

DETROIT BUSINESS OPPORTUNITY PROGRAM



CERTIFICATION CHECKLIST

ALL Documentation & Information is Required |PLEASE ATTACH THE REQUIRED DOCUMENTS TO YOUR APPLICATION

DETROIT BASED BUSINESS (DBB)

Verification of Business Structure and Ownership

- Articles of Incorporation or Operating Agreement
- Previous year federal tax filing and tax return including Schedule K-1 adding up to 100%

Verification of Detroit Location

- Registered deed or lease for previous and current year

City of Detroit Taxes

- City of Detroit Business Tax Return for the previous year

Ability to Provide Services

- Disclose total number of employees
- Disclose total number of employees working from/located at the Detroit location
- Disclose total number of Detroit Resident employees working from/located at the Detroit location
- Affidavit of Applicant Page

DETROIT HEADQUARTERED BUSINESS (DHB)

- Meet all criteria for Detroit Based Business (DBB)
- Executive Business Roster showing that the chief executive officer and highest-level management staff perform at least fifty-one percent (51%) of their management functions at the Detroit location.

DETROIT BASED MICRO BUSINESS (DBMB)

- Meet all criteria under Detroit Based Business (DBB)
- Federal Tax Return from previous year showing an annual gross receipt of one million dollars (\$1,000,000) or less
- No more than 15 employees

A business which is an affiliate or subsidiary of an entity that is not eligible for registration as a micro business concern shall not be registered as a micro business concern.

DETROIT BASED SMALL BUSINESS (DSB)

- Meet all criteria for Detroit Based Business (DBB)
- Meets Small Business Requirements (average over the last 3 fiscal years)
 - Manufacturing: < 500 Employees in 3 Years
 - General Construction: < \$28 million
 - Specialty Construction: < \$12 million
 - Wholesale: < 100 Employees in 3 Years
 - Retail: < \$6 million
 - Professional Service: < \$6 million

FEDERAL TAX RETURNS FOR THE PREVIOUS 3 YEARS GROSS RECEIPTS:

Gross Receipts:

Year _____ \$ _____

Year _____ \$ _____

Year _____ \$ _____

Average: \$ _____

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DETROIT RESIDENT BUSINESS (DRB)

- Employs a minimum of four (4) employees and at least fifty-one percent (51%) are city of Detroit residents
- Detroit resident employee payroll for the previous month
- A copy (front and back) of a State Identification card for each city of Detroit resident employee
- Notarized Affidavit of Applicant Page

DETROIT START-UP (DSU)

- Notarized Affidavit of Applicant Page
- Articles of Incorporation or Operating Agreement

MINORITY/WOMEN BUSINESS ENTERPRISE (MBE/WBE)

- MBE/WBE Declaration Page (Must have at last 51% minority ownership or woman ownership)
- Signed Operating Agreement or Bylaws
- Notarized Affidavit of Applicant Page

CERTIFICATION FEE SCHEDULE

Prior Year Gross Receipts	Fee
◦ ≤ \$249,999	\$250
◦ \$250,000 - \$999,999	\$500
◦ \$1,000,000 - \$499,999	\$1,500
◦ ≥ \$5,000,000	\$2,500
◦ WBE/MBE Only	\$250

PLEASE NOTE: The Civil Rights, Inclusion & Opportunity department reserves the right to deny applications due to missing documents and request additional documentation when necessary. If your application is denied, you will be required to complete a new application. ALL documentation is required for each recertification year. A change in address of the business location will require recertification.

JOINT VENTURE (JV)

- Joint Venture with another firm. The other firm is one of the following:
 - Detroit Based Business (DBB)
 - Detroit Based Small Business (DBSB)
 - Detroit Resident Based (DRB)
 - DBMBC
- Written, signed, notarized Contract/Agreement between both firms that proves the DBB, DSB, DRB or DBMB is:
 - Substantially included in all phases of contract, including bidding and staffing
 - Provides at least 51% of total performance, responsibility and project management
 - Receives at least 51% of total remuneration from specific contract
 - Shares in profits and losses
- Outline of work to be performed, including time and labor

MENTOR VENTURE (MV)

- Joint Venture with another firm. The other firm is one of the following:
 - Detroit Based Business (DBB)
 - Detroit Based Small Business (DBSB)
 - Detroit Resident Based (DRB)
 - DBMBC
- Written, signed, notarized Contract/Agreement between both firms that proves the DBB, DSB, DRB or DBMB is:
 - Substantially included in all phases of contract, including bidding and staffing
 - Provides at least 30% of total performance, responsibility and project management
 - Receives at least 30% of total remuneration from specific contract
 - Shares in profits and losses
- Outline of work to be performed, including time and labor

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CONSTRUCTION WORKFORCE DEVELOPMENT BUSINESS (CWDB)

- A Certificate of Registration of Apprenticeship with the United States Department of Labor for a federally certified program

-or-

- A Certificate of Apprenticeship from the State Department of Labor and Economic Opportunity for a state certified program.

CONSTRUCTION WORKFORCE INVESTMENT BUSINESS (CWIB)

- A copy of the relevant sections of a collective bargaining agreement
- A copy of the plan documents for a pension
- A copy of the insurance contracts for health insurance; or any other documentation deemed appropriate by the Office of Contracting and Procurement

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