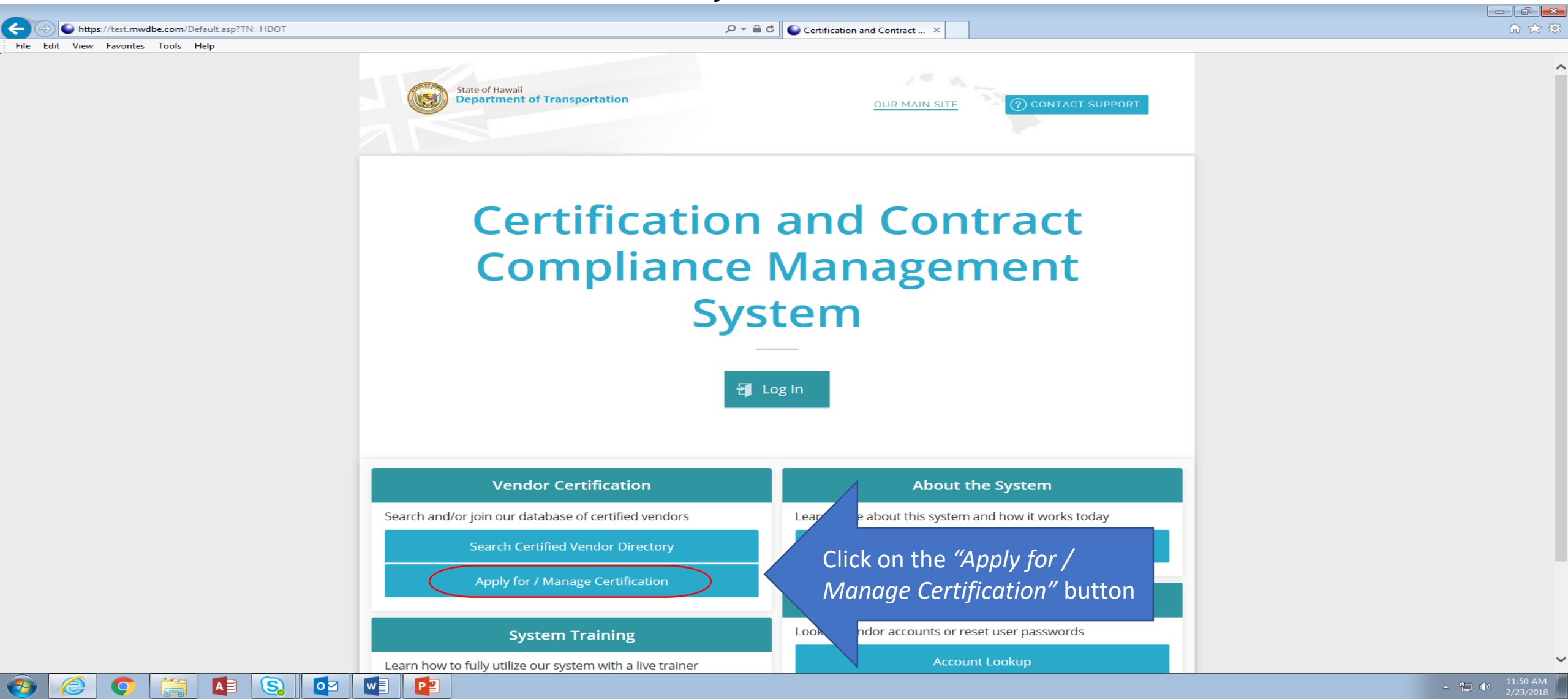


# How to Create a New DBE/ACDBE Application For Firms Seeking DBE/ACDBE Certification

If you are a firm seeking DBE/ACDBE Certification, go to: <https://hdot.dbesystem.com/> and then click on the “Apply for / Manage Certification” button



In the Apply for Certification dialogue box, under New Certification, click on the “*Create Account*” link

https://test.mwdbe.com/Default.asp?TN=HDOT

File Edit View Favorites Tools Help

State of Hawaii  
Department of Transportation

OUR MAIN SITE CONTACT SUPPORT

### Apply for Certification

You are about to complete the online certification application for Hawaii Department of Transportation (HDOT)

If you have questions or need help while completing the application please contact HDOT's Program Office at (808) 831-7913 or send a email to [don.fukuhara@hawaii.gov](mailto:don.fukuhara@hawaii.gov). Technical support is also available [here](#).

#### New Certification

My firm is not currently certified with HDOT and I don't have an account.  
[Create Account](#)

I Forgot My Username & Password  
[Lookup Account](#)

#### Manage Your Certification

I Know My Username & Password  
[Login](#)

I Forgot My Username & Password  
[Lookup Account](#)

After logging in to your account, you will be directed to the application form. You can also click the Apply for Certification link on the right side of the "Dashboard."

If you require technical assistance while completing the application, please use our [online support form](#).

Apply for / Manage Certification

Account Access

System Training

Lookup Vendor accounts or reset user passwords

Account Lookup

Learn how to fully utilize our system with a live trainer

Under New Certification click on the “*Create Account*” link

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2/23/2018

In the Create and Account dialogue box fill in all the **\*REQUIRED ENTRIES\***  
Once all the required entries are completed click the “Next” button

**REQUIRED ENTRIES include:**

### Section 1: Business Lookup

- \*Tax ID Number

### Section 2: Business Information

- \*Business Name
- \*Company Type – use dropdown menu

### Section 3: Business Contact Information

- \*Main Company Email
- \*Main Phone
- \*Company Address
- \*City
- \*State/Province – use dropdown menu
- \*Zip Code/Postal Code
- \*Country – use dropdown menu

### Section 4: Company and Contact Person

- \*Name (First Name and Last Name)
- \*Email/Username – best to use “copy from above” link
- \*Phone Number – best to use “copy from above” link
- \*Choose Password
- \*Retype password
- \*Time Zone – use dropdown menu

**Create an Account**

Please fill in the information below. The registration process takes only a couple of minutes, and all information can be updated at any time after registration.

**Important Note:** If you received any form of notice from a government regarding this system, an account may have been pre-configured for you. Please [look up your business](#) to see if an account already exists. You can also check with [Customer Service](#) before registering a duplicate account.

If you have questions about this registration process or need more information, please contact [Customer Service](#).

**\* required entry**

**Section 1: Business Lookup**

Tax ID Number \* Enter your firm's Tax ID Number and click **Lookup** to check if an account already exists.  
[Click to Lookup](#)  
(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

**Section 2: Business Information**

Business Name \*  
DBA Name  
Company Type \* None selected  
Company Ethnicity None selected  
Company Gender None selected

**Section 3: Business Contact Information**

Main Company Email \*  
Main Phone \*  
Main Fax  
Company Website  
Company Address \*  
City \*  
State/Province \* U.S. States/Provinces or Canadian Provinces  
U.S. Zip Code or Canadian Postal Code  
Country \* United States

**Section 4: Company Contact Person**

Name \* First name Last name  
Title  
Email/Username \* (Copy from above)  
Phone Number \* (Copy from above) Ext.  
Fax Number (Copy from above)  
Choose password \* Password requirements:  
Must be at least 6 characters long  
Retype password \*  
Time Zone \* US/Central

**Next**

Once all the required entries are completed click the “Next” button

Check the checkbox *"I would like to create an account in the system."*

Click the *"Next"* button if all information is correct

If any data needs to be corrected, click the *"Edit"* button to make any needed changes

The screenshot shows a web browser window with the URL `https://test.mwdbe.com/Default.asp?TN=HDOT`. The browser has a menu bar with File, Edit, View, Favorites, Tools, and Help. The main content area displays a form for the State of Hawaii, titled "State of Hawaii" with a logo. The form is divided into three sections: "Business Information", "Business Contact Information", and "Company Contact Person". Each section has an "Edit" link in the top right corner. The "Business Information" section includes fields for Business name (HDOT), DBA name, Tax ID Number (22222), Company Type (LLC), Company Ownership Ethnicity (Native), and Company Ownership Gender (Male). The "Business Contact Information" section includes fields for Email (dan90), Phone (808-8), Fax, Website, and Address (200 R, Hono). The "Company Contact Person" section includes fields for Name, Title, Username (da), Email (dan90), Phone (808-831), Fax, and a dropdown menu set to "US/Hawaii". At the bottom of the form, there is a checkbox labeled "I would like to create an account in this system." which is currently unchecked. Below the checkbox are two buttons: "Next" and "Edit". A large blue arrow points from the "Next" button up to the "Business Information" section. A smaller blue arrow points from the "Next" button down to the "Company Contact Person" section. A third blue arrow points from the "Edit" button to the right, towards the instructional text.

**1<sup>st</sup>:** Check the checkbox *"I would like to create an account in the system."*

**2<sup>nd</sup>:** Click the *"Next"* button if all information is correct

**3<sup>rd</sup>:** If any data needs to be corrected, click the *"Edit"* button to make any needed changes

Click on the “Your firm is not currently certified by HDOT” link

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4439 Diversity Management Syst...

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Home View » Search » Message » Settings » Help & Support » Logoff Show All Hide All

Help & Tools

### Certification Application: Available Applications

Welcome to the Hawaii Department of Transportation (HDOT) online certification application for Disadvantaged Business Enterprises/Airport Concession Disadvantaged Business Enterprises (DBE/ACDBE).

Aloha! Thank you for your interest in participating in the Hawaii Department of Transportation's (HDOT) Disadvantaged Business Enterprises (DBE/ACDBE) Program. As mandated by the United States Department of Transportation's (U.S. DOT) DBE/ACDBE Regulations, (49 Code of Federal Regulations (CFR), Part 26), all U.S. DOT recipients of federal financial assistance must participate in a statewide Unified Certification Program (UCP). The UCP is a "One-Stop" certification procedure established to eliminate the need for DBE/ACDBE firms to apply for certifications from multiple state or local public agencies that are required to have a DBE/ACDBE Program as a condition of receiving U.S.DOT funds.

The HDOT Office of Civil Rights is charged with the responsibility of certifying firms and compiling and maintaining a database of certified DBE/ACDBEs for U.S. DOT recipients, pursuant to 49 CFR Part 26. HDOT is the certifying agency for the Hawaii UCP and will process all applications and maintain the database of certified DBE/ACDBE firms for the State of Hawaii.

You can electronically submit an application for:

- New DBE/ACDBE Certification
- DBE/ACDBE Annual Affidavit of No Change
- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

Click below for more information regarding the DBE/ACDBE qualification criteria.

[View All Definitions and Qualifications for DBE/ACDBE Certification](#)

For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE Program page](#).

**Select an Option**

[Your firm is currently DBE/ACDBE certified by HDOT.](#)

[Your firm is not currently certified by HDOT.](#)

Click on the “Your firm is not currently certified by HDOT” link

[Return to Certification List](#)

**Need Help?**

- [Download Part 2 of the user manual](#)
- [Sign up for a Training Class](#)

**Customer Support**  
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HDOT Ghost 2

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Next, Depending on where your firm is located click on the “*Your firm is located in Hawaii*” link  
Or  
click on the “*Your firm is not located in Hawaii*” link

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https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4439 Diversity Management Syst...

Help & Tools

**Certification Application: Available Applications**

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- DBE/ACDBE Annual Affidavit of No Change
- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

Click below for more information regarding the DBE/ACDBE qualification criteria.

[View All Definitions and Qualifications for DBE/ACDBE Certification](#)

For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE Program](#).

