



# City of Columbia CDBE Certification Application

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

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: [Juliet.Nelly@columbiasc.gov](mailto:Juliet.Nelly@columbiasc.gov)  
Attn: CDBE Team  
1136 Washington Street, 5<sup>th</sup> Floor Suite 503  
Columbia, SC 29217