

Be Ready for **ANY** Opportunity by
Mastering Document Management Skills

GET ORGANIZED & Build a Strong Foundation

WELCOME TO THE DBE PROGRAM!

Whether you are thinking about DBE certification, newly certified or an existing DBE, WisDOT wants to assist with your continued success. The administrative part of owning a business can be daunting; but **being organized is a critical part** of competing for federally funded transportation contracts. Research tells us when a small business is organized it is **better positioned** to take advantage of resources that will help the business reach **new levels of success**. It is never too late to start and the DBE office offers many resources to help your company.

2 ESSENTIAL BUILDING BLOCKS OF DOCUMENT MANAGEMENT:

1. Keep it Simple

■ **Paper System:** Organize your documents in a binder and take this binder with you when meeting with organizations for loans and/or grants so copies can be made.

* Unless required, keep your originals, and share copies.

■ **Electronic System:** Create separate folders with short, descriptive names for each document.

2. Keep it Current

■ As you renew, update and/or file certain documents **make it a habit** to keep these documents current.

■ Retrieving this information when needed **will be easy** if it is maintained as you go.

Organized and up-to-date documents project a favorable first impression:

Your business is well run.

Your business will use loan and/or grant proceeds wisely.

Your business is credit worthy, and the loan will be paid back.

Below are typical documents your company will need to either apply for DBE certification and/or loans and grants:

- ☐ Personal Background, Business Plan and/or Business Overview
- ☐ At least 3 years of prior taxes
- ☐ Current financial statements, profit and loss statements & business projections
- ☐ Current state business certificate(s) and/or license(s)
- ☐ Resume of Principal(s)
- ☐ Current business lease(s)
- ☐ Current list of equipment owned (if applicable)
- ☐ Proof of Ownerships and affiliations

Page 15 of the UCP Application is the **application checklist** and provides additional information on required documents.

If you are meeting with an organization and/or financial institution below are typical questions, you will be asked. Be prepared and consider answering these questions ahead of time in writing.

- ☐ Is this a new business – Or is it an existing business?
- ☐ Who owns the business?
- ☐ Where is it located?
- ☐ Is a corporation, LLC, sole proprietorship?
- ☐ Why do you need a loan – Be prepared to explain in detail how you would use the loan, for example:
 - What is your product or service?
 - How will you use working capital?
 - What type of equipment purchases do you plan to make and how will that help your business grow?
- ☐ Do you have a business plan?
- ☐ Can you provide financial statements (existing business) or projections (for a new business)?
- ☐ How many employees do you have?
- ☐ Are you creating any new jobs?
- ☐ Who are your customers?
- ☐ Who are your competitors?
- ☐ What proof is there that this company's services or products are wanted or needed?



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