**Select an Option**

[Your firm is currently DBE/ACDBE certified by HDOT.](#)

[Your firm is not currently certified by HDOT.](#)

[Your firm is located in Hawaii.](#)

[Your firm is not located in Hawaii.](#)

[Your firm is DBE/ACDBE certified in your home state.](#)

[Your firm is not DBE/ACDBE certified in your home state.](#)

Depending on where your firm is located click on the “*Your firm is located in Hawaii*” link  
Or  
click on the “*Your firm is not located in Hawaii*” link

Return to Certification List

Need Help?  
[Download Part 2 of the user manual](#)  
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***“Your firm is located in Hawaii”***

If your firm is located in Hawaii, click on the ***“Submit an New DBE application”*** link

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4439

File Edit View Favorites Tools Help

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Certification Application: Available Applications

Help & Tools

Welcome to the Hawaii Department of Transportation (HDOT) online certification application for Disadvantaged Business Enterprises/Airport Concession Disadvantaged Business Enterprises (DBE/ACDBE).

Aloha! Thank you for your interest in participating in the Hawaii Department of Transportation's (HDOT) Disadvantaged Business Enterprises (DBE/ACDBE) Program. As mandated by the United States Department of Transportation's (U.S. DOT) DBE/ACDBE Regulations, (49 Code of Federal Regulations (CFR), Part 26), all U.S. DOT recipients of federal financial assistance must participate in a statewide Unified Certification Program (UCP). The UCP is a "One-Stop" certification procedure established to eliminate the need for DBE/ACDBE firms to apply for certifications from multiple state or local public agencies that are required to have a DBE/ACDBE Program as a condition of receiving U.S.DOT funds.

The HDOT Office of Civil Rights is charged with the responsibility of certifying firms and compiling and maintaining a database of certified DBE/ACDBEs for U.S. DOT recipients, pursuant to 49 CFR Part 26. HDOT is the certifying agency for the Hawaii UCP and will process all applications and maintain the database of certified DBE/ACDBE firms for the State of Hawaii.

You can electronically submit an application for:

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- Interstate DBE/ACDBE Certification
- Report Changes or Request Expansion of Work Codes

Click below for more information regarding the DBE/ACDBE qualification criteria.

[View All Definitions and Qualifications for DBE/ACDBE Certification](#)

For more information on the DBE/ACDBE program, please visit the [DBE/ACDBE Program page](#).

Select an Option

[Your firm is currently DBE/ACDBE certified by HDOT.](#)

[Your firm is not currently certified by HDOT.](#)

[Your firm is located in Hawaii.](#)

☒ [Submit an NEW DBE application.](#)

[Your firm is not located in Hawaii.](#)

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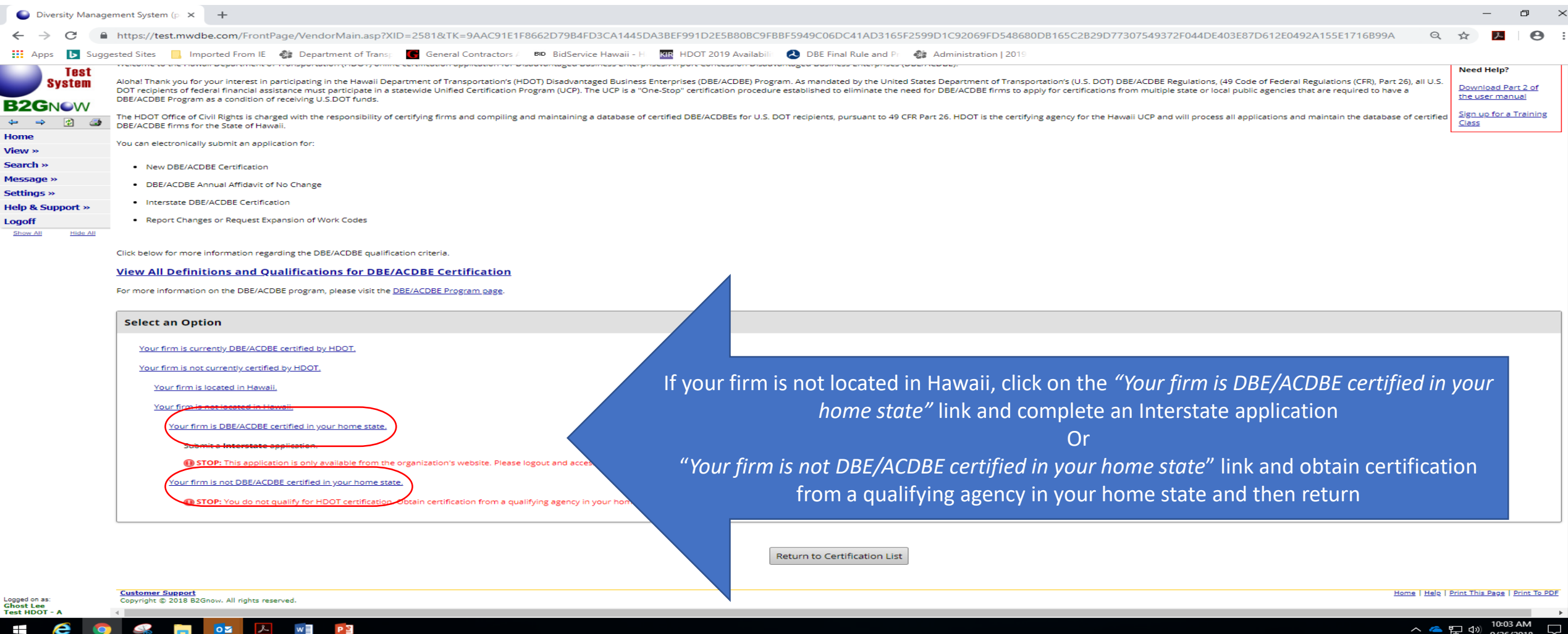


## ***“Your firm is not located in Hawaii”***

If your firm is not located in Hawaii, click on the ***“Your firm is DBE/ACDBE certified in your home state”*** link and complete an Interstate application

Or

Click on the ***“Your firm is not DBE/ACDBE certified in your home state”*** link and obtain certification from a qualifying agency in your home state and then return to complete an application



The screenshot shows the Diversity Management System (DMS) website. The main content area displays a message from the Hawaii Department of Transportation (HDOT) regarding the DBE/ACDBE Program. A large blue arrow points to the link "Your firm is not DBE/ACDBE certified in your home state," which is circled in red. The arrow contains the following text:

If your firm is not located in Hawaii, click on the ***“Your firm is DBE/ACDBE certified in your home state”*** link and complete an Interstate application

Or

***“Your firm is not DBE/ACDBE certified in your home state”*** link and obtain certification from a qualifying agency in your home state and then return

The website interface includes a sidebar with navigation links (Home, View, Search, Message, Settings, Help & Support, Logoff) and a top navigation bar with various links (Department of Transportation, General Contractors, BID, BidService Hawaii, HDOT 2019 Availability, DBE Final Rule and Policy, Administration | 2019). The bottom of the page features a footer with "Customer Support" and "Copyright © 2018 B2Gnow. All rights reserved."

# New DBE/ACDBE Application for Hawaii Department of Transportation

Answer Eligibility Requirements questions by selecting Yes or No for each question

Once complete click “Continue” button

Test System  
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Home  
View »  
Search »  
Message »  
Settings »  
Help & Support »  
Logoff  
[Show All](#) [Hide All](#)

Help & Tools

**Certification Application: Start Certification Application**

## New DBE/ACDBE Application for Hawaii Department of Transportation

*New DBE/ACDBE Application*

This application is for NEW Disadvantaged Business Enterprise certification and follows Federal Regulation 49 CFR Part 26.

Note: Firms currently certified by HDOT should not submit a New Application. Instead submit an Annual Affidavit of No Change, due on the anniversary date of the firm. Review the information below and complete the eligibility requirements then click **Continue**.

### Company & Contact Information

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit application.

YOUR EMAIL ADDRESS \*

COMPANY EMAIL \*

COMPANY TYPE \*

APPLICATION AUTOFILL \* ☒ Use existing account information to auto-fill application

### Eligibility Requirements

The following basic criterion is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification.

Under Sec. 26.107 of 49 CFR Part 26, dated February 2, 1999, if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

Is your firm at least 51%-owned by a socially and economically disadvantaged individual(s) who also controls it?

☐ Yes ☐ No

Is the disadvantaged owner a U.S. citizen or lawfully admitted permanent resident of the U.S.?

☐ Yes ☐ No

Is your firm a small business that meets the Small Business Administration's (SBA's) [size standard](#) and does not exceed \$23.98 million in gross annual receipts for firms applying for DBE/ACDBE certification?

☐ Yes ☐ No

Is your firm organized as a for-profit business?

☐ Yes ☐ No

Does the personal net worth (PNW) of any owner claiming to be socially and economically disadvantaged exceed \$1.32 million with regulatory exclusions?

☐ Yes ☐ No

Is your firm located in Hawaii?

☐ Yes ☐ No

**1<sup>st</sup>: Answer Eligibility Requirements questions by selecting Yes or No for each question**

**2<sup>nd</sup>: Once complete click “Continue” button**

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HDOT Ghost 2

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3/1/2018

Download, complete, sign, notarize, and upload the:  
**1) Affidavit of Certification** - it **MUST** be signed and notarized  
and

**2) Personal Net Worth Statement** - For socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.

Download, complete, sign, notarize and upload the:

**1) Affidavit of Certification** – it must be signed and notarized  
and

**2) Personal Net Worth Statement**-- For socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm.

**Mandatory Documents**

- Affidavit of Certification** - Download Form - Download, sign and notarize
- Personal Net Worth Statement** - Download Form - Download, sign and notarize
- Personal Federal Tax returns for the past 3 years
- Federal tax returns filed by the firm and its owners
- Bank authorization and signatory cards
- Documented proof of any transfers of assets to/from the firm
- Documented proof of contributions used to acquire ownership
- Schedule of salaries (or other remuneration) paid to all officers
- Signed loan and security agreements, and bonding forms
- Descriptions of all real estate owned/leased by firm and documented proof
- Licenses, license renewal forms, permits, and haul authority forms
- List of all employees, job titles, and dates of employment
- List of equipment and/or vehicles owned and leased
- Resumes for all owners, officers of firm and key personnel of the applicant firm
- Both sides of all corporate stock certificates and your firm's stock transfer ledger
- Corporate bank resolution and bank signature cards
- Corporate by-laws and any amendments
- Minutes of all stockholders and board of directors meetings
- Official Certificate of Formation and Operating Agreement with any amendments
- Shareholders' Agreements

**Required Documents**

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

- DBE/CDBE and SBA RIA, SDB, MBE/WBE certifications, denial, and/or decertifications
- Insurance agreements for each truck owned or operated by your firm
- Proof of citizenship
- Proof of warehouse/storage facility ownership or lease arrangements
- Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
- Year-end balance sheets and income statements for the past 3 years
- Audited financial statement
- Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm
- SUPPLIERS - List of distribution equipment owned and/or leased
- SUPPLIERS - List of product lines carried
- Trust agreements held by any owner claiming disadvantaged status
- Irrevocable Transfer of Rights
- Additional supporting documents not listed

Review document list for Mandatory Documents - All mandatory documents must be provided with the application **regardless of type of firm**. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial. If question does not apply to your firm, simply **attach** a statement on company letterhead with appropriate signature(s) that state it does not apply to your firm.

Test System

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Help & Tools

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4439

Diversity Management Syst...

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Certification Application: Document List Preview for LLC

In addition to completing an application form, you will be required to submit supporting documents with your application.

**Mandatory Documents** must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

Review the terms below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory Documents**, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to **your printer** or a **PDF file**.

☐ Check this box and click **Continue** to start the application process.

**Alert:** To ensure security of your application, only **YOU** will have access to this application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you message it to another user or explicitly grant access by clicking the **Utilities** tab and adding a user to the Access List.

**Application Timeline:** you will have **90 days** to complete and submit this application. Otherwise, the record will self-delete on **5/30/2018**. Periodic reminders will be sent to you by email up to that point. A deleted application cannot be re-created; you will need to start again.

Continue

Return

**Mandatory Documents**

**All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.**

**Affidavit of Certification**  
Download Form - Download, sign and notarize.

**Personal Net Worth Statement**  
Download Form - For socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm. Download, complete, sign, notarize, and upload.

**Personal Federal tax returns for the past 3 years for each disadvantaged owner**  
Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years  
Include requests for extensions

**Bank authorization and signatory cards**  
Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years  
Documented proof of contributions used to acquire ownership for each owner  
Examples: loan agreements, bank statements, purchase agreements, both sides of cancelled checks, wills, trusts.

**Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm**  
Signed loan and security agreements, and bonding forms  
Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases  
Include office/warehouse space, etc.

**Licenses, license renewal forms, permits, and haul authority forms**  
List of all employees, job titles, and dates of employment  
List of equipment and/or vehicles owned and leased

**Resumes for all owners, officers of firm and key personnel of the applicant firm**  
Include places of ownership/employment with corresponding dates.

**Both sides of all corporate stock certificates and your firm's stock transfer ledger**  
Corporate bank resolution and bank signature cards  
Corporate by-laws and any amendments  
Minutes of all stockholders and board of directors meetings  
Official Certificate of Formation and Operating Agreement with any amendments  
Shareholders' Agreement(s)

**Required Documents**

**Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.**

**DBE/CDBE and SBA (a), SDB, MBE/WBE certifications, denials, and/or decertifications**  
Include any U.S. DOT appeal decisions on these actions.

**Insurance agreements for each truck owned or operated by your firm**

**Proof of citizenship**

**Proof of warehouse/storage facility ownership or lease arrangements**  
TIN(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm  
Year-end balance sheets and income statements for the past 3 years  
Or file of firm, if less than 3 years.

**Audited financial statements**  
If available

**Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm**

**SUPPLIERS - List of distribution equipment owned and/or leased**

**SUPPLIERS - List of product lines carried**

**Trust agreements held by any owner claiming disadvantaged status**

**Irrevocable Transfer of Rights**

**Additional supporting documents not listed**

**Mandatory Documents to be attached/uploaded:**

1. Affidavit of Certification

2. Personal Net Worth Statement

3. Personal Federal tax returns for the past 3 years for each disadvantaged owner

4. Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years

5. Bank authorization and signatory cards

6. Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years

7. Documented proof of contributions used to acquire ownership for each owner

8. Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm

9. Signed loan and security agreements and bonding forms

10. Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases

11. Licenses, license renewal forms, permits, and haul authority forms

12. List of all employees, job titles, and dates of employment

13. List of equipment and/or vehicles owned and leased

14. Resumes for all owners, officers of firm and key personnel of the applicant firm

15. Both sides of all corporate stock certificates and your firm's stock transfer ledger

16. Corporate bank resolution and bank signature cards

17. Corporate by-laws and any amendments

18. Minutes of all stockholders and board of directors meetings

19. Official Certificate of Formation and Operating Agreement with any amendments

20. Shareholders' Agreement(s)

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3/1/2018

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

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Certification Application: Document List Preview for LLC

In addition to completing an application form, you will be required to submit supporting documents with your application.

**Mandatory documents must be submitted with your application; there are no exceptions. Required documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.**

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory documents, do not proceed.** Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

This document list will continue to be available after you start the application (click the **Documents** tab). You can also print the list to **your printer** or a **PDF file**.

☐ Check this box and click **Continue** to start the application process.

**ALERT:** To protect security of your system, any **VMD** will have access to the application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the **Access** tab and adding a user to the **Access List**.

**Application Timeline:** you will have **90 days** to complete and submit this application. Otherwise, the record will self-delete on **5/30/2018**. Periodic reminders will be sent to you by email up to that point. A denied application cannot be recovered; you will need to start again.

Continue Return

### Mandatory Documents

All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

**Affidavit of Certification**  
Download Form - Download, sign and notarize.

**Personal Net Worth Statement**  
Download Form - For socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm. Download, complete, sign, notarize, and upload.

**Personal Federal tax returns for the past 3 years for each disadvantaged owner**  
Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years  
Include requests for extensions

**Bank authorization and signatory cards**  
Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years  
Documented proof of contributions used to acquire ownership for each owner  
Examples: loan agreements, bank statements, purchase agreements, both sides of cancelled checks, wills, trusts.

**Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm**  
Signed loan and security agreements, and bonding forms  
Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases  
Include office/warehouse space, etc.

**Licenses, license renewal forms, permits, and haul authority forms**  
List of all employees, job titles, and dates of employment  
List of equipment and/or vehicles owned and leased  
Resumes for all owners, officers of firm and key personnel of the applicant firm  
Include places of ownership/employment with corresponding dates.

**Both sides of all corporate stock certificates and your firm's stock transfer ledger**  
Corporate bank resolution and bank signature cards  
Corporate by-laws and any amendments  
Minutes of all stockholders and board of directors meetings  
Official Certificate of Formation and Operating Agreement with any amendments  
Shareholders' Agreement(s)

### Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

**DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications**  
Include any U.S. DOT appeal decisions on these actions.

**Insurance agreements for each truck owned or operated by your firm**

**Proof of citizenship**

**Proof of warehouse/storage facility ownership or lease arrangements**  
Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm

**Year-end balance sheets and income statements for the past 3 years**  
Or the entire, if less than 3 years.

**Audited financial statement**  
If available

**Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm**

**SUPPLIERS - List of distribution equipment owned and/or leased**

**SUPPLIERS - List of product lines carried**

**Trust agreements held by any owner claiming disadvantaged status**

**Irrevocable Transfer of Rights**

**Additional supporting documents not listed**

## Required Documents to be attached/uploaded (as applicable):

1. DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications
2. Insurance agreements for each truck owned or operated by your firm
3. **Proof of citizenship – THIS IS MANDATORY**
4. Proof of warehouse/storage facility ownership or lease arrangements
5. Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm
6. Year-end balance sheets and income statements for the past 3 years
7. Audited financial statement
8. Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm
9. SUPPLIERS - List of distribution equipment owned and/or leased
10. SUPPLIERS - List of product lines carried
11. Trust agreements held by any owner claiming disadvantaged status
12. Irrevocable Transfer of Rights
13. Additional supporting documents not listed

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11:37 AM  
3/1/2018

Check this box and click “Continue” to start the application process.

1<sup>st</sup>: Check this box to “Continue” the application process.

2<sup>nd</sup>: Click to “Continue”

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4439

Diversity Management Syst...

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Certification Application: Document List Preview for LLC

In addition to completing an application form, you will be required to submit supporting documents with your application.

the type of your firm and nature of its work. If you have any questions, please contact the organization before starting.

able or unwilling to provide the **Mandatory documents**, **do not proceed**. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and your firm could ultimately be denied certification.

☐ Check this box and click **Continue** to start the application process.

**Warning:** To ensure security of your application, only Vendors have access to this application once it is created. By starting the application, it will be assigned to you throughout the process, and no one else can access unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

**Application Timeline:** you will have **90 days** to complete and submit this application. Otherwise, the record will self-delete on **5/30/2018**. Periodic reminders will be sent to you by email.

Continue

Return

All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Affidavit of Certification

Download Form – Download, sign and notarize.

Personal Net Worth Statement

Download Form – For socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm. Download, complete, sign, notarize, and upload.

Personal Federal tax returns for the past 3 years for each disadvantaged owner

Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years

Include requests for extensions

Bank authorization and signatory cards

Documented proof of any transfers of assets to/from your firm and/or from any of its owners over the past 2 years

Documented proof of contributions used to acquire ownership for each owner

Examples: loan agreements, bank statements, purchase agreements, both sides of cancelled checks, wills, trusts.

Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm

Signed loan and security agreements, and bonding forms

Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases

Include office/storage space, etc.

Licenses, license renewal forms, permits, and haul authority forms

List of all employees, job titles, and dates of employment

List of equipment and/or vehicles owned and leased

Resumes for all owners, officers of firm and key personnel of the applicant firm

Include places of ownership/employment with corresponding dates.

Both sides of all corporate stock certificates and your firm's stock transfer ledger

Corporate bank resolution and bank signature cards

Corporate by-laws and any amendments

Minutes of all stockholders and board of directors meetings

Official Certificate of Formation and Operating Agreement with any amendments

Shareholders' Agreement(s)

Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

DOB/CADOT and DBA RIA, IDB, MBE/WBE certifications, denial, and/or decertifications

Include any U.S. DOT special decisions on these items.

Insurance agreements for each truck owned or operated by your firm

Proof of citizenship

Proof of warehouse/storage facility ownership or lease arrangements

TIN(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm

Year-end balance sheets and income statements for the past 3 years

Or life of firm, if less than 3 years.

Audited financial statement

If available

Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm

SUPPLIERS - List of distribution equipment owned and/or leased

SUPPLIERS - List of product lines carried

Trust agreements held by any owner claiming disadvantaged status

Inevitable Transfer of Rights

Additional supporting documents not listed

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11:37 AM 3/1/2018

## Complete Sections and Documentation

**Section 1: Certification Information – Basic Contact Information** – click on “Process” button and proceed to answer questions.  
You can complete the sections in any order.

The screenshot shows a web browser window with the URL <https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4439>. The page title is "Certification Application: Main Summary". The application status is "Incomplete" and the application number is "3086636".

**Application Information**

Field	Value
Application Type	New DBE/ACDBE Application
Certifying Agency	Hawaii Department of Transportation
Business Name	HDOT Ghost 2
Current Status	Incomplete
Application Number	3086636
Date for Deletion	5/30/2018 (Extend)
Contact Person	

**Sections and Documentation**

Section Name	Action	Status
Section 1: Certification Information - Basic Contact Information	Process	Incomplete: 0 completed of 8 required; 0 completed of 3 optional
Section 1: Certification Information - Prior/Other Certifications and Applications	Process	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
Section 2: General Information - Business Profile	Process	Incomplete: 0 completed of 10 required; 0 completed of 6 optional
Section 2: General Information - Relationships and Dealings with Other Businesses	Process	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
Section 3: Majority Owner Information	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Section 4: Control - Officers & Board of Directors	Process	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
Section 4: Control - Management Personnel	Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Inventory	Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Financial Information	Process	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
Section 4: Control - Licenses & Contracts	Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Airport Concession (ACDBE)	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required

**Signature and Submittal**

Field	Action
Signature	Sign
Submittal	Submit

[Delete Application](#)

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Logged on as: Ghost Williams  
HDOT Ghost 2

1:41 PM  
3/1/2018



Complete Sections and Documentation  
Click on “Save & Return to Application Summary” button  
**Section 1: Certification Information – Basic Contact Information**  
Provide responses to all questions highlighted in PINK

Color Coding Legend  
Pink – required response  
Yellow – optional response  
Grey - completed

**Complete Section 1: Certification Information – Basic Contact Information**  
**ALL ARE REQUIRED**

1.A.1. Contact person and Title  
1.A.2. Legal name of firm  
1.A.3. Phone #  
1.A.6. E-mail  
1.A.8.a. Street address of firm  
1.A.8.b. County/Parish of Street Address  
1.A.9.a. Mailing address of firm  
1.A.9.b. County/Parish of Mailing Address

Once complete click on “Save & Return to Application Summary” button



# Section 1: Certification Information – Basic Information

## COMPLETED – Green checkmark next to Process button indicates section is completed

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Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A

Application Type: New DBE/ACDBE Application

Application Number: 8251773

9% complete

Application status: Incomplete

Application started: 9/26/2018

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application Information

Application Type: New DBE/ACDBE Application

Certifying Agency: Hawaii Department of Transportation

Business Name: Test HDOT - A

Current Status: Incomplete

Application Number: 8251773

Date for Deletion: 12/25/2018 (Extend)

Contact Person: Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only YOU have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

Section 1: Certification Information - Basic Contact Information

Section 1: Certification Information - Prior/Other Certifications and Applications

Section 2: General Information - Business Profile

Section 2: General Information - Relationships and Dealings with Other Businesses

Section 3: Majority Owner Information

Section 4: Control - Officers & Board of Directors

Section 4: Control - Management Personnel

Section 4: Control - Inventory

Section 4: Control - Financial Information

Section 4: Control - Licenses & Contracts

Airport Concession (ACDBE)

Document List

Signature and Submittal

Signature

Submittal

Sign

Submit

Delete Application

Green checkmark next to Process button indicates section is completed

complete: 0 completed of 10 required; 0 completed of 6 optional

Incomplete: 0 completed of 8 required; 0 completed of 0 optional

Incomplete: 0 completed of 1 required; 0 completed of 0 optional

Incomplete: 0 completed of 4 required; 0 completed of 0 optional

Incomplete: 0 completed of 3 required; 0 completed of 0 optional

Incomplete: 0 completed of 3 required; 0 completed of 0 optional

Incomplete: 0 completed of 5 required; 0 completed of 0 optional

Incomplete: 0 completed of 3 required; 0 completed of 0 optional

Incomplete: 0 completed of 2 required; 0 completed of 0 optional

Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required

Logged on as: Ghost Lee

Test HDOT - A

Page 20 of 31

1 of 1000 words

3:29 PM

9/26/2018

## Section 1: Certification Information - Prior/Other Certifications and Applications

Click on “Save & Return to Application Summary” button

Provide responses to all questions highlighted in **PINK**

Color Coding Legend

- Pink – required response
- Yellow – optional response
- Grey - completed

**Section Status**  
Section 1: Certification Information - Prior/Other Certifications and Applications Section Status  
Incomplete  
- 4 Incomplete out of 4 required

**Section Questions**

Is the firm applying for Airport Concession Disadvantaged Business Enterprise (ACDBE) certification? **Required**

Is the firm applying for Disadvantaged Business Enterprise (DBE) certification? **Required**

1.B.10. Is your firm currently certified for any of the following U.S. DOT programs? **Required**

1.B.11. Indicate whether the firm or any persons listed in this application have ever been: **Required**

Save Draft Save & Return to Application Summary Cancel

# Section 1: Certification Information - Prior/Other Certifications and Applications

## COMPLETED – Green checkmark next to Process button indicates section is completed

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=7240&TK=338BE9C794AE69DC03BB0AC5935A1156CF52CD49BA17294B9F4BACAB67F6657CEC68227463854819B783A589DB54AF102357D44CEE4A51BB5839073846DF1C81458B8C4861FB8C...

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**Certification Application: Main Summary**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

Application status: **Incomplete**  
Application started: 9/26/2018

14% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

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**Application Information**

Application Type	New DBE/ACDBE Application
Certifying Agency	Hawaii Department of Transportation
Business Name	Test HDOT - A
Current Status	<b>Incomplete</b>
Application Number	8251773
Date for Deletion	12/25/2018 ( <a href="#">Extend</a> )
Contact Person	Ghost Lee ▾ ( <a href="#">Add user not on list</a> )

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

**Sections and Documentation**

Section 1: Certification Information - Basic Contact Information	✓ Process	
Section 1: Certification Information - Prior/Other Certifications and Applications	✓ Process	
Section 2: General Information - Business Profile	→ Process	Incomplete: 0 completed of 8 required; 0 completed of 0 optional
Section 2: General Information - Relationships and Dealings with Other Businesses	→ Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Section 3: Majority Owner Information	→ Process	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
Section 4: Control - Officers & Board of Directors	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Management Personnel	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Inventory	→ Process	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
Section 4: Control - Financial Information	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Licenses & Contracts	→ Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Airport Concession (ACDBE)	→ Process	Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required
Document List	→ Process	

**Signature and Submittal**

Signature	⌚ Sign
Submittal	⌚ Submit

Delete Application

Logged on as: Ghost Lee  
Test HDOT - A

Page 20 of 31 1 of 1000 words

3:39 PM  
9/26/2018

## Section 2: General Information - Business Profile

Provide responses to all questions highlighted in PINK

Color Coding Legend  
Pink – required response  
Yellow – optional response  
Grey - completed

### Complete Section 2: General Information - Business Profile

#### \* Required entry

2.A.1. Give a concise description of the firm's primary activities and the product(s) or services(s) it provides \*

2.A.2.a. Applicable NAICS Code for this line of work \*

2.A.2.b. Additional NAICS Code for this line of work

2.A.2.c. Additional NAICS Code for this line of work

2.A.2.d. Additional NAICS Code for this line of work

2.A.2.e. Additional NAICS Code for this line of work

2.A.2.f. Additional NAICS Code for this line of work

2.A.2.g. Additional NAICS Code for this line of work

2.A.3. This firm was established on \*

2.A.4. I/We have owned this firm since \*

2.A.5. Method of acquisition \*

2.A.6.a. Is your firm "for profit"? \*

2.A.6.b. Federal Tax ID# \*

2.A.7. Type of Legal Business Structure \*

2.A.8. Number of employees \* - enter "0" if there are no full-time, part-time or seasonal employees

2.A.9. Specify the firm's gross receipts for the last 3 years \*

Once complete click on "Save & Return to Application Summary" button

## Section 2: General Information – Business Profile

COMPLETED – Green checkmark next to Process button indicates section is completed

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4412&TK=BC0F13EF2ABF21990B535947F601027AE414B17110B1D71920B302BA77840BBD20434921CA38FB1DFC0A7B9679F9E5F34E3731B79893C6FA60A2DA41851E3290BC02763B15A66CB8

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**Certification Application: Main Summary**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

Application status: **Incomplete**  
Application started: 9/26/2018

26% complete

Fill in each of the sections noted below by clicking the **Process** buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

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**Application Information**

Application Type	New DBE/ACDBE Application
Certifying Agency	Hawaii Department of Transportation
Business Name	Test HDOT - A
Current Status	<b>Incomplete</b>
Application Number	8251773
Date for Deletion	12/25/2018 (Extend)
Contact Person	Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

**Sections and Documentation**

Section 1: Certification Information - Basic Contact Information	✓ Process	Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)
Section 1: Certification Information - Prior/Other Certifications and Applications	✓ Process	
Section 2: General Information - Business Profile	✓ Process	
Section 2: General Information - Relationships and Dealings with Other Businesses	→ Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Section 3: Majority Owner Information	→ Process	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
Section 4: Control - Officers & Board of Directors	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Management Personnel	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Inventory	→ Process	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
Section 4: Control - Financial Information	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Licenses & Contracts	→ Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Airport Concession (ACDBE)	→ Process	Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required
Document List	→ Process	

**Signature and Submittal**

Signature [Signature Field]  
Submittal [Signature Field]

Sign Submit

Delete Application

Logged on as: Ghost Lee  
Test HDOT - A

12:25 PM  
9/27/2018

## Section 2: General Information - Relationships and Dealings with Other Businesses

Provide responses to all questions highlighted in PINK

Color Coding Legend  
Pink – required response  
Yellow – optional response  
Grey - completed

### Certification Application: Section 2: General Information - Relationships and Dealings with Other Businesses

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDB Application  
Application Number: 8251773

26% Complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional. Questions highlighted in grey are completed. Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

Save Draft

Save & Return to Application Summary

\* required entry

#### Section Status

Section 2: General Information - Relationships and Dealings with Other Businesses Section Status

Incomplete

- 8 incomplete out of 8 required

#### Section Questions

2.B.1. Is your firm co-located at any of its business locations, or does it share a telephone number, P.O. Box, office or storage space, yard, warehouse, facilities, equipment, inventory, financing, office staff, and/or employees with any other business, organization, or entity? \*

HELP

If Yes, explain the nature of your relationship with these other businesses by identifying the business or person with whom you have any formal, informal, written, or oral agreement. Also detail the items shared.

☐ No

☐ Yes: Other Firm's/Person's Name

Items Shared/Nature of Shared Facilities

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

This is a "stretchy" table -- it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

2.B.2. Has any other firm had an ownership interest in your firm at present or at any time in the past? \*

HELP

If Yes, explain below. You may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

Name of Business	Address	Type of Business
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

This is a "stretchy" table -- it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

2.B.3.a. At present, or at any time in the past, has your firm ever existed under different ownership, a different type of ownership, or a different name? \*

HELP

If you answered "Yes", you may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

2.B.3.b. At present, or at any time in the past, has your firm existed as a subsidiary of any other firm? \*

HELP

If you answered "Yes", you may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

2.B.3.c. At present, or at any time in the past, has your firm existed as a partnership in which one or more of the partners are/were other firms? \*

HELP

If you answered "Yes", you may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

2.B.3.d. At present, or at any time in the past, has your firm owned any percentage of any other firm? \*

HELP

If you answered "Yes", you may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

2.B.3.e. At present, or at any time in the past, has your firm had any subsidiaries? \*

HELP

If you answered "Yes", you may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

2.B.3.f. At present, or at any time in the past, has your firm served as a subcontractor with another firm constituting more than 25% of your firm's receipts? \*

HELP

If you answered "Yes", you may be asked to provide further details and explain whether the arrangement continues.

☐ No

☐ Yes

Save Draft

Save & Return to Application Summary



## Section 2: General Information - Relationships and Dealings with Other Businesses

COMPLETED – Green checkmark next to Process button indicates section is completed

### Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

Application status: **Incomplete**  
Application started: 9/26/2018

35% complete

Fill in each of the sections noted below by clicking the **Process** buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

#### Need Help?

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### Application Information

Application Type	New DBE/ACDBE Application
Certifying Agency	Hawaii Department of Transportation
Business Name	Test HDOT - A
Current Status	Incomplete
Application Number	8251773
Date for Deletion	12/25/2018 ( <a href="#">Extend</a> )
Contact Person	Ghost Lee ▾ ( <a href="#">Add user not on list</a> )

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

### Sections and Documentation

Section 1: Certification Information - Basic Contact Information	✓ Process	Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)
Section 1: Certification Information - Prior/Other Certifications and Applications	✓ Process	Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/26/2018)
Section 2: General Information - Business Profile	✓ Process	
Section 2: General Information - Relationships and Dealings with Other Businesses	✓ Process	
Section 3: Majority Owner Information	➡ Process	
Section 4: Control - Officers & Board of Directors	➡ Process	Incomplete: 0 completed of 4 required; 0 completed of 0 optional
Section 4: Control - Management Personnel	➡ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Inventory	➡ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Financial Information	➡ Process	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
Section 4: Control - Licenses & Contracts	➡ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Airport Concession (ACDBE)	➡ Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Document List	➡ Process	Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required

Green checkmark next to Process button indicates section is completed

### Signature and Submittal

Signature	⌚ Sign
Submittal	⌚ Submit

## Section 3: Majority Owner Information Section Status



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**Certification Application: Section 3: Majority Owner Information**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

35% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to proceed; optional questions are highlighted in yellow. Please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may be required.

**Be sure to add ALL owners to the list.**

**\* required entry**

**Section Status**  
Section 3: Majority Owner Information Section Status **Incomplete**  
4 incomplete out of 4

**Section Questions**

**Add Owner**

Save Draft Save & Return to Application Summary Cancel

**Color Coding Legend**  
Pink – required response  
Yellow – optional response  
Grey - completed

**Question Color Coding**  
Required & incomplete  
Optional & incomplete  
Complete

Application status: **Incomplete**  
Application started: 9/26/2018

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Click on "Add Owner" if there are additional owners and follow directions



## Section 3: Majority Owner Information Section Status

Provide responses to all questions highlighted in PINK

Diversity Management System (p: x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4412&TK=BC0F13EF2ABF21990B535947F601027AE414B17110B1D71920B302BA778408BD20434921CA38FB1DFC0A7B9679F9E5F34E3731B79893C6FA60A2DA41851E3290BC02763B15A66

Owner #1: Department of Transportation / General Contractors / BID BidService Hawaii - H KIR HDOT 2019 Availability DBE Final Rule and P Adm

### Section 3: Majority Owner Information Section Status

**ALL ARE REQUIRED**

Color Coding Legend  
Pink – required response  
Yellow – optional response  
Grey - completed

Full name

Background information

Number of years as owner

Percentage owned

Class of stock owned

Date acquired

Initial investment to acquire ownership interest in firm

Describe how you acquired your business

Describe familial relationship to other owners and employees

Does this owner perform a management of supervisory function for any other business?

Does this owner own or work for any other firm(s) that has a relationship with this firm?

Does this owner work for any other firm, non-profit organization, or is engaged in any other activity more than 10 hours per week?

What is the Personal Net Worth (PNW) of the disadvantaged owner applying for certification?

Has any trust been created for the benefit of the disadvantaged owner?

Do any of your immediate family members, managers, or employees own, manage or are associated with another company?

Save Draft Save & Return to Application Summary Cancel

Once complete click on "Save & Return to Application Summary" button

## Section 3: Majority Owner Information Section Status

COMPLETED – Green checkmark next to Process button indicates section is completed

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4412&TK=BC0F13EF2ABF21990B535947F601027AE414B17110B1D71920B302BA77840BBD20434921CA38FB1DFC0A7B9679F9E5F34E3731B79893C6FA60A2DA41851E3290BC02763B15A66CB8

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Help & Tools

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

Application status: Incomplete  
Application started: 9/26/2018

36% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

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Application Information

Application Type: New DBE/ACDBE Application  
Certifying Agency: Hawaii Department of Transportation  
Business Name: Test HDOT - A  
Current Status: Incomplete  
Application Number: 8251773  
Date for Deletion: 12/25/2018 (Extend)  
Contact Person: Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only YOU have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

Section 1: Certification Information - Basic Contact Information	✓ Process	Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)
Section 1: Certification Information - Prior/Other Certifications and Applications	✓ Process	Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/26/2018)
Section 2: General Information - Business Profile	✓ Process	Complete: 10 completed of 10 required; 6 completed of 6 optional (by Ghost Lee, 9/27/2018)
Section 2: General Information - Relationships and Dealings with Other Businesses	✓ Process	
Section 3: Majority Owner Information	✓ Process	
Section 4: Control - Officers & Board of Directors	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Management Personnel	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Inventory	→ Process	Incomplete: 0 completed of 5 required; 0 completed of 0 optional
Section 4: Control - Financial Information	→ Process	Incomplete: 0 completed of 3 required; 0 completed of 0 optional
Section 4: Control - Licenses & Contracts	→ Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Airport Concession (ACDBE)	→ Process	Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required
Document List	→ Process	

Signature and Submittal

Signature: [Signature]  
Submittal: [Submit]

Sign Submit

Delete Application

Logged on as: Ghost Lee  
Test HDOT - A

1:42 PM 9/27/2018

## Section 4: Control - Officers & Board of Directors

Provide responses to all questions highlighted in **PINK**



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### Certification Application: Section 4: Control - Officers & Board of Directors

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

36% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. Questions highlighted in yellow are optional and may or may not apply to your business.

Click Save Draft frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this view.

Save Draft

Save & Return to Application

Help & Tools

Application status: **Incomplete**  
Application started: 9/26/2018

**Question Color Coding**  
Required & incomplete  
Optional & incomplete  
Complete

Color Coding Legend  
Pink – required response  
Yellow – optional response  
Grey - completed

\* required entry

#### Section Status

Section 4: Control - Officers & Board of Directors Section Status

Incomplete  
- 4 incomplete out of 4 required

#### Section Questions

##### 4.A.1. Identify your firm's Officers \*

Required

Name	Title/Position	Date Appointed	Ethnicity	Gender
		(mm/dd/yyyy)		
		(mm/dd/yyyy)		

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

##### 4.A.2. Identify your firm's Board of Directors \*

Required

Name	Title/Position	Date Appointed	Ethnicity	Gender
		(mm/dd/yyyy)		
		(mm/dd/yyyy)		

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

##### 4.A.3. Do any of the persons listed above perform a management or supervisory function for any other business? \*

Required

☐ No  
☐ Yes

Name	Title	Business Name	Function

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

##### 4.A.4. Do any of the persons listed as an Officer or Director own or work for any other firm(s) that has a relationship with this firm? (e.g., ownership interest, shared office space, financial investments, equipment, leases, personnel sharing, etc.) \*

Required

☐ No  
☐ Yes

Firm Name	Person	Nature of Business Relationship

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Save Draft

Save & Return to Application Summary

Once complete click on "Save & Return to Application Summary" button

## Section 4: Control - Officers & Board of Directors

### COMPLETED – Green checkmark next to Process button indicates section is completed

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Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A

Application Type: New DBE/ACDBE Application

Application Number: 8251773

41% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application Information

Application Type  
Certifying Agency  
Business Name  
Current Status  
Application Number  
Date for Deletion  
Contact Person

New DBE/ACDBE Application  
Hawaii Department of Transportation  
Test HDOT - A  
Incomplete  
8251773  
12/25/2018 (Extend)  
Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only YOU have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

Section 1: Certification Information - Basic Contact Information

Section 1: Certification Information - Prior/Other Certifications and Applications

Section 2: General Information - Business Profile

Section 2: General Information - Relationships and Dealings with Other Businesses

Section 3: Majority Owner Information

Section 4: Control - Officers & Board of Directors

Section 4: Control - Management Personnel

Section 4: Control - Inventory

Section 4: Control - Financial Information

Section 4: Control - Licenses & Contracts

Airport Concession (ACDBE)

Document List

Signature and Submittal

Signature

Submittal

Sign

Submit

Delete Application

Help & Tools

Application status: Incomplete

Application started: 9/26/2018

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Green checkmark next to Process button indicates section is completed

Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)

Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/26/2018)

Complete: 10 completed of 10 required; 6 completed of 6 optional (by Ghost Lee, 9/27/2018)

Complete: 8 completed of 8 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)

Incomplete: 0 completed of 3 required; 0 completed of 0 optional

Incomplete: 0 completed of 5 required; 0 completed of 0 optional

Incomplete: 0 completed of 3 required; 0 completed of 0 optional

Incomplete: 0 completed of 2 required; 0 completed of 0 optional

Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required

Logged on as: Ghost Lee

Test HDOT - A

1:59 PM 9/27/2018

## Section 4: Control - Management Personnel

Provide responses to all questions highlighted in **PINK**

Color Coding Legend  
Pink – required response  
Yellow – optional response  
Grey - completed

### Section 4: Control - Management Personnel

#### \* Required entry

#### 4.B.1. Duties of Owners, Officers, Directors, Managers, and Key Personnel \*

Identify your firm's management personnel who control your firm in the following areas.

Sets policy for company direction/scope of operation

Bidding and estimating

Major purchasing decisions

Marketing and sales

Supervises field operations

Attends bid openings and lettings

Performs office management

Hires and fires management staff

Hires and fires staff or crew

Designates profits, spending or investment

Obligates business by contract/credit

Purchase equipment

Signs business checks

4.B.1.a Do any of the persons listed above perform a management or supervisory function for any other business? \*

4.B.1.b Do any of the person listed above own or work for any other firm(s) that has a relationship with this firm? \*

Once complete click on "Save & Return to Application Summary" button

## Section 4: Control - Management Personnel

COMPLETED – Green checkmark next to Process button indicates section is completed

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Diversity Management System (p x)

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Help & Tools

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

44% complete

Application status: **Incomplete**  
Application started: 9/26/2018

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Application Information

Application Type  
Certifying Agency  
Business Name  
Current Status  
Application Number  
Date for Deletion  
Contact Person

New DBE/ACDBE Application  
Hawaii Department of Transportation  
Test HDOT - A  
**Incomplete**  
8251773  
12/25/2018 ([Extend](#))  
Ghost Lee [\(Add user not on list\)](#)

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

Sections and Documentation

Section 1: Certification Information - Basic Contact Information

Section 1: Certification Information - Prior/Other Certifications and Applications

Section 2: General Information - Business Profile

Section 2: General Information - Relationships and Dealings with Other Businesses

Section 3: Majority Owner Information

Section 4: Control - Officers & Board of Directors

Section 4: Control - Management Personnel

Section 4: Control - Inventory

Section 4: Control - Financial Information

Section 4: Control - Licenses & Contracts

Airport Concession (ACDBE)

Document List

✓ Process

✓ Process

✓ Process

✓ Process

✓ Process

✓ Process

✓ Process

✗ Process

✗ Process

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✗ Process

Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)

Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/26/2018)

Complete: 10 completed of 10 required; 6 completed of 6 optional (by Ghost Lee, 9/27/2018)

Complete: 8 completed of 8 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)

Complete: 1 completed of 1 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)

Incomplete: 0 completed of 5 required; 0 completed of 0 optional

Incomplete: 0 completed of 3 required; 0 completed of 0 optional

Incomplete: 0 completed of 2 required; 0 completed of 0 optional

Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required

Signature and Submittal

Signature

Submittal

Sign

Submit

Delete Application

Logged on as:  
Ghost Lee  
Test HDOT - A

3:01 PM  
9/27/2018



## Section 4: Control – Inventory

Provide responses to all questions highlighted in PINK

Diversity Management System (p x +)

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Help & Tools

Application status: **Incomplete**  
Application started: 9/26/2018

**Certification Application: Section 4: Control - Inventory**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

44% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be saved.

Save Draft Save & Return to Application Summary

**Color Coding Legend**  
Pink – required response  
Yellow – optional response  
Grey - completed

Question Color Coding  
Required & incomplete  
Optional & incomplete  
Complete

**Section Status**  
Section 4: Control - Inventory Section Status  
Incomplete  
- 3 incomplete out of 3 required

**Section Questions**

4.C.1. Indicate your firm's inventory of Equipment and Vehicles \* Required

HELP  
None  
Yes: Make/Model Current Value Owned or Leased by Firm or Owner? Used as collateral? Where is item stored?  
Ford \$ 2500 Owned by Firm No Office  
This is a "stretchy" table -- it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

4.C.2. Indicate your firm's Office Space \* Required

HELP  
None  
Yes: Office Space Street Address Owned or Leased by Firm or Owner? Current Value of Property or Lease  
123456789 Aloha Way Owned by Firm 750000  
This is a "stretchy" table -- it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

4.C.3. Indicate your firm's Storage Space \* Required

HELP  
Provide signed lease agreements for the properties listed on the document list.  
None  
Yes: Street Address Owned or Leased by Firm or Owner? Current Value of Property or Lease  
This is a "stretchy" table -- it will expand as you save lines. To add more lines, save page. To clear a line, delete data from all fields in the line and save page. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Save Draft Save & Return to Application Summary

**Section 4: Control – Inventory**  
**ALL ARE REQUIRED**  
4.C.1 Indicate you firm's inventory of Equipment and Vehicles  
4.C.2 Indicate you firm's Office Space  
4.C.3 Indicate your firm's Storage Space

Once complete click on "Save & Return to Application Summary" button

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3:04 PM  
9/27/2018

## Section 4: Control – Inventory

COMPLETED – Green checkmark next to Process button indicates section is completed

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Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A

Application Type: New DBE/ACDBE Application

Application Number: 8251773

48% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application Information

Application Type  
Certifying Agency  
Business Name  
Current Status  
Application Number  
Date for Deletion  
Contact Person

New DBE/ACDBE Application  
Hawaii Department of Transportation  
Test HDOT - A  
Incomplete  
8251773  
12/25/2018 (Extend)  
Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only YOU have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the Utilities tab and adding a user to the Access List.

Sections and Documentation

Section 1: Certification Information - Basic Contact Information

Section 1: Certification Information - Prior/Other Certifications and Applications

Section 2: General Information - Business Profile

Section 2: General Information - Relationships and Dealings with Other Businesses

Section 3: Majority Owner Information

Section 4: Control - Officers & Board of Directors

Section 4: Control - Management Personnel

Section 4: Control - Inventory

Section 4: Control - Financial Information

Section 4: Control - Licenses & Contracts

Airport Concession (ACDBE)

Document List

Signature and Submittal

Signature

Submittal

Sign

Submit

Delete Application

Help & Tools

Application status: Incomplete

Application started: 9/26/2018

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Green checkmark next to Process button indicates section is completed

Logged on as:  
Ghost Lee  
Test HDOT - A

3:26 PM  
9/27/2018



## Section 4: Control - Financial Information

Provide responses to all questions highlighted in **PINK**

Diversity Management System (p x +)

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**Test System**

**B2Gnow**

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**Certification Application: Section 4: Control - Financial Information**

Main Documents Signature Submit Utilities Cert List

**Test HDOT - A**  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

Application status: **Incomplete**  
Application started: 9/25/2018

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional. Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

**Section Status**  
Section 4: Control - Financial Information Section Status

**Section Questions**

4.D. Does your firm rely on any other firm for management functions or employee payroll? \*

4.E.1. Financial/Banking Information \*

4.E.2. Bonding Information \*

4.F. Identify all sources, amounts, and purposes of money loaned to your firm including from financial institutions. Identify whether you or the owner and any other person or firm loaned money to the applicant DBE/ACDBE \*

4.G. List all contributions or transfers of assets to/from your firm and to/from any of its owners or another individual over the past two years \*

**Color Coding Legend**  
Pink – required response  
Yellow – optional response  
Grey - completed

**Section 4: Control - Financial Information**  
**ALL ARE REQUIRED**

4.D Does your firm rely on any other firm for management functions or employee payroll?

4.E.1 Financial/Banking Information

4.E.2 Bonding Information

4.F Identify all sources, amounts, and purposes of money loaned to your firm including from financial institutions. Identify whether you or the owner and any other person or firm loaned money to the applicant DBE/ACDBE

4.G List all contributions or transfers of assets

Once complete click on "Save & Return to Application Summary" button

Save Draft Save & Return to Application Summary Cancel

Customer Support  
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Test HDOT - A

3:29 PM  
9/27/2018

## Section 4: Control - Financial Information

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Diversity Management System (p x +)

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Help & Tools

Application status: **Incomplete**  
Application started: 9/26/2018

**Certification Application: Main Summary**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

54% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.  
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**Application Information**

Application Type  
Certifying Agency  
Business Name  
Current Status  
Application Number  
Date for Deletion  
Contact Person

New DBE/ACDBE Application  
Hawaii Department of Transportation  
Test HDOT - A  
**Incomplete**  
8251773  
12/25/2018 (Extend)  
Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

**Sections and Documentation**

Section 1: Certification Information - Basic Contact Information  
Section 1: Certification Information - Prior/Other Certifications and Applications  
Section 2: General Information - Business Profile  
Section 2: General Information - Relationships and Dealings with Other Businesses  
Section 3: Majority Owner Information  
Section 4: Control - Officers & Board of Directors  
Section 4: Control - Management Personnel  
Section 4: Control - Inventory  
Section 4: Control - Financial Information  
Section 4: Control - Licenses & Contracts  
Airport Concession (ACDBE)  
Document List

✓ Process  
✓ Process  
✓ Process  
✓ Process  
✓ Process  
✓ Process  
✓ Process  
✓ Process  
✗ Process  
✗ Process  
✗ Process

Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)  
Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/26/2018)  
Complete: 10 completed of 10 required; 6 completed of 6 optional (by Ghost Lee, 9/27/2018)  
Complete: 8 completed of 8 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)  
Complete: 1 completed of 1 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)  
Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)  
Complete: 3 completed of 3 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)  
Incomplete: 0 completed of 2 required; 0 completed of 0 optional  
Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required

**Signature and Submittal**

Signature  
Submittal

Sign  
Submit

Delete Application

Need Help?  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Class](#)

Green checkmark next to Process button indicates section is completed

Logged on as:  
Ghost Lee  
Test HDOT - A

3:41 PM  
9/27/2018

## Section 4: Control - Licenses & Contracts

Provide responses to all questions highlighted in PINK

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4412&TK=BC0F13EF2ABF21990B535947F601027AE414B17110B1D71920B302BA77840BBD20434921CA38FB1DFC0A7B9679F9E5F34E3731B79893C6FA60A2DA41851E3290BC02763B15A66CB8

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Test System B2Gnow

Home View » Search » Message » Settings » Help & Support » Logoff

Help & Tools

Application status: **Incomplete**  
Application started: 9/26/2018

**Certification Application: Section 4: Control - Licenses & Contracts**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

54% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown.

Save Draft Save & Return to Application Summary

**Color Coding Legend**  
Pink – required response  
Yellow – optional response  
Grey - completed

**Question Color Coding**  
Required & incomplete  
Optional & incomplete  
Complete

**Section Status**  
Section 4: Control - Licenses & Contracts Section Status  
Incomplete  
- 3 incomplete out of 3 required

**Section Questions**

4.H. List current licenses/permits held by any owner and/or employee of your firm (e.g. contractor, engineer, architect, etc.) **Required**

Not applicable or no licenses/permits held  
Yes: Name of License/Permit Holder Type of License/Permit Expiration Date (mm/dd/yyyy)

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data.

4.I. List the three largest contracts completed by your firm in the past three years, if any \* **Required**

No contracts in last three years  
Yes: Name of Owner/Contractor Name/Location of Project Type of Work Performed

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data.

4.J. List the three largest active jobs on which your firm is currently working \* **Required**

No projects currently underway  
Yes: Name of Prime Contractor Project Number Location of Project Type of Work Project Start Date Anticipated Completion Date Dollar Value of Contract

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from all fields in the line and [save page.](#) If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Save Draft Save & Return to Application Summary

**Section 4: Control - Licenses & Contracts**  
**ALL ARE REQUIRED**  
4.H List current licenses/permits held by owner and/or employee of your firm  
4.I List the three largest contracts completed by your firm in the past three years, if any  
4.J List the three largest active jobs on which your firm is currently working

Once complete click on "Save & Return to Application Summary" button

Logged on as: Ghost Lee  
Test HDOT - A

Customer Support  
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Home Help Print This Page Print To PDF

3:50 PM  
9/27/2018

## Section 4: Control - Licenses & Contracts

COMPLETED – Green checkmark next to Process button indicates section is completed

Test System

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Home

View »

Search »

Message »

Settings »

Help & Support »

Logoff

Show All

Hide All

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A

Application Type: New DBE/ACDBE Application

Application Number: 8251773

57% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application Information

Application Type  
Certifying Agency  
Business Name  
Current Status  
Application Number  
Date for Deletion  
Contact Person

New DBE/ACDBE Application  
Hawaii Department of Transportation  
Test HDOT - A  
Incomplete  
8251773  
12/25/2018 (Extend)  
Ghost Lee (Add user not on list)

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Sections and Documentation

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Section 4: Control - Officers & Board of Directors

Section 4: Control - Management Personnel

Section 4: Control - Inventory

Section 4: Control - Financial Information

Section 4: Control - Licenses & Contracts

Airport Concession (ACDBE)

Document List

Signature and Submittal

Signature

Submittal

Sign

Submit

Delete Application

Help & Tools

Application status: Incomplete

Application started: 9/26/2018

Need Help?

Download Part 2 of the user manual

Sign up for a Training Class

Green checkmark next to Process button indicates section is completed

Logged on as:  
Ghost Lee  
Test HDOT - A

3:58 PM  
9/27/2018

# Airport Concession (ACDBE)

Provide responses to all questions highlighted in PINK

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4412&TK=BC0F13EF2ABF21990B535947F601027AE414B17110B1D71920B302BA77840BBD20434921CA38FB1DFC0A7B9679F9E5F34E3731B79893C6FA60A2DA41851E3290BC02763B15A66CB8

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**Test System**  
**B2G NOW**

**Certification Application: Airport Concession (ACDBE)**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

57% complete

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to proceed; questions highlighted in yellow are optional; please complete all those that apply to your business.

Click **Save Draft** frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may be skipped if you are not applicable to them.

Save Draft Save & Return to Application Summary Cancel

Application status: **Incomplete**  
Application started: 9/26/2018

**Question Color Coding**

- Required & incomplete (Pink)
- Optional & incomplete (Yellow)
- Complete (Grey)

**\* required entry**

**Section Status**

Airport Concession (ACDBE) Section Status **Incomplete**  
- 2 incomplete out of 2 required

**Section Questions**

Identify the following information concerning the ACDBE applicant firm \*

HELP

☐ Not applying for ACDBE certification

☐ No applicable concession spaces to report

☐ Yes:

Concession Space	Address / Location at Airport	Value of Property or Lease	Fees / Lease Payments Paid to the Airport
		\$	\$
		\$	\$

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from the table. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Provide information concerning any other airport concession businesses the applicant firm or any affiliate owns and/or operates \*

HELP

☐ Not applying for ACDBE certification

☐ No applicable concession businesses to report

☐ Yes:

Name of Concession	Location	Type of Concession	Start Date (mm/dd/yyyy)

This is a "stretchy" table -- it will expand as you save lines. [To add more lines, save page.](#) To clear a line, delete data from the table. If the question shading turns grey, the answer is complete. You can ignore any extra blank lines -- they will be automatically removed when you submit the application.

Save Draft Save & Return to Application Summary

Logged on as: Ghost Lee  
Test HDOT - A

3:59 PM  
9/27/2018

# Airport Concession (ACDBE)

COMPLETED – Green checkmark next to Process button indicates section is completed

Test System

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Search »

Message »

Settings »

Help & Support »

Logoff

Show All

Hide All

Certification Application: Main Summary

Main Documents Signature Submit Utilities Cert List

Test HDOT - A

Application Type: New DBE/ACDBE Application

Application Number: 8251773

60% complete

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application Information

Application Type  
Certifying Agency  
Business Name  
Current Status  
Application Number  
Date for Deletion  
Contact Person

New DBE/ACDBE Application  
Hawaii Department of Transportation  
Test HDOT - A  
Incomplete  
8251773  
12/25/2018 (Extend)  
Ghost Lee (Add user not on list)

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Section 2: General Information - Relationships and Dealings with Other Businesses

Section 3: Majority Owner Information

Section 4: Control - Officers & Board of Directors

Section 4: Control - Management Personnel

Section 4: Control - Inventory

Section 4: Control - Financial Information

Section 4: Control - Licenses & Contracts

Airport Concession (ACDBE)

Document List

Signature and Submittal

Signature

Submittal

Sign

Submit

Delete Application

Help & Tools

Application status: Incomplete

Application started: 9/26/2018

Need Help?

Download Part 2 of the user manual

Sign up for a Training Class

Green checkmark next to Process button indicates section is completed

Logged on as:  
Ghost Lee  
Test HDOT - A

4:10 PM  
9/27/2018



# Document List

## Attach or Fax Mandatory Documents and Required Documents

Diversity Management System (p x +)

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4412&TK=BC0F13EF2ABF21990B535947F601027AE414B17110B1D71920B302BA77840BBD20434921CA38FB1DFC0A7B9679F9E5F34E3731B79893C6FA60A2DA41851E3290BC02763B15A66CB8

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Test System B2G NOW

Home View >> Search >> Message >> Settings >> Help & Support >> Logout

Show All Hide All

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

[Instructions for attaching files > click here to show](#)

Note: this application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. HDOT will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, HDOT reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

Document List Status  
Document Format

Incomplete: 0 attached of 20 mandatory; 0 attached of 13 required  
Electronic documents only.  
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Attach All Docs Via Fax Return

Mandatory Documents

Mandatory documents cannot be marked as [not applicable](#). All mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<a href="#">Attach or Fax</a>	Affidavit of Certification	<a href="#">Download</a>	Download, sign and notarize.	NOT attached
<a href="#">Attach or Fax</a>	Personal Net Worth Statement	<a href="#">Download</a>	For socially and economically disadvantaged owners comprising 51% or more of the ownership percentage of the applicant firm. Download, complete, sign, notarize, and upload.	NOT attached
<a href="#">Attach or Fax</a>	Personal Federal tax returns for the past 3 years for each disadvantaged owner	-	-	NOT attached
<a href="#">Attach or Fax</a>	Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years	-	-	NOT attached
<a href="#">Attach or Fax</a>	Bank authorization and signatory cards	-	-	NOT attached
<a href="#">Attach or Fax</a>	Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years	-	-	NOT attached
<a href="#">Attach or Fax</a>	Documented proof of contributions used to acquire ownership for each owner	-	-	NOT attached
<a href="#">Attach or Fax</a>	Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm	-	-	NOT attached
<a href="#">Attach or Fax</a>	Signed loan and security agreements, and bonding forms	-	-	NOT attached
<a href="#">Attach or Fax</a>	Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases	-	-	NOT attached
<a href="#">Attach or Fax</a>	Licenses, license renewal forms, permits, and haul authority forms	-	-	NOT attached
<a href="#">Attach or Fax</a>	List of all employees, job titles, and dates of employment	-	-	NOT attached
<a href="#">Attach or Fax</a>	List of equipment and/or vehicles owned and leased	-	-	NOT attached
<a href="#">Attach or Fax</a>	Resumes for all owners, officers of firm and key personnel of the applicant firm	-	-	NOT attached
<a href="#">Attach or Fax</a>	Both sides of all corporate stock certificates and your firm's stock transfer ledger	-	-	NOT attached
<a href="#">Attach or Fax</a>	Corporate bank resolution and bank signature cards	-	-	NOT attached
<a href="#">Attach or Fax</a>	Corporate by-laws and any amendments	-	-	NOT attached
<a href="#">Attach or Fax</a>	Minutes of all stockholders and board of directors meetings	-	-	NOT attached
<a href="#">Attach or Fax</a>	Official Certificate of Formation and Operating Agreement with any amendments	-	-	NOT attached
<a href="#">Attach or Fax</a>	Shareholders' Agreement(s)	-	-	NOT attached

Refresh List Attach All Docs Via Fax Return

Required Documents

Required documents that are not relevant to your firm can be marked as [not applicable](#). Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach (Refresh)	Mark as Not Applicable	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	DBE/ACDBE and SBA 8(a), SDB, MBE/WBE certifications, denials, and/or decertifications	-	Include any U.S. DOT appeal decisions on these actions.	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Insurance agreements for each truck owned or operated by your firm	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Proof of citizenship	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Proof of warehouse/storage facility ownership or lease arrangements	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Title(s), registration certificate(s), and U.S. DOT numbers for each truck owned or operated by your firm	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Year-end balance sheets and income statements for the past 3 years	-	Or life of firm, if less than 3 years.	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Audited financial statement	-	If available	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Personal Federal Tax returns for the past 3 years, if applicable, for other disadvantaged owners of the firm	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	SUPPLIERS - List of distribution equipment owned and/or leased	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	SUPPLIERS - List of product lines carried	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Trust agreements held by any owner claiming disadvantaged status	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Irrevocable Transfer of Rights	-	-	NOT attached
<a href="#">Attach or Fax</a>	<input type="checkbox"/>	Additional supporting documents not listed	-	-	NOT attached

Refresh List Attach All Docs Via Fax Return

Logged on as:  
Ghost Lee  
Test HDOT - A

4:15 PM  
9/27/2018

# Document List

## How to Attach Mandatory Documents and Required Documents

**1st:** Click on "Attach" and a dialogue box appears

**2nd:** Click on "Choose File" to select which document you need attach

**3rd:** Select which document to attach and click "Open"

**4th:** Click "Upload File" to attach document to your application

Repeat steps 1-4 for each document that needs to be attached – for both Mandatory Documents and Required Documents – when finished hit the "Return" button

Return



# Document List

## How to Attach **Mandatory** Documents and Required Documents

**You can view, edit or delete file if needed**

**It is successfully attached**

**Application status: Incomplete**  
Application started: 9/26/2018

61% complete

Note that some documents are required to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

**Instructions for attaching files** > > >

Note: this application allows faxing of documents. To fax a document, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page. Please note that as a condition of your application for certification, you are required to maintain in your office the original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, HDOT reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of the application.

**Status**  
Document List Status  
Document Format

**Incomplete: 1 attached of 20 mandatory; 0 attached of 13 required**  
**Electronic documents only.**  
This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh List Attach All Docs Via Fax Return

**Mandatory Documents**

Mandatory documents cannot be marked as not attached. Mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so will result in denial of the application. If you have any questions, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Status (Refresh)
<a href="#">Attach or Fax</a>	<a href="#">Affidavit of Certification</a> <a href="#">HNL rates and baggage claims - new numbers 6-1-18 - 5-14-18.pdf</a> (PDF, 27.73 KB) <a href="#">View File</a> <a href="#">Edit Info</a> <a href="#">Delete File</a>	<a href="#">Download</a>	<b>Attached</b> by Ghost Lee on 9/28/2018
<a href="#">Attach or Fax</a>	<a href="#">Personal Net Worth Statement</a>	<a href="#">Download</a>	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Personal Federal tax returns for the past 3 years for each disadvantaged owner</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Federal tax returns filed by the firm and its affiliates with related schedules, for the past 3 years</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Bank authorization and signatory cards</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Documented proof of any transfers of assets to/from your firm and/or to/from any of its owners over the past 2 years</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Documented proof of contributions used to acquire ownership for each owner</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Schedule of salaries (or other remuneration) paid to all officers, managers, owners, and/or directors of the firm</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Signed loan and security agreements, and bonding forms</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Descriptions of all real estate owned/leased by firm and documented proof of ownership/signed leases</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Licenses, license renewal forms, permits, and haul authority forms</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">List of all employees, job titles, and dates of employment</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">List of equipment and/or vehicles owned and leased</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Resumes for all owners, officers of firm and key personnel of the applicant firm</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Both sides of all corporate stock certificates and your firm's stock transfer ledger</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Corporate bank resolution and bank signature cards</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Corporate by-laws and any amendments</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Minutes of all stockholders and board of directors meetings</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Official Certificate of Formation and Operating Agreement with any amendments</a>	-	NOT attached
<a href="#">Attach or Fax</a>	<a href="#">Shareholders' Agreement(s)</a>	-	NOT attached

Logged on as: Ghost Lee  
Test HDOT - A

11:17 AM  
9/28/2018

## Document List

## How to Fax ~~Mandatory~~ Document(s) and Required Document(s)

Diversity Management System (r...B2Gnow

B2Gnow

B2Gnow

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4899&TK=B48FCE0A3D48314F38E9D14565C7E5E283A0B89263890570011E0A0DAA011957D1FB11602E38BB50A9F496F1DB59EEE62C8D94BDBE8FE610D6312B3B78A6B8217AE305BBC4398B1

AppsSuggested SitesImported From IEDepartment of TransGeneral Contractors / BIDBidService Hawaii - H KIRHDOT 2019 AvailabiliDBE Final Rule and PAdministration | 2019

Test System

B2GNOW

HomeView >>Search >>Message >>Settings >>Help & Support >>LogoffShow AllHide All

Certification Application: Document List

MainDocumentsSignatureSubmitUtilitiesCert List

Test HDOT - AApplication Type: New DBE/ACDBE ApplicationApplication Number: 8251773

Application status: IncompleteApplication started: 9/26/2018

61% complete

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files » [click here to show](#)

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StatusDocument List StatusDocument Format

Incomplete: 1 attached of 20 mandatory; 0 attached of 13 requiredElectronic documents only.This document checklist is used to securely and confidentially attach electronic files to the application.

Refresh ListAttach All Docs Via FaxReturn

Mandatory DocumentsMandatory documents cannot be marked as not attached

Attach (Refresh)				
<a href="#">Attach or Fax</a>	Affidavit			9/28/2018
<a href="#">Attach or Fax</a>	Partnership Agreement			
<a href="#">Attach or Fax</a>	Federal Tax Returns			
<a href="#">Attach or Fax</a>	Bank statements			
<a href="#">Attach or Fax</a>	Documentation of assets owned in past 2 years			
<a href="#">Attach or Fax</a>	Documented proof of ownership			
<a href="#">Attach or Fax</a>	Schedule of salaries paid to all officers, managers, owners, and/or directors of the firm	-		NOT attached
<a href="#">Attach or Fax</a>	Signed loan and security agreements and bonding forms	-		NOT attached
<a href="#">Attach or Fax</a>	Descriptions of all real estate owned by firm and documented proof of ownership/signed leases	-	Include office/storage space, etc.	NOT attached
<a href="#">Attach or Fax</a>	Licenses, license renewal forms and haul authority forms	-		NOT attached
<a href="#">Attach or Fax</a>	List of all employees, job titles, and dates of employment	-		NOT attached
<a href="#">Attach or Fax</a>	List of equipment and/or vehicles owned and leased	-		NOT attached
<a href="#">Attach or Fax</a>	Resumes for all owners, officers of firm and key personnel of the applicant firm	-	Include places of ownership/employment with corresponding dates.	NOT attached
<a href="#">Attach or Fax</a>	Both sides of all corporate stock certificates and your firm's stock transfer ledger	-		NOT attached
<a href="#">Attach or Fax</a>	Corporate bank resolution and bank signature cards	-		NOT attached
<a href="#">Attach or Fax</a>	Corporate by-laws and any amendments	-		NOT attached
<a href="#">Attach or Fax</a>	Minutes of all stockholders and board of directors meetings	-		NOT attached
<a href="#">Attach or Fax</a>	Official Certificate of Formation and Operating Agreement with any amendments	-		NOT attached
<a href="#">Attach or Fax</a>	Shareholders' Agreement(s)	-		NOT attached

If you would like to fax your documents instead of attaching them, simply click on the "Fax" button and follow the directions.  
Repeat for each document that you will be faxing.  
Faxes are provided to a third party contractor who attaches them for you.

