



For City of Columbia Use
Only:
<input type="checkbox"/> CDBE Approved
<input type="checkbox"/> DBE Approved
<input type="checkbox"/> Not Approved
Reviewer: _____

City of Columbia CDBE Certification Application

I certify that My Company meets all of the following qualifications below to be a CDBE.

Please check each box below and provide required documentation:

My company is a Contractor, Subcontractor, Vendor/Supplier, or Manufacturer, who is certified as a Disadvantaged Business Enterprise (DBE) in compliance with the definitions, outlined in the Columbia Disadvantaged Enterprise Guidelines.

- Types of Products or Services your firm supplies: _____
- Type: Please select one of the following (if applicable): WBE MBE DBE DVBE
- **For DBE Certified Subcontractors, Vendor/Supplier, or Manufacturer:**
 - **Certifying Entity: (SBA, SCDOT, SC Office of Small and Minority Business Contracting and Certification, Women’s Business Enterprise National Council, National Minority Supplier Diversity Council:** _____
 - **Certification Number:** _____

Documentation Required: Copy of the Certification per CDBE guidelines

- My company is located within the 8 CSA jurisdictions (*See CSA list below) and has been for at least 1 year. *The Counties included in the Columbia-Orangeburg-Newberry CSA are: Calhoun, Fairfield, Kershaw, Lexington, Newberry, Orangeburg, Richland, and Saluda.
- My company is not located in the Columbia-Orangeburg-Newberry CSA.
- My company is in good standing with State of South Carolina (must be in good standing with the State of South Carolina regarding payments of taxes and required business licenses). ***If not registered with the Secretary of State, please register with the SC Sectary of State. If you are a sole proprietor, please provide a copy of your schedule C (Form 1040).**
- Please provide a copy of your company’s w-9** (this will be used to create your Permanent vendor number)
- My company is a socially and/or Economically Disadvantaged Enterprise.

Please select the Race of the Owner of Company (This information is used for data purposes only for the city):

- | | |
|---------------------------|------------------------|
| 1 Black American | 4 Hispanic |
| 2 Asian Pacific | 5 Native American |
| 3 Subcontinent Asian | 6 Non-Minority |

City of Columbia Vendor# (All Vendor Numbers begin with a V): V _____

Has your company ever applied for and been denied a DBE certification? YES NO

Company Name: _____

Address: _____

How long have you resided at your current address? _____ years _____ months

Current Business License Number _____

Phone Number: _____

Email Address: _____

I certify by my signature below that all of the information given above is true and accurate to the best of my knowledge. I also recognize that by signing - any false information above may lead to penalties or sanctions.

Owner’s Name: _____ **Date:** _____

Signature: _____

To be completed by eligible Subcontractor, Vendor/Supplier, and/or Manufacturer.

Please complete and submit application with required documentation to:

Compliance Department	Tel: (803) 545-4185	Email: jmnelly@columbiasc.net
Attn: CDBE Administrator/Team	(803) 545-4433	ebwade@columbiasc.net
1136 Washington Street, 5 th Floor	(803) 545-3049	agdriggers@columbiasc.net
Columbia, SC 29217		