

Documents Needed

| Document Name | LLC/501c3 | EIN | MBE/WBE/VBE | SAM/UEI | Grants.gov |
|--|-----------|-----|-------------|---------|------------|
| Articles of Organization | X | | X | X | |
| Operating Agreement | X | | X | X | |
| LLC (Limited Liability Corporation) | | X | X | X | X |
| EIN (Employer Identification Number) | | | X | X | |
| UEI (Unique Entity Identification) | | | | | X |
| Most recent three years of tax returns (2023, 2022, 2021) | | | X | X | |
| Business Bank Account Signature Card | | | X | | |
| Bank account most recent statement | | | X | | |
| Owner(s) Drivers License | | | X | | |
| Owner(s) Resume | | | X | | |
| Owner(s) Birth Certificate or Passport | | | X | | |
| Lease agreement for any computers or equipment | | | X | | |
| Copes of all loan agreements or lines of credit | | | X | | |
| Scope of work or invoices from the last three jobs/contracts | | | X | | |
| Lease agreement or mortgage statement for business location | | | X | | |
| Most recent balance sheet | | | X | | |
| Bank routing and account number | | | | X | |
| Document Name | LLC/501c3 | EIN | MBE/WBE/VBE | SAM/UEI | Grants.gov |
| 501c(3) | | | | | |
| Mission, vision and values statement | | | | X | |
| IRS tax-exempt status letter | | | | X | |
| Most recent 990 | | | | X | |
| Current year W-9 | | | | X | |
| Board of directors list (including affiliations and contact information) | | | | X | |
| Organizational Chart | | | | X | |