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Ghost Lee  
Test HDOT - A

11:26 AM  
9/28/2018

## How to Fax Mandatory Documents and Required Documents – Sample Page

Diversity Management System


B2Gnow

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B2Gnow

https://test.mwdbe.com/Functions/Certification/Vendor/CertAppDocumentListFaxSend.asp?XID=5961&CAID=248540&CAFID=4060306

AppsSuggested SitesImported From IEDepartment of TransportationGeneral Contractors / BIDBidService Hawaii - HIRKHDOT 2019 AvailabilityDBE Final Rule and PrAdministration | 2015



Hawaii Department of Transportation

NEW DBE APPLICATIONCertification Application Number: 8251773

BEFORE FAXING ANY DOCUMENT,  
READ THESE INSTRUCTIONS COMPLETELY.  
FAILURE TO FOLLOW THE DIRECTIONS WILL RESULT IN  
REJECTION OF YOUR DOCUMENTS AND APPLICATION.

Instructions

1. View this document.

2. Remove the instruction pages from the following stack of cover pages. Do not send the instruction pages with your documents.

3. Prepare your document: make sure all pages are facing up and in the same direction.

4. Place the cover page with the large square bar code on top of your document.

5. Fax the pages to (312) 674-7399. Do not fax to any other number; the documents will not be matched to your application.

6. Within 30 minutes, an email confirmation will be sent to davis@hawaii.gov that the document was successfully attached to your certification application. If you do not receive any confirmations, your email provider may have blocked the notification, the fax was not received, or you did not include a cover page with your submission.


7. Log into the system (use the link in the email confirmation), access your application, and click the Documents tab.

8. If the document was successfully received and matched to your application, you will see it listed on the page.

9. Click the View Print link to open the document and verify that it was received correctly. When there are cut off features transmission is complete. It is your responsibility to ensure that each document is complete. Incomplete documents will cause a delay in the review of your application.

10. If the file is not complete (missing pages, garbled text/images, incorrect document), click Delete File and start the process over. You can fax a document as many times as needed until you are satisfied it is complete and correct.

11. You can edit the document title and description as needed to more clearly identify the file.



Hawaii Department of Transportation

NEW DBE APPLICATIONCertification Application Number: 8251773

BEFORE FAXING ANY DOCUMENT,  
READ THESE INSTRUCTIONS COMPLETELY.  
FAILURE TO FOLLOW THE DIRECTIONS WILL RESULT IN  
REJECTION OF YOUR DOCUMENTS AND APPLICATION.

Important Tips

• Every individual document must have a cover page. Pages without cover pages will be automatically rejected and discarded. You will not receive a confirmation of rejection.

• A fax delivery confirmation from your fax machine is NOT confirmation your document was received and processed. There are many technical reasons why your submission could fail; you will receive email confirmation to davis@hawaii.gov for each document submitted successfully to the system.


• Documents based after submission of the application to Hawaii Department of Transportation will be rejected. This process can be used only to fax documents while the application is in Incomplete status.

• You can send multiple documents via fax for the same document requirement. For example, you can send a fax for each bid item required. The system will automatically store the different submissions as separate files but link them to the same document requirement. You must separate each file with a cover page.

• You can submit documents by fax and/or direct upload through the system's user interface. Once all required documents are provided, the document set will be complete and the status will automatically update.

• If you have printed cover pages for multiple different document types, you can fax each separately or all at once in a single batch. The system will separate multiple submissions and assign to the document requirement accordingly.

You must include the cover page with the document.  
Fax document to (312) 674-7399.




Instructions to Applicant

1. Fax this coverage and document package to (312) 674-7399.

2. After receiving the confirmation notice, access the application online and verify the document was fully received and attached.

3. Resend the fax, if necessary, to ensure a complete document is attached.



Hawaii Department of Transportation

NEW DBE APPLICATIONCertification Application Number: 8251773

Applicant's Name: Test HDOT - A  
Document #: 1  
Document Name: Personal Net Worth Statement  
Document Status: Mandatory

Windows Taskbar

System Tray

# Main Summary

All sections are completed and application is ready for signature and submittal

Diversity Management System (p x) B2Gnow x B2Gnow x B2Gnow x +

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4899&TK=B48FCE0A3D48314F38E9D14565C7E5E283A0B89263890570011E0A0DAA011957D1FB11602E38BBB50A9F496F1DB59EEE62C8D948DBE8FE610D6312B3878A6B8217AE305BBC4398B1

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**Test System**

**B2Gnow**

**Certification Application: Main Summary**

Main Documents Signature Submit Utilities Cert List

Test HDOT - A  
Application Type: New DBE/ACDBE Application  
Application Number: 8251773

Application status: Complete, Pending Signature > Sign Application  
Application started: 9/26/2018

98% complete

All sections have been completed and the application is complete. Click the **Sign** button to electronically sign the application.

**Need Help?**  
[Download Part 2 of the user manual](#)  
[Sign up for a Training Class](#)

**Application Information**

Application Type: New DBE/ACDBE Application  
Certifying Agency: Hawaii Department of Transportation  
Test HDOT - A  
Current Status: Complete, Pending Signature > Sign Application  
Application Number: 8251773  
Date for Deletion: 12/25/2018 (Extend)  
Contact Person: Ghost Lee (Add user not on list)

This is the assigned user for this application. To ensure security of the application, only **YOU** have access to this application unless you reassign it to another user for completion or explicitly grant access by clicking the **Utilities** tab and adding a user to the **Access List**.

**Sections and Documentation**

Section 1: Certification Information - Basic Contact Information	✓ Process	Complete: 8 completed of 8 required; 0 completed of 3 optional (by Ghost Lee, 9/26/2018)
Section 1: Certification Information - Prior/Other Certifications and Applications	✓ Process	Complete: 4 completed of 4 required; 0 completed of 0 optional (by Ghost Lee, 9/26/2018)
Section 2: General Information - Business Profile	✓ Process	Complete: 10 completed of 10 required; 6 completed of 6 optional (by Ghost Lee, 9/27/2018)
Section 2: General Information - Relationships and Dealings with Other Businesses	✓ Process	Complete: 8 completed of 8 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Section 3: Majority Owner Information	✓ Process	Complete: 1 completed of 1 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Section 4: Control - Officers & Board of Directors	✓ Process	Complete: 1 completed of 1 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Section 4: Control - Management Personnel	✓ Process	Complete: 1 completed of 1 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Section 4: Control - Inventory	✓ Process	Complete: 5 completed of 5 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Section 4: Control - Financial Information	✓ Process	Complete: 3 completed of 3 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Section 4: Control - Licenses & Contracts	✓ Process	Complete: 2 completed of 2 required; 0 completed of 0 optional (by Ghost Lee, 9/27/2018)
Airport Concession (ACDBE)	✓ Process	Complete: 20 attached of 20 required; 1 attached, 12 not applicable of 13 required
Document List	✓ Process	

**Signature and Submittal**

Signature  
Submittal

Sign Submit  
Delete Application

Pending

Click on "Sign" to begin signature process

**Customer Support**  
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11:41 AM  
9/28/2018

# Sign Application

Diversity Management System (p x) B2Gnow x B2Gnow x B2Gnow x +

https://test.mwdbe.com/FrontPage/VendorMain.asp?XID=4899&TK=B48FCE0A3D48314F38E9D14565C7E5E283A0B89263890570011E0A0DAA011957D1F811602E38BBB50A9F496F1DB59EEE62C8D948DBE8FE610D6312B3878A6B8217AE305BBC4398B1

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**Test System**  
**B2Gnow**

Home View >> Search >> Message >> Settings >> Help & Support >> Logoff

Show All Hide All

**Certification Application: Sign Application**

Main Documents **Signature** Submit Utilities Cert List

**Test HDOT - A**  
Application Type: **New DBE/ACDBE Application**  
Application Number: **8251773**

Application status: **Complete, Pending Signature > Sign Application**  
Application started: **9/26/2018**

98% complete

The electronic signature attests to the accuracy of the certification application.

**\* required entry**

**Electronic Signature**

Signature *		
(type your full, legal name)		
Your Title *		
Your Organization *	Test HDOT - A	
Today's Date *	9/28/2018	(mm/dd/yyyy)

☐ By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

**Sign Application** Cancel

**1<sup>st</sup>:** - Type in your full, legal name and your title

**2<sup>nd</sup>:** - Put a check mark in the box

**3<sup>rd</sup>:** - Click on "Sign Application" button

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**Ghost Lee**  
**Test HDOT - A**

11:50 AM  
9/28/2018

# Submit Application

Test System

B2Gnow

Home

View >>

Search >>

Message >>

Settings >>

Help & Support >>

Logoff

Show All

Hide All

Certification Application: Submit Application

Main

Documents

Signature

Submit

Utilities

Cert List

Test HDOT - A

Application Type: New DBE/

Application Number: 825177

Application status: ~~Complete & Signed, Pending Submittal~~ > **Submit Application**

Application started: 9/26/2018

Submit Your Application

If you are ready to submit your application, the application cannot be edited.

☒

By submitting this certification application, I acknowledge individually, and on behalf of my business, the policies, rules, and requirements of the program.

Submit Application

OR

View Your Application

View and Print Application

Edit Your Application

Edit Application

1st: Click on box

2nd: Click on "Submit Application" button

3rd: Or view and print your application Or edit your application

Home | Help | [Print This Page](#) | [Print To PDF](#)

Logged on as: Ghost Lee

Test HDOT - A

11:58 AM

9/28/2018

# Submit Application



**Test System**  
**B2Gnow**

← → 📄 🖨️

- Home
- View >>
- Search >>
- Message >>
- Settings >>
- Help & Support >>
- Logoff

## Certification Application: Submit Application

Help & Tools 🛠️

Main Documents Signature **Submit** Q & A Utilities Cert List

**Test HDOT - A**  
Application Type: **New DBE/ACDBE Application**  
Application Number: **8251773**

Application status: **Submitted, Pending Receipt**  
Application started: **9/26/2018**  
Submitted: **9/28/2018**

Mahalo (thank you) for your submittal. Your certification application number is **8251773**. Please reference this number in all correspondence.

Applicants can expect to receive a final determination on their application within 90 days. During this time, you may be contacted to supply additional information and/or supporting documentation; a delay in your response will result in an extended period of review.

HDOT reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

View and Print Application For Your Records

Click "View and Print Application For Your Records" button



Congratulations! You have completed your firm's New  
DBE/ACDBE Application

Next step is for HDOT OCR to review your firm's New DBE/ACDBE  
Application and schedule an on-site visit

Questions, Comments, Input, Suggestions, Corrections?

Hawaii Department of Transportation  
Office of Civil Rights  
[hdot-dbe@hawaii.gov](mailto:hdot-dbe@hawaii.gov)