonment of up to five years, or both, for misrepresenting, in writing, the status of any concern or small business owned and controlled by socially and economically disadvantaged individuals (a "DBE") in order to obtain for oneself or another any prime subcontract to be awarded as a result or in furtherance or any provision of federal law that specifically references Section 8(D) if the Small Business Act for a definition of eligibility.

SUPPORTING DOCUMENTS CHECKLIST For Recertification

REQUIRED Documents:

- ___ 1. Application Form Thoroughly Completed Above + Signed and Witnessed Affidavit (Original)
- ___ 2. Proof of membership of local NGLCC Affiliate chamber
- OR
- Non-refundable processing fee: \$200.00
- Check or money order made payable to the NGLCC
 - Credit card information included at beginning of application
- ___ 3. IRS Tax Return: Form 1040, 1065, 1120/s, schedule C, schedule K/K1—depending on your business structure.
- ___ *Site Visit (every 3rd year, after initial site visit; to be arranged by NGLCC team member)

ONLY IF YOUR BUSINESS' STRUCTURE HAS CHANGED, and only if new LGBT-identified principals, shareholders, members, owners, directors, officers, or other persons holding comparable authority have been added, the following documents are REQUIRED for the new principals, shareholders, members, owners, directors, officers, or other persons holding comparable authority:

Proof of U.S. Citizenship or Resident Alien Status:

- Passport
- Birth Certificate
- Green Card

___ Letter from two personal references attesting to the LGBT status of the individual(s)

___ LGBT Qualifiers: Proof of Sexual Orientation or Gender Identity

Depending on your legal structure, please submit the following documents:

PARTNERSHIPS

- ___ Buy Out Rights
- ___ Profit Sharing Agreements
- ___ Proof of capital investment by LGBT Partners

CORPORATIONS

- ___ Copies of Stock Certificates
- ___ Current Stock Ledger
- ___ Proof of Stock Purchase or equity investment by LGBT owner(s)
- ___ Voting agreements and other equity interests including stock options, warrants, buy/sell agreements, and right of first refusal

LLCs

- ___ Member list with titles
- ___ Proof of Equity Investment by LGBT Owner(s